



**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, November 15, 2017, at 6:30 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. Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, Pursuant to Government Code Section 54956.9(d)(1):

Name of Case: Timothy Patrick Green v. City of South Pasadena et al., Los Angeles County Superior Court Case No. BC572438

B. Anticipated Litigation

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

Number of Anticipated Cases: 1

C. Initiation of Litigation


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

Number of Cases: 1

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.

11/09/2017

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, November 15, 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 Diana 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 Diana Mahmud

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

PRESENTATIONS

- 2. South Pasadena Tournament of Roses Committee Annual Float Fundraiser Drawing for the Ultimate Tournament of Roses Experience**
- 3. Presentation of the Fiscal Year 2016-17 Annual Report of the Public Works Commission**
- 4. Presentation of the Fiscal Year 2016-17 Annual Report of the Senior Citizen Commission**

COMMUNICATIONS

5. 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.

6. City Manager Communications

7. Merchant Minute

8. 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

9. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 200565 through 200606 in the amount of \$172,917.57; General City Warrants Nos. 200607 through 200740 in the amount of \$768,796.58; Payroll dated November 3, 2017, in the amount of \$626,161.84.

10. Monthly Investment Reports for September 2017

Recommendation

Receive and file the Monthly Investment Reports for September 2017.

11. Re-Appropriation of Fiscal Year 2016-17 Purchase Orders and Carryovers of Capital Improvement Projects

Recommendation

Approve the re-appropriation of Fiscal Year 2016-17 purchase orders and various Capital Improvement Projects into the City of South Pasadena's FY 2017-18 expenditure budget.

12. Approval of a Contract Amendment with Athens Services

Recommendation

Approve the first contract amendment to the Athens Services Exclusive Refuse Service Agreement for refuse collection and processing services and authorize the City Manager to execute the contract amendment.

13. Approval of Agreement with Vision Technology Solutions, LLC, for Upgrade to Website Design and Hosting Services

Recommendation

Authorize the City Manager to enter into a five year agreement with Vision Technology Solutions, LLC to upgrade the City's website design and hosting services.

14. Approval of a Resolution Establishing Compensation and Benefits for Unrepresented Management Employees, Superseding Resolution No. 7528

Recommendation

Approve a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, approving unrepresented management employee benefits listing and management salary schedule, superseding Resolution No. 7528."

15. Award of Contract to LandCare for Landscape Maintenance Services

Recommendation

1. Award a contract to LandCare for Landscape Maintenance Services for \$393,000 per year and authorize the City Manager to execute the Landscape Maintenance Services Agreement with LandCare effective January 1, 2018.
2. Reject all other proposals received.
3. Appropriate a sum of \$56,500 from the General Fund reserves for Fiscal Year 2017-18 services and authorize the Finance Director to make the necessary transfers.

16. Approval of a Resolution Adopting a Memorandum of Understanding Between the City of South Pasadena and the South Pasadena Firefighters’ Association

Recommendation

Approve a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, adopting a Memorandum of Understanding between the City of South Pasadena and the South Pasadena Firefighters’ Association superseding Resolution No. 7380.”

ACTION/DISCUSSION

17. Adoption of a Resolution Declaring a Public Nuisance and Order of Abatement for 2054 Fremont Avenue

Recommendation

Adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, declaring the property at 2054 Fremont Ave., City of South Pasadena, a public nuisance, and ordering that the nuisance be abated within 30 days.”

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

November 21, 2017	Special City Council Meeting	Council Chamber	7:00 p.m.
December 6, 2017	Regular City Council Meeting	Council Chamber	7:30 p.m.
December 20, 2017	COUNCIL REORGANIZATION	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

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. 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.

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.

11/09/2017

Date



Desiree Jimenez, CMC
Deputy City Clerk

Date: November 15, 2017
To: Honorable Mayor and Members of the Council
From: Lawrence Abelson, Chair, Public Works Commission
Re: **FY 2016-17 Annual Report of Public Works Commission**

The Public Works Commission (Commission) is pleased to present its Annual Report (Report) for Fiscal Year (FY) 2016-17. This Report covers the Commission's activities from July 1, 2016 through June 30, 2017. The Commission is currently comprised of Chair Lawrence Abelson, Vice Chair Gayle Glauz, and members John Fisher, Clinton Granath, and Kimberley Hughes. The professional background of the current Commission is as follows: three engineers, one attorney, and a utility public relations specialist. The Commission is supported by its Staff Liaison Leonna Dewitt, Public Works Assistant, as well as Deputy Public Works Director Rafael Casillas who recently joined the Public Works Department.

The Commission continues its mission of providing recommendations, direction and input for public works capital improvement projects, as well as other projects and issues throughout the City.

The Commission met monthly during FY 2016-17 (except for August and December 2016, when meetings were cancelled) and dealt with a number of issues, most notably the following:

- Provided input and recommendations to the Public Works Department on key components of street improvement projects, including the list of street improvement projects for the FY 2016-17 Budget approved by the City Council;
- Provided recommendations for the Mission Street Bikeway Improvement Project;
- Provided input, direction, and encouragement for proceeding with signal modifications to reduce traffic delays at Gold Line crossings, installation of a new traffic signal on Monterey Road at Orange Grove Avenue, and removal of certain bulbouts on Fair Oaks Avenue to increase safety and reduce congestion;
- Heard resident concerns and suggested options for staff to investigate to address traffic safety and related concerns on Diamond Avenue between Mission Street and El Centro Street;
- Oversaw implementation of measures designed to manage parking and traffic at Trader Joe's and on surrounding streets;
- Revised and approved the Ordinance authorizing the City Engineer to require certain off-site improvements for private development projects;
- Conducted two joint meetings and developed a joint resolution between the Public Works Commission and the Freeway and Transportation Commission to clarify the roles and

responsibilities of each Commission and identify overlapping projects that both Commissions can work on jointly; and provided justification for a permanent Public Works Commission;

- Recommended installation of a speed feedback sign on Arroyo Drive and other measures to address traffic safety on that street;
- Recommended left turn pockets at Meridian Avenue, peak-hour turn restrictions at Diamond Avenue, installation of a protected left turn at Via Del Rey, and median modifications be included in Monterey Road Street Improvement Project Phase 1;
- Oversaw and provided input on a number of public works and capital improvement projects, including the dog park (parking, traffic and access issues), sewer line rehabilitation project, and Garfield Reservoir Reconstruction Project;

and

- Appointed Commissioner Hughes to serve as the Commission's representative on the "Our Natural Committee" focus group, and Chair Abelson and Commissioner Fisher to serve on the CORE focus group, for the City's General Plan/Downtown Specific Plan Update.

Date: November 15, 2017
To: Honorable Mayor and Members of the Council
From: Herb Shon, Chair, Senior Citizen Commission
Re: **Fiscal Year (FY) 2016-17 Annual Report of Senior Citizen Commission**

The Senior Citizen Commission (Commission) supports the services and activities offered by the South Pasadena Senior Center. These services and activities include educational classes, lectures, social services, and recreational programs that enhance the lives of older adults in the community. This report is for the Fiscal Year July 1, 2016 through June 30, 2017 (FY 2016-17).

COMMISSION GOALS

IMPROVING HEALTH AND WELLNESS OF SENIORS

Commissioner assistance with obtaining contacts to expand classes and programs for senior citizens within the realm of health and wellness.

Medications Management – Due to Commission outreach, Huntington Hospital sends pharmacy and nursing staff quarterly to the Senior Center for 30-minute medication reviews with seniors.

Participation in Special Events:

Commissioners assisted with special events which provide opportunities for socialization and entertainment that create a sense of wellness. An example of events are:

- Valentine’s Day Luncheon
- St. Patrick’s Day Luncheon
- Senior Prom (intergenerational)
- Mother’s Day Program
- Father’s Day Luncheon
- Thanksgiving Dinner
- Christmas Program

Outreach to Homebound Individuals:

Through efforts from Senior and Youth Commissioners, the Senior Center delivers holiday cheer bags during the holidays to homebound individuals as identified by Senior Center staff. In December of 2016 the Commission delivered 22 bags with a total value of \$800 in gift cards, plus boxed treats for each individual. Typically, the recipients live alone and/or receive delivered meals from the Senior Center.

OUTREACH TO THE COMMUNITY

“Awareness and Marketing” was coined by the Commission as its focus for 2017 which included:

- a) Writing articles to promote the Senior Center’s programs/services;

Commissioner Levitt authored the majority of the articles, along with Chair Shon.

Articles are as follows:

Dial-A-Ride Program – Commissioner Levitt

Wellness – Health Fair – Commissioner Levitt

Volunteer Recognition – Commissioner Levitt

Additional areas identified for future articles are: Fitness Programs, Holiday Cheer Program, Alzheimer's/Memory Loss/Healthy Brain

The Commission is discussing educating families through Neighborhood Watch Captains, landlords/property managers, etc. to create a more inclusive list of homebound individuals who can possibly benefit from the Center's programs and services.

Senior Center Website – The Senior Center website has been updated and the Commission is continually working on making the webpages more user friendly.

Facilities

The Commission approved the use of Romine Trust funds to cover the cost of mold remediation and reconstruction after the 2016 rains which damaged the Computer Lab at the Senior Center.

Community Center Ad Hoc Committee

On February 13, 2017, Commissioners Shon, Vanderwall, Knight, and Community Services Supervisor Torres attended the Community Center Ad Hoc Committee meeting and participated in discussion concerning the plans for the forthcoming Community Center, which included access to and accommodations for seniors, shared spaces, and the adequacy of the same.

Intergenerational Program

The Senior Commission along with Youth Commission come together to offer an annual event where local teens assist with putting a program together, receiving food donations, both Commissions work together to serve the dinner, interact with the seniors, and participate in the dance which follows the meal. This spring, we had 70 seniors attend and 10 commissioners assist with the Intergenerational Program.

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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: David Batt, Finance Director
SUBJECT: **Approval of Prepaid Warrants in the Amount of \$172,917.57
General City Warrants in the Amount of \$768,796.58 and Payroll
in the Amount of \$626,161.84**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 200565 – 200606 \$ 172,917.57

General City Warrants:

Warrant # 200607 – 200740 \$ 768,796.58

Payroll 11-03-17 \$ 626,161.84

RSA:

Prepaid Warrants \$

General City Warrants \$ _____

Total \$ 1,567,875.99

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.

RECEIVED 11/15/17 9

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 11-03-17
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date 11.15.17 Amounts			
	Prepaid	Written	Payroll	
General Fund	101	105,181.93	180,871.38	307,245.59
Insurance Fund	103			
Street Improvement Program	104			
Facilities & Equip.Cap. Fund	105		11,926.38	
Local Transit Return "A"	205	176.03	1,037.57	7,706.60
Local Transit Return "C"	207		4,518.85	5,385.23
Sewer Fund	210	115.65	5,282.18	11,796.48
CTC Traffic Improvement	211			
Street Lighting Fund	215	3,000.90	10,676.22	5,717.24
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		1,679.44	
Housing Authority Fund	228			
State Gas Tax	230	1,563.38	830.87	13,097.87
County Park Bond Fund	232	106.15	1,456.38	
Measure R	233			
MSRC Grant Fund	238		18,225.00	
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Streets Grant	249			
Capital Growth Fund	255			
CDBG	260	38.25	4,389.60	
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277			
Arroyo Seco Golf Course	295		46,080.00	
Sewer Capital Projects Fund	310			116.88
Water Fund	500	60,033.81	481,822.71	52,857.13
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	2,701.47		222,238.82
Wire Transfer - Various Funds				
Column Totals		172,917.57	768,796.58	626,161.84
City Report Totals			1,567,875.99	

Recap by fund

Fund No.	Amounts			
	Prepaid	Written	Payroll	
RSA	227	-	-	-
Column Totals		-	-	-
RSA Report Totals				

Grand Report Total	Amounts		
	Prepaid	Written	Payroll
	172,917.57	768,796.58	626,161.84
		<u>1,567,875.99</u>	

Michael A. Cacciotti, Mayor

David Batt
David Batt, Finance Director

Evelyn G. Zneimer, City Clerk

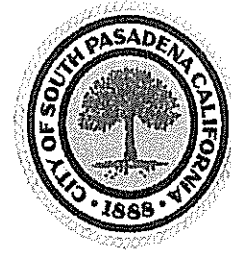
ATTACHMENT 2
Prepaid Warrant List

<u>Voided Checks</u>	
200526	\$1,817.78
200567	\$435.95

Accounts Payable

Check Detail

User: mfestejo
 Printed: 11/08/2017 - 8:35AM



Check Number	Check Date		Amount
ATGC8530 - Acorn Technology Corp. Line Item Account			
200565	10/26/2017		
Inv	50261		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - Managed IT Monitoring	101-2010-2032-8170-000	750.00
Inv	50261 Total		750.00
Inv	50261*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - Adjustment	101-2010-2032-8170-000	-730.00
Inv	50261* Total		-730.00
Inv	50261**		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - General City	101-2010-2032-8170-000	10,654.25
Inv	50261** Total		10,654.25
Inv	50261-1686		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - Police Open Ticket Report	101-4010-4011-8170-000	85.00
Inv	50261-1686 Total		85.00
Inv	50261-1699		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - Workstation Replacements	101-2010-2032-8170-000	252.00
Inv	50261-1699 Total		252.00
Inv	50261-1701		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - Garfield Reservoir Offices	500-6010-6711-8020-000	145.00
Inv	50261-1701 Total		145.00
Inv	50261-1702		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - CENIC Installation	101-8010-8011-8020-000	393.75
Inv	50261-1702 Total		393.75

Check Number	Check Date		Amount
Inv	50261-1708		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	IT Svcs 9/17 - General Police	101-4010-4011-8170-000	1,690.00
Inv 50261-1708 Total			1,690.00
200565 Total:			13,240.00
ATGC8530 - Acorn Technology Corp. Total:			13,240.00
AFLA7010 - AFLAC Line Item Account			
200584	11/02/2017		
Inv	P/R/E 10/29/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Optional Insurance	700-0000-0000-2255-000	1,281.47
Inv P/R/E 10/29/17 Total			1,281.47
200584 Total:			1,281.47
AFLA7010 - AFLAC Total:			1,281.47
TCN9011 - AT & T Line Item Account			
200587	11/02/2017		
Inv	000010273627		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	CLAPDSOPAS 8/27-10/27/17	101-2010-2032-8150-000	657.52
Inv 000010273627 Total			657.52
200587 Total:			657.52
ATCN9011 - AT & T Total:			657.52
AT&T5006 - AT & T U-Verse Line Item Account			
200588	11/02/2017		
Inv	130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	9/18-10/17/17	500-6010-6710-8150-000	78.17
Inv 130464796 Total			78.17
200588 Total:			78.17
AT&T5006 - AT & T U-Verse Total:			78.17

Check Number Check Date Amount

AT&T5011 - AT&T Line Item Account

200589 11/02/2017

Inv 331 841-0756

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2017	0756 343 2 10/7-11/6/17	101-2010-2032-8150-000	66.40

Inv 331 841-0756 Total 66.40

Inv 331 841-0802

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2017	0802 343 6 10/7-11/6/17	101-2010-2032-8150-000	66.40

Inv 331 841-0802 Total 66.40

Inv 626 405-0051

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	0051 017 5 10/11-11/10/17	101-2010-2032-8150-000	999.77

Inv 626 405-0051 Total 999.77

Inv 626 441-6497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	6497 357 0 10/13-11/12/17	101-2010-2032-8150-000	625.75

Inv 626 441-6497 Total 625.75

Inv 626 577-6657

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	6657 213 7 10/13-11/12/17	101-2010-2032-8150-000	160.78

Inv 626 577-6657 Total 160.78

200589 Total: 1,919.10

AT&T5011 - AT&T Total: 1,919.10

CIN4011 - AT&T --Cingular Wireless Line Item Account

200590 11/02/2017

Inv 287258938988x10

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	PW Cellphones 9/20-10/19/17	500-6010-6710-8020-000	136.83
10/19/2017	PW Cellphones 9/20-10/19/17	210-6010-6501-8020-000	32.59
10/19/2017	PW Cellphones 9/20-10/19/17	500-6010-6711-8020-000	142.94
10/19/2017	PW Cellphones 9/20-10/19/17	101-2010-2032-8150-000	569.01

Inv 287258938988x10 Total 881.37

Inv 879338213x1023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
10/15/2017	FD Cellphones 9/16-10/15/17	101-2010-2032-8150-000	92.36
Inv 879338213x1023 Total			92.36
200590 Total:			973.73
CIN4011 - AT&T --Cingular Wireless Total:			973.73
BRAS3010 - Bartel Associates Line Item Account			
200566	10/26/2017		
Inv	17-724		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	GASB 68 Reports & OPEB Valuation	101-3010-3041-8170-000	3,105.50
10/10/2017	GASB 68 Reports & OPEB Valuation	101-3010-3011-8170-000	1,500.00
Inv 17-724 Total			4,605.50
200566 Total:			4,605.50
BRAS3010 - Bartel Associates Total:			4,605.50
CAL0627 - CA Franchise Tax Board Line Item Account			
200585	11/02/2017		
Inv	P/R/E 10/29/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Garnishment	700-0000-0000-2264-000	100.00
Inv P/R/E 10/29/17 Total			100.00
200585 Total:			100.00
CAL0627 - CA Franchise Tax Board Total:			100.00
CSD3014 - Ca. State Disbursement Unit Line Item Account			
200586	11/02/2017		
Inv	P/R/E 10/29/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Garnishment	700-0000-0000-2264-000	1,320.00
Inv P/R/E 10/29/17 Total			1,320.00
200586 Total:			1,320.00
CSD3014 - Ca. State Disbursement Unit Total:			1,320.00
SOU5401 - City of South Pasadena-Sr.Center Line Item Account			

Check Number	Check Date		Amount
200568	10/26/2017		
Inv	10/25/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Reimb. Petty Cash	260-0000-0000-5501-003	38.25
10/25/2017	Reimb. Petty Cash	101-8030-8031-8020-000	49.88
10/25/2017	Reimb. Petty Cash	101-8030-8021-8000-000	23.75
10/25/2017	Reimb. Petty Cash	101-8030-8021-8020-000	312.09
Inv 10/25/17 Total			423.97
200568 Total:			423.97
SOU5401 - City of South Pasadena-Sr.Center Total:			423.97
PCYD6010 - City of South Pasadena-Yard Line Item Account			
200591	11/02/2017		
Inv	10/31/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Reimb. Petty Cash	101-6010-6410-8020-000	22.00
10/31/2017	Reimb. Petty Cash	101-6010-6410-8020-000	9.84
10/31/2017	Reimb. Petty Cash	500-6010-6710-8000-000	18.06
10/31/2017	Reimb. Petty Cash	500-6010-6710-8070-000	117.88
Inv 10/31/17 Total			167.78
200591 Total:			167.78
PCYD6010 - City of South Pasadena-Yard Total:			167.78
CDPS1020 - Code Publishing Inc. Line Item Account			
200569	10/26/2017		
Inv	57961		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	SPMC Condification Svcs -Electronic Update 10/6/17 Ord# 2318	101-1020-1021-8180-000	113.70
Inv 57961 Total			113.70
200569 Total:			113.70
CDPS1020 - Code Publishing Inc. Total:			113.70
CHWP2010 - Colantuono,Highsmith & Whatley,PC Line Item Account			
200570	10/26/2017		
Inv	33917		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - General	101-2010-2501-8160-000	9,611.28
Inv 33917 Total			9,611.28

Inv 33918

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Adv. Benzoni	101-2010-2501-8160-000	461.27

Inv 33918 Total 461.27

Inv 33919

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Transportation	101-2010-2501-8160-000	164.50

Inv 33919 Total 164.50

Inv 33920

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Labor & Employment	101-2010-2013-8160-000	2,937.50

Inv 33920 Total 2,937.50

Inv 33921

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Misc. Litigation	101-2010-2501-8160-000	7,366.08

Inv 33921 Total 7,366.08

Inv 33922

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Special Projects	101-2010-2501-8160-000	5,217.00

Inv 33922 Total 5,217.00

Inv 33923

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Gardena v. RWQCB	101-2010-2501-8160-000	995.00

Inv 33923 Total 995.00

Inv 33924

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Legal Svcs 9/17 - Water & Utilities	101-2010-2501-8160-000	1,653.26

Inv 33924 Total 1,653.26

200570 Total: 28,405.89

CHWP2010 - Colantuono, Highsmith & Whatley, PC Total: 28,405.89

PS0551 - CPRS Line Item Account
0571 10/26/2017

Check Number	Check Date		Amount
Inv	11/1/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	CPRS Playground Maint. Academy 11/1/17 - David Niznik	101-6010-6410-8200-000	75.00
Inv 11/1/17 Total			75.00
200571 Total:			75.00
CPS0551 - CPRS Total:			75.00
DEL4000 - Dell Marketing L.P. Line Item Account			
200572	10/26/2017		
Inv	10194121685		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Small Form Factor Computer	101-1010-1011-8021-000	1,244.14
Inv 10194121685 Total			1,244.14
200572 Total:			1,244.14
DEL4000 - Dell Marketing L.P. Total:			1,244.14
DIG0800 - Digital Telecommunications Corp Line Item Account			
200592	11/02/2017		
Inv	28354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Telephone Line Svcs 11/17	101-2010-2032-8150-000	850.00
Inv 28354 Total			850.00
Inv	28447		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	Telephone Line Svcs - PD Call Out	101-4010-4011-8020-000	174.75
Inv 28447 Total			174.75
Inv	28683		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Telephone Line Svcs 12/17	101-2010-2032-8150-000	850.00
Inv 28683 Total			850.00
200592 Total:			1,874.75
DIG0800 - Digital Telecommunications Corp Total:			1,874.75
D TSA2945 - Division of the State Architect Line Item Account			

Check Number	Check Date		Amount
200573	10/26/2017		
Inv	7/1-9/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Disability Access Education Fee Report 7/1-9/30/17	101-0000-0000-2945-000	206.10
Inv 7/1-9/30/17 Total			206.10
200573 Total:			206.10
DTSA2945 - Division of the State Architect Total:			206.10
FED1109 - Federal Express Line Item Account			
200593	11/02/2017		
Inv	5-975-44657		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	HR Overnight Shipping	101-2010-2013-8010-000	22.86
Inv 5-975-44657 Total			22.86
200593 Total:			22.86
FED1109 - Federal Express Total:			22.86
OM1515 - Home Depot Credit Services Line Item Account			
200574	10/26/2017		
Inv	1092703		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	Supplies	101-5010-5011-8020-000	86.29
Inv 1092703 Total			86.29
Inv	2125017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Supplies	101-5010-5011-8020-000	70.98
Inv 2125017 Total			70.98
Inv	3773558		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	Supplies	101-6010-6601-8120-000	42.83
Inv 3773558 Total			42.83
Inv	4974669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	Supplies	500-6010-6711-8020-000	472.99
Inv 4974669 Total			472.99

Check Number	Check Date		Amount
Inv	6200252		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2017	Supplies CREDIT	101-5010-5011-8020-000	-130.01
Inv 6200252 Total			-130.01
Inv	7105427		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2017	Supplies	101-5010-5011-8020-000	491.35
Inv 7105427 Total			491.35
200574 Total:			1,034.43
HOM1515 - Home Depot Credit Services Total:			1,034.43
SAUJ8267 - Jacobs, Saul Line Item Account			
200594	11/02/2017		
Inv	10/27/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Sr. Center Presentation Silver Lining Jerome Kern 10/27/17	101-8030-8021-8020-000	150.00
Inv 10/27/17 Total			150.00
200594 Total:			150.00
SAUJ8267 - Jacobs, Saul Total:			150.00
LAC3010 - L.A.C.Tax Collector Line Item Account			
200575	10/26/2017		
Inv	5323 019 270		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	500-6010-6710-8229-000	1,801.22
Inv 5323 019 270 Total			1,801.22
Inv	5363 002 270		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	500-6010-6710-8229-000	890.33
Inv 5363 002 270 Total			890.33
Inv	5363 010 270		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	500-6010-6710-8229-000	259.30
Inv 5363 010 270 Total			259.30

Inv 5716 021 270

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	101-6010-6410-8020-000	23.18

Inv 5716 021 270 Total 23.18

Inv 5716 021 271

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	101-6010-6410-8020-000	403.11

Inv 5716 021 271 Total 403.11

Inv 8920 851 390

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Property Taxes 7/1/17 - 6/30/18	500-6010-6710-8229-000	561.37

Inv 8920 851 390 Total 561.37

200575 Total: 3,938.51

LAC3010 - L.A.C. Tax Collector Total: 3,938.51

MARI8090 - Lee Ko, Mariam Line Item Account

200595 11/02/2017

Inv 10/24-27/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Reimb. 2017 NeoGov Conf. & Training 10/24-27/17 Mileage	101-2010-2013-8090-000	276.60

Inv 10/24-27/17 Total 276.60

200595 Total: 276.60

MARI8090 - Lee Ko, Mariam Total: 276.60

LCW7456 - Liebert Cassidy Whitmore Line Item Account

200596 11/02/2017

Inv 1448431

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	415.00

Inv 1448431 Total 415.00

Inv 1448432

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	175.00

Inv 1448432 Total 175.00

Check Number	Check Date		Amount
Inv	1448433		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	1,924.10
Inv 1448433 Total			1,924.10
Inv	1448434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	7,240.00
Inv 1448434 Total			7,240.00
Inv	1448435		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	1,470.00
Inv 1448435 Total			1,470.00
Inv	1448436		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	70.00
Inv 1448436 Total			70.00
Inv	1448437		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	168.00
Inv 1448437 Total			168.00
Inv	1448438		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	2,263.00
Inv 1448438 Total			2,263.00
Inv	1448439		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Legal Svcs - Personnel Matters 9/17	101-2010-2013-8160-000	665.00
Inv 1448439 Total			665.00
200596 Total:			14,390.10
LCW7456 - Liebert Cassidy Whitmore Total:			14,390.10
BILT4011 - Muay Thai Boxing & MMA Gear Line Item Account			
200567	10/26/2017		
Inv	2348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/12/2017	PD Self Defense Course Supplies	101-4010-4011-8020-000	435.95
Inv 2348 Total			435.95
200567 Total:			435.95
200597	11/02/2017		
Inv 2348			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	PD Self Defense Course Supplies	101-4010-4011-8020-000	435.95
Inv 2348 Total			435.95
200597 Total:			435.95
BILT4011 - Muay Thai Boxing & MMA Gear Total:			871.90
OSSS3010 - Olympic Staffing Services Line Item Account			
200598	11/02/2017		
Inv 200028			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	Temp. Staff Svcs w/ 10/8/17	101-2010-2013-8170-000	656.81
Inv 200028 Total			656.81
Inv 200133			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Temp. Staff Svcs w/ 10/15/17	101-2010-2013-8170-000	325.50
Inv 200133 Total			325.50
Inv 200349			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Temp. Staff Svcs w/ 10/22/17	101-2010-2013-8170-000	651.00
Inv 200349 Total			651.00
200598 Total:			1,633.31
OSSS3010 - Olympic Staffing Services Total:			1,633.31
OSHS6101 - Orchard Business/SYNCB Line Item Account			
200576	10/26/2017		
Inv 032885			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	Supplies	101-6010-6601-8020-000	29.01
Inv 032885 Total			29.01

Inv 033688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Supplies	101-0000-0000-2992-003	168.12

Inv 033688 Total 168.12

Inv 034466

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2017	Supplies	101-5010-5011-8100-000	156.72

Inv 034466 Total 156.72

Inv 035563

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2017	Supplies	101-4010-4011-8020-000	344.42

Inv 035563 Total 344.42

Inv 037031

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2017	Supplies	500-6010-6710-8020-000	30.39

Inv 037031 Total 30.39

Inv 038444

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	Supplies	101-5010-5011-8020-000	63.44

Inv 038444 Total 63.44

Inv 039191

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2017	Supplies	101-4010-4011-8020-000	100.80

Inv 039191 Total 100.80

Inv 042992

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Supplies	101-4010-4011-8020-000	34.73

Inv 042992 Total 34.73

Inv 050232

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	Supplies	101-5010-5011-8020-000	40.41

Inv 050232 Total 40.41

Inv 057828

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount	
	09/07/2017	Supplies	500-6010-6711-8020-000	10.37
	Inv 057828	Total		10.37
	Inv 058082			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/08/2017	Supplies	101-5010-5011-8020-000	11.60
	Inv 058082	Total		11.60
	Inv 063154			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/12/2017	Supplies	101-5010-5011-8020-000	11.21
	Inv 063154	Total		11.21
	Inv 063402			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/16/2017	Supplies	101-5010-5012-8520-000	11.92
	Inv 063402	Total		11.92
	Inv 063597			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/19/2017	Supplies	101-8030-8032-8120-000	35.83
	Inv 063597	Total		35.83
	Inv 150926			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/11/2017	Supplies	230-6010-6116-8020-000	93.34
	Inv 150926	Total		93.34
	Inv 159822			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	09/06/2017	Supplies	101-4010-4011-8020-000	207.55
	Inv 159822	Total		207.55
	200576	Total:		1,349.86
	OSHS6101 - Orchard Business/SYNCB	Total:		1,349.86
	PWP4465 - Pasadena Water & Power	Line Item Account		
	200599	11/02/2017		
	Inv 80176-1			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	10/17/2017	Water Use 60 E. State Street 9/12-10/11/17	500-6010-6711-8231-000	3,557.72

Check Number	Check Date		Amount
Inv 80176-1	Total		3,557.72
200599 Total:			3,557.72
PWP4465 - Pasadena Water & Power Total:			3,557.72
DRDP8030 - Prothero, Dr. Donald R. Line Item Account			
200600	11/02/2017		
Inv	10/26/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	Sr. Center Lecture UFO's & Alien's 10/26/17	101-8030-8021-8267-000	100.00
Inv 10/26/17 Total			100.00
200600 Total:			100.00
DRDP8030 - Prothero, Dr. Donald R. Total:			100.00
RIPU8540 - Roadline Products Inc. USA Line Item Account			
200601	11/02/2017		
Inv	13628		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	Type A & Type B Street Markers	230-6010-6116-8020-000	421.71
Inv 13628 Total			421.71
Inv	13629		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	Fast Dry White Paint	230-6010-6116-8020-000	479.45
Inv 13629 Total			479.45
Inv	13635		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Type A Ceramic Marker & Fast Dry White Paint	230-6010-6116-8020-000	438.27
Inv 13635 Total			438.27
200601 Total:			1,339.43
RIPU8540 - Roadline Products Inc. USA Total:			1,339.43
SAN8562 - S.G.V. Newspaper Group Line Item Account			
200577	10/26/2017		
Inv	0000342679		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	SP Draft City Council Electoral District Map Ads	101-1020-1022-8040-000	1,616.37

Inv 0000342679 Total		1,616.37
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200577 Total:		1,616.37
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SAN8562 - S.G.V. Newspaper Group Total:		1,616.37
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SAX1111 - Saxon, Kris Line Item Account

200602 11/02/2017

Inv 10/11-18/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Reimb. FD Strike Team Canyon Fires 10/11-18/17 Expenses	101-5010-5011-8020-000	937.82
10/31/2017	Reimb. FD Strike Team Canyon Fires 10/11-18/17 Expenses	101-5010-5011-8105-000	275.49

Inv 10/11-18/17 Total		1,213.31
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200602 Total:		1,213.31
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SAX1111 - Saxon, Kris Total:		1,213.31
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SCOT8300 - So Cal Office Technologies Line Item Account

200578 10/26/2017

Inv 450235

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	Citywide Copier Overages July - Oct 2017	101-2010-2032-8300-000	4,529.21
10/09/2017	Citywide Copier Overages July - Oct 2017	210-6010-6501-8020-000	8.06
10/09/2017	Citywide Copier Overages July - Oct 2017	500-6010-6710-8020-000	36.61
10/09/2017	Citywide Copier Overages July - Oct 2017	500-3010-3012-8032-000	24.77
10/09/2017	Citywide Copier Overages July - Oct 2017	205-8030-8025-8300-000	49.03

Inv 450235 Total		4,647.68
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200578 Total:		4,647.68
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SCOT8300 - So Cal Office Technologies Total:		4,647.68
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SOU6666 - So. CA Edison Co. Line Item Account

200579 10/26/2017

Inv 3-033-3452-62

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/20-10/19/17	500-6010-6710-8140-000	548.39

Inv 3-033-3452-62 Total		548.39
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200579 Total:		548.39
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200603 11/02/2017

Inv 3-000-5677-90

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	500-6010-6711-8152-000	1,590.27

Inv 3-000-5677-90 Total 1,590.27

Inv 3-000-5950-21

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	71.60

Inv 3-000-5950-21 Total 71.60

Inv 3-000-5950-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	176.14

Inv 3-000-5950-22 Total 176.14

Inv 3-000-7125-63

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6015-8140-000	24.86

Inv 3-000-7125-63 Total 24.86

Inv 3-000-7125-66

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	47.35

Inv 3-000-7125-66 Total 47.35

Inv 3-000-7152-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	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>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	60.62

Inv 3-000-8455-69 Total 60.62

Inv 3-000-9969-52

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6201-8140-000	12.11
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	12.10

Inv 3-000-9969-52 Total 24.21

Inv 3-001-1810-93

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
10/20/2017	9/1-10/1/17	215-6010-6115-8140-000	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>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	43.96
Inv 3-001-1810-94 Total			43.96
Inv 3-001-1810-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	500-6010-6711-8152-000	42,456.50
Inv 3-001-1810-98 Total			42,456.50
Inv 3-001-1811-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6601-8140-000	10,703.31
Inv 3-001-1811-29 Total			10,703.31
Inv 3-001-1811-44			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6201-8140-000	119.10
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	119.10
Inv 3-001-1811-44 Total			238.20
Inv 3-001-1811-45			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6201-8140-000	70.54
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	70.54
Inv 3-001-1811-45 Total			141.08
Inv 3-001-1811-48			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	43.24
Inv 3-001-1811-48 Total			43.24
Inv 3-001-1811-56			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	67.48
Inv 3-001-1811-56 Total			67.48
Inv 3-001-1811-58			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	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>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	40.69
Inv 3-001-1811-59	Total		40.69
Inv 3-001-1811-63			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	26.84
Inv 3-001-1811-63	Total		26.84
Inv 3-001-1811-67			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	39.74
Inv 3-001-1811-67	Total		39.74
Inv 3-001-1811-68			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-8010-8011-8140-000	101.83
Inv 3-001-1811-68	Total		101.83
Inv 3-001-1811-69			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	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>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	77.84
Inv 3-001-1811-75	Total		77.84
Inv 3-001-1811-76			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	49.84
Inv 3-001-1811-76	Total		49.84
Inv 3-001-1811-77			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	39.88
Inv 3-001-1811-77	Total		39.88

Check Number	Check Date		Amount
Inv	3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	40.58
Inv 3-001-1811-79 Total			40.58
Inv	3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	41.13
Inv 3-001-1811-80 Total			41.13
Inv	3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	24.86
Inv 3-001-1811-86 Total			24.86
Inv	3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	52.67
Inv 3-001-1811-87 Total			52.67
Inv	3-001-1811-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	215-6010-6201-8140-000	16.70
10/20/2017	9/1-10/1/17	101-6010-6410-8140-000	16.69
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>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	52.67
Inv 3-001-1811-90 Total			52.67
Inv	3-001-1811-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	76.91
Inv 3-001-1811-91 Total			76.91
Inv	3-001-1811-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	15.68
Inv 3-001-1811-92 Total			15.68
Inv	3-001-1811-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	55.38
Inv 3-001-1811-93 Total			55.38
Inv 3-001-1811-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	26.91
Inv 3-001-1811-95 Total			26.91
Inv 3-001-1811-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	15.42
Inv 3-001-1811-98 Total			15.42
Inv 3-001-1812-06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	34.82
Inv 3-001-1812-06 Total			34.82
Inv 3-001-1812-07			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	27.21
Inv 3-001-1812-07 Total			27.21
Inv 3-001-1812-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	59.80
Inv 3-001-1812-08 Total			59.80
Inv 3-001-1812-09			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	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>	
10/20/2017	9/18-10/17/17	232-6010-6417-8140-000	80.25
Inv 3-001-1812-10 Total			80.25
Inv 3-001-1812-11			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	34.11
Inv 3-001-1812-11 Total			34.11

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>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	29.48
Inv 3-001-1812-12 Total			29.48
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	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>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	1,415.29
Inv 3-001-1812-26 Total			1,415.29
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	48.76
Inv 3-001-1812-27 Total			48.76
Inv	3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	48.07
Inv 3-001-1812-31 Total			48.07
Inv	3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	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>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	26.56
Inv 3-001-1812-33 Total			26.56
Inv	3-001-1812-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	15.14
Inv 3-001-1812-35 Total			15.14
Inv	3-001-1812-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	101-6010-6410-8140-000	93.77

Check Number	Check Date		Amount
		Inv 3-001-1812-36 Total	93.77
		Inv 3-001-1812-38	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/20/2017 9/18-10/17/17 101-6010-6410-8140-000	23.78
		Inv 3-001-1812-38 Total	23.78
		Inv 3-001-1812-39	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/20/2017 9/18-10/17/17 215-6010-6115-8140-000	49.99
		Inv 3-001-1812-39 Total	49.99
		Inv 3-001-9413-97	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/20/2017 9/18-10/17/17 500-6010-6711-8152-000	3,696.88
		Inv 3-001-9413-97 Total	3,696.88
		Inv 3-002-4372-43	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/20/2017 9/18-10/17/17 215-6010-6115-8140-000	84.33
		Inv 3-002-4372-43 Total	84.33
		Inv 3-002-4472-77	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/25/2017 9/25-10/24/17 101-8010-8011-8140-000	2,676.23
		Inv 3-002-4472-77 Total	2,676.23
		Inv 3-002-4472-78	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/25/2017 9/25-10/24/17 101-6010-6601-8140-000	1,146.87
		Inv 3-002-4472-78 Total	1,146.87
		Inv 3-002-4473-12	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/20/2017 9/18-10/17/17 500-6010-6711-8140-000	24.86
		Inv 3-002-4473-12 Total	24.86
		Inv 3-003-6653-57	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/25/2017 9/25-10/24/17 101-6010-6410-8140-000	711.69
		Inv 3-003-6653-57 Total	711.69

Check Number	Check Date		Amount
Inv 3-003-7341-83			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/1-10/1/17	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>	
10/20/2017	9/18-10/17/17	500-6010-6711-8140-000	43.07
Inv 3-004-3214-58 Total			43.07
Inv 3-004-4562-56			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	67.09
Inv 3-004-4562-56 Total			67.09
Inv 3-011-4089-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	50.18
Inv 3-011-4089-57 Total			50.18
Inv 3-016-0678-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6201-8140-000	107.60
Inv 3-016-0678-82 Total			107.60
Inv 3-022-6051-15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	77.84
Inv 3-022-6051-15 Total			77.84
Inv 3-022-6897-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	25.42
Inv 3-022-6897-57 Total			25.42
Inv 3-022-6897-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	215-6010-6115-8140-000	24.65
Inv 3-022-6897-72 Total			24.65
Inv 3-022-6897-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	25.82

Inv 3-022-6897-89 Total 25.82

Inv 3-022-6897-99

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	24.59

Inv 3-022-6897-99 Total 24.59

Inv 3-022-6898-05

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	25.39

Inv 3-022-6898-05 Total 25.39

Inv 3-022-6898-17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	25.41

Inv 3-022-6898-17 Total 25.41

Inv 3-022-6898-28

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	23.06

Inv 3-022-6898-28 Total 23.06

Inv 3-023-6580-86

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6201-8140-000	25.71

Inv 3-023-6580-86 Total 25.71

Inv 3-023-7462-29

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	215-6010-6115-8140-000	165.21

Inv 3-023-7462-29 Total 165.21

Inv 3-023-7844-31

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	23.62

Inv 3-023-7844-31 Total 23.62

Inv 3-023-8283-79

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	28.05

Inv 3-023-8283-79 Total 28.05

Check Number	Check Date		Amount
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	34.30
Inv 3-026-3223-65 Total			34.30
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	101-6010-6410-8140-000	124.85
Inv 3-028-7013-82 Total			124.85
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	500-6010-6711-8152-000	2,713.67
Inv 3-028-7594-32 Total			2,713.67
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	101-6010-6601-8140-000	63.93
Inv 3-029-2458-05 Total			63.93
Inv	3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	215-6010-6115-8140-000	55.90
Inv 3-032-0513-93 Total			55.90
Inv	3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	215-6010-6201-8140-000	70.79
Inv 3-032-2521-62 Total			70.79
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6201-8140-000	54.15
Inv 3-032-4192-98 Total			54.15
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	9/25-10/24/17	215-6010-6115-8140-000	46.27
Inv 3-035-3494-19 Total			46.27
Inv	3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	101-6010-6601-8140-000	889.33

Check Number	Check Date		Amount
Inv 3-035-6502-21 Total			889.33
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	215-6010-6115-8140-000	48.74
Inv 3-037-6075-39 Total			48.74
Inv 3-045-8045-41			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	9/25-10/24/17	232-6010-6417-8140-000	25.90
Inv 3-045-8045-41 Total			25.90
Inv 3-046-7147-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	9/18-10/17/17	215-6010-6115-8140-000	626.02
Inv 3-046-7147-27 Total			626.02
200603 Total:			72,811.48
SOU6666 - So. CA Edison Co. Total:			73,359.87
SOGA6501 - So. Cal. Gas Co. Line Item Account			
200580	10/26/2017		
Inv 196-493-8529 1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	CNG Fuel for City Vehicles 9/17	230-6010-6116-8020-000	130.61
10/05/2017	CNG Fuel for City Vehicles 9/17	210-6010-6501-8020-000	75.00
10/05/2017	CNG Fuel for City Vehicles 9/17	500-6010-6710-8020-000	100.00
10/05/2017	CNG Fuel for City Vehicles 9/17	500-6010-6711-8020-000	56.00
10/05/2017	CNG Fuel for City Vehicles 9/17	101-6010-6410-8020-000	59.00
10/05/2017	CNG Fuel for City Vehicles 9/17	205-8030-8025-8105-000	127.00
Inv 196-493-8529 1 Total			547.61
200580 Total:			547.61
SOGA6501 - So. Cal. Gas Co. Total:			547.61
SLWM3032 - SolarWinds MSP UK Limited Line Item Account			
200581	10/26/2017		
Inv INVHDMM0114623			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	Email Protection & Filtering Svcs 1/1/16-9/30/17	101-2010-2032-8180-000	4,950.00
Inv INVHDMM0114623 Total			4,950.00

00581 Total:	4,950.00
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SLWM3032 - SolarWinds MSP UK Limited Total:	4,950.00
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SOU5030 - The Gas Company Line Item Account

200582 10/26/2017

Inv 072 519 1300 5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	101-6010-6410-8140-000	19.78

Inv 072 519 1300 5 Total	19.78
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Inv 080 919 2900 3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	101-6010-6601-8140-000	222.38

Inv 080 919 2900 3 Total	222.38
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Inv 080 919 3600 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	101-8030-8031-8140-000	3.66

Inv 080 919 3600 8 Total	3.66
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Inv 083 019 3600 4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	500-6010-6710-8140-000	24.19

Inv 083 019 3600 4 Total	24.19
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Inv 137 619 3700 5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	101-8030-8021-8140-000	48.98

Inv 137 619 3700 5 Total	48.98
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Inv 148 220 0900 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	9/12 - 10/11/17	101-6010-6410-8140-000	77.17

Inv 148 220 0900 8 Total	77.17
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200582 Total:	396.16
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SOU5030 - The Gas Company Total:	396.16
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IM4011 - Time Warner Cable Line Item Account

200583 10/26/2017

Check Number	Check Date		Amount
Inv	008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	1102 Oxley St. 10/22-11/21/17	101-8030-8021-8110-000	195.14
Inv 008 0251967 Total			195.14
200583 Total:			195.14
200604	11/02/2017		
Inv	008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2017	Library 10/29-11/28/17	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>	
10/21/2017	Skate Park Cable 11/1-30/17	101-4010-4011-8110-000	73.96
Inv 008 0070193 Total			73.96
200604 Total:			75.54
TIM4011 - Time Warner Cable Total:			270.68
ULRI2994 - Ulrich, Clarence Line Item Account			
200605	11/02/2017		
Inv	10/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Entertainment for Halloween Sr. Center Event 10/30/17	101-8030-8021-8020-000	250.00
Inv 10/30/17 Total			250.00
200605 Total:			250.00
ULRI2994 - Ulrich, Clarence Total:			250.00
VERW6711 - Verizon Wireless Line Item Account			
200606	11/02/2017		
Inv	9793057643		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	Water Dept. Internet Svc Tablet & Ipad 8/20-9/19/17	500-6010-6711-8150-000	149.14
Inv 9793057643 Total			149.14
Inv	9794824155		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Water Dept. Internet Svc Tablet & Ipad 9/20-10/19/17	500-6010-6711-8150-000	149.14

Check Number Check Date Amount

Inv 9794824155 Total 149.14

Inv 9795084484

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	Mobile Broadband 9/24-10/23/17	101-2010-2032-8150-000	16.07

Inv 9795084484 Total 16.07

200606 Total: 314.35

VERW6711 - Verizon Wireless Total: 314.35

Total: 172,917.57

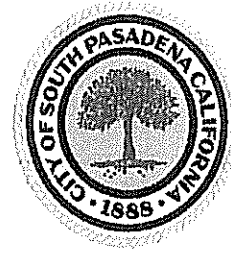
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ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 11/07/2017 - 4:22PM



Check Number	Check Date		Amount
ALH4010 - Alhambra Chrysler Jeep Dodge Inc. Line Item Account			
200607	11/15/2017		
Inv	344994		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	PD Unit# 0908 Repair Fuel Tank, Vapor & Brake Aerosol	101-4010-4011-8100-000	3,467.23
Inv 344994 Total			3,467.23
200607 Total:			3,467.23
ALH4010 - Alhambra Chrysler Jeep Dodge Inc. Total:			3,467.23
ASOM8032 - Alhambra School of Music Line Item Account			
200608	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Music Classes	101-8030-8032-8267-000	512.00
Inv Fall 2017 Total			512.00
200608 Total:			512.00
ASOM8032 - Alhambra School of Music Total:			512.00
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
200609	11/15/2017		
Inv	202236		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	FD Safety Clothing	101-5010-5011-8134-000	65.70
Inv 202236 Total			65.70
Inv	202402		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	FD Safety Equipment/Clothing	101-5010-5011-8134-000	751.18
Inv 202402 Total			751.18
200609 Total:			816.88

ALL0197 - All Star Fire Equipment, Inc. Total:			816.88
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AMT0229 - Amtech Elevator Services Line Item Account

200610 11/15/2017

Inv DVA08398A17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2017	Elevator Maint. Oct 2017	101-6010-6601-8120-000	391.48

Inv DVA08398A17 Total			391.48
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200610 Total:			391.48
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AMT0229 - Amtech Elevator Services Total:			391.48
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LOAN8267 - Andrews, Loretta Line Item Account

200611 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Hawaiian Dance Classes	101-8030-8032-8267-000	2,132.00

Inv Fall 2017 Total			2,132.00
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200611 Total:			2,132.00
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LOAN8267 - Andrews, Loretta Total:			2,132.00
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ARA0260 - Aramark Uniform Services Line Item Account

200612 11/15/2017

Inv 532825140

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Uniform Svcs	215-6010-6201-8132-000	54.93
10/19/2017	Uniform Svcs	101-6010-6601-8132-000	21.18
10/19/2017	Uniform Svcs	230-6010-6116-8132-000	164.97
10/19/2017	Uniform Svcs	215-6010-6310-8132-000	149.94
10/19/2017	Uniform Svcs	210-6010-6501-8132-000	15.48
10/19/2017	Uniform Svcs	500-6010-6711-8132-000	27.51
10/19/2017	Uniform Svcs	500-6010-6710-8132-000	102.32

Inv 532825140 Total			536.33
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200612 Total:			536.33
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ARA0260 - Aramark Uniform Services Total:			536.33
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RE1111 - Arenz, Jan Line Item Account

200613 11/15/2017

Check Number	Check Date		Amount
Inv	R06267		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	Refund Lost & Paid Library Material	101-0000-0000-5260-003	26.00
Inv R06267 Total			26.00
200613 Total:			26.00
ARE1111 - Arenz, Jan Total:			26.00
AVA0287 - Avalon Property Services, Inc. Line Item Account			
200614	11/15/2017		
Inv	25900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2017	Machine Sweeping of Parking Lot Svcs July 2017	205-8030-8024-8180-000	761.51
Inv 25900 Total			761.51
200614 Total:			761.51
AVA0287 - Avalon Property Services, Inc. Total:			761.51
BAK0369 - Baker & Taylor Books Line Item Account			
200615	11/15/2017		
Inv	3021831225		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	Books	101-8010-8011-8080-000	222.41
Inv 3021831225 Total			222.41
Inv	3021855855		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Books	101-8010-8011-8080-000	214.24
Inv 3021855855 Total			214.24
Inv	4012013434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2017	Books	101-8010-8011-8080-000	364.62
Inv 4012013434 Total			364.62
Inv	4012021179		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2017	Books	101-8010-8011-8080-000	93.32
Inv 4012021179 Total			93.32

Check Number	Check Date		Amount
Inv	4012025237		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2017	Books	101-8010-8011-8080-000	39.65
Inv 4012025237 Total			39.65
Inv	4012025562		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	Books	101-8010-8011-8080-000	658.55
Inv 4012025562 Total			658.55
Inv	4012026695		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	Books	101-8010-8011-8080-000	352.10
Inv 4012026695 Total			352.10
Inv	4012028942		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2017	Books	101-8010-8011-8080-000	748.38
Inv 4012028942 Total			748.38
Inv	4012029580		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2017	Books	101-8010-8011-8080-000	1,298.59
Inv 4012029580 Total			1,298.59
Inv	4012029584		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Books	101-8010-8011-8080-000	208.13
Inv 4012029584 Total			208.13
Inv	4012029839		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Books	101-8010-8011-8080-000	86.51
Inv 4012029839 Total			86.51
Inv	4012029869		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	Books	101-8010-8011-8080-000	6.61
Inv 4012029869 Total			6.61
Inv	4012032281		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	Books	101-8010-8011-8080-000	457.06

Check Number	Check Date		Amount
Inv 4012032281	Total		457.06
Inv 4012034722			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Books	101-8010-8011-8080-000	187.99
Inv 4012034722	Total		187.99
Inv 4012036770			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	Books	101-8010-8011-8080-000	166.25
Inv 4012036770	Total		166.25
Inv 4012040890			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	Books	101-8010-8011-8080-000	35.40
Inv 4012040890	Total		35.40
Inv 4012041427			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Books	101-8010-8011-8080-000	257.36
Inv 4012041427	Total		257.36
200615	Total:		5,397.17
BAK0369 - Baker & Taylor Books Total:			5,397.17
BAK0366 - Baker & Taylor Entertainment Line Item Account			
200616	11/15/2017		
Inv B63572900			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	378.38
Inv B63572900	Total		378.38
Inv B75008583			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	15.35
Inv B75008583	Total		15.35
Inv T64750130			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	9.69
Inv T64750130	Total		9.69

Inv T64937360

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	62.20

Inv T64937360 Total 62.20

Inv T65015370

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	11.31

Inv T65015370 Total 11.31

Inv T65274910

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	9.71

Inv T65274910 Total 9.71

Inv T65355600

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	109.14

Inv T65355600 Total 109.14

Inv T65355680

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	81.77

Inv T65355680 Total 81.77

Inv T65639210

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	8.90

Inv T65639210 Total 8.90

Inv T65753030

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	18.42

Inv T65753030 Total 18.42

Inv T65836490

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	9.71

Inv T65836490 Total 9.71

Inv T66006420

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
10/17/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	28.73
Inv T66006420 Total			28.73
Inv T66132260			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	11.33
Inv T66132260 Total			11.33
200616 Total:			754.64
BAK0366 - Baker & Taylor Entertainment Total:			754.64
LBLK2920 - Black, Lauren Line Item Account			
200617	11/15/2017		
Inv R86143			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Refund WMB Deposit Rental 10/21/17	101-0000-0000-2920-000	500.00
Inv R86143 Total			500.00
200617 Total:			500.00
LBLK2920 - Black, Lauren Total:			500.00
WON6400 - Bob Wondries Ford Line Item Account			
200618	11/15/2017		
Inv 548153			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	PD Unit# 1112 Replace Control Arms, Front Sway Bar Links	101-4010-4011-8100-000	2,401.61
Inv 548153 Total			2,401.61
Inv 548524			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	PD Unit# 1404 Replace Disc Brake Pads, Rotors, Suspension & Aliq	101-4010-4011-8100-000	1,179.42
Inv 548524 Total			1,179.42
200618 Total:			3,581.03
WON6400 - Bob Wondries Ford Total:			3,581.03
BRMR8267 - BRIT West Soccer Line Item Account			
200619	11/15/2017		

Check Number	Check Date		Amount
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Soccer Classes	101-8030-8032-8267-000	6,487.89
Inv Fall 2017 Total			6,487.89
200619 Total:			6,487.89
BRMR8267 - BRIT West Soccer Total:			6,487.89
BUR4018 - Burro Canyon Shooting Park Line Item Account			
200620	11/15/2017		
Inv	1426		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2017	PD Range Fees 10/17	101-4010-4011-8200-000	140.00
Inv 1426 Total			140.00
Inv	1431		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	PD Range Fees 10/17	101-4010-4011-8200-000	90.00
Inv 1431 Total			90.00
200620 Total:			230.00
BUR4018 - Burro Canyon Shooting Park Total:			230.00
CBSC5200 - CA Building Standards Commission Line Item Account			
200621	11/15/2017		
Inv	7/1-9/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Bldg Standards Admin Special Revolving Fund 7/1-9/30/17	101-0000-0000-5200-004	133.20
Inv 7/1-9/30/17 Total			133.20
200621 Total:			133.20
CBSC5200 - CA Building Standards Commission Total:			133.20
CDC2930 - CA Dept of Conservation Line Item Account			
200622	11/15/2017		
Inv	7/1-9/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	StrongMotion Inst. & Seismic Hazard Map Fees 7/1-9/30/17	101-0000-0000-2930-001	344.34
Inv 7/1-9/30/17 Total			344.34

Check Number	Check Date		Amount
200622 Total:			344.34
CDC2930 - CA Dept of Conservation Total:			344.34
CAL5236 - CA Linen Services Line Item Account			
200623	11/15/2017		
Inv	1444546		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1444546 Total			111.98
Inv	1451142		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	FD Dept. Supplies	101-5010-5011-8020-000	114.45
Inv 1451142 Total			114.45
200623 Total:			226.43
CAL5236 - CA Linen Services Total:			226.43
CAL8012 - Califa Group Line Item Account			
200624	11/15/2017		
Inv	9964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	Library Electronic References 9/1/17 - 8/31/18 - EBSCO Novelist	101-8010-8011-8031-000	2,240.25
Inv 9964 Total			2,240.25
Inv	9965		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	Electronic Reference 9/1/17-8/31/18 - EBSCO Learning Express	101-8010-8011-8031-000	3,078.37
Inv 9965 Total			3,078.37
200624 Total:			5,318.62
CAL8012 - Califa Group Total:			5,318.62
CAUB9266 - California United Bank Line Item Account			
200625	11/15/2017		
Inv	#30		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Garfield Reservoir Retention - 0138174743	500-9000-9266-9266-000	22,064.43

Inv #30 Total 22,064.43

200625 Total: 22,064.43

CAUB9266 - California United Bank Total: 22,064.43

CAN0607 - Cantu Graphics Line Item Account

200626 11/15/2017

Inv 1938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	Transit - Pads for New Pre/Post Trip Color Pads Electric Vehicle	207-8030-8025-8050-000	73.74

Inv 1938 Total 73.74

Inv 2027

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	FD Print Jobs	101-5010-5011-8050-000	53.91

Inv 2027 Total 53.91

Inv 2028

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	FD Print Jobs	101-5010-5011-8050-000	32.72

Inv 2028 Total 32.72

Inv 2029

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	PD Business Cards	101-4010-4011-8050-000	43.65

Inv 2029 Total 43.65

Inv 2041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Sr. Center Newsletter Nov - Dec 2017	101-8030-8021-8050-000	557.18

Inv 2041 Total 557.18

200626 Total: 761.20

CAN0607 - Cantu Graphics Total: 761.20

CAT0700 - Catering Systems Inc. Line Item Account

200627 11/15/2017

Inv 4497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Sr. Center Meals w/ 10/16-20/17	260-8030-8023-8180-000	1,492.26

Inv 4497 Total 1,492.26

Check Number	Check Date		Amount
Inv	4504		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Sr. Center Meals w/ 10/23-27/17	260-8030-8023-8180-000	1,517.34
Inv 4504 Total			1,517.34
200627 Total:			3,009.60
CAT0700 - Catering Systems Inc. Total:			3,009.60
CBEC8110 - CBE Los Angeles Line Item Account			
200628	11/15/2017		
Inv	1944806		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	PW Copier Overages 9/20-10/19/17	101-6010-6011-8020-000	48.15
Inv 1944806 Total			48.15
200628 Total:			48.15
CBEC8110 - CBE Los Angeles Total:			48.15
CRIM4010 - Chaidez, Hector Line Item Account			
200629	11/15/2017		
Inv	191616545		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	PD Predictive Policing Svcs 10/17	101-4010-4011-8170-000	2,080.00
Inv 191616545 Total			2,080.00
200629 Total:			2,080.00
CRIM4010 - Chaidez, Hector Total:			2,080.00
CHA7788 - Chan, Benjamin Line Item Account			
200630	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Tai Chi Class	101-8030-8032-8267-000	182.00
Inv Fall 2017 Total			182.00
200630 Total:			182.00
CHA7788 - Chan, Benjamin Total:			182.00

Check Number	Check Date	Amount
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CHAG8032 - Chang, Emily Line Item Account

200631 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Kindermusik Class	101-8030-8032-8267-000	105.30

Inv Fall 2017 Total 105.30

200631 Total: 105.30

CHAG8032 - Chang, Emily Total: 105.30

CHI4444 - Chiu, Jeannie Line Item Account

200632 11/15/2017

Inv 10/25-27/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Reimb. NeoGov Training Conf. Expenses for R. Herrera	101-2010-2013-8090-000	86.52

Inv 10/25-27/17 Total 86.52

Inv 10/25-27/17*

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Reimb. NeoGov Training Conf. Expenses	101-2010-2013-8090-000	126.52

Inv 10/25-27/17* Total 126.52

200632 Total: 213.04

CHI4444 - Chiu, Jeannie Total: 213.04

CHUN8032 - Chung, Sam Line Item Account

200633 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Karate Class	101-8030-8032-8267-000	78.00

Inv Fall 2017 Total 78.00

200633 Total: 78.00

CHUN8032 - Chung, Sam Total: 78.00

CMME4011 - Commline Inc. Line Item Account

200634 11/15/2017

Inv 0054673

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
07/19/2017	PD Unit 1703 Install Body Camera	101-4010-4011-8100-000	95.00
Inv 0054673 Total			95.00
Inv 0054675			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2017	PD Unit 1798 Install Body Camera	101-4010-4011-8100-000	140.00
Inv 0054675 Total			140.00
Inv 0054677			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2017	PD Unit 1406 Install Body Camera	101-4010-4011-8100-000	95.00
Inv 0054677 Total			95.00
Inv 0054678			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2017	PD Unit 1404 Install Body Camera	101-4010-4011-8100-000	95.00
Inv 0054678 Total			95.00
200634 Total:			425.00
CMME4011 - Commline Inc. Total:			425.00
CONN6711 - Conney Safety Line Item Account			
200635	11/15/2017		
Inv 05428462			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Rain Jacket	500-6010-6710-8134-000	77.74
Inv 05428462 Total			77.74
Inv 05433250			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	Safety Hi-Vis Jackets	500-6010-6710-8134-000	152.20
Inv 05433250 Total			152.20
200635 Total:			229.94
CONN6711 - Conney Safety Total:			229.94
COR7788 - Cornforth, Darren Line Item Account			
200636	11/15/2017		
Inv Fall 2017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Tennis Classes	101-8030-8032-8267-000	1,001.00

Inv Fall 2017 Total		1,001.00
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200636 Total:		1,001.00
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COR7788 - Cornforth, Darren Total:		1,001.00
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DSP0755 - D & S Printing Line Item Account

200637 11/15/2017

Inv 8301

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	Maximum Occupancy Sign for WMB	101-8030-8031-8020-000	43.80

Inv 8301 Total		43.80
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Inv 8308

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	PD Overnight Parking Cards	101-4010-4011-8050-000	509.18

Inv 8308 Total		509.18
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Inv 8312

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	PD 2018 DR Folders	101-4010-4011-8020-000	2,758.31

Inv 8312 Total		2,758.31
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Inv 8313

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Plan/Bldg Electrical Permit Applications	101-7010-7011-8050-000	279.23

Inv 8313 Total		279.23
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Inv 8321

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	PD Clear Vynyl Parking Stickers	101-4010-4011-8050-000	717.23

Inv 8321 Total		717.23
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200637 Total:		4,307.75
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DSP0755 - D & S Printing Total:		4,307.75
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CTDY2920 - Deely, Cathy Line Item Account

200638 11/15/2017

Inv R86142

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Refund Cancelled WMB Rental Deposit 2/17/18-\$125 Cancellation	101-0000-0000-2920-000	375.00

Check Number	Check Date		Amount
Inv R86142	Total		375.00
200638	Total:		375.00
CTDY2920	- Deely, Cathy Total:		375.00
DMPS7101 - Digital Map Products Line Item Account			
200639	11/15/2017		
Inv	30932		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	GIS System Maint. 10/1/17 - 9/30/18	101-7010-7011-8170-000	24,125.00
Inv 30932	Total		24,125.00
200639	Total:		24,125.00
DMPS7101	- Digital Map Products Total:		24,125.00
DOO0805 - Dooley Enterprises Inc Line Item Account			
200640	11/15/2017		
Inv	54526		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	PD Ammunition Purchase	101-4010-4011-8020-000	15,085.72
Inv 54526	Total		15,085.72
200640	Total:		15,085.72
DOO0805	- Dooley Enterprises Inc Total:		15,085.72
DGSI6010 - Duthie Generator Svc Inc. Line Item Account			
200641	11/15/2017		
Inv	S46844		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Mission Meridian Garage Urgent Repair Svcs	226-2010-2029-8020-000	875.31
Inv S46844	Total		875.31
200641	Total:		875.31
DGSI6010	- Duthie Generator Svc Inc. Total:		875.31
ENT5426 - Entenmann-Rovin Line Item Account			
200642	11/15/2017		
Inv	0130687		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/23/2017	PD Retirement Badges for Creek & Escobedo	101-4010-4011-8134-000	85.53
Inv 0130687	Total		85.53
Inv 0130701			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	PD Retirement Badges for Creek & Escobedo	101-4010-4011-8134-000	112.91
Inv 0130701	Total		112.91
200642 Total:			198.44
ENT5426 - Entenmann-Rovin Total:			198.44
CDES5270 - Estridge, Cindy Line Item Account			
200643	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Refund Dropped Hip Hop Class	101-0000-0000-5270-002	40.00
Inv Fall 2017	Total		40.00
200643 Total:			40.00
CDES5270 - Estridge, Cindy Total:			40.00
EIG1405 - Ewing Irrigation Glendale Line Item Account			
200644	11/15/2017		
Inv	4282378		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Citywide Park Irrigation Supplies	101-6010-6410-8020-000	92.82
10/18/2017	Citywide Irrigation Supplies	101-6010-6410-8020-000	255.13
Inv 4282378	Total		347.95
Inv 4282732			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Citywide Park Irrigation Supplies	101-6010-6410-8020-000	193.69
Inv 4282732	Total		193.69
Inv 4290555			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Citywide Park Irrigation Supplies	101-6010-6410-8020-000	134.97
Inv 4290555	Total		134.97
Inv 4330954			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/26/2017	Citywide Park Irrigation Supplies	101-6010-6410-8020-000	137.70
Inv 4330954 Total			137.70
200644 Total:			814.31
EIG1405 - Ewing Irrigation Glendale Total:			814.31
FFCD8030 - Faithful & Gould Inc. Line Item Account			
200645	11/15/2017		
Inv 1236458			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	Consultant Facility Condition Assessment of City Bldgs	105-8030-8031-8170-000	4,772.00
Inv 1236458 Total			4,772.00
200645 Total:			4,772.00
FFCD8030 - Faithful & Gould Inc. Total:			4,772.00
FDBC8025 - Fast Deer Bus Charter Inc. Line Item Account			
200646	11/15/2017		
Inv 136782			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	Sr. Center Santa Monica Farmers Market 11/15 Field Trip Balance	205-8030-8024-8180-000	36.84
Inv 136782 Total			36.84
200646 Total:			36.84
FDBC8025 - Fast Deer Bus Charter Inc. Total:			36.84
FLOL6711 - FLO-LOC Products International Line Item Account			
200647	11/15/2017		
Inv 1847			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Preventitive Inspection Seismic System Svcs	500-6010-6711-8110-000	2,254.96
Inv 1847 Total			2,254.96
200647 Total:			2,254.96
FLOL6711 - FLO-LOC Products International Total:			2,254.96
FSDV8021 - Fred Sandoval Line Item Account			
200648	11/15/2017		

Inv 11/22/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Entertainment for Thanksgiving Lunch @ WMB 11/22/17	101-8030-8021-8020-000	350.00

Inv 11/22/17 Total 350.00

200648 Total: 350.00

FSDV8021 - Fred Sandoval Total: 350.00

GAL7788 - Gale, Donna Line Item Account

200649 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Dance & Cooking Classes	101-8030-8032-8267-000	2,535.00

Inv Fall 2017 Total 2,535.00

200649 Total: 2,535.00

GAL7788 - Gale, Donna Total: 2,535.00

GADL8011 - Gandell, Scott Line Item Account

00650 11/15/2017

Inv 101701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Damien Omen II Illustration - Library Screening Poster	101-8010-8011-8040-000	100.00

Inv 101701 Total 100.00

200650 Total: 100.00

GADL8011 - Gandell, Scott Total: 100.00

GEOA9340 - Geo-Advantec Inc. Line Item Account

200651 11/15/2017

Inv 1042

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	Geotechnical Testing & Inspection Svcs - Arroyo Seco Bike Trail 9/17	101-9000-9160-9160-000	7,758.00

Inv 1042 Total 7,758.00

200651 Total: 7,758.00

GEOA9340 - Geo-Advantec Inc. Total: 7,758.00

Check Number	Check Date		Amount
GKAS9000 - GK & Associates Line Item Account			
200652	11/15/2017		
Inv	17-081		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	Arroyo Seco Ped Project PW Construction 9/17	238-9000-9160-9160-000	18,225.00
Inv 17-081 Total			18,225.00
200652 Total:			18,225.00
GKAS9000 - GK & Associates Total:			18,225.00
GLOB2029 - Global Equipment Company Inc. Line Item Account			
200653	11/15/2017		
Inv	111371229		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2017	Replacement Wall Mounted Water Fountain	101-8010-8011-8020-000	429.51
Inv 111371229 Total			429.51
200653 Total:			429.51
GLOB2029 - Global Equipment Company Inc. Total:			429.51
GOLD6417 - Golden Bell Products, Inc. Line Item Account			
200654	11/15/2017		
Inv	16077		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2017	Lift Station Degreaser Maint. Svc -Arroyo Park	232-6010-6417-8020-000	480.70
Inv 16077 Total			480.70
Inv	16078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2017	Lift Station Degreaser Maint. Svc - Arroyo Park	232-6010-6417-8020-000	454.48
Inv 16078 Total			454.48
200654 Total:			935.18
GOLD6417 - Golden Bell Products, Inc. Total:			935.18
GSOT2015 - Golden State Overnight Line Item Account			
200655	11/15/2017		
Inv	3467960		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2017	PW Overnight Shipping	101-6010-6011-8010-000	6.84

Check Number	Check Date		Amount
Inv 3467960	Total		6.84
200655	Total:		6.84
GSOT2015 - Golden State Overnight Total:			6.84
GOL6652 - Golden West Electric Line Item Account			
200656	11/15/2017		
Inv	3142		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2017	Replace Failed Booster Floor Meter @ Wilson Reservoir	500-6010-6711-8110-000	262.20
Inv 3142	Total		262.20
200656	Total:		262.20
GOL6652 - Golden West Electric Total:			262.20
ANGY8030 - Grady, Anthony Q. Line Item Account			
200657	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Jiu Jitsu Class	101-8030-8032-8267-000	332.80
Inv Fall 2017	Total		332.80
200657	Total:		332.80
ANGY8030 - Grady, Anthony Q. Total:			332.80
GRE6116 - Great Match Consulting Line Item Account			
200658	11/15/2017		
Inv	1690003685		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	Temp Labor Staff w/ 10/15/17	101-6010-6601-8180-000	493.92
Inv 1690003685	Total		493.92
Inv	1690003690		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Temp Labor Staff w/ 10/22/17	101-6010-6601-8180-000	658.56
Inv 1690003690	Total		658.56
200658	Total:		1,152.48

Check Number	Check Date		Amount
GREA6116 - Great Match Consulting Total:			1,152.48
HHA5011 - H & H Auto Parts Wholesale Line Item Account			
200659	11/15/2017		
Inv	1IN0185795		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	FD Vehicle Maint. - Diesel Exhaust Fluid	101-5010-5011-8100-000	88.89
Inv 1IN0185795 Total			88.89
Inv	1IN0186476		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	FD Vehicle Maint. Supplies	101-5010-5011-8100-000	326.70
Inv 1IN0186476 Total			326.70
Inv	1IN0186477		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	FD Vehicle Maint. Supplies	101-5010-5011-8100-000	89.28
Inv 1IN0186477 Total			89.28
200659 Total:			504.87
HHA5011 - H & H Auto Parts Wholesale Total:			504.87
HATC8025 - Halls Auto Tech Center Line Item Account			
200660	11/15/2017		
Inv	271006002		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	Comm. Svcs Van# 78 2 Front Tire Replacements	207-8030-8025-8100-000	363.78
Inv 271006002 Total			363.78
200660 Total:			363.78
HATC8025 - Halls Auto Tech Center Total:			363.78
HRAS6201 - Harris & Associates Line Item Account			
200661	11/15/2017		
Inv	33711		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2017	City Street Lighting & Landscaping Maint. Svcs 1/29-2/25/17	215-6010-6201-8170-000	5,800.79
Inv 33711 Total			5,800.79
200661 Total:			5,800.79

IRAS6201 - Harris & Associates Total: 5,800.79

CRHY8067 - Hartney, Corey Line Item Account

200662 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Basketball Class	101-8030-8032-8267-000	633.75

Inv Fall 2017 Total 633.75

200662 Total: 633.75

CRHY8067 - Hartney, Corey Total: 633.75

HYBS8180 - Haynes Building Services LLC Line Item Account

200663 11/15/2017

Inv 34398

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Citywide Janitorial Cleaning Svcs 10/17	232-6010-6417-8180-000	714.30
10/01/2017	Citywide Janitorial Cleaning Svcs 10/17	101-6010-6601-8180-000	10,386.05

Inv 34398 Total 11,100.35

200663 Total: 11,100.35

HYBS8180 - Haynes Building Services LLC Total: 11,100.35

HDLC3011 - HdL Coren &n Cone Line Item Account

200664 11/15/2017

Inv 0024700

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Contract Svcs Property Tax Oct - Dec 2017	101-3010-3011-8170-000	2,640.00

Inv 0024700 Total 2,640.00

200664 Total: 2,640.00

HDLC3011 - HdL Coren &n Cone Total: 2,640.00

IVPS3012 - Innovative Promotions Line Item Account

200665 11/15/2017

Inv 20394

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	White & Red Buckets w/ Conservation Tips	500-3010-3012-8032-000	2,276.34

Inv 20394 Total 2,276.34

200665 Total:

2,276.34

IVPS3012 - Innovative Promotions Total:

2,276.34

IPCC4010 - IPC Corp. Line Item Account

200666 11/15/2017

Inv 35792

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	PD Evidence Kapak Bags	101-4010-4011-8020-000	601.28
10/24/2017	PD Evidence Kapak Bags	101-0000-0000-2700-000	-49.56

Inv 35792 Total

551.72

200666 Total:

551.72

IPCC4010 - IPC Corp. Total:

551.72

JSAR4011 - Jack's Auto Repair Line Item Account

200667 11/15/2017

Inv 15595

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	Yard Unit# 350 Interstate Battery	101-6010-6601-8100-000	183.91

Inv 15595 Total

183.91

Inv 15608

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	PD Unit# 0702 Oil Change, Replace Front Struts	101-4010-4011-8100-000	631.27

Inv 15608 Total

631.27

200667 Total:

815.18

JSAR4011 - Jack's Auto Repair Total:

815.18

CDJM8067 - James, Claudette Line Item Account

200668 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Instructor Mat Pilates Class	101-8030-8032-8267-000	143.00

Inv Fall 2017 Total

143.00

200668 Total:

143.00

Check Number	Check Date		Amount
CDJM8067 - James, Claudette Total:			143.00
JYJF8267 - Jeffries, Joyce Line Item Account			
200669	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Instructor Card Making Class	101-8030-8021-8267-000	32.00
Inv Fall 2017 Total			32.00
200669 Total:			32.00
JYJF8267 - Jeffries, Joyce Total:			32.00
JDGN9160 - Judge Netting Line Item Account			
200670	11/15/2017		
Inv	158-17430CA		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Fencing Around Arroyo Seco Golf Course	295-9000-9160-9160-000	46,080.00
Inv 158-17430CA Total			46,080.00
200670 Total:			46,080.00
JDGN9160 - Judge Netting Total:			46,080.00
JNAK3012 - Kanke, Junko Arita Line Item Account			
200671	11/15/2017		
Inv	10/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Refund Rebate	500-3010-3012-8032-000	50.00
Inv 10/30/17 Total			50.00
200671 Total:			50.00
JNAK3012 - Kanke, Junko Arita Total:			50.00
FBKZ8032 - Katz, Fariba Line Item Account			
200672	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Yoga Class	101-8030-8032-8267-000	156.00
Inv Fall 2017 Total			156.00

Check Number	Check Date		Amount
200672 Total:			156.00
FBKZ8032 - Katz, Fariba Total:			156.00
CUR7778 - L.N. Curtis & Sons Line Item Account			
200673	11/15/2017		
Inv	136527		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	FD Equipment Maint. Supplies	101-5010-5011-8110-000	1,435.76
Inv 136527 Total			1,435.76
200673 Total:			1,435.76
CUR7778 - L.N. Curtis & Sons Total:			1,435.76
LAN6401 - Landscape Structures Inc Line Item Account			
200674	11/15/2017		
Inv	INV049948		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	Replacement Swing Parts - EP GP OGP Swing Bolts & Brackets	232-6010-6417-8020-000	336.56
Inv INV049948 Total			336.56
Inv	INV050547		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	Replacement Swing Parts - OG Chain Climber	232-6010-6417-8020-000	113.67
Inv INV050547 Total			113.67
200674 Total:			450.23
LAN6401 - Landscape Structures Inc Total:			450.23
BLPN8267 - Lipson, Bob Line Item Account			
200675	11/15/2017		
Inv	11/29/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Presentation - Richard Rodgers & Lorenz Hart Music Program 11/25	101-8030-8021-8267-000	125.00
Inv 11/29/17 Total			125.00
200675 Total:			125.00
BLPN8267 - Lipson, Bob Total:			125.00

Check Number	Check Date		Amount
LCSL4010 - Lotus Communications LLC. Line Item Account			
200676	11/15/2017		
Inv	17-0090-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	PD Records Division Remodel Project	101-4010-4011-8170-000	6,390.70
Inv 17-0090-01 Total			6,390.70
200676 Total:			6,390.70
LCSL4010 - Lotus Communications LLC. Total:			6,390.70
AMMZ8032 - Martinez, Alma Line Item Account			
200677	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Zumba Class	101-8030-8032-8267-000	627.25
Inv Fall 2017 Total			627.25
200677 Total:			627.25
AMMZ8032 - Martinez, Alma Total:			627.25
MDCS4011 - MedCycle Systems Line Item Account			
200678	11/15/2017		
Inv	1209059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	PD Evidence Room Disposal of Medical Waste Fee	101-4010-4011-8020-000	100.00
Inv 1209059 Total			100.00
200678 Total:			100.00
MDCS4011 - MedCycle Systems Total:			100.00
MMV9126 - Mission Meridian Village POA Line Item Account			
200679	11/15/2017		
Inv	COM001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	POA Dues Hospital Utility 11/17	226-2010-2029-8060-000	804.13
Inv COM001 Total			804.13
Inv	COM002		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	POA Dues Parking 11/17	207-2010-2260-8061-000	1,730.17

Check Number	Check Date		Amount
Inv COM002 Total			1,730.17
200679 Total:			2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
MOTO4011 - Motoport Line Item Account			
200680	11/15/2017		
Inv 146007			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	PD Motorcycle Uniforms & Accessories	101-4010-4011-8134-000	1,855.09
Inv 146007 Total			1,855.09
200680 Total:			1,855.09
MOTO4011 - Motoport Total:			1,855.09
MOTO4018 - Motorola Line Item Account			
200681	11/15/2017		
Inv 13185465			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	PD 2017 Motorcycle Radio & Emergency Equipment Installation	105-4010-4011-8540-000	7,154.38
Inv 13185465 Total			7,154.38
200681 Total:			7,154.38
MOTO4018 - Motorola Total:			7,154.38
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
200682	11/15/2017		
Inv 4892			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Monthly Maint. for CNG Station 8/17	207-8030-8025-8100-000	375.00
Inv 4892 Total			375.00
Inv 4935			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	Install New Control Board for CNG Dispenser Control Board	207-8030-8025-8100-000	1,621.14
Inv 4935 Total			1,621.14
200682 Total:			1,996.14

Check Number	Check Date		Amount
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NGSI6010 - Natural Gas Systems Inc. Total: 1,996.14

NNYR2013 - Nelson Nygaard Consult. Assoc. Line Item Account

200683 11/15/2017

Inv 70522

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2017	710 Fwy TSM TDM Eval Svcs 8/1-9/29/17	101-2010-2021-8170-000	2,992.50

Inv 70522 Total 2,992.50

Inv 70588

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	710 Fwy TSM TDM Eval Svcs 9/30-10/27/17	101-2010-2021-8170-000	9,259.12

Inv 70588 Total 9,259.12

200683 Total: 12,251.62

NNYR2013 - Nelson Nygaard Consult. Assoc. Total: 12,251.62

NOR6416 - Norman's Nursery Line Item Account

200684 11/15/2017

Inv 626351

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Replacement Plant Materials for Orange Grove Medians	215-6010-6416-8180-000	60.50

Inv 626351 Total 60.50

Inv 626531

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Replacement Plant Materials for Orange Grove Medians	215-6010-6416-8180-000	713.54

Inv 626531 Total 713.54

200684 Total: 774.04

NOR6416 - Norman's Nursery Total: 774.04

OREI6711 - O' Reilly Automotive Inc. Line Item Account

200685 11/15/2017

Inv 3213445543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	Water Vehicle Maint. Supplies	500-6010-6711-8100-000	40.05

Inv 3213445543 Total 40.05

Inv 3213-448999

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
10/03/2017	Water Vehicle Maint. Supplies	500-6010-6710-8100-000	32.93
Inv 3213-448999 Total			32.93
200685 Total:			72.98
OREI6711 - O' Reilly Automotive Inc. Total:			72.98
OCL8011 - OCLC Inc. Line Item Account			
200686	11/15/2017		
Inv	0000558028		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	Library Main Computer Svcs for Cataloguing	101-8010-8011-8180-000	1,610.51
Inv 0000558028 Total			1,610.51
200686 Total:			1,610.51
OCL8011 - OCLC Inc. Total:			1,610.51
OFF4011 - Office Solutions Line Item Account			
200687	11/15/2017		
Inv	I-01250968		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	PD Office Supplies	101-4010-4011-8020-000	210.07
Inv I-01250968 Total			210.07
Inv	I-01252571		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	PD Office Supplies	101-4010-4011-8000-000	90.55
Inv I-01252571 Total			90.55
Inv	I-01255889		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	PD Office Supplies	101-4010-4011-8000-000	271.83
Inv I-01255889 Total			271.83
200687 Total:			572.45
OFF4011 - Office Solutions Total:			572.45
OVDR8011 - OverDrive Inc. Line Item Account			
200688	11/15/2017		

Check Number Check Date Amount

Inv 01148CO17060327

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Books	101-8010-8011-8080-000	275.78
10/24/2017	Books	101-0000-0000-2700-000	-23.93

Inv 01148CO17060327 Total 251.85

200688 Total: 251.85

OVDR8011 - OverDrive Inc. Total: 251.85

POA4011 - P.O.A.L.A.C. Line Item Account

200689 11/15/2017

Inv 11/28/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	PD Training Registration - Sgt. Jacobs & Cpl. Salcido	101-4010-4011-8200-000	100.00

Inv 11/28/17 Total 100.00

200689 Total: 100.00

POA4011 - P.O.A.L.A.C. Total: 100.00

HCP9255 - Pacific Hydrotech Corp. Line Item Account

200690 11/15/2017

Inv #30

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Garfield Reservoir Replacement Project 9/17	500-9000-9266-9266-000	419,224.07

Inv #30 Total 419,224.07

200690 Total: 419,224.07

PHCP9255 - Pacific Hydrotech Corp. Total: 419,224.07

PAS8032 - Pasadena Ice Skating Center Line Item Account

200691 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Ice Skating Class	101-8030-8032-8267-000	512.00

Inv Fall 2017 Total 512.00

200691 Total: 512.00

PAS8032 - Pasadena Ice Skating Center Total: 512.00

Check Number Check Date Amount

PAW7777 - Pasadena Weekly Line Item Account

200692 11/15/2017

Inv 379530

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Damien Omen II Ads	101-8010-8011-8040-000	266.00

Inv 379530 Total 266.00

200692 Total: 266.00

PAW7777 - Pasadena Weekly Total:

266.00

PAY7788 - Payke Gymnastics Line Item Account

200693 11/15/2017

Inv Fall 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Gymnastics Class	101-8030-8032-8267-000	176.00

Inv Fall 2017 Total 176.00

200693 Total: 176.00

PAY7788 - Payke Gymnastics Total:

176.00

PCRI7101 - Personal Court Reporters Inc. Line Item Account

200694 11/15/2017

Inv 101610

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	Transcribing Svcs - SP CC Mtg 9/20/17	101-7010-7011-8170-000	595.50

Inv 101610 Total 595.50

Inv 103102

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Transcribing Svcs - SP CC Mtg 10/4/17	101-7010-7011-8170-000	513.00

Inv 103102 Total 513.00

Inv 103237

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Transcribing Svcs - SP Cultural Heritage Mtg 10/12/17	101-7010-7011-8170-000	777.00

Inv 103237 Total 777.00

Inv 104015

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	Transcribing Svcs - SP CC Mtg 10/18/17	101-7010-7011-8170-000	588.00

Check Number	Check Date		Amount
Inv 104015 Total			588.00
Inv 104017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	Transcribing Svcs - SP PC Mtg 10/23/17	101-7010-7011-8170-000	567.00
Inv 104017 Total			567.00
Inv 97534			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	Transcribing Svcs - SP CC Mtg 7/19/17	101-7010-7011-8170-000	615.00
Inv 97534 Total			615.00
Inv 99269			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Transcribing Svcs - SP CC Mtg 8/16/17	101-7010-7011-8170-000	636.00
Inv 99269 Total			636.00
200694 Total:			4,291.50
PCRI7101 - Personal Court Reporters Inc. Total:			4,291.50
FDF8267 - Petite Feet D & F Line Item Account			
200695	11/15/2017		
Inv Fall 2017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Instructor Gymnastics Class	101-8030-8032-8267-000	520.00
Inv Fall 2017 Total			520.00
200695 Total:			520.00
PFD8267 - Petite Feet D & F Total:			520.00
PIT8031 - Pitney Bowes-Reserve Account Line Item Account			
200696	11/15/2017		
Inv 34133033			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Reimb. Postage Meter	101-2010-2011-8010-000	1.40
11/01/2017	Reimb. Postage Meter	101-6010-6011-8010-000	47.97
11/01/2017	Reimb. Postage Meter	101-1020-1021-8010-000	50.47
11/01/2017	Reimb. Postage Meter	500-3010-3012-8010-000	2.91
11/01/2017	Reimb. Postage Meter	101-7010-7011-8010-000	469.37
11/01/2017	Reimb. Postage Meter	101-3010-3011-8010-000	1,919.76
11/01/2017	Reimb. Postage Meter	101-5010-5011-8010-000	8.52
11/01/2017	Reimb. Postage Meter	101-2010-2021-8010-000	0.46
11/01/2017	Reimb. Postage Meter	101-4010-4011-8010-000	303.32

Check Number	Check Date		Amount
Inv 34133033	Total		2,804.18
200696 Total:			2,804.18
PIT8031 - Pitney Bowes-Reserve Account Total:			2,804.18
TNPL8267 - Plasil, Anton Line Item Account			
200697	11/15/2017		
Inv	Oct 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Instructor Ballroom Dance Class	101-8030-8021-8267-000	16.80
Inv Oct 2017 Total			16.80
200697 Total:			16.80
TNPL8267 - Plasil, Anton Total:			16.80
PDI417 - Plumbers Depot Inc. Line Item Account			
200698	11/15/2017		
Inv	PD-36438		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	Sewer Dept. Supplies	210-6010-6501-8020-000	861.67
Inv PD-36438 Total			861.67
200698 Total:			861.67
PDI417 - Plumbers Depot Inc. Total:			861.67
PODV8267 - Podvoll, Candace Line Item Account			
200699	11/15/2017		
Inv	Oct 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Instructor Meditation Class	101-8030-8021-8267-000	16.00
Inv Oct 2017 Total			16.00
200699 Total:			16.00
PODV8267 - Podvoll, Candace Total:			16.00
POIN8032 - Pointe by Pointe Studio Line Item Account			
200700	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/30/2017	Instructor Dance Class	101-8030-8032-8267-000	396.00
	Inv Fall 2017 Total		396.00
200700 Total:			396.00
POIN8032 - Pointe by Pointe Studio Total:			396.00
COM0666 - Public Safety Technologies Line Item Account			
200701	11/15/2017		
Inv	97498		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	PD Repair Pro Laser III	101-4010-4011-8110-000	255.00
	Inv 97498 Total		255.00
200701 Total:			255.00
COM0666 - Public Safety Technologies Total:			255.00
RFCI8180 - Raftelis Financial Consult.Svcs. Inc. Line Item Account			
200702	11/15/2017		
Inv	SPCA1608-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	Water Rate Study 9/17	500-6010-6711-8170-000	2,257.13
	Inv SPCA1608-11 Total		2,257.13
Inv	SPCA1610-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2017	Conduct Comprehensive Citywide Waste Water 7/17	210-6010-6501-8180-000	4,380.00
	Inv SPCA1610-08 Total		4,380.00
200702 Total:			6,637.13
RFCI8180 - Raftelis Financial Consult.Svcs. Inc. Total:			6,637.13
LNRJ4894 - Raju, Lani Line Item Account			
200703	11/15/2017		
Inv	R86144		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Refund Youth House Deposit Rental 10/21/17	101-0000-0000-2920-000	250.00
	Inv R86144 Total		250.00
200703 Total:			250.00

Check Number	Check Date		Amount
LNRJ4894 - Raju, Lani Total:			250.00
ERKZ5270 - Ramirez, Erika Line Item Account			
200704	11/15/2017		
Inv	R86075		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Refund Dropped Basketball Class	101-0000-0000-5270-002	50.00
Inv R86075 Total			50.00
200704 Total:			50.00
ERKZ5270 - Ramirez, Erika Total:			50.00
REDM6711 - Red Man Pipe & Supply Co. Line Item Account			
200705	11/15/2017		
Inv	708194		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	PD Tactical Equipment	101-4010-4011-8020-000	3,052.76
Inv 708194 Total			3,052.76
200705 Total:			3,052.76
REDM6711 - Red Man Pipe & Supply Co. Total:			3,052.76
REF6601 - Refrigeration Supplies Distrib Line Item Account			
200706	11/15/2017		
Inv	1456820-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2017	A/C Equipment Sealant Exterior Grade City Hall & PD	101-6010-6601-8120-000	117.17
Inv 1456820-00 Total			117.17
200706 Total:			117.17
REF6601 - Refrigeration Supplies Distrib Total:			117.17
RHAL9158 - RHA Landscape Architects-Planners Line Item Account			
200707	11/15/2017		
Inv	0917019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	Arroyo Seco Pedestrian & Bike Path Professional Svcs	101-9000-9160-9160-000	1,073.40
Inv 0917019 Total			1,073.40

Check Number	Check Date		Amount
200707 Total:			1,073.40
RHAL9158 - RHA Landscape Architects-Planners Total:			1,073.40
DARL7000 - Russell, Diana Line Item Account			
200708	11/15/2017		
Inv	10/16 - 11/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2017	Reimb. PD Training Expenses	101-4010-4011-8210-000	362.22
Inv 10/16 - 11/3/17 Total			362.22
200708 Total:			362.22
DARL7000 - Russell, Diana Total:			362.22
SGB3223 - S.G.Basin H2O Quality Author Line Item Account			
200709	11/15/2017		
Inv	0004233		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	FY 17/18 Assessment on Prescriptive Pumping Rights	500-6010-6711-8170-000	17,838.50
Inv 0004233 Total			17,838.50
200709 Total:			17,838.50
SGB3223 - S.G.Basin H2O Quality Author Total:			17,838.50
SOU5250 - S.P.Review & The Quarterly Magazine Line Item Account			
200710	11/15/2017		
Inv	H63717		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2017	Legal Notice - Sidewalk Replacement Project Ads	260-9000-9264-9264-000	1,380.00
Inv H63717 Total			1,380.00
Inv	I63909		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2017	Public Notice - CHC Inventory Update	101-7010-7011-8040-000	360.00
Inv I63909 Total			360.00
Inv	J63861		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Public Notice - Monterey Road Extension Notice	101-7010-7011-8040-000	322.50
Inv J63861 Total			322.50

Check Number	Check Date		Amount
Inv J63864			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	Public Notice - El Centro	101-7010-7011-8040-000	270.00
Inv J63864 Total			270.00
Inv J63890			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	Public Notice - Water Sewer Rates	101-6010-6011-8040-000	90.00
Inv J63890 Total			90.00
Inv J63928			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Public Notice Ord. # 2319	101-1020-1021-8040-000	318.75
Inv J63928 Total			318.75
Inv J63942			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2017	Public Notice - 356 Camino De Cielo	101-7010-7011-8040-000	270.00
Inv J63942 Total			270.00
200710 Total:			3,011.25
SOU5250 - S.P.Review & The Quarterly Magazine Total:			3,011.25
SAN4958 - San Marino Security System Line Item Account			
200711	11/15/2017		
Inv 00108438			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	Billicke & Raymond Tanks Security System Oct -Dec 2017	500-6010-6711-8020-000	228.00
Inv 00108438 Total			228.00
Inv 00108439			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	Wilson Reservoir Security System Oct -Dec 2017	500-6010-6711-8020-000	207.00
Inv 00108439 Total			207.00
200711 Total:			435.00
SAN4958 - San Marino Security System Total:			435.00
SAN8032 - San Pascual Stables Line Item Account			
200712	11/15/2017		

Check Number	Check Date		Amount
Inv	Oct 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Instructor Horsemanship Class	101-8030-8032-8267-000	864.00
Inv Oct 2017 Total			864.00
200712 Total:			864.00
SAN8032 - San Pascual Stables Total:			864.00
ELSV5270 - Sandoval, Elizabeth Line Item Account			
200713	11/15/2017		
Inv	R86074		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Refund Cancelled Kick & Play Class	101-0000-0000-5270-002	96.00
Inv R86074 Total			96.00
200713 Total:			96.00
ELSV5270 - Sandoval, Elizabeth Total:			96.00
SCF1400 - SC Fuels Line Item Account			
200714	11/15/2017		
Inv	1007962		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Fuel for FD Vehicles Diesel	101-5010-5011-8105-000	6,325.28
Inv 1007962 Total			6,325.28
200714 Total:			6,325.28
SCF1400 - SC Fuels Total:			6,325.28
SER6856 - Service Pro Pest Mgmt Company Line Item Account			
200715	11/15/2017		
Inv	11540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Citywide Pest Control Svcs 9/17	101-6010-6601-8120-000	389.17
Inv 11540 Total			389.17
200715 Total:			389.17
SER6856 - Service Pro Pest Mgmt Company Total:			389.17

Check Number	Check Date		Amount
JNSN3012 - Shimmin, Jennifer Line Item Account			
200716	11/15/2017		
Inv	10/23-26/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Reimb. AWW Fall Conf. - Hotel & Lyft to Airport Expenses	500-3010-3012-8090-000	502.36
Inv 10/23-26/17 Total			502.36
200716 Total:			502.36
JNSN3012 - Shimmin, Jennifer Total:			502.36
REP6115 - Siemens Industry Inc. Line Item Account			
200717	11/15/2017		
Inv	5610085971		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Traffic Signal Maint. 9/17	215-6010-6115-8180-000	2,163.63
Inv 5610085971 Total			2,163.63
Inv	5620018140		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Traffic Signal Call Outs 9/17	215-6010-6115-8180-000	1,185.61
Inv 5620018140 Total			1,185.61
200717 Total:			3,349.24
REP6115 - Siemens Industry Inc. Total:			3,349.24
TAHZ8267 - Sound Appeal Line Item Account			
200718	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Piano Class	101-8030-8032-8267-000	713.05
Inv Fall 2017 Total			713.05
200718 Total:			713.05
TAHZ8267 - Sound Appeal Total:			713.05
SCFS5010 - Southern CA Fleet Svcs Line Item Account			
200719	11/15/2017		
Inv	OC791108		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	FD Engine 81 Vehicle Maint.	101-5010-5011-8100-000	1,287.25

Check Number	Check Date		Amount
Inv OC791108	Total		1,287.25
200719 Total:			1,287.25
SCFS5010 - Southern CA Fleet Svcs Total:			1,287.25
STA5219 - Staples Business Advantage Line Item Account			
200720	11/15/2017		
Inv	3354983581		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	80.27
10/01/2017	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	118.79
Inv 3354983581	Total		199.06
Inv	3354983585		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2017	Comm. Svcs Office Supplies	101-8030-8031-8000-000	10.91
10/01/2017	Transit Office Supplies	207-8030-8025-8100-000	125.76
10/01/2017	Transit Office Supplies	207-8030-8025-8000-000	32.74
Inv 3354983585	Total		169.41
Inv	3355190761		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	Library Office Supplies	101-8010-8011-8000-000	222.46
Inv 3355190761	Total		222.46
Inv	3355190764		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	Library Office Supplies	101-8010-8011-8000-000	32.81
Inv 3355190764	Total		32.81
Inv	3355275686		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2017	Library Office Supplies	101-8010-8011-8000-000	109.89
Inv 3355275686	Total		109.89
Inv	3355275687		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2017	Library Office Supplies	101-8010-8011-8000-000	66.54
Inv 3355275687	Total		66.54
Inv	3355722924		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	Mgmt Svcs Office Supplies	101-1020-1021-8000-000	21.34

Check Number	Check Date		Amount
Inv 3355722924	Total		21.34
Inv 3355792567			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Comm. Svcs Office Supplies	101-8030-8021-8020-000	35.02
Inv 3355792567	Total		35.02
Inv 3356026948			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2017	Library Office Supplies	101-8010-8011-8000-000	234.95
Inv 3356026948	Total		234.95
Inv 3356026950			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2017	Library Office Supplies	101-8010-8011-8000-000	16.30
Inv 3356026950	Total		16.30
Inv 3356026952			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2017	Yard Office Supplies	101-6010-6601-8020-000	9.49
10/14/2017	Yard Office Supplies	500-6010-6710-8000-000	28.59
10/14/2017	Yard Office Supplies	215-6010-6201-8020-000	9.48
10/14/2017	Yard Office Supplies	500-6010-6711-8020-000	9.49
10/14/2017	Yard Office Supplies	101-6010-6011-8020-000	9.49
10/14/2017	Yard Office Supplies	101-6010-6410-8000-000	5.73
10/14/2017	Yard Office Supplies	210-6010-6501-8020-000	9.48
10/14/2017	Yard Office Supplies	215-6010-6310-8020-000	9.48
10/14/2017	Yard Office Supplies	230-6010-6116-8020-000	9.48
10/14/2017	Yard Office Supplies	500-6010-6710-8020-000	9.48
10/14/2017	Yard Office Supplies	101-6010-6410-8020-000	9.49
Inv 3356026952	Total		119.68
Inv 3356232414			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2017	Library Office Supplies	101-8010-8011-8000-000	93.04
Inv 3356232414	Total		93.04
Inv 3356360353			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Library Office Supplies	101-8010-8011-8000-000	18.60
Inv 3356360353	Total		18.60
Inv 3356534904			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	Transit Office Supplies	207-8030-8025-8020-000	32.28
10/20/2017	Transit Office Supplies	207-8030-8025-8000-000	164.24

Inv 3356534904 Total 196.52

Inv 3356719302

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2017	FD Office Supplies	101-5010-5011-8000-000	72.85

Inv 3356719302 Total 72.85

Inv 3356888541

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2017	Library Office Supplies	101-8010-8011-8000-000	14.33

Inv 3356888541 Total 14.33

Inv 3356888542

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2017	Library Office Supplies	101-8010-8011-8000-000	184.93

Inv 3356888542 Total 184.93

Inv 3356919105

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	FD Office Supplies	101-5010-5011-8000-000	79.38

Inv 3356919105 Total 79.38

200720 Total: 1,887.11

STA5219 - Staples Business Advantage Total: 1,887.11

SSSG6116 - Sundays Silk Screening Line Item Account

200721 11/15/2017

Inv 1824

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	PW Staff City Shirts	210-6010-6501-8132-000	15.55
10/03/2017	PW Staff City Shirts	500-6010-6711-8132-000	20.65
10/03/2017	PW Staff City Shirts	230-6010-6116-8132-000	15.55
10/03/2017	PW Staff City Shirts	500-6010-6710-8132-000	59.65
10/03/2017	PW Staff City Shirts	101-6010-6011-8020-000	93.15

Inv 1824 Total 204.55

200721 Total: 204.55

SSSG6116 - Sundays Silk Screening Total: 204.55

SSS8267 - Super Soccer Stars Line Item Account

200722 11/15/2017

Check Number	Check Date		Amount
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Instructor Kick & Play Class	101-8030-8032-8267-000	416.00
Inv Fall 2017 Total			416.00
200722 Total:			416.00
SSSS8267 - Super Soccer Stars Total:			416.00
SPWS8020 - SupplyWorks Line Item Account			
200723	11/15/2017		
Inv	410400071		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	PD Janitorial Supplies	101-6010-6601-8020-000	2,035.49
Inv 410400071 Total			2,035.49
Inv	416735348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Library Janitorial Supplies	101-8010-8011-8120-000	332.93
Inv 416735348 Total			332.93
Inv	418193009		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Library Janitorial Supplies	101-8010-8011-8120-000	377.26
Inv 418193009 Total			377.26
Inv	Payment21046087		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	Janitorial Supplies CREDIT	101-6010-6601-8020-000	-1,286.66
09/11/2017	Janitorial Supplies CREDIT	232-6010-6417-8180-000	-643.33
Inv Payment21046087 Total			-1,929.99
200723 Total:			815.69
SPWS8020 - SupplyWorks Total:			815.69
TMOB4010 - T-Mobile Line Item Account			
200724	11/15/2017		
Inv	9298463125		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2017	GPS Locator on DR-17-1968	101-4010-4011-8150-000	204.00
Inv 9298463125 Total			204.00

Check Number	Check Date		Amount
200724 Total:			204.00
TMOB4010 - T-Mobile Total:			204.00
TOM4455 - Tom's Clothing & Uniforms Inc Line Item Account			
200725	11/15/2017		
Inv	10460		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	FD Uniforms	101-5010-5011-8020-000	523.41
Inv 10460 Total			523.41
200725 Total:			523.41
TOM4455 - Tom's Clothing & Uniforms Inc Total:			523.41
UNI7778 - United Storm Water, Inc. Line Item Account			
200726	11/15/2017		
Inv	SW32999		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Installation of Catch Basin Connector Pipe Screens	101-6010-6015-8020-000	10,957.00
Inv SW32999 Total			10,957.00
200726 Total:			10,957.00
UNI7778 - United Storm Water, Inc. Total:			10,957.00
UPP7789 - Upper S.G.Mun. Water Dist. Line Item Account			
200727	11/15/2017		
Inv	2/09-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	Water Supply for Kollé Ave./Monterey Road 9/17	500-6010-6711-8231-000	13,200.40
Inv 2/09-17 Total			13,200.40
200727 Total:			13,200.40
UPP7789 - Upper S.G.Mun. Water Dist. Total:			13,200.40
VRCI8031 - Van Raalte & Co. Inc. Line Item Account			
200728	11/15/2017		
Inv	44640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	Personalized Pop Up Tents	101-8030-8031-8020-000	210.61
10/17/2017	Personalized Pop Up Tents	101-8030-8031-8110-000	3,000.00

Check Number	Check Date	Amount
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Inv 44640 Total		3,210.61
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200728 Total:		3,210.61
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VRCI8031 - Van Raalte & Co. Inc. Total:		3,210.61
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VEWI8020 - Vision Electric Wholesale Inc. Line Item Account

200729 11/15/2017

Inv 29777

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	LED Lamp Replacements Medridian Parking Garage	205-8030-8024-8020-000	239.22

Inv 29777 Total		239.22
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Inv 29944

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Flag Pole Light Orange Grove Park Replacement	215-6010-6201-8020-000	172.44

Inv 29944 Total		172.44
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Inv 29946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Citywide Street Lighting LED	215-6010-6201-8020-000	355.88

Inv 29946 Total		355.88
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200729 Total:		767.54
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VEWI8020 - Vision Electric Wholesale Inc. Total:		767.54
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ANWD6410 - Ward, Andrew Line Item Account

200730 11/15/2017

Inv Oct 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	Humane Bee Removal Svcs - 1100 Oxley St. & 1812 Marengo Ave.	101-6010-6410-8180-000	350.00

Inv Oct 2017 Total		350.00
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200730 Total:		350.00
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ANWD6410 - Ward, Andrew Total:		350.00
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WES4152 - West Coast Arborists, Inc. Line Item Account

200731 11/15/2017

Inv 130768

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
10/15/2017	Arborists Svcs 10/1-15/17	101-6010-6410-8170-000	495.00
Inv 130768 Total			495.00
200731 Total:			495.00
WES4152 - West Coast Arborists, Inc. Total:			495.00
WES4011 - Western Graphix Line Item Account			
200732	11/15/2017		
Inv 49288			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	Photo ID Cards	101-2010-2013-8020-000	58.94
Inv 49288 Total			58.94
200732 Total:			58.94
WES4011 - Western Graphix Total:			58.94
ERWP5270 - Westphal, Erin Line Item Account			
200733	11/15/2017		
Inv R86071			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Refund Cancelled Anime Class	101-0000-0000-5270-002	216.00
Inv R86071 Total			216.00
200733 Total:			216.00
ERWP5270 - Westphal, Erin Total:			216.00
PUFG8267 - Wong, Pauline Line Item Account			
200734	11/15/2017		
Inv Oct 2017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Instructor Line Dance Class	101-8030-8021-8267-000	48.00
Inv Oct 2017 Total			48.00
Inv Oct 2017*			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	Instructor Line Dance Social Class	101-8030-8021-8267-000	225.60
Inv Oct 2017* Total			225.60
200734 Total:			273.60

Check Number	Check Date	Amount
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PUFG8267 - Wong, Pauline Total:

273.60

YTI1023 - Y Tire Sales Line Item Account

200735 11/15/2017

Inv 0005188

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	PD Unit# 0702 Mount & Balance 4 Tires	101-4010-4011-8100-000	60.00

Inv 0005188 Total 60.00

200735 Total:

60.00

200736 11/15/2017

Inv 177125

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	Yard Vehicle Units Tires	101-6010-6410-8100-000	266.73
10/18/2017	Yard Vehicle Units Tires	230-6010-6116-8100-000	266.73

Inv 177125 Total 533.46

Inv 177134

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	Yard Vehicle UnitsTires	500-6010-6711-8100-000	266.73
10/19/2017	Yard Vehicle Units Tires	230-6010-6116-8100-000	374.14
10/19/2017	Yard Vehicle Units Tires	500-6010-6711-8100-000	627.07

Inv 177134 Total 1,267.94

200736 Total:

1,801.40

YTS1003 - Y Tire Sales Total:

1,861.40

RSBY2013 - Yudin, Rosenberg Line Item Account

200737 11/15/2017

Inv 1710-2200001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2017	Legal Svcs - Forrey Case 9/17 & 10/17	101-2010-2013-8160-000	192.00

Inv 1710-2200001 Total 192.00

200737 Total:

192.00

RSBY2013 - Yudin, Rosenberg Total:

192.00

ZDAS8267 - Zahra Dance Arts Line Item Account

200738 11/15/2017

Check Number	Check Date		Amount
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	Instructor Belly Dance Classes	101-8030-8032-8267-000	561.60
Inv Fall 2017 Total			561.60
200738 Total:			561.60
ZDAS8267 - Zahra Dance Arts Total:			561.60
IBZA5270 - Zavala, Isabel Line Item Account			
200739	11/15/2017		
Inv	R86073		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	37.50
Inv R86073 Total			37.50
200739 Total:			37.50
IBZA5270 - Zavala, Isabel Total:			37.50
MZLN8267 - Zeledon, Maria Line Item Account			
200740	11/15/2017		
Inv	Fall 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	Instructor Spanish Class K-2 Grade Class	101-8030-8032-8267-000	634.40
Inv Fall 2017 Total			634.40
200740 Total:			634.40
MZLN8267 - Zeledon, Maria Total:			634.40
Total:			768,796.58

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ATTACHMENT 4
Payroll 11-03-17

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 11.03.17

Account Number	Account Name	11.15.17
101-0000-0000-1010-000	General Fund - Payroll cash	552,632.38
	Other Withholding Payables	\$ 245,386.79
101-0000-0000-1010-000	Net General Fund - Payroll Cash	307,245.59
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,706.60
207-0000-0000-1010-000	Prop C - Payroll Cash	5,385.23
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,796.48
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR Ca	5,717.24
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	13,097.87
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	116.88
500-0000-0000-1010-000	Water Fund - Payroll Cash	52,857.13
700-0000-0000-2210-000	Internal Revenue Service	77,867.94
700-0000-0000-2220-000	Employment Development Dept.	25,544.31
700-0000-0000-2230-000	Internal Revenue Service	18,397.44
700-0000-0000-2240-000	PERS Pension	89,258.69
700-0000-0000-2260-000	Deferred Comp - Empower	11,170.44
700-0000-0000-2262-000	PERS Health	
Total Checks & Direct Deposits		626,161.84
Checks		23,319.65
Direct Deposits		380,603.37
I.R.S Payments		96,265.38
E.D.D.		25,544.31
PERS Pension		89,258.69
Deferred Comp - Empower		11,170.44
PERS Health		
		626,161.84
To 700		625,990.16
Other PR Payable		245,386.79
ACH Payable		380,603.37

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants 11.15.17

<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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: Gary E. Pia, City Treasurer
David Batt, Finance Director
SUBJECT: **Monthly Investment Reports for September 2017**

Recommendation

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

Exhibit A
City of South Pasadena

INVESTMENT REPORT
September 30, 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	1.111%	14.37%	10,180,176.83	10,180,176.83
SUBTOTAL			14.37%	<u>10,180,176.83</u>	<u>10,180,176.83</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.532%	16.64%	11,785,045.79	11,723,166.13
Corporate Bonds	See Exhibit B-1	2.710%	6.67%	4,725,429.42	4,711,664.51
SUBTOTAL			23.31%	<u>16,510,475.21</u>	<u>16,434,830.64</u>
2016 WATER REVENUE BONDS ESCROW FUND					
Wells Fargo Govt. Securities	See Exhibit B-2	1.688%	62.31%	44,135,000.00	44,337,649.40
SUBTOTAL			62.31%	<u>44,135,000.00</u>	<u>44,337,649.40</u>
TOTAL INVESTMENTS			100.00%	<u>\$70,825,652.04</u>	<u>\$70,952,656.87</u>

BANK ACCOUNTS:

Bank of the West Account Balance:	\$2,734,366.18
Morgan Stanley Uninvested Cash Balance:	\$35,240.84
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$1,330,520.95
Wells Fargo Escrow Fund Uninvested Cash Balance	\$1,668.76

Required Disclosures:

Average weighted maturity of the portfolio 213 DAYS

Average weighted total yield to maturity of the portfolio 1.648%

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.

Funds and Investments
Held by Contracted (Third) Parties
September 30, 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
1 Gov't. Securities	U.S. Treasury Note	912828ST8	4/24/2017	901,000.00	100.077	901,692.06	1.250%	1.201%	898,396.11	1.250%	4/30/2019	577	(3,295.95)
2 Gov't. Securities	U.S. Treasury Note	912828G95	7/7/2017	822,000.00	100.269	824,214.04	1.625%	1.503%	823,833.06	1.620%	4/30/2019	577	(380.98)
3 Gov't. Securities	U.S. Treasury Note	912828H52	3/6/2015	259,000.00	98.461	255,013.73	1.250%	1.577%	257,300.96	1.250%	1/31/2020	853	2,287.23
4 Gov't. Securities	U.S. Treasury Note	912828H52	9/24/2015	35,000.00	99.566	34,848.24	1.250%	1.353%	34,770.40	1.250%	1/31/2020	853	(77.84)
5 Gov't. Securities	U.S. Treasury Note	912828H52	10/14/2015	15,000.00	99.914	14,987.12	1.250%	1.270%	14,901.60	1.250%	1/31/2020	853	(85.52)
6 Gov't. Securities	U.S. Treasury Note	912828H52	6/20/2016	97,000.00	100.735	97,713.25	1.250%	0.930%	96,363.68	1.250%	1/31/2020	853	(1,349.57)
7 Gov't. Securities	U.S. Treasury Note	912828L32	11/24/2015	250,000.00	98.641	246,601.50	1.375%	1.672%	248,282.50	1.380%	1/31/2020	853	1,681.00
8 Gov't. Securities	U.S. Treasury Note	912828L32	6/20/2016	74,000.00	101.005	74,743.62	1.375%	1.024%	73,491.62	1.380%	1/31/2020	853	(1,252.00)
9 Gov't. Securities	U.S. Treasury Note	912828L32	9/28/2016	329,000.00	100.998	332,281.84	1.375%	1.027%	326,739.77	1.380%	1/31/2020	853	(5,542.07)
10 Gov't. Securities	U.S. Treasury Note	912828N89	3/15/2016	498,000.00	99.469	495,354.62	1.375%	1.488%	492,726.18	1.380%	1/31/2021	1,219	(2,628.44)
11 Gov't. Securities	U.S. Treasury Note	912828N89	6/20/2016	150,000.00	100.940	151,410.31	1.375%	1.087%	148,411.50	1.380%	1/31/2021	1,219	(2,998.81)
12 Gov't. Securities	U.S. Treasury Note	912828N89	9/28/2016	280,000.00	100.965	282,701.01	1.375%	1.079%	277,034.80	1.380%	1/31/2021	1,219	(5,666.21)
13 Gov't. Securities	U.S. Treasury Note	912828WZ9	9/15/2017	494,000.00	99.883	493,421.03	1.750%	1.776%	490,932.26	1.760%	4/30/2022	1,673	(2,488.77)
14 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	10/20/2015	309,000.00	100.059	309,183.40	1.250%	1.217%	307,532.25	1.250%	8/1/2019	670	(1,651.15)
15 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	4/12/2016	309,000.00	100.505	310,561.23	1.250%	0.971%	307,532.25	1.250%	8/1/2019	670	(3,028.98)
16 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	7/7/2016	20,000.00	100.814	20,162.81	1.250%	0.802%	19,905.00	1.250%	8/1/2019	670	(257.81)
17 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	9/1/2016	345,000.00	100.497	346,713.13	1.250%	0.976%	343,361.25	1.250%	8/1/2019	670	(3,351.88)
18 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	9/28/2016	480,000.00	100.574	482,755.65	1.250%	0.960%	477,249.60	1.250%	10/2/2019	732	(5,506.05)
19 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	8/8/2016	500,000.00	100.831	504,154.71	1.375%	1.048%	497,270.00	1.380%	5/1/2020	944	(6,884.71)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADB2	7/7/2017	360,000.00	101.779	366,404.31	2.375%	1.940%	366,386.40	2.330%	1/13/2022	1,566	(17.91)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADB2	8/4/2017	326,000.00	102.419	333,885.31	2.375%	1.786%	331,783.24	2.330%	1/13/2022	1,566	(2,102.07)
22 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	8/12/2016	665,000.00	99.305	660,378.25	1.125%	1.271%	649,618.55	1.150%	7/14/2021	1,383	(10,759.70)
23 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	12/30/2014	275,000.00	100.406	276,116.33	1.875%	1.449%	276,333.75	1.860%	9/18/2018	353	217.42
24 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	2/10/2015	219,000.00	100.564	220,235.22	1.875%	1.875%	220,062.15	1.860%	9/18/2018	353	(173.07)
25 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	9/24/2015	34,000.00	100.801	34,272.32	1.875%	1.038%	34,164.90	1.860%	9/18/2018	353	(107.42)
26 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	10/14/2015	14,000.00	100.890	14,124.53	1.875%	0.946%	14,067.90	1.860%	9/18/2018	353	(56.63)
27 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	7/7/2016	160,000.00	101.142	161,827.62	1.875%	0.684%	160,776.00	1.860%	9/18/2018	353	(1,051.62)
28 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	12/26/2014	231,000.00	100.100	231,231.93	1.625%	1.537%	231,300.30	1.620%	11/27/2018	423	68.37
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	9/24/2015	30,000.00	100.601	30,180.20	1.625%	1.100%	30,039.00	1.620%	11/27/2018	423	(141.20)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	10/14/2015	13,000.00	100.712	13,092.62	1.625%	1.003%	13,016.90	1.620%	11/27/2018	423	(75.72)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	7/7/2016	90,000.00	101.085	90,976.26	1.625%	0.681%	90,117.00	1.620%	11/27/2018	423	(859.26)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	12/30/2014	630,000.00	100.418	632,631.63	1.875%	1.568%	633,502.80	1.860%	2/19/2019	507	871.17
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	9/24/2015	19,000.00	100.936	19,177.93	1.875%	1.190%	19,105.64	1.860%	2/19/2019	507	(72.29)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	10/14/2015	13,000.00	101.067	13,138.66	1.875%	1.096%	13,072.28	1.860%	2/19/2019	507	(66.38)
35 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	7/7/2016	200,000.00	101.590	203,180.64	1.875%	0.717%	201,112.00	1.860%	2/19/2019	507	(2,068.64)
36 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	9/1/2016	100,000.00	101.274	101,273.68	1.875%	0.946%	100,556.00	1.860%	2/19/2019	507	(717.68)
37 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	1/4/2017	568,000.00	100.081	568,458.08	1.625%	1.589%	568,715.68	1.620%	1/21/2020	843	257.60
38 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	7/7/2016	401,000.00	102.722	411,916.09	1.875%	1.019%	403,069.16	1.860%	12/28/2020	1,185	(8,846.93)
39 Gov't. Securities	Fed. National Mtg. Assn.	3135G0J20	1/13/2017	747,000.00	98.488	735,705.36	1.375%	1.757%	737,804.43	1.390%	2/26/2021	1,245	2,099.07
40 Gov't. Securities	Fed. National Mtg. Assn.	3135G0Q89	3/2/2017	502,000.00	97.276	488,325.52	1.375%	1.998%	492,527.26	1.400%	10/7/2021	1,468	4,201.74
Subtotal Gov't. Securities				11,764,000.00		11,785,045.79	1.533%	1.380%	11,723,166.13	1.532%		920	(61,879.66)

Funds and Investments
Held by Contracted (Third) Parties
September 30, 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	
86	Corporate Bond	Comcast Corp.	20030NBA8	9/15/2017	5,000.00	107.832	5,391.58	5.150%	1.823%	5,383.70	4.780%	3/1/2020	883	(7.88)
87	Corporate Bond	Qualcomm Inc.	747525ASP8	5/31/2017	82,000.00	100.365	82,299.36	2.100%	1.957%	82,624.02	2.080%	5/20/2020	963	324.66
88	Corporate Bond	Cisco Systems Inc.	17275RAX0	6/22/2015	112,000.00	100.062	112,069.98	2.450%	2.297%	113,767.36	2.410%	6/15/2020	989	1,697.38
89	Corporate Bond	Cisco Systems Inc.	17275RAX0	9/29/2015	5,000.00	101.088	5,054.41	2.450%	2.034%	5,078.90	2.410%	6/15/2020	989	24.49
90	Corporate Bond	Cisco Systems Inc.	17275RAX0	10/16/2015	3,000.00	101.276	3,038.28	2.450%	1.963%	3,047.34	2.410%	6/15/2020	989	9.06
91	Corporate Bond	Cisco Systems Inc.	17275RAX0	6/15/2016	40,000.00	102.557	41,022.99	2.450%	1.482%	40,631.20	2.410%	6/15/2020	989	(391.79)
92	Corporate Bond	Wal-Mart	931142CU5	9/6/2016	76,000.00	106.395	80,860.08	3.625%	1.267%	79,765.80	3.450%	7/8/2020	1,012	(1,094.28)
93	Corporate Bond	Target Corp.	87612EAV8	5/19/2016	39,000.00	106.229	41,429.22	3.875%	1.582%	41,056.86	3.680%	7/15/2020	1,019	(372.36)
94	Corporate Bond	Target Corp.	87612EAV8	6/16/2016	36,000.00	106.357	38,288.38	3.875%	1.537%	37,898.64	3.680%	7/15/2020	1,019	(389.74)
95	Corporate Bond	United Health Group Inc.	91324PCM2	9/24/2015	53,000.00	101.268	53,672.28	2.700%	2.228%	54,054.17	2.640%	7/15/2020	1,019	381.89
96	Corporate Bond	United Health Group Inc.	91324PCM2	9/29/2015	7,000.00	101.472	7,103.02	2.700%	2.153%	7,139.23	2.640%	7/15/2020	1,019	36.21
97	Corporate Bond	United Health Group Inc.	91324PCM2	6/20/2016	18,000.00	102.930	18,527.31	2.700%	1.621%	18,358.02	2.640%	7/15/2020	1,019	(169.29)
98	Corporate Bond	United Health Group Inc.	91324PCM2	5/22/2017	42,000.00	102.279	42,957.08	2.700%	1.858%	42,835.38	2.640%	7/15/2020	1,019	(121.70)
99	Corporate Bond	Intel Corp.	458140AQ3	9/23/2015	56,000.00	100.703	56,393.61	2.450%	2.192%	57,018.08	2.400%	7/29/2020	1,033	624.47
100	Corporate Bond	Intel Corp.	458140AQ3	9/29/2015	3,000.00	100.933	3,027.98	2.450%	2.108%	3,054.54	2.400%	7/29/2020	1,033	26.56
101	Corporate Bond	Intel Corp.	458140AQ3	6/14/2016	20,000.00	102.421	20,484.19	2.450%	1.571%	20,363.60	2.400%	7/29/2020	1,033	(120.59)
102	Corporate Bond	State Street Corp.	857477AS2	6/13/2016	54,000.00	102.438	55,316.43	2.550%	1.679%	54,935.82	2.500%	8/18/2020	1,053	(380.61)
103	Corporate Bond	State Street Corp.	857477AS2	6/15/2016	24,000.00	102.517	24,604.13	2.550%	1.651%	24,415.92	2.500%	8/18/2020	1,053	(188.21)
104	Corporate Bond	The Walt Disney Co.	25468PDE3	11/27/2015	60,000.00	100.449	60,269.11	2.150%	1.993%	60,449.40	2.130%	9/17/2020	1,083	180.29
105	Corporate Bond	The Walt Disney Co.	25468PDE3	6/20/2016	20,000.00	102.498	20,499.64	2.150%	1.287%	20,149.80	2.130%	9/17/2020	1,083	(349.84)
106	Corporate Bond	Coca-Cola Co.	191216BT6	6/16/2016	62,000.00	100.956	62,592.72	1.875%	1.555%	61,971.48	1.870%	10/27/2020	1,123	(621.24)
107	Corporate Bond	Coca-Cola Co.	191216BT6	6/27/2016	19,000.00	101.392	19,264.54	1.875%	1.410%	18,991.26	1.870%	10/27/2020	1,123	(273.28)
108	Corporate Bond	ACE INA Holdings Inc.	00440EAT4	6/6/2016	61,000.00	101.403	61,855.83	2.300%	1.822%	61,447.13	2.280%	11/3/2020	1,130	(408.70)
109	Corporate Bond	ACE INA Holdings Inc.	00440EAT4	5/22/2017	62,000.00	101.067	62,661.61	2.300%	1.942%	62,454.46	2.280%	11/3/2020	1,130	(207.15)
110	Corporate Bond	Chevron Corp. (Callable)	166764AY6	6/13/2016	55,000.00	101.910	56,050.27	2.419%	1.789%	55,803.55	2.380%	11/17/2020	1,144	(246.72)
111	Corporate Bond	Chevron Corp. (Callable)	166764AY6	6/27/2016	25,000.00	102.081	25,520.18	2.419%	1.733%	25,365.25	2.380%	11/17/2020	1,144	(154.93)
112	Corporate Bond	VISA	92826CAA0	5/11/2017	162,000.00	100.667	163,080.01	2.200%	1.984%	163,654.02	2.170%	12/14/2020	1,171	574.01
113	Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	5/3/2016	109,000.00	109.223	119,052.66	4.625%	1.709%	117,825.73	4.270%	1/7/2021	1,195	(1,226.93)
114	Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	6/14/2016	34,000.00	109.421	37,202.97	4.625%	1.650%	36,752.98	4.270%	1/7/2021	1,195	(449.99)
115	Corporate Bond	Occidental Petroleum Corp. (C	674599BY0	5/20/2016	75,000.00	106.269	79,701.69	4.100%	2.140%	79,169.25	3.880%	2/1/2021	1,220	(532.44)
116	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	6/24/2016	162,000.00	101.735	164,810.74	2.222%	1.697%	163,223.10	2.200%	3/1/2021	1,248	(1,587.64)
117	Corporate Bond	JP Morgan Chase	46625HHZ6	8/8/2017	151,000.00	108.154	163,312.38	4.625%	2.258%	163,052.82	4.280%	5/10/2021	1,318	(259.56)
118	Corporate Bond	3M Co. (Callable)	88579YAU5	9/23/2016	65,000.00	100.099	65,064.08	1.625%	1.599%	64,069.85	1.640%	9/19/2021	1,450	(994.23)
119	Corporate Bond	3M Co. (Callable)	88579YAU5	9/15/2017	17,000.00	99.207	16,865.19	1.625%	1.831%	16,756.73	1.640%	9/19/2021	1,450	(108.46)
120	Corporate Bond	MasterCard, Inc.	57636QAF1	5/11/2017	164,000.00	99.249	162,768.36	2.000%	2.175%	163,153.76	2.010%	11/21/2021	1,513	385.40
121	Corporate Bond	American Express Credit (Cal	0258M0EG0	9/8/2017	162,000.00	102.053	165,325.29	2.700%	2.210%	163,927.80	2.660%	3/3/2022	1,615	(1,397.49)
122	Corporate Bond	Burlington North Santa Fe (C	12189LAH4	9/14/2017	79,000.00	103.808	82,008.60	3.050%	2.149%	81,651.24	2.950%	3/15/2022	1,627	(357.36)
123	Corporate Bond	Apple Inc.	037833BF6	9/8/2017	160,000.00	102.643	164,228.84	2.700%	2.096%	163,022.40	2.640%	5/13/2022	1,686	(1,206.44)
Subtotal Corporate Bonds					4,618,000.00		4,725,429.42	2.880%	1.745%	4,711,664.51	2.710%		918	(13,764.91)
Money Market	Liquid Asset Fund			0.00						0.010%		1		
Uninvested Cash				0.00					35,240.84	0.020%		1		

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
September 30, 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
Subtotal Cash & Cash Equivalents						0.00			35,240.84			1	
Grand Totals				16,382,000.00		16,510,475.21	1.918%	1.484%	16,470,071.48	1.865%		918	(75,644.57)
Unsettled Transactions													
Subtotal Unsettled Transactions				0.00		0.00			0.00				0
Totals incl. Unsettled Transactions				16,382,000.00		16,510,475.21			16,470,071.48				(75,644.57)
Totals per Bank Statement				16,382,000.00		16,510,475.21			16,470,071.48				(75,644.57)

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Exhibit B-2

Funds and Investments
Held by Contracted (Third) Parties
September 30, 2017

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity
BNY Mellon Project Fund								
1	Cash		0.00	0.010%	0.00	0.010%		1
2	Morgan Stanley Treasury Portfolio		1,330,520.95	0.250%	1,330,520.95	0.250%		1
Subtotal Cash & Cash Equivalents			1,330,520.95	0.250%	1,330,520.95	0.250%		1
Total Project Fund			1,330,520.95	0.250%	1,330,520.95	0.250%		1
Wells Fargo Escrow Fund								
1	Cash		1,668.76	0.100%	1,668.76	0.100%		1
Subtotal Cash & Cash Equivalents			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%	1,418,000.00	0.625%	9/30/2017	0
3	Gov't. Securities U.S. Treasury Note	11/10/2016	595,000.00	0.875%	593,929.00	0.875%	3/31/2018	182
4	Gov't. Securities U.S. Treasury Note	11/10/2016	1,442,000.00	1.375%	1,441,942.32	1.375%	9/30/2018	365
5	Gov't. Securities U.S. Treasury Note	11/10/2016	592,000.00	1.625%	593,734.56	1.625%	3/31/2019	547
6	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	40,290,043.52	1.750%	9/30/2019	730
Subtotal Securities			44,135,000.00	1.688%	44,337,649.40	1.688%		685
Total Escrow Fund			44,136,668.76	1.688%	44,339,318.16	1.688%		685

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	73,122,925
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	70,952,657
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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: David Batt, Finance Director 
SUBJECT: **Re-Appropriation of Fiscal Year 2016-17 Purchase Orders and Carryovers of Capital Improvement Projects**

Recommendation

It is recommended that the City Council approve the re-appropriation of Fiscal Year (FY) 2016-17 purchase orders and various Capital Improvement Projects (CIP) into the City of South Pasadena's (City) FY 2017-18 expenditure budget.

Fiscal Impact

\$3,127,373.66 from FY 2016-17 purchase order balances and \$1,503,909.70 in CIP balances will be carried over for expenditure in FY 2017-18. This does not alter the City's financial position over the two-year period.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

The timing for many capital projects, capital equipment purchases and significant professional services does not smoothly correlate to the breaks between fiscal years. In these cases, the City is left with two options: 1) suspend expenditure activity at a predetermined point and re-budget the estimated remainder of the project in the following fiscal year; or 2) when goods or service will lag the accounting accrual period that ends in mid-September, the City can carry pre-existing purchase orders from the prior year into the next fiscal year and re-appropriate them into the new budget. Our organization utilizes both methods to complete its commitments and projects. Each method is an appropriate accounting practice. In addition, at the end of the fiscal year, various capital improvement projects may not have been completed, and staff is recommending that the unspent funds for those projects be re-appropriated as well.

Analysis

The attachment to this report specifies by account, vendor, fund, and amount the \$3,127,373.66 in encumbrances open at June 30, 2017, that are recommended for re-appropriation into the

current FY 2017-18 Budget. Of this amount, \$127,324.86 pertains to the General Fund, \$1,413,879.91 pertains to the Sewer Capital Projects Fund, and \$1,189,087.73 pertains to the Water Fund.

Unspent prior year CIP funds in the amount of \$1,459,610.70 for street and sidewalk improvement projects, primarily on Monterey Rd. are also being requested, along with \$44,299.00 primarily for the Eddie Park House restoration project.

Re-appropriation will allow for the continuation and completion of these projects and services. Encumbrances for annual operating expenses are not re-appropriated. Below is a summary by Fund.

Purchase Order Re-Appropriations by Fund

Fund	Fund Description	Balance
101	General Fund	\$ 127,324.86
104	Street Improvements Program	57,965.00
105	Facilities & Equipment Maintenance	61,304.20
215	Street Lighting & Landscape	19,933.88
230	Gas Tax	149,194.13
233	Measure R	10,145.00
260	CDBG Grant	2,720.00
272	COPS Grant	95,818.95
310	Sewer Capital Projects	1,413,879.91
500	Water Fund	1,189,087.73
Total Re-Appropriations		\$ 3,127,373.66

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: FY 2016-17 Purchase Order Details

FY 2016-17 - Purchase Order Carryover Details

P.O.	Account Number	Dept	Vendor	Description	Balance
101	15184 101.3010.3041.8170	FIN	Springbrook Software (Accela)	Software Migration from Ver. 6.07 to Ver. 7	9,503.72
	16221 101.7010.7101.8170	PL	Historic Resources Group	Historic Preservation Consulting Svcs.	8,400.00
	17162 101.6010.6410.8180	PW	County of Los Angeles	Brush Clearance at Various Lots	4,615.30
	17321 101.6010.6601.8120	PW	Mark Kitchen Equipment	Citywide Ice Machines & Refrigerator	1,277.38
	17350 101.6010.6011.8170	PW	Minagar & Associates	Traffic Engineering Svcs. - As Needed	20,000.00
	17351 101.4010.4011.8170	PD	Dewberry Architects, Inc.	Conceptual Study for New EOC	9,300.00
	17414 101.8010.8011.8520	LIB	Studio Spectrum	Library Community Room AV System	43,771.46
	17427 101.3010.3011.8170	FIN	HdL Software, LLC	Business License Ordinance Consulting	15,000.00
	17453 101.8030.8031.8110	CS	El Rey Products	Eddie Park House Refurbishing	1,400.00
	17453 101.8030.8031.8120	CS	El Rey Products	Eddie Park House Refurbishing	3,100.00
	17465 101.6010.6015.8020	PW	United Storm Water, Inc.	Install Catch Basin Connector	10,957.00
Fund 101 Total					127,324.86
104	17043 104.9000.9203.9203	PW	GK & Associates	Construction Management & Inspection Svcs.	31,230.00
	17128 104.9000.9203.9203	PW	Geo-Advantec, Inc.	Material Testing Svcs. - Fletcher Ave.	5,680.00
	17129 104.9000.9203.9203	PW	Geo-Advantec, Inc.	Material Testing Svcs. - Monterey Rd.	10,910.00
	17259 104.9000.9203.9203	PW	Kabbara Engineering	Engineering Design Svcs. - Monterey Rd.	10,145.00
Fund 104 Total					57,965.00
105	17293 105.9000.9258.9258	CS	J Lou Architect Inc.	War Memorial Bldg. Improvement Project	21,000.00
	17448 105.9000.9229.9229	PD	M3	PD Office Furniture & Storage Cabinet	23,231.72
	17458 105.9000.9229.9229	PD	M3	PD Office Furniture	5,160.48
	17460 105.9000.9229.9229	PD	Quality & Technique Flooring	PD Floor Installations	11,912.00
Fund 105 Total					61,304.20
215	16399 215.6010.6201.8170	PW	Harris & Associates	City LLMD Svcs.	2,600.00
	17037 215.6010.6115.8020	PW	Code Blue	Code Blue Replacement Parts	3,500.00
	17062 215.6010.6115.8020	PW	Light Guard Systems	Replacement LED Pavement Lights	5,000.00
	17482 215.6010.6201.8020	PW	Ameron Pole Products	Light Poles	8,833.88
Fund 215 Total					19,933.88
230	17478 230.601.6116.8540	PW	Quinn Company	Caterpillar Wheel Loader	149,194.13
Fund 230 Total					149,194.13
233	17259 233.900.9324.9324	PW	Kabbara Engineering	Engineering Design Svcs. - Monterey Rd.	10,145.00
Fund 232 Total					10,145.00
260	17160 260.9000.9264.9264	PW	Diana Cho & Associates	CDBG Sidewalk Project Consulting	2,720.00
Fund 272 Total					2,720.00
272	17401 272.4010.4018.8520	PD	Axon Enterprise Inc.	PD Bodycams & Equipment	64,812.15
	17402 272.4010.4018.8520	PD	Axon Enterprise Inc.	PD Tasers & Accessories	31,006.80
Fund 272 Total					95,818.95
310	16334 310.6010.6501.8170	PW	San Gabrieleno Bank of Missions	Native American Monitoring Svcs.	4,350.00
	16335 310.6010.6501.8170	PW	Geo-Advantec Inc.	Sewer Rehabilitation Repair Project	14,050.00
	16348 310.6010.6501.8170	PW	Valley Construction Management	Construction Management Svcs.	35,992.50
	16349 310.6010.6501.8170	PW	Dudek	Construction Engineering Svcs.	28,818.65
	16352 310.9000.9399.9399	PW	Southwest Pipeline & Trench	Sewer Rehabilitation Repair Project	1,279,526.68
	16387 310.9000.9399.9399	PW	Banner Bank	Sewer Rehabilitation Repair Project Retention	51,142.08
Fund 310 Total					1,413,879.91
500	15214 500.9000.9266.9266	PW	Ninyo & Moore	Geotechnical Material Testing Svcs. - Garfield Res.	33,240.99
	15215 500.9000.9266.9266	PW	Pacific Hydrotech Corp	Garfield Reservoir Replacement Project	1,098,468.30
	17166 500.6010.6711.8170	PW	Dudek	Prof. Svcs. - Water Line Repair	1,582.50
	17384 500.6010.6711.8540	PW	FFBH Motors	2017 Ford F-250 CNG Regular Cab	39,139.75
	17326 500.0000.0000.1400	PW	HD Supply Water Works	Water Meters	12,156.19
	17380 500.6010.6711.8170	PW	Stetson Engineers Inc.	Analyze Water Quality/Prepare Reports	4,500.00
Fund 500 Total					1,189,087.73
Total					\$ 3,127,373.66

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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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: Paul Toor, Public Works Director
Kristine Courdy, Public Works Operations Manager
SUBJECT: **Approval of a Contract Amendment with Athens Services**

Recommendation

It is recommended that the City Council approve the first contract amendment to the Athens Services Exclusive Refuse Service Agreement for refuse collection and processing services and authorize the City Manager to execute the contract amendment.

Fiscal Impact

The purpose of the proposed contract amendment is to clean up and clarify some of the terms of the existing contract. There were deficiencies in the billing mechanism which have been addressed as part of this amendment. No substantive material changes have been made to the Exclusive Refuse Service Agreement. The contract amendment will increase the operational efficiencies, level of service and will result in nominal cost savings to the South Pasadena residents.

Commission Review and Recommendation

The proposed contract amendment was discussed with the Solid Waste Ad Hoc Committee appointed by the City Council.

Background

On February 7, 2001, the City of South Pasadena (City) City Council approved an Exclusive Refuse Services Agreement with Athens Services (Athens) for refuse collection, processing services and street sweeping. Staff has identified some anomalies in the existing agreement specifically related to the billing services which is being addressed as part of this contract amendment. The proposed amendment does not change the term of the contract.

Analysis

Public Works staff initiated discussions with Athens to address certain terms of the Exclusive Refuse Services Agreement. A Solid Waste Ad Hoc Committee was appointed by the City Council to facilitate these discussions between City staff and Athens. Below is a summary of the key points of the proposed contract amendment to the existing agreement:

- Billing: Currently, the City Finance Department generates the customer bills for the refuse services and the City retains three percent of the gross revenue for billing and administrative purposes. The City administers the billing for the refuse services, however, does not have the appropriate billing mechanism in place resulting in leakage of revenue. Athens will take over the billing in exchange for one and a half (1.5%) percent of the gross revenue; the City will receive the remaining one and a half percent for administrative purposes. These administrative charges equates to approximately \$60,000 annually.
- Bus Bench Refuse Collection & Mission-Meridian Village (MMV) Parking Garage Sweeping: The City has a contract with Avalon Property Services, Inc. (Avalon) to collect and dispose of the refuse at the 53 City bus stops and to sweep the MMV Parking Garage. Athens is willing to take over these services at the same rate that the City pays Avalon. Athens is already providing street sweeping services to the City and has the ability to provide superior level of services for bus stops without any additional cost to the City.
- Rate Adjustment Formula: The current rate adjustment formula is based on two components: operations component and disposal component. In the existing agreement, the operations component is adjusted annually by the Consumer Price Index for All Urban Consumers in the Los Angeles/Anaheim/Riverside area (CPI). The disposal component is adjusted annually in proportion to the Material Recovery Facility (MRF) Gate Fee where Athens is dumping the City refuse. The MRF Gate Fee is not tied to any stable index, and can vary widely from year to year. Pursuant to the Franchise agreement, Athens is entitled to a rate adjustment for operations and disposal component for FY 2017-18. However, Athens has agreed to not charge the increase in disposal component to the customer for the current year. Beginning FY 2018-19, the rate adjustment formula will be updated so that both the operations and disposal component will be adjusted by CPI. This will help control future cost increases in the City trash rates and tie the trash rate to a regional index that monitors the cost of living increases or decreases for the Los Angeles region.
- Optional Rate Sheet: The Section VII.F. of the original contract states the following:

“Contractor, shall provide, upon request, a complete list of rates for various types of services, including special services, provided by the Contractor...”

The proposed contract amendment includes the rate sheet for these optional, special services. This includes services for organics recycling that complies with California Assembly Bill (AB) 1826. In October 2014, Governor Brown signed AB 1826 which has a phased implementation of organics recycling between April 1, 2016 and January 1, 2019.

- City Yard Refuse Handling: Athens is utilizing the City Yard located off of Stoney Drive near Lohman Lane for street sweeping trash collection. The City is currently utilizing a loader and City staff to load the miscellaneous refuse and tree trimmings along with the street sweeping collection into roll off bins that Athens hauls out of the City. Athens will make one-time contribution in the amount of \$65,000 and subsequently, a \$65,000 contribution every seven years to offset the cost of the City Yard operations.
- Senior Curbside Bulky Item Pick-up: Athens will offer one curbside bulky item pick up

annually for seniors upon request at no charge.

- Dumpster Day: Athens will host one additional Dumpster Day (special pickup for bulky items) per year which will allow for two Dumpster Day events per year for South Pasadena residents. Special pickups will continue for seniors on Dumpster Day as set forth in the existing agreement.

The proposed contract amendment will increase the level of service of the City's refuse services, provide clarification on the existing contract terms, and streamline potential future increases for South Pasadena residents.

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. Athens Services Contract Amendment
2. Athens Services Original Contract

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ATTACHMENT 1
Athens Services Contract Amendment

FIRST AMENDMENT TO EXCLUSIVE REFUSE SERVICE AGREEMENT

THIS FIRST AMENDMENT TO EXCLUSIVE REFUSE SERVICE AGREEMENT ("*Amendment*") is made and entered into as of November 15, 2017 ("*Amendment Effective Date*"), by and between the City of South Pasadena, a municipal corporation ("*City*"), and Arakelian Enterprises, Inc. dba Athens Services, a California corporation (as successor to South Pasadena Disposal Company) ("*Contractor*").

RECITALS

A. City and Contractor are parties to that certain Exclusive Refuse Service Agreement, dated November 6, 2000 ("*Original Agreement*").

B. The parties desire to amend the Original Agreement to allow Contractor to assume responsibility for all City refuse billing, to update and modify the applicable rate structure including a rate sheet for "optional" services, to add new services for bus stop barrel pick-up and sweeping service/trash pickup for City's Mission Meridian parking structure, add one (1) additional dumpster day per year for a total of two (2) dumpster days for the City, add one (1) free curbside bulk item pick up for all senior accounts, and to provide for a periodic new payment to City as part of the contract amendment. The Original Agreement as amended by this Amendment shall be referred to herein as the "*Refuse Service Agreement*".

TERMS OF AGREEMENT

1. The fourth Recital of the Original Agreement is deleted in its entirety and replaced by the following:

"WHEREAS, as partial consideration for City to agree to extend the term of the Backyard Service Agreement, Contractor agrees to provide City with Street Sweeping Service (defined below) for the term of the Bin Service Agreement;"

2. The sixth Recital of the Original Agreement is deleted in its entirety and replaced by the following:

"WHEREAS, City and Contractor agree to amend and restate the Bin Service Agreement and Backyard Service Agreement to memorialize, in one document, the parties' agreements for (i) Bin Service, (ii) Backyard Service, (iii) Street Sweeping Service, (iv) Bus Stop Barrel Pick-Up, and (v) City Garage Sweeping Service for City and its residents and businesses ("*Refuse Service Agreement*"); and"

3. A new Section I.V. is added as follows:

"V. "Bus Stop Barrel Pick-Up" shall mean emptying the bus stop trash receptacle(s), supplying the new trash liner and replacing the trash liner. Contractor shall remove any trash outside of the receptacle at the bus stop

and pressure wash as needed. The schedule and locations for Bus Stop Barrel Pick-Up are set forth on Exhibit D attached hereto.”

4. A new Section I.W. is added as follows:

“W. “City Garage Sweeping Service” shall mean parking garage sweeping, emptying the three (3) garage trash receptacles, supplying the new trash liner and replacing the trash liner at the City’s Mission Meridian parking garage located at 805 Meridian Avenue, South Pasadena, California. Contractor shall remove any trash outside of the receptacles and pressure wash as needed.”

5. Section III.I. of the original agreement is deleted in its entirety and replaced by the following:

“I. Provisions of two (2) dumpster days per year (on days determined by the Public Works Director) for collection of bulky items, including, but not limited to, all large or difficult to handle objects such as couches, refrigerators, rugs and carpets, water heaters, washing machines and other items, excluding typical or ordinary Refuse items. Contractor shall also provide no charge curbside pick-up of those bulky items during the dumpster day events for senior citizens’ residences within the City, as coordinated by the City; provided, that if pick-ups for any dumpster day event exceed one hundred (100), then the City and Contractor shall negotiate a reasonable charge for such excess pick-ups. In addition to the two (2) dumpster day events, the Contractor shall also provide one (1) curbside bulky pick-up per year for seniors at no charge. The City shall notify the Contractor at least twenty four (24) hours in advance of scheduling the no charge curbside bulky pickup.”

6. A new Section III.M. is added as follows:

“M. Collection, transportation, cleaning, and disposal of Refuse by Bus Stop Barrel Pick-Up at the locations and schedule set forth on Exhibit D at times and days approved by the Public Works Director and at the rates provided herein.”

7. A new Section III.N. is added as follows:

“N. Provision of City Garage Sweeping Service shall include sweeping the garage at least one (1) time a week, collecting trash at the three (3) parking garage receptacles at least two (2) times a week, and pressure washing the parking garage at least one (1) time per year at times and days approved by the Public Works Director Service shall include transportation and disposal of Refuse collected while providing City Garage Sweeping Service.”

8. Section V.A. of the Original Agreement is deleted in its entirety and replaced by the following:

“A. The schedule and routes for Refuse collection, Street Sweeping Service, Bus Stop Barrel Pick-Up, and City Garage Sweeping Service shall be subject to reasonable approval of the Public Works Director. Contractor shall prepare and file with the Public Works Director a Refuse collection, Street Sweeping Service, Bus Stop Barrel Pick-Up, and City Garage Sweep Service schedule, together with a complete map of the Refuse collection and Street Sweeping Service districts within City. The Public Works Director shall indicate thereon in an appropriate and easily understandable manner the days on which Refuse collection, Street Sweeping Service, Bus Stop Barrel Pick-Up, and City Garage Sweeping Service shall be made.”

9. Section V.B. of the Original Agreement is deleted in its entirety and replaced by the following:

“B. The Refuse collection, Street Sweeping Service, Bus Stop Barrel Pick-Up, and City Garage Sweeping Service routes and schedule shall be approved by the Public Works Director.”

10. Section VII.A. of the Original Agreement is deleted in its entirety and replaced by the following:

“A. As of the Amendment Effective Date and until June 30, 2018, the rates charged and/or received by Contractor for all services provided pursuant to this Refuse Service Agreement shall be as set forth on Exhibit A hereto; provided, that City retains the unilateral right to reduce or increase the AB 939 authorized fee charged by City; and provided, further, that such fee shall be remitted in full to City and such receipts shall not be included in the gross receipts calculations for Contractor. Commencing on July 1, 2018, and on each July 1 thereafter, the rates shall be adjusted as provided in Section VII.C.”

11. Section VII.G. of the Original Agreement is deleted in its entirety and replaced by the following:

“G. Contractor shall bill Customers quarterly in advance for all Bin Service, Backyard Service, and Special Services. Contractor shall charge (1) a franchise fee for this Refuse Service Agreement of nine and four-tenths percent (9.4%), and (2) a billing fee of three percent (3%), of the gross receipts Contractor collects for Bin Service, Backyard Service, and Special Services payments during the preceding month, pursuant to this Refuse Service Agreement; provided, that the amounts collected as Contractor’s recycling rate and Green Waste rate shall not be included as

part of the gross receipts upon which the franchise fee and billing fee are based.”

12. A new Section VII.H. is added as follows:

“H. On the first business day of each month, the Contractor shall bill the City the applicable charges, as provided in Exhibit A, for Bus Stop Barrel Pick-Up and City Garage Sweeping Service rendered during the preceding month. The City shall remit payment within forty-five (45) days from the City approved invoice.”

13. Section VIII.A. of the Original Agreement is deleted in its entirety and replaced by the following:

“A. For the entire term of this Refuse Service Agreement, on or before the last business day of each month, City shall receive, as a franchise fee for this Refuse Service Agreement, nine and four-tenths percent (9.4%) of the gross receipts Contractor collects for Bin Service, Backyard Service, and Special Services payments during the preceding month, pursuant to this Refuse Service Agreement; provided, that the amounts collected as Contractor’s recycling rate and Green Waste rate shall not be included as part of the gross receipts upon which the franchise fee is based.”

14. Section VIII.B. of the Original Agreement is deleted in its entirety and replaced by the following:

“B. For the entire term of this Refuse Service Agreement, on or before the last business day of each month, the City shall receive an administrative fee of one and one-half percent (1.5%) of the gross receipts Contractor collects for Bin Service, Backyard Service, and Special Services during the preceding month, pursuant to this Refuse Service Agreement; provided, that the amounts collected as Contractor’s recycling rate and Green Waste rate shall not be included as part of the gross receipts upon which the franchise fee is based.”

15. A new Section VIII.D is added as follows:

“D. Commencing on the Amendment Effective Date, and on each seventh anniversary of the Amendment Effective Date thereafter, provided neither party has given notice of termination as provided in Section VI, City shall receive a fee of Sixty-Five Thousand Dollars and Zero Cents (\$65,000.00) to be used toward facilitating refuse handling operations at the City Yard. Each lump sum fee shall be adjusted in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index for All Urban Consumers, Los Angeles-Riverside-Orange County area (“CPI”), for the seven (7) previous twelve-month periods (May through April), or an equivalent index approved by mutual agreement in the event the CPI as described above is

no longer published. Upon any notice of termination as provided in Section VI, this Section VIII.D. shall be of no further force or effect and Contractor shall not be obligated to pay any further fees under this Section VIII.D.”

16. Exhibit A of the Original Agreement is deleted in its entirety and replaced by Exhibit A attached hereto and incorporated herein by reference.

17. Exhibit B of the Original Agreement is deleted in its entirety and replaced by Exhibit B attached hereto and incorporated herein by reference.

18. This Refuse Service Agreement shall be governed by, and construed, interpreted and enforced in accordance with, the laws of the State of California without regard to any conflict of laws provision that would apply the laws of any other jurisdiction.

19. Except as modified herein, either expressly or by necessary implication, the terms and conditions of the Original Agreement shall remain in full force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed and attested by their respective officers duly authorized as of the Amendment Effective Date first written above, regardless of the actual date of execution by the parties.

Dated: November 15, 2017

“City”
City of South Pasadena

“Contractor”
Arakelian Enterprises, Inc.
dba Athens Services,
a California corporation

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
SCHEDULE OF RATE CALCULATIONS,
EFFECTIVE NOVEMBER 15, 2017

EXHIBIT A
CITY OF PASADENA
SCHEDULE OF FEE CALCULATIONS
EFFECTIVE NOVEMBER 15, 2017

SERVICE	OPERATIONS COMPONENT	DISPOSAL COMPONENT	NEW NET RATE TO CONTRACTOR	3% BILLING FEE	9.4% FRANCHISE FEE	RECYCLE RATE	TOTAL RATE
REGULAR SERVICES							
STANDARD	25.05	7.52	32.57	1.12	3.49	3.17	40.35
YARD WASTE	3.61	0.00	3.61	0.00	0.00	0.00	3.61
MULTI UNITS 1X							
2	40.01	9.98	49.99	1.71	5.36	3.17	60.24
3	48.61	12.22	60.83	2.08	6.53	3.17	72.61
4	57.20	14.39	71.59	2.45	7.68	3.17	84.90
5	65.65	16.57	82.22	2.82	8.82	3.17	97.03
6	71.48	17.97	89.45	3.06	9.60	3.17	105.28
7	76.20	19.19	95.39	3.27	10.24	3.17	112.06
8	81.00	20.33	101.33	3.47	10.87	3.17	118.85
9	85.82	21.57	107.39	3.68	11.52	3.17	125.76
10	90.57	22.76	113.33	3.88	12.16	3.17	132.54
11	95.40	23.99	119.39	4.09	12.81	3.17	139.46
12	100.11	25.14	125.25	4.29	13.44	3.17	146.15
MULTI UNITS 2X							
6	119.99	30.12	150.11	5.14	16.11	3.17	174.53
7	125.37	31.48	156.85	5.37	16.83	3.17	182.22
8	130.72	32.83	163.55	5.60	17.55	3.17	189.87
9	136.06	34.15	170.21	5.83	18.26	3.17	197.48
10	141.40	35.55	176.95	6.06	18.99	3.17	205.17
11	146.75	36.91	183.66	6.29	19.71	3.17	212.83
12	152.11	38.18	190.29	6.52	20.42	3.17	220.40
13+ ADD PER UNIT							
1X	8.05	2.05	10.10	0.35	1.08	0.00	11.53
2X	12.07	3.08	15.15	0.52	1.63	0.00	17.29
3X	16.14	4.04	20.18	0.69	2.17	0.00	23.04
4X	20.20	5.02	25.22	0.86	2.71	0.00	28.79
BIN RENTAL							
3 YARD	28.52	7.19	35.71	1.22	3.83	0.00	40.76
1.5 YARD	14.30	3.55	17.85	0.61	1.92	0.00	20.38
COMMERCIAL 3YD							
1X	90.07	44.20	134.27	4.60	14.41	3.17	156.45
2X	105.79	88.40	194.19	6.65	20.84	3.17	224.85
3X	121.37	132.63	254.00	8.70	27.26	3.17	293.13
4X	144.43	176.85	321.28	11.00	34.48	3.17	369.93
5X	171.29	221.04	392.33	13.44	42.10	3.17	451.04
6X	186.99	265.26	452.25	15.49	48.53	3.17	519.44
7X	202.71	309.39	512.10	17.54	54.95	3.17	587.76
COMMERCIAL 1.5YD							
1X	59.96	22.07	82.03	2.81	8.80	3.17	96.81
2X	108.68	44.15	152.83	5.23	16.40	3.17	177.64
3X	135.13	66.25	201.38	6.90	21.61	3.17	233.06
4X	161.50	88.36	249.86	8.56	26.81	3.17	288.40
5X	187.98	110.47	298.45	10.22	32.03	3.17	343.87
6X	214.40	132.50	346.90	11.88	37.22	3.17	399.18
MINIMUM COMMERCIAL	40.16	10.04	50.20	1.72	5.39	3.17	60.48
ROLL OFF	207.07	0.00	207.07	7.09	22.22	3.17	239.55

EXHIBIT A
CITY OF SOUTH PASADENA
SCHEDULE OF RATE CALCULATIONS
EFFECTIVE NOVEMBER 15, 2017

SERVICE	OPERATIONS COMPONENT	DISPOSAL COMPONENT	NEW NET RATE TO CONTRACTOR	3% BILLING FEE	9.4% FRANCHISE FEE	RECYCLE RATE	TOTAL RATE
OPTIONAL & OTHER SERVICES							
<i>COMMERCIAL</i>							
Bulky Item Pickup - first item	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Bulky Item Pickup - each additional item	15.00	0.00	15.00	0.51	1.61	0.00	17.12
3 Yard Temporary Bin	135.00	0.00	135.00	4.62	14.49	0.00	154.11
3 Yard Temporary Bin - extra dump	70.00	0.00	70.00	2.40	7.51	0.00	79.91
3 Yard Temporary Bin - per day over 7 days	17.00	0.00	17.00	0.58	1.82	0.00	19.41
Lock Lids	12.00	0.00	12.00	0.41	1.29	0.00	13.70
Declined Payment Charge	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Stop Service Charge	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Reactivation Charge	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Priority Emergency Service	165.00	0.00	165.00	5.65	17.71	0.00	188.36
Commercial Bin Wash/Clean Out Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Pressure Washing/Steam Cleaning Enclosures (per hour)	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Overflow Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Overweight Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Permanent Bin Extra Dump Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Dead Run Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Go Back Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Delivery Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Exchange Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Bin Bring-in Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Storage Box Rental	150.00	0.00	150.00	5.14	16.10	0.00	171.23
<i>RESIDENTIAL</i>							
Residential Bulky Pickup (in addition to annual events)	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Residential Bulky Pickup - each additional item	15.00	0.00	15.00	0.51	1.61	0.00	17.12
Residential E-Waste Pick-up	30.00	0.00	30.00	1.03	3.22	0.00	34.25
Declined Payment Charge	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Stop Service Charge (excludes vacation hold with notice)	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Reactivation Charge (excludes vacation hold with notice)	25.00	0.00	25.00	0.86	2.68	0.00	28.54
Priority Emergency Service	165.00	0.00	165.00	5.65	17.71	0.00	188.36
Residential Bin Cleaning Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Overflow Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Overweight Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Extra Dump Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Dead Run Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Go Back Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Delivery Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Exchange Charge	50.00	0.00	50.00	1.71	5.37	0.00	57.08
Residential Bin Push-out Charge	25.00	0.00	25.00	0.86	2.68	0.00	28.54
<i>ORGANICS</i>							
Primary 32 Gallon Organics Barrel							
1X	104.54	0.00	104.54	3.58	11.22	0.00	119.34
2X	182.51	0.00	182.51	6.25	19.58	0.00	208.34
3X	260.49	0.00	260.49	8.92	27.95	0.00	297.36
4X	338.47	0.00	338.47	11.59	36.32	0.00	386.38
5X	416.45	0.00	416.45	14.26	44.69	0.00	475.40
6X	494.43	0.00	494.43	16.93	53.06	0.00	564.42
Additional 32 Gallon Organics Barrel							
1X	88.63	0.00	88.63	3.04	9.51	0.00	101.18
2X	155.20	0.00	155.20	5.32	16.65	0.00	177.17
3X	221.79	0.00	221.79	7.60	23.80	0.00	253.18
4X	288.36	0.00	288.36	9.88	30.94	0.00	329.18
5X	354.95	0.00	354.95	12.16	38.09	0.00	405.19
6X	366.54	0.00	366.54	12.55	39.33	0.00	418.42
Organics Compactor Haul Rate	197.81	0.00	197.81	6.77	21.23	0.00	225.81
Organics Compactor Disposal/Ton Rate	100.00	0.00	100.00	3.42	10.73	0.00	114.16

EXHIBIT A
 CITY OF PASADENA
 SCHEDULE RATE CALCULATIONS
 EFFECTIVE NOVEMBER 15, 2017

SERVICE	OPERATIONS COMPONENT	DISPOSAL COMPONENT	NEW NET RATE TO CONTRACTOR	3% BILLING FEE	9.4% FRANCHISE FEE	RECYCLE RATE	TOTAL RATE
<u>CITY SERVICES</u>							
City Garage Sweeping Service	750.00	0.00	750.00	0.00	0.00	0.00	750.00
Bus Stop Barrel Pick-up	2000.00	0.00	2000.00	0.00	0.00	0.00	2000.00

EXHIBIT B

RATE INCREASE FORMULA

Each of the rates provided by this Agreement consists of an Operations Components and a Disposal Components.

The Operations Components includes the costs of collection of all Refuse, including Recyclable Materials and Green Waste for all customers described in SECTION III according to the terms set forth in this Agreement. Also included in the Operations Components are the costs to haul all Refuse, including Recyclable Materials, to the MRF and to haul all Green Waste to a disposal site. The Operations Component includes the rates for Street Sweeping Services, Bus Stop Barrel Pick-up, and City Garage Sweeping Service.

The Disposal Components shall be based on the per ton costs incurred by Contractor for disposal and processing of all Refuse, including Recyclable Materials at the Contractor's MRF (which costs are defined on a per ton basis as the "MRF Gate Fee") and for its disposal of Green Waste at a disposal site.

Rate Adjustment Formula

The Operations Component is to be adjusted in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index ("CPI") for the immediately previous twelve month period (May through April) for All Urban consumers in the Los Angeles/Anaheim/Riverside area, or an equivalent index approved by mutual agreement in the event the CPI as described above is no longer published.

The Disposal Components is to be adjusted in proportion to the increase or decrease in disposal cost as determined by the percentage change in the MRF Gate Fee or the tipping fee for Green Waste. Contractor agrees that it will not be entitled to any increase in the Disposal Cost Components due to an increase in the MRF Gate Fee other than due to the occurrence of one or more of the following: (1) an adjustment in the non-disposal portion of the MRF Gate Fee directly proportional to the percentage change in the CPI, as described above; and (2) an increase in the tipping fee for residue from the MRF at the disposal sites used by Contractor which comply with Section III.G. The Disposal Component adjustment shall not exceed the percentage change in CPI, as described above; provided, however, that if Contractor uses a disposal site other than the San Bernardino County landfill system subject to City approval, then increases or decreases in the tipping fee portion of the Disposal Component for such alternate disposal site may be adjusted in excess of the percentage change in CPI.

Special Rate Adjustment

Notwithstanding the preceding, as changes occur in the costs incurred by Contractor for collection, processing, and disposal of Organic Waste (as defined in Chapter 12.9 (commencing with Section 42649.8) of Part 3 of Division 30 of the Public Resources Code, sometimes commonly referred to as AB 1826), Contractor and City shall meet and confer in good faith regarding an equitable adjustment to the rates for Organics Services, as reflected in Exhibit A.

In the event circumstances beyond the control of Contractor impose or generate extraordinary cost in the performance of the Agreement, Contractor may petition City to determine if an adjustment in compensation is warranted to avoid undue financial hardship on Contractor. For each request, Contractor shall prepare a schedule documenting the extraordinary costs. Such request shall be prepared in a form acceptable to City with support for assumptions made by Contractor in preparing the estimate of extraordinary costs. City shall review Contractor's request and, in City's sole judgment, make the final determination on the adjustment, provide, however, that approval of such request not be unreasonably withheld.

EXHIBIT D

BUS STOP BARREL PICK-UP LOCATIONS AND SCHEDULE

Location	NB	SB	WB	EB	Schedule
	BSB	BSB	BSB	BSB	
Mission Street					
Grand Avenue	-	-	1	-	M W F
Adelaine Avenue	-	-	-	1	M W F
Orange Grove Avenue	-	-	1	1	M W F
Meridian Avenue	-	-	-	1	M W F
Fremont Avenue	-	-	1	1	M W F
Fair Oaks Avenue	-	-	1	1	M W F
Park Avenue	-	-	1	1	M W F
Milan Avenue	-	-	1	-	M W F
Garfield Avenue	-	-	1	1	M W F
Huntington Drive					
Alhambra Road	1	-	-	-	M W F
Maple Street	1	1	-	-	M W F
Fremont Avenue	-	-	1	1	M W F
Primrose Avenue	-	-	1	1	M W F
Marengo Avenue	-	-	1	1	M W F
Fletcher Avenue	-	-	1	1	M W F
Court Avenue	-	-	1	1	M W F
Fair Oaks Avenue					
Oxley Street	-	1	-	-	M W F
Columbia Street	1	1	-	-	M W F
State Street	1	1	-	-	M W F
Mission Street	-	-	-	-	M W F
Monterey Road	1	1	-	-	M W F
Rollin Street	1	1	-	-	M W F
Spruce Street	1	1	-	-	M W F
Garfield Avenue					
Monterey Road	-	-	-	-	T Th
Oak Street	-	1	-	-	T Th

Location	NB	SB	WB	EB	Schedule
	BSB	BSB	BSB	BSB	
Fremont Avenue					
Oneonta Knoll Street	-	1	-	-	T Th
Maple Street	1	1	-	-	T Th
Pasadena Avenue					
Sycamore Avenue	-	-	1	1	T Th
Arroyo Drive	-	-	1	1	T Th
Hawthorne Street	1	1	-	-	T Th
El Centro Street	1	1	-	-	T Th
Mission Street	1	1	-	-	T Th
Hill Drive					
Collis Avenue	-	-	-	1	T Th
Total	11	13	14	15	

Mission Meridian Parking Garage Sweeping and Trash Pick up

Sweep the Parking Garage	1 day per week
Empty three (3) trash cans	2 days per week (T and F)
Pressure wash the parking garage	1 time per year

Abbreviations

BSB - Bus Stop Barrel	EB - Eastbound	W - Wednesday
NB - Northbound	M - Monday	Th - Thursday
SB - Southbound	T - Tuesday	F - Friday
WB - Westbound		

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ATTACHMENT 2
Athens Services Original Contract

EXCLUSIVE REFUSE SERVICE AGREEMENT

This Agreement is made and entered into by and between the CITY OF SOUTH PASADENA, a municipal corporation ("City") and ARAKELIAN ENTERPRISES, INC. (dba Athens Services), a California corporation (as successor to South Pasadena Disposal Company) ("Contractor").

WHEREAS, City and Contractor are parties to that certain agreement dated November 6, 1996 whereby Contractor provides exclusive Refuse and Recyclable Materials (both defined below) collection, transportation and disposal for Backyard Service (defined below) to single-family residences within City (the "Backyard Service Agreement");

WHEREAS, City and Contractor are parties to that certain agreement dated November 6, 1996 whereby Contractor provides exclusive Refuse and Recyclable Materials collection, transportation and disposal for Bin Service (defined below) to non-residential and multi-residential properties within City (the "Bin Service Agreement");

WHEREAS, pursuant to the Backyard Service Agreement, City gave Contractor notice of City's intent to terminate that agreement;

WHEREAS, as partial consideration for City to agree to extend the term of the Backyard Service Agreement, Contractor agrees to provide City with Street Sweeping Service (defined below), at no charge, for the term of the Bin Service Agreement;

WHEREAS, City agrees to extend the term for Contractor to provide exclusive Backyard Service to the affected residents;

WHEREAS, City and Contractor agree to amend and restate the Bin Service Agreement and Backyard Service Agreement to memorialize, in one document, the parties' agreements for (i) Bin Service, (ii) Backyard Service and (iii) Street Sweeping Service for City and its residents and businesses ("Refuse Service Agreement"); and

WHEREAS, pursuant to this Refuse Services Agreement, Contractor shall have the sole right to collect, transport and dispose of all residential and non-residential Refuse and responsibility to sweep all public streets in City in accordance with the terms and conditions of this Refuse Service Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Refuse Service Agreement City and Contractor do hereby agree as follows:

I. DEFINITIONS

- A. "Backyard Service" shall mean collection of Refuse, Recyclable Materials (defined below) and Green Waste (defined below) (not exceeding two hundred twenty (220) gallons per Customer per week) from containers supplied by that Customer (defined below) and stored in, and returned to, that Customer's backyard (or particular substitute location mutually and reasonably agreed to among Contractor, the Public Works Director (defined below) and that Customer, but in no event in the City's public right-of-way) for (i) single-family, two-family, three-family and four-family residential properties, and (ii) subject to the reasonable agreement of Contractor and that Customer, other multi-family residential properties.
- B. "Bin Service" shall mean collection of Refuse, Recyclable Materials and Green Waste from bins or roll-off containers supplied by Contractor and stored by the Customer in a location reasonably accepted by Contractor, the Public Works Director and any Customer within City not utilizing Backyard Service (but in no event in the City's public right-of-way).
- C. "Bin" shall mean a container (1.5 or 3 cubic yard capacity) provided by Contractor for the deposit and collection of Refuse, Recyclable Materials and Green Waste typically found at commercial and multi-residential properties.
- D. "Chief of Police" shall mean City's Chief of Police, or the authorized designee.
- E. "City Manager" shall mean City's City Manager, or the authorized designee.
- F. "City Attorney" shall mean City's City Attorney.
- G. "City Council" shall mean City's City Council.
- H. "CIWMA" shall mean the California Integrated Waste Management Act of 1989, as it may be amended from time to time (sometimes commonly referred to as AB 939).
- I. "CIWMB" shall mean the California Integrated Waste Management Board and any successor agency.
- J. "Compost" shall mean the product resulting from the controlled biological decomposition of organic wastes, either source separated from Refuse, or separated at a centralized facility, and may include vegetables, food, paper and yard and wood wastes, none of which are Hazardous Waste (defined below).

- K. "Customer" shall mean any individual, person or organization, utilizing and paying for Contractor's Refuse collection service within the City.
- L. "Green Waste" shall mean Refuse which is typically produced by, but not limited to, lawn trimmings, discarded yard plants, pruned branches of trees and bushes and fallen or green leaves or wood waste, all of which is not Hazardous Waste (defined below); provided, it shall not include those materials which are not appropriate for Compost (such as tree trunks, more than four inches (4") in diameter or four feet (4') in length, or palm fronds).
- M. "Hazardous Waste" shall mean a waste or combination of wastes defined as a hazardous waste or hazardous substance under any federal or state law, regulation or rule, including, but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. § 9601 *et seq.*), as amended ("CERCLA") or the Resource Conservation and Recovery Act (42 U.S.C. § 6901 *et seq.*), as amended ("RCRA").
- N. "Materials Recovery Facility" ("MRF") shall mean a materials recovery facility used for purposes of recycling materials.
- O. "Public Works Director" shall mean City's Director of Public Works or the authorized designee.
- P. "Recyclable Materials" shall mean Refuse, including demolition and construction wastes, which can be or has been separated from Refuse and can be returned to the economic mainstream in the form of raw material for new, reused or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- Q. "Refuse" shall mean all putrescible and non-putrescible solid and semi-solid wastes, including, but not limited to, garbage, trash, paper, rubbish, ashes, industrial wastes, demolition and construction wastes and other discarded solid and semi-solid wastes; provided, that low-level radioactive waste regulated by the California Health and Safety Code (commencing with § 25800) and Hazardous Waste shall not be included in this definition.
- R. "South Pasadena Municipal Code" ("SPMC") shall mean the laws, rules and regulations of the City.
- S. "Special Services" shall mean any Refuse collection, transportation and disposal services provided by Contractor to a Customer, other than regular service provided hereunder.

- T. "Street Sweeping Service" shall mean regular and emergency (such as after major storms and no more than twelve (12) traffic accidents per calendar year) mechanical cleaning of Refuse, soil, sand, leaves and other plant material and standing water from City's vehicular travel-ways, including public streets, alleys and parking lots, to a level of reasonable quality typical to the community, which complies with applicable storm water discharge, local Air Quality Management District, and all other applicable State and Federal, rules and regulations.
- U. "Tipping Fees" shall mean the costs or charges imposed by a properly permitted disposal site, and Contractor's MRF, for dumping or processing of Refuse or Recyclable Materials at the site or facility.

II. EXCLUSIVE FRANCHISE

A. Grant of Franchise. Subject to the SPMC, as amended, California Public Resources Code section 40059 (a) (1), applicable State and Federal laws, rules and regulations, as well as provisions, hereof, this Refuse Service Agreement grants to Contractor an exclusive right for collection, MRF processing, transportation and disposal of discarded Refuse, Recyclable Materials and Green Waste within City; provided, that any person may donate, sell or otherwise dispose of Recyclable Materials or other materials of monetary value that person produces, subject to applicable Federal and State laws, rules and regulations.

B. Franchise Area. This Refuse Service Agreement applies to all property within the jurisdictional boundary of City.

C. Acceptance; Waiver. With the exception of this Refuse Services Agreement, City and Contractor agree to the mutual termination of all previous agreements between the parties and their predecessors relating to Refuse, Recyclable and Green Waste collection, transportation and disposal, including, but not limited to, the Backyard Service Agreement and the Bin Service Agreement.

D. Amortization of Existing Licensed, Non-franchised Refuse Haulers. City and Contractor acknowledge City has notified, pursuant to Public Resources Code section 49520, the licensed non-franchised Refuse haulers, which operated within City on November 6, 1996, Contractor is City's exclusive Refuse collection franchisee. The five-year amortization period provided by section 49520 ends on March 27, 2002.

III. SCOPE OF WORK

In exchange for the compensation described in Article VII, hereof, Contractor shall provide all labor, materials, equipment and services, and pay all costs it incurs in performing the same, for:

- A. Collection, transportation and disposal of Refuse by Backyard Service from the premises, described in I.A., above, in the City, at the regularly scheduled intervals reasonably agreed to by Contractor and the Public Works Director, but no less than once a week, and at the rates provided herein;
- B. Collection, transportation and disposal of Refuse from premises within City for those Customers who do not receive Backyard Service, by regularly scheduled Bin Service as reasonably agreed to by Contractor and Customer (subject to Article IV of this Refuse Service Agreement), but no less than once a week and, at the rates provided herein;
- C. Separation of all Refuse collected by Contractor within City at Contractor's MRF; provided, that Customer shall be required to separate and store, at the same location as the containers used for Backyard Service or Bin Service, whichever is applicable, only Green Waste from other Refuse; provided, that materials which are not able to be processed for inclusion as compost material (*i.e.*, trunks, more than four inches (4") in diameter and four feet (4") in length, or palm fronds) are not to be separated from other Refuse by the Customer;
- D. Provision of Street Sweeping Service within City at least once every other week, at times and days approved by the Public Works Director, and transportation and disposal of Refuse collected while providing Street Sweeping Service;
- E. Collection, transportation and disposal of all Refuse produced by City at any of City's public facilities; provided, that City shall be required to separate and store, at the same location as the containers used for Refuse only Green Waste from other Refuse;
- F. Payment of City's cost for preparation and filing of CIWMA, as amended, reports and waste generation studies and adjustments to base year calculations; provided, that (i) City shall hire a consultant to prepare such reports and studies, (ii) City shall file the reports and (iii) City and Contractor shall reasonably cooperate to determine the content of the reports and studies;
- G. Disposal of residual Refuse (that remaining after MRF processing at Contractor's MRF) collected within the City at a landfill or transformation facility permitted by the CIWMB reasonably approved by the Public Works Director and the overall cost for such facility, including fees and transportation costs, shall be no more than the lowest cost incurred to transport and dispose of Refuse at another available CIWMB permitted facility;

H. Provision of free Christmas tree collection for all residential properties, including multi-family dwellings;

I. Provision of one annual dumpster day (on a date reasonably determined by the City Manager) for collection of bulky items, including, but not limited to, all large or difficult to handle objects such as couches, refrigerators, rugs and carpets, water heaters, washing machines and other items, excluding typical or ordinary Refuse items. Contractor shall also provide free pick-up of those items from senior citizens' residences within City, as coordinated by City; provided, that if pick-ups for any annual dumpster day exceed one hundred (100), then City and Contractor shall negotiate a reasonable charge for such excess pick-ups;

J. Provision of community outreach programs to educate Customers about the importance of recycling and proper Hazardous Waste disposal and other waste management issues. These programs shall consist of, but not be limited to, production and printing of flyers, brochures, posters and inserts to be included in City's newsletter, speaking to service clubs and elementary schools, and other educational programs deemed necessary to carry out this program. All printed material shall be reviewed and approved by the Public Works Director prior to distribution;

K. Provision of collection, transportation and disposal of Refuse for City's Fourth of July celebration and ten (10) other special events, such as concerts in the park, farmer's market (provided the market is operated by the City or a non-profit corporation) and other community celebrations; and

L. Provision, at no extra cost to Customer, of collection, transportation and disposal of Green Waste generated by Customer through regular gardening and yard maintenance and minor tree and bush trimming, subject to the two hundred twenty (220) gallon limit.

Notwithstanding any of the forgoing, Contractor shall not be required to remove building materials and other Refuse materials from the construction, alteration, repair, moving or demolition of buildings, in the ordinary course of the Customer's regular Refuse collection. Customer will be required to enter into separate collection arrangements with Contractor for the collection of such materials; provided, that Customers may put out such materials for collection by Contractor if the alteration or repair work is minor in nature and is performed individually by Customer; provided, further, that such materials meet the volume and weight restrictions applicable to regular collection of Refuse.

IV. COLLECTIONS HOURS AND DAYS

The collection of Refuse shall only occur between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday and between the hours of 7:00 a.m. and 12:00 p.m., Saturday. If the regular collection day falls on a legal holiday, then Contractor shall collect the Refuse regularly scheduled for that holiday on the next workday following that holiday. The other Customers regularly scheduled for that next workday may also be postponed until the following workday; provided, that Refuse collection may be postponed in this manner as necessary to accommodate the holiday, but in no event shall more than six (6) consecutive collection days be postponed. Collection earlier than 7:00 a.m. may be authorized upon written approval of the City Manager; provided, that Contractor gives written notice to the affected Customers at least ten (10) days prior to the earlier collection. To the extent reasonably possible, collections on each route shall commence at the same point, at the same time and follow the same route each time collections are made. Contractor shall provide sufficient personnel and equipment to complete within one day the collection of all Refuse placed for collection in any mutually agreed upon collection district within City on the given collection day.

V. COLLECTION AND STREET SWEEPING SERVICE ROUTES AND SCHEDULES

A. The schedule and routes for Refuse collection and Street Sweeping Service shall be subject to reasonable approval of the Public Works Director. Contractor shall prepare and file with the Public Works Director a Refuse collection and Street Sweeping Service schedule, together with a complete map of the Refuse collection and Street Sweeping Service districts within City. The Public Works Director shall indicate thereon in an appropriate and easily understandable manner the days on which Refuse collection and Street Sweeping Service shall be made.

B. The Refuse collection and Street Sweeping Service routes and schedule, when approved by the Public Works Director shall be maintained unless changed, in writing, by the parties.

C. Prior to the start of any new Refuse collection or Street Sweeping Service schedule or route, as approved by the Public Works Director, Contractor shall, at Contractor's own expense, provide a written notice to be included, by City, as an insert with regular billings to notify each affected Customer of the day or days of the week on which Refuse shall be collected or streets swept. The notice shall contain the day or days of the week upon which Refuse collections and Street Sweeping Services will be made, the name, address and telephone number of Contractor, and other information and be provided to each Customer affected unit not less than fourteen (14) days prior to the change of any Refuse collection and Street Sweeping Service schedule. Contractor shall also cause the schedule and route of Refuse collection and Street Sweeping Service to be published twice in a responsible newspaper of local circulation once each week for two (2) successive weeks immediately prior to the change in the Refuse collection and Street Sweeping Service schedule or route in a district. The published schedule and route shall

contain the same information as the written notice outlined above, and shall clearly indicate the precise area involved in the change.

D. Contractor shall conduct same day collection of all Refuse collected pursuant to this Refuse Service Agreement, including Green Waste.

VI. TERM

Subject to the notice provisions contained in this Article, this Refuse Service Agreement shall have a term of eleven (11) years, commencing as of November 6, 2000; provided, however, that on November 6, 2004 and on each November 6, thereafter, the term of this Refuse Service Agreement shall be extended one (1) year, so that the full term of this Refuse Service Agreement shall remain seven (7) years. If either party desires this Refuse Service Agreement to terminate, then that party must give ninety (90) days' written notice of its desire for termination to the other party and termination, pursuant to that notice, shall not be effective until seven (7) years after the date of that notice. (For example: (i) if a party desires to terminate this Refuse Service Agreement, then the earliest date that termination can be effective is November 6, 2011 and to be so effective as of that date, written notice of termination must be given to the other party no sooner or later than November 6, 2004 or (ii) if a party does not give notice to terminate until, for example, February 1, 2005, then that termination could not be effective until February 1, 2012.) Thirty (30) days after receipt of a notice of termination, either party may request to meet and confer regarding the termination and any notice of termination shall not be effective, unless the party which sent the notice of termination meets and confers, in good faith at least twice (or provides opportunities to do so), with the other party after the other party's timely request to do so.

VII. RATES AND BILLING

A. As of the effective date of this Refuse Service Agreement and until June 30, 2002, the rates charged for Backyard and Bin Services shall be as set forth on Exhibit A hereto; provided, that City retains the unilateral right to reduce or increase the AB 939 authorized fee charged by City; and provided, further, that such fee shall be retained in full by City and such receipts shall not be included in the gross receipts calculations for Contractor.

B. Subject to Exhibit B, hereto, Contractor may increase, but shall decrease, those rates for the period July 1, 2002 to June 30, 2003.

C. Subject to Exhibit B, hereto, on each July 1, after 2002, until the termination of this Refuse Service Agreement, Contractor may increase, but shall decrease, the rates for each period of July 1 to June 30.

D. Contractor shall not make or grant any preference or advantage to any Customer or potential customer, nor subject any Customer or potential customer, to prejudice or disadvantage with respect to rates, fees, charges, service, facilities, rules, regulations, or any other respect.

E. Special Services shall be charged only based on the list described in F., below.

F. Contractor shall provide, upon request, a complete list of the rates for the various types of services, including Special Services, provided by Contractor, a statement indicating how to file a complaint and how complaints are resolved, as well as the possibilities of recourse available to Customers, the holiday schedule, and any other information necessary to assist residents as reasonably determined by the City Manager.

G. City shall bill for all Bin Service, Backyard Service and Special Services on a bi-monthly basis, as part of the regular utility bill. It is the responsibility of Contractor to inform City of the level of trash service provided to each Customer so City may accurately bill. On the first business day of each month, City shall remit to Contractor an amount equal to the billing for service rendered during the preceding month, minus the applicable franchise fee provided for in Article VIII. The franchise fee shall be calculated by City and deducted from the total amount of billings and an amount equal to the balance shall then be submitted to Contractor. The payments shall be accompanied by a report providing reasonable documentation and support for the payments.

VIII. FRANCHISE FEE

A. For the entire term of this Refuse Service Agreement, City shall retain, as a franchise fee for this Refuse Service Agreement, nine and four-tenths percent (9.4%) of the gross receipts City collects for Bin Service, Backyard Service and Special Services payments, pursuant to this Refuse Service Agreement; provided, that the amounts collected as Contractor's recycling rate and Green Waste rate shall not be included as part of the gross receipts upon which the franchise fee is based.

B. In addition, for processing the Customer's payments, City shall retain three percent (3%) of the gross receipts City collects for Bin Service, Backyard Service and Special Services, pursuant to this Refuse Service Agreement; provided, that the amounts collected as Contractor's recycling rate and Green Waste rate shall not be included as part of the gross receipts upon which the franchise fee is based.

C. In addition, on a quarterly basis (within forty-five (45) days after each quarter), Contractor shall remit (or cause the operator of the MRF at which Contractor deposits Refuse collected within City) to City twenty-five percent (25%) of the net revenue generated from sale of Recyclable Materials collected by Contractor within City. For purposes of this Section, net revenue shall mean gross revenue generated from such sale minus any amounts paid to the users of the Recyclable Materials as incentives to divert materials. Contractor shall, on an annual basis, provide to City a report describing the

quantity of Recyclable Materials, the dollar value of those sold and the net revenue paid to City, and explain the reasons, therefor.

IX. OFFICE, INQUIRIES AND COMPLAINTS

A. Contractor shall maintain a local telephone number and maintain telephone listings in the directories of the telephone companies servicing Customers in the name by which the firm is most commonly known.

B. Contractor shall have at all times during the hours between 7:00 a.m. and 5:00 p.m. Monday through Friday and between 7:00 a.m. through 12:00 p.m. Saturday, an employee at Contractor's office to answer inquiries and to receive complaints; provided, that for holidays and special dumpster days Contractor shall have an employee at Contractor's office to answer inquiries and to receive complaints until collection services are completed.

C. Contractor shall maintain a written record of all complaints received, including the name, address, and telephone number of the customer, a description of the complaints, the time the complaint was received, the action taken in response to the complaint, and the time the responsive action was taken. Contractor shall provide City with a copy of the written log of complaints upon request by the City Manager, upon reasonable advance notice.

D. In the event any Customer reports to the City Manager a complaint or claim, for a damaged container, has not been resolved to the Customer's reasonable satisfaction, the City Manager may require Contractor to present a detailed report outlining the nature of the complaint and remedies proposed or action taken to resolve the complaint or claim. If, in the reasonable opinion of the City Manager, Contractor's remedies proposed and action taken are insufficient to resolve adequately the complaint or claim, then the City Manager may require Contractor to carry-out an alternative reasonable remedy process intended to resolve the complaint or claim. The remedies will be carried out at no cost whatsoever to City, unless otherwise specified by the City Manager.

X. CUSTOMER SERVICE PERFORMANCE STANDARDS

A. The Contractor shall not repeatedly allow Customer service calls to be put on hold for longer than two minutes.

B. Contractor shall not repeatedly allow Customer service calls to ring more than ten times.

C. Contractor's Customer service representatives will treat all customers in a friendly and courteous manner.

D. Contractor's Customer service representatives will be fully knowledgeable about this Refuse Service Agreement and the services provided hereunder.

XI. VEHICLES AND EQUIPMENT

A. All trucks and other equipment used to collect, transport or dispose of Refuse or to provide Street Sweeping Service shall at all times be kept clean, in good repair, and well and uniformly painted, to the reasonable satisfaction of the Public Works Director.

B. Each truck shall be constructed and used so that refuse, oil or grease will not blow, fall or leak out of the truck onto the street. All refuse shall be transported by means of vehicles equipped with water-tight bodies fitted with close fitting metal covers. If any refuse is dropped or spilled in collecting, transferring or transporting, it shall be immediately cleaned up. A broom and shovel shall be carried on each truck at all times for this purpose. If Contractor has not cleaned up such droppings or spill within a reasonable time after receipt of notice of same, then all expenses incurred by City in the collection and disposal of any such spilled or dropped refuse shall be paid to City, on demand, by Contractor.

C. Contractor's name and telephone number shall be painted on each side of the body of each truck. The letters shall be in a color contrasting sharply with the color of the truck, and shall not be less than six inches in height and four inches in width.

D. Upon the City Manager's request, Contractor shall submit to City a copy of the most recent CHP B.I.T. report within ten (10) working days after Contractor has received such report.

E. Each vehicle of three or more axles used for collecting, hauling or disposing of residential and commercial refuse in the City shall be maintained in compliance with the Motor Carrier Safety Regulations set forth in Title 13 of the California Administrative Code, as amended, (Motor Vehicles).

F. The Chief of Police, Public Works Director or City Manager may authorize the removal of any vehicle from service if said vehicle is found to be in noncompliance with the California Vehicle Code. Vehicles shall not be returned to service until duly authorized by the Chief of Police or the Public Works Director.

G. Each vehicle used for collecting, hauling or disposing of refuse shall be equipped with an audible warning device that is activated when the vehicle is backing up.

XII. CONTAINERS

- A. All Refuse containers shall be placed upright. Containers shall not be placed or thrown on streets, alleys, highways or adjoining property.
- B. Contractor and Contractor's agents or employees shall not cause Refuse containers to be thrown from the truck to the pavement or parkway, or in any other way break or damage or roughly handle the same.
- C. Any claim for damage to Backyard Service containers, resulting from misuse or rough handling of the containers by Contractor, shall be presented to Contractor by Customer. Contractor shall make a decision concerning settlement within five (5) business days after receipt of such claim.

XIII. TITLE TO REFUSE

Title to Refuse collected by Contractor shall pass to Contractor at the time Contractor takes physical possession of the Refuse and such title shall pass to the owner/operator of the disposal site where such refuse is deposited.

XIV. LICENSES, MEMBERSHIP AND INSURANCE

- A. Contractor shall obtain and keep current all required Federal, State and County solid waste hauler permits and licenses.
- B. Contractor shall maintain a valid City business license.
- C. Contractor must maintain an active Chamber of Commerce membership.
- D. Contractor shall, at all times during the term of this Refuse Service Agreement, obtain, and maintain in full force and effect, at its own expense, a valid and unexpired policy of public liability and property damage insurance and comprehensive automobile liability, including coverage of City, its officers, boards, commissioners, agents and employees, as additional insureds, with a California licensed company rated A- or better, protecting City and all persons against liability for loss or damage for personal injury, death and property damage, occasioned by the operations of Contractor under this Refuse Service Agreement with a minimum of not less than Ten Million Dollars (\$10,000,000); provided, that, at Contractor's sole discretion such coverage may be provided through a commercial umbrella liability policy with the same terms, definitions, conditions and exclusions as the underlying comprehensive general liability policy of at least Two Million Dollars (\$2,000,000) and comprehensive auto liability policy of at least One Million Dollars (\$1,000,000) and with no broader coverage than the underlying policies. Such policies shall be endorsed as set forth in Exhibit C. Failure to file or maintain the policy(ies) of insurance shall be deemed a breach of the Agreement, and shall be grounds for termination of this Refuse Service Agreement by City if the policy is not provided

within thirty (30) days after notice from City to Contractor of Contractor's failure to comply with this subsection.

E. Contractor shall at all times keep fully insured, at Contractor's own expense, all persons employed by Contractor in connection with the performance of this Agreement as required by the provisions of the Labor Code of the State of California relating to Workers' Compensation Insurance and shall defend, indemnify and hold harmless, City from all liability arising by reason of injuries of any employee of Contractor incurred in the course of employment hereunder.

XV. INDEMNIFICATION

A. In consideration of the terms and provisions of this Refuse Service Agreement, Contractor hereby agrees to, and hereby does relieve, release, indemnify, defend, hold harmless and forever discharge City and its officers, agents, employees, servants, insurers, successors, heirs and each of them ("Indemnitees"), from any and all claims, rights, debts, liabilities, demands, obligations, liens, promises, acts, agreements, costs and expenses (including but not limited to, attorneys' fees and costs), damages, actions and causes of action (collectively, "Claim") arising from Contractor's services pursuant to this Refuse Service Agreement, excluding only such matters which arise from City's sole negligence or willful acts or omissions; provided, that Indemnitees shall be defended, indemnified and held harmless from any Claims related to Hazardous Waste or federal or state environmental laws, rules or regulations, exclusively, pursuant to subsections B. and C., below.

B. In addition, Contractor shall indemnify, defend and hold harmless Indemnitees from and against any and all claims, fines, rights, debts, liabilities, demands, obligations, liens, promises, acts, agreements, costs and expenses (including but not limited to, attorneys' fees and costs), damages, actions and causes of action and administrative proceedings arising from the handling of Hazardous Waste from the time it is collected by Contractor until the time it is validly deposited by Contractor at an appropriate disposal site. The parties acknowledge and agree this subsection may be affected by subsection (e) of § 9607 of CERCLA and § 25364 of the California Health and Safety Code

C. In addition, Contractor shall indemnify, defend and hold harmless City from and against any and all fines imposed by CIWMB arising from City's failure to meet landfill diversion requirements of AB 939, or substantially similar legislative enactments by the State of California, which do not mandate landfill diversion of more than fifty percent (50%) from the base year. Contractor agrees this subsection applies to the entire waste stream for which City is accountable by the CIWMB and not just that portion of that waste stream processed by Contractor, pursuant to this Agreement. In the event CIWMB provides an administrative process to challenge the imposition of a compliance order or a fine or fines, Contractor shall be responsible for engaging consultants and or attorneys (chosen with City's reasonable consensus) to represent City. Contractor shall also be

responsible for the retention of and payment to any consultants engaged to perform waste diversion studies. Any funds expended by Contractor, pursuant to this subsection, for fines and expenses (including consultant fees, attorneys' fees and costs) shall not be passed on to Customers as part of a rate increase or otherwise.

XVI. TERMINATION

A. Subject to Section B., below, in addition to any other remedy herein provided, or provided by law, City may terminate this Refuse Service Agreement if Contractor is in material breach of any term or provision hereof; provided, that before such right of termination may be exercised by City, City shall give to Contractor written notice of such breach, specifying the particulars in which Contractor is in breach, and if such breach is cured within a thirty (30) days, or if a breach which cannot be reasonably cured within thirty (30) days, then commenced to be cured within thirty (30) days and such cure is diligently pursued and completed within one hundred twenty (120) days after such written notice, this Refuse Service Agreement may not be terminated by City.

B. Acts of God, nature or persons (other than Contractor and Contractor's officers, employees, agents, representatives, affiliates or subsidiary or parent entities) or combinations, thereof, over which Contractor has no reasonable control ("Separate Acts") will extend the time periods set forth in Section A. above, but only for the express time of the delay caused by the Separate Acts. Contractor is responsible to show evidence of the Separate Acts to benefit from this Section B.

C. If this Refuse Service Agreement is terminated for any reason, then all accounts receivable and records, including route records, shall immediately become the property of City; provided, that any payments received for billings made for services satisfactorily provided by Contractor prior to the date of termination shall be paid to Contractor pursuant to sections VII and VIII of this Agreement.

XVII. REPORTS REQUIRED

A. Contractor shall provide the City Manager, at the times and in a form reasonably prescribed by the City Manager, reports with respect to Contractor's operations as may be reasonably necessary or appropriate to the performance of any of the rights, functions or duties of City in connection with this Refuse Service Agreement.

B. Such reports shall include the following, which shall be submitted to the City Manager no later than sixty (60) days following City Manager's request for same:

1. A current list of all vehicles used for collecting, hauling or disposing of residential and commercial refuse in City including the make, type, year, license number, identification number and ownership.
2. The names, titles and addresses of the officers and directors of the firm.

3. The names and titles of all employees used in providing refuse service for City.

4. A description of all cases of property damage and personal injury that have occurred while providing services for City pursuant to this Agreement in the immediate past calendar year.

5. A copy or description of all traffic citations received while providing services for City pursuant to this Agreement in the immediate past calendar year.

C. Within forty-five (45) days after the end of each City quarter and fiscal year, Contractor shall provide City with a written report which shall include:

1. Total tonnage of Refuse collected within City during the previous quarter.

2. Total tonnage breakdown of Recyclable Materials and Green Waste collected within City limits during the previous quarter.

XVIII. EQUAL OPPORTUNITY EMPLOYMENT

In providing refuse service for City, Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or sexual orientation. Contractor shall take affirmative action to ensure such non-discrimination. Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor shall, in all solicitation or advertisements for employees placed by or on behalf of Contractor, state that qualified applications will receive consideration for employment without regard to race, creed, color, national origin, sex or sexual orientation.

XIX. EMPLOYEES FINGERPRINTED

Subject to written notice by City, Contractor may be required to submit to the Chief of Police, for fingerprinting, all employees involved in collecting, hauling or disposal of refuse, subject to any conditions imposed by Contractor's Labor Agreement.

XX. NON-ASSIGNABILITY

A. This Agreement shall not be sublet or assigned, nor shall any of the rights or privileges herein granted or authorized be leased, assigned, sold or transferred, either in whole or in part, nor shall title thereof, either legal or equitable, or any right, interest or property therein, pass to or vest in any person through the sale of stock or otherwise, except Contractor, nor shall any change of control or ownership of Contractor occur, either by act of Contractor or by operation of the law ("Transfer"), without the prior

written consent of City; provided, that City consent of an intra-family Transfer is not required, as long as City is notified in writing within thirty (30) days after that Transfer. For the purposes of this Section, Transfer will exist upon sale or hypothecation of more than fifty percent (50%) of Contractor's ownership, stock, or other control. The granting of consent for a Transfer by City shall not be unreasonably withheld.

B. Contractor shall promptly notify City of any proposed Transfer. Any Transfer shall make the Agreement null and void unless and until the City shall have consented, thereto, or shall be immediate grounds for termination, pursuant to Article XVI. For the purpose of determining whether it will consent to any Transfer, City may inquire onto the qualifications of the prospective controlling party, and Contractor shall assist City in any such inquiry. City may condition the Transfer upon reasonable terms and conditions City deems appropriate.

C. Contractor, at least sixty (60) days prior to any Transfer, shall file with City a copy of the deed, agreement, mortgage, lease or other written instrument evidencing the Transfer, certified and sworn to as correct by Contractor.

D. Every Transfer, whether voluntary or involuntary, shall be deemed void and of no effect unless Contractor shall have filed such certified copy as is required and City has given written approval.

E. Subject to Article XVI, failure to obtain the approval of City, as required by this Article, shall entitle City to terminate this Refuse Service Agreement.

XXI. RIGHTS RESERVED TO CITY AND CONTRACTOR

A. At all reasonable times, Contractor shall permit City's authorized representatives to examine all property of Contractor, and to examine and transcribe any and all records kept or maintained by Contractor under Contractor's control which pertain to this Refuse Service Agreement. At all reasonable times, City shall permit Contractor's authorized representatives to examine all property of City, and to examine and transcribe any and all records kept or maintained by City under City's control which pertain to this Refuse Service Agreement.

B. Neither this Refuse Service Agreement nor any provision hereof shall constitute a waiver or bar to the exercise of any governmental right or power of City.

XXII. MISCELLANEOUS

A. The Contractor shall comply with all applicable laws of the City, County, State and Federal Governments.

B. The provisions of the SPMC relating to collection and disposal are hereby incorporated into and made a part of this Refuse Service Agreement, and whenever the provisions of the SPMC conflict with the terms of this Refuse Service Agreement, the terms of the SPMC shall supersede the provisions of this Refuse Service Agreement. If a change in the SPMC results in a demonstrable operating cost increase, Contractor may seek recovery of those costs.

C. Time shall be of the essence of this Refuse Service Agreement. Contractor shall not be relieved of the obligation to comply promptly with any of the provisions of this Refuse Service Agreement by any failure of City to enforce prompt compliance.

D. Unless a party notifies, in writing, the other party of a change in address, any notice required to be given under this Refuse Service Agreement shall be given by placing such notice in the United States mail, postage prepaid, addressed as noted below:

To City:

City of South Pasadena
1414 Mission Street
South Pasadena, California 91030
Attention: Sean Joyce, City Manager

Copy to:

Kane, Ballmer & Berkman
515 S. Figueroa Street, Suite 1850
Los Angeles, California 90071-3301
Attention: Joseph W. Pannone, City Attorney

To Contractor:

Athens Services
P.O. Box 60009
City of Industry, California 91715-0009
Attention: Dennis Chiappetta, Chief Operating Officer

E. This Refuse Service Agreement shall be binding on, and accrue to, the benefit of the heirs, executors, assigns and successors in interest of the parties hereto.

F. Any waiver by either party of any breach of this Refuse Service Agreement shall not be construed as a waiver of any other prior or subsequent breach. Failure of either party to require full and complete compliance with any term of this Refuse Service Agreement shall not be construed as any change to the provision hereof or as an estoppel to enforce any provision hereof.

G. No amendment to this Refuse Service Agreement may be made, except in writing and as approved by Contractor and the City Council.

H. If any section, subsection, sentence, clause or phrase of this Refuse Service Agreement is for any reason held illegal, invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

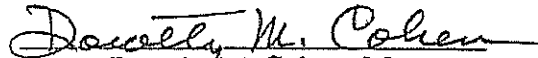
I. This Refuse Service Agreement may be signed in counterparts and all the counterparts taken together shall be deemed to constitute one and the same instrument.

XXIII. EFFECTIVE DATE

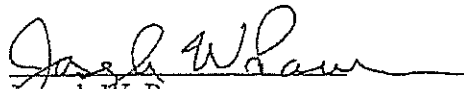
This Refuse Service Agreement is effective and operative as of November 6, 2000 and as of that date shall supersede all prior agreements heretofore executed by and between the parties concerning any portion of the subject matter hereof, and shall operate as a discharge of all obligations incurred by either party under any agreements thus superseded.

CITY OF SOUTH PASADENA

Date: Feb. 7, 2001


Dorothy M. Cohen, Mayor

APPROVED AS TO FORM:

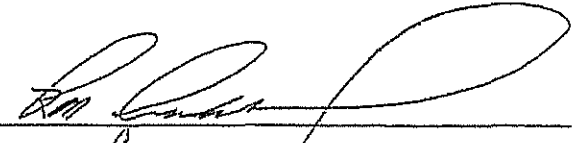

Joseph W. Pannone,
City Attorney

[Signatures continued on page 19]

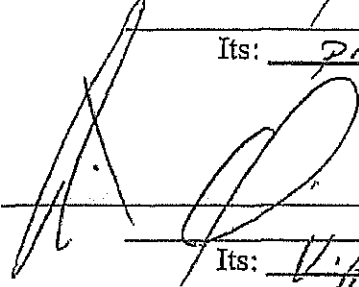
[Signatures continued from page 18]

ARAKELIAN ENTERPRISES, INC., a California corporation (dba Athens Services)

Date: 2/6, 2001

By: 
Its: Pres.

Date: _____, 2001

By: 
Its: V.P.

Athens\agreement6

CITY OF SOUTH PASADENA
 RATE ADJUSTMENT
 EFFECTIVE JULY 2000

EXHIBIT A

APRIL 1999 CPI	166.60
APRIL 2000 CPI	170.60
INCREASE	2.40%
RESIDENTIAL:	
PRIOR LANDFILL FEE	27.13
NEW LANDFILL FEE	27.13
INCREASE	0.00%
COMMERCIAL:	
PRIOR MRF LANDFILL FEE	44.71
NEW MRF LANDFILL FEE	45.46
INCREASE	1.68%

SERVICE	CURRENT DISPOSAL COMPONENT	TIPPING ADJUSTMENT	NEW DISPOSAL COMPONENT	CURRENT OPERATIONS COMPONENT	2.40% CPI ADJUSTMENT	NEW OPERATIONS COMPONENT	NEW NET RATE	LESS 3% BILLING	NEW GROSS RATE	2.22 @ 2.40% RECYCLE RATE	CUSTOMER RATE
STANDARD	4.18	0.30	4.18	17.29	0.42	17.71	21.89	21.23	24.24	2.27	26.51
YARD WASTE				2.41	0.06	2.47	2.47	2.47	2.47	N/A	2.47
MULTI UNITS 1X											
2	5.48	0.09	5.57	27.62	0.66	28.28	33.85	32.83	37.48	2.27	39.75
3	6.69	0.11	6.80	33.56	0.81	34.37	41.17	39.93	45.58	2.27	47.85
4	7.89	0.13	8.02	39.49	0.95	40.44	48.46	47.01	53.66	2.27	55.93
5	9.07	0.15	9.22	45.36	1.09	46.45	55.67	54.00	61.64	2.27	63.91
6	9.84	0.17	10.01	49.36	1.19	50.55	60.56	58.74	67.05	2.27	69.32
7	10.53	0.18	10.71	52.64	1.26	53.90	64.61	62.67	71.54	2.27	73.81
8	11.14	0.19	11.33	55.95	1.34	57.29	68.62	66.56	75.98	2.27	78.25
9	11.82	0.20	12.02	59.27	1.42	60.69	72.71	70.53	80.51	2.27	82.78
10	12.47	0.21	12.68	62.56	1.50	64.06	76.74	74.44	84.98	2.27	87.25
11	13.14	0.22	13.36	65.88	1.58	67.46	80.82	78.40	89.50	2.27	91.77
12	13.78	0.23	14.01	69.16	1.66	70.82	84.83	82.29	93.94	2.27	96.21
MULTI UNITS 2X											
6	16.53	0.28	16.81	82.90	1.99	84.89	101.70	98.65	112.61	2.27	114.88
7	17.26	0.29	17.55	86.61	2.08	88.69	106.24	103.05	117.64	2.27	119.91
8	17.99	0.30	18.29	90.30	2.17	92.47	110.76	107.44	122.65	2.27	124.92
9	18.74	0.31	19.05	94.00	2.26	96.26	115.31	111.85	127.68	2.27	129.95
10	19.48	0.33	19.81	97.69	2.35	100.04	119.85	116.25	132.71	2.27	134.98
11	20.23	0.34	20.57	101.38	2.43	103.81	124.38	120.65	137.73	2.27	140.00
12	20.93	0.35	21.28	105.08	2.52	107.60	128.88	125.01	142.71	2.27	144.98
134 ADD PER UNIT											
1X	1.12	0.02	1.14	5.58	0.13	5.71	6.85	6.64	7.58	N/A	7.58
2X	1.68	0.03	1.71	8.36	0.20	8.56	10.27	9.96	11.37	N/A	11.37
3X	2.21	0.04	2.25	11.16	0.27	11.43	13.68	13.27	15.15	N/A	15.15
4X	2.74	0.05	2.79	13.96	0.34	14.30	17.09	16.58	18.93	N/A	18.93
WHEEL RENTAL											
3 YARD	3.94	0.07	4.01	19.72	0.47	20.19	24.20	23.47	26.79	N/A	26.79
1.5 YARD	1.94	0.03	1.97	9.86	0.24	10.10	12.07	11.71	13.37	N/A	13.37
COMMERCIAL 3YD											
1X	24.23	0.41	24.64	62.51	1.50	64.01	88.65	85.99	98.16	2.27	100.43
2X	48.46	0.81	49.27	73.91	1.77	75.68	124.95	121.20	138.36	2.27	140.63
3X	72.70	1.22	73.92	85.24	2.05	87.29	161.21	156.37	178.50	2.27	180.77
4X	96.93	1.63	98.56	101.69	2.44	104.13	202.69	196.61	224.44	2.27	226.71
5X	121.16	2.03	123.19	120.76	2.90	123.66	246.85	239.44	273.33	2.27	275.60
6X	145.40	2.44	147.84	132.17	3.17	135.34	283.18	274.68	313.56	2.27	315.83
COMMERCIAL 1.5YD											
1X	12.11	0.20	12.31	41.49	1.00	42.49	54.80	53.16	60.68	2.27	62.95
2X	24.20	0.41	24.61	75.30	1.81	77.11	101.72	98.67	112.64	2.27	114.91
3X	36.32	0.61	36.93	93.79	2.25	96.04	132.97	128.98	147.24	2.27	149.51
4X	48.43	0.81	49.24	112.24	2.69	114.93	164.17	159.24	181.78	2.27	184.05
5X	60.55	1.02	61.57	130.73	3.14	133.87	195.44	189.58	216.42	2.27	218.69
6X	72.64	1.22	73.86	149.21	3.58	152.79	226.65	219.85	250.97	2.27	253.24
MINIMUM COMMERCIAL	5.45	0.09	5.54	27.71	0.67	28.38	33.92	32.90	37.56	2.27	39.83

12 - 41

EXHIBIT B

RATE INCREASE FORMULA

Each of the rates provided by this Agreement consists of an Operations Component and a Disposal Component.

The Operations Component includes the costs of collection of all Refuse, including Recyclable Materials and Green Waste for all customers described in SECTION III according to the terms set forth in this Agreement. Also included in the Operations Component are the costs to haul all Refuse, including Recyclable Materials, to the MRF and to haul all Green Waste to a disposal site.

The Disposal Component shall be based on the per ton costs incurred by Contractor for disposal and processing of all Refuse, including Recyclable Materials at the Contractor's MRF (which costs are defined on a per ton basis as the 'MRF Gate Fee') and for its disposal of Green Waste at a disposal site.

Rate Adjustment Formula

The Operations Component is to be adjusted in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index ("CPI") for the immediately previous twelve month period (May through April) for All Urban Consumers in the Los Angeles/Anaheim/Riverside area, or an equivalent index approved by mutual agreement in the event the CPI as described above is no longer published.

The Disposal Component is to be adjusted in proportion to the increase or decrease in disposal costs as determined by the percentage change in the MRF Gate Fee or the tipping fee for Green Waste. Contractor agrees it will not be entitled to any increase in the Disposal Cost Component due to an increase in the MRF Gate Fee other than due to the occurrence of one or more of the following, (1) an adjustment in the non-disposal portion of the MRF Gate Fee directly proportional to the percentage change in the CPI, as described above, and (2) an increase in the tipping fee for residue from the MRF at disposal sites used by Contractor location which complies with III. G.

Special Rate Adjustment

In the event circumstances beyond the control of Contractor impose or generate extraordinary costs in the performance of the Agreement, Contractor may petition City to determine if an adjustment in compensation is warranted to avoid undue financial hardship on Contractor. For each request, Contractor shall prepare a schedule documenting the extraordinary costs. Such request shall be prepared in a form acceptable to City with support for assumptions made by Contractor in preparing the estimate of extraordinary costs. City shall review Contractor's request and, in City's sole judgment, make the final determination on the adjustment, provided, however, that approval of such request not be unreasonably withheld.

Exhibit B2.doc

EXHIBIT C

SPECIAL INSURANCE ENDORSEMENT - CITY OF SOUTH PASADENA

Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or in any other endorsement now or hereafter thereto, or made a part thereof, it is agreed that the policy shall and does:

1. Include the City of South Pasadena (the "City") and its officers and employees as additional insureds in the policies described on the attached Certificate of Insurance as they may be held liable for injuries, death or damage to property arising out of or in connection with the contract, executed by the named insured and the City. It is further agreed, this policy shall be primary and noncontributing with any other insurance or self insurance program available to the City and includes a severability of interest clause; and
2. Provide that the naming of the additional insureds as herein provided shall not affect any recovery to which such additional insureds would be entitled under this policy if not named as such additional insureds; and
3. Provide that the additional insureds named herein shall not be held liable for any premium or expense of any nature on this policy or any extension thereof; and
4. Provide that the additional insureds named herein shall not by any reason of being so named be considered a Member of any mutual insurance company for any purpose whatsoever; and
5. Provide that the provisions of the policy shall not be changed, canceled or otherwise terminated as to the interest of the additional insureds named herein without first giving thirty (30) days written notice thereof to the City Attorney of the City by certified mail, return receipt request, and addressed as follows:

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

This endorsement is effective _____, 20__ when signed below by an Authorized Representative of _____ and when issued to Agency shall be valid and form part of Policy(ies) No. _____ insuring _____ expiring on _____, and shall be in the same amount for the same coverage as the Policy(ies) to which is attached.

 Insurer
 By: _____

 Name and Title
 (Or Name Of Agent Or Broker)

 Address
 By: _____
 Signature Of Authorized Representative

(If signed by other than insurer, proof of authority to bind insurer must accompany this form.)

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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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: Lucy Demirjian, Assistant to the City Manager
SUBJECT: **Approval of Agreement with Vision Technology Solutions, LLC,
for Upgrade to Website Design and Hosting Services**

Recommendation

It is recommended that the City Council authorize the City Manager to enter into a five year agreement with Vision Technology Solutions, LLC (Vision) to upgrade the City's website design and hosting services.

Fiscal Impact

The initial cost for the upgrade to the website (Project) is \$18,895; that includes design, content migration, training, maintenance, and technical support. This Project was not budgeted in the Fiscal Year (FY) 2017-18 Budget, however, staff has identified some funds in the Information Services (IS) Fund to cover 50% of the cost to begin the Project this year. Staff will include the remaining 50% in next fiscal year budget, to be paid to Vision upon completion of the Project.

There is also an annual subscription fee of \$7,900 (+5% increase each year) for software updates, unlimited technical support, and hosting services. The subscription fee is budgeted annually in the IS budget.

Commission Review and Recommendation

This item was not reviewed by a commission. The IT Users' Group, comprised of representatives from each City Department, has reviewed the proposal. The group will assist with the upgrade of the website and training of staff.

Background

In February 2012, the City entered into an agreement with Vision for the design of its current website. In the years since, Vision has made vast improvements to their products and processes. Staff was notified earlier this year that Vision would be terminating support for the Content Management System (CMS) the City is currently using (Version 5). The primary reasons for ending support for Version 5 is security and compatibility issues.

Staff explored cost comparable proposals from other vendors for website design and hosting services. However, staff recognized Vision offered a higher quality product, with new features

and design elements. Furthermore, since the City currently uses Vision CMS, the transition to the upgraded "VisionLive" CMS would be less burdensome on staff.

Analysis

Vision has created over 200 municipal websites and has a reputation for superior quality and pleasing design. VisionLive, the latest version of the CMS, is more powerful, and yet easier to use, than any of its previous iterations. The CMS will be updated on a regular basis, so that it constantly evolves and grows in response to the wants and needs of both the City's residents and content editors.

New features include:

- Responsive design, which automatically optimizes a website for whatever device is being used (laptop, tablet, phone, etc.)
- Editable homepages, which make it possible for back-end users to easily change out buttons, images, and other content on the first site page visitors see.
- Emergency communications tools, which give staff the ability to post banners on the default homepage that include important information, or create an emergency homepage that can quickly disseminate critical information to the public.

Furthermore, VisionLive is a subscription-based model which guarantees the continuous improvement of the software. Comprehensive services with the subscription include continual enhancements to the platform, ensuring website is up-to-date with technology changes (e.g. new browser compatibility, ADA/Section 508 compliance, etc.), unlimited technical support, and educational services for staff.

Legal Review

The City Attorney has reviewed this item.

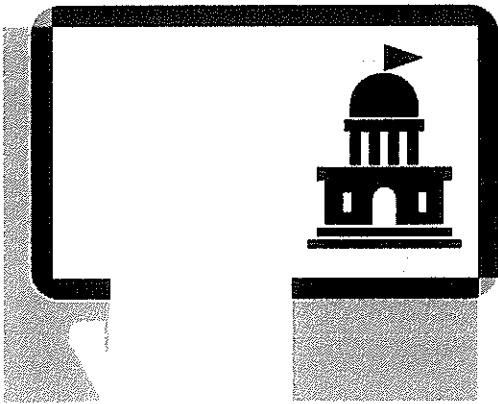
Public Notification of Agenda Item

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. Website Upgrade Quote from Vision
2. Master Services Agreement with Vision

ATTACHMENT 1
Vision
Website Upgrade Quote



VISION™

City of South Pasadena
Website Upgrade Quote

Adam Isern
Regional Sales Manager
913.660.0617 / 310.656.3103 fax
aisern@visioninternet.com

Vision
222 N Sepulveda Blvd, Suite 1500
El Segundo, CA 90245
www.visioninternet.com
Date: November 2, 2017

Dear Selection Committee Members,

Thank you for your interest in upgrading the City of South Pasadena's existing CMS platform, which is a versions behind the most recent release. While this platform has been sufficient to enable your departments to manage content, technology has evolved significantly and we will no longer train staff on our nearly 6-year-old legacy system. The .NET version (which CMS 5 is built on) has numerous security and compatibility issues that can no longer be addressed with incremental patchwork updates to the legacy code base.

In the years since your last site build, Vision has made vast improvements to our products and processes. Our current CMS is more powerful, and yet easier to use, than any of its previous iterations, including the version the City of South Pasadena is presently using. Further, our new SaaS model guarantees the continuous improvement of the software. As a visionLive™ Editions subscriber, South Pasadena's CMS will be updated on a regular basis, so that it constantly evolves and grows in response to the wants and needs of both the City's residents and content editors. New features will be added, the latest security threats will be addressed, resulting in a customer centric website that meets your high standards - and ours - for quality design, usability, and mobility.

As a current and valued partner of Vision, below are a few specific reasons amongst many, that the City of South Pasadena would benefit by redesigning with Vision.

Migrating to the most recent platform (visionLive™ / CMS Version 6) will address these concerns while allowing you to take advantage of many enhanced features:

- **Responsive design**, meaning your website will automatically optimize for whatever device your site visitors are using (laptop, tablet, phone, etc).
- **Homepage editor**, which will allow your staff to be able to easily change out buttons, images and other content on your homepage.
- **Emergency communications tools**, which will give staff the ability to update a site banner with important information, or quickly create an emergency homepage should you need to quickly disseminate information to the public.
- **Page template builder**, which will enable your staff to create new layouts for the website on the fly.
- Enhanced **document and image functionality**, which will allow site editors to upload content directly to the page they're creating

Comprehensive Services Included in visionLive™ Subscription

These services will help your site stay relevant over time, eliminating the need to do a major platform upgrade again in the future.

Continual **enhancements** to the visionLive™ platform to make sure you always have the most recent version, ensuring that you are continually up-to-date with technology changes (e.g. new browser compatibility, ADA/Section 508 compliance, etc.).

- **Unlimited technical support** for your team, so you don't have to worry about unpredictable charges.
- **Site improvement credits**, which can be used to make incremental changes to your site, or saved up to apply towards a redesign.
- A full suite of **DDoS (Denial of Service)** and **Disaster Recovery** solutions is provided to all customers of the Software as a Service (visionLive™) platform.
- Adherence within the CMS to **WCAG2.0**, the **Federal ADA** standard and **PCI** compliance.
- **Educational sessions** about local government topics, such as transparency and accessibility, to make sure your staff is informed about how to keep your site compliant

We see tremendous potential for your website and would welcome the opportunity to help you achieve it. I look forward to talking with you soon about what's next for the City of South Pasadena.

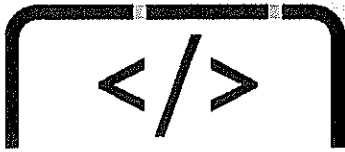
Respectfully submitted,



Adam Isern
Regional Sales Manager



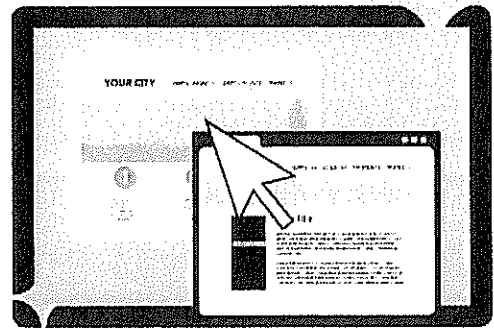
visionCMS™ Upgrade



Keeping Pace with Digital Technology

People go to local government websites with specific goals and transactions in mind. If your website is difficult to navigate, frustrations and distrust in your agency can arise.

visionLive provides comprehensive enhancements and services that will allow your website to stay relevant over time, keeping your residents delighted and eliminating the need to do a major overhaul of your website.



Responsive design

Responsive design

Your website will automatically optimize for whatever device your site visitors are using - such as laptops, tablets and phones.

Homepage editor

Your staff will be able to easily change out buttons, images and other content on your homepage.

Emergency communications tools

Your staff will be able to update a site banner with important information, or quickly create an emergency homepage should you need to quickly disseminate information to the public.

Page template builder

Your staff will be able to create new layouts for the website on-the-fly.

Enhanced document and image functionality

Site editors will be able to upload content directly to the page they're creating.



Services

Unlimited technical support

Your staff will receive unlimited technical support for your website, so you don't have to worry about unpredictable charges.

Site improvement credits

You can use these credits to make incremental changes to your website or save them to apply towards a redesign.

Denial of Service (DDoS) and Disaster Recovery (DR)

A full suite of DDoS and DR solutions is provided to all visionLive customers.

Accessibility

The visionLive platform is designed to help you adhere to and stay compliant with accessibility standards, including WCAG 2.0, the Federal ADA standard and PCI.

Educational sessions

Your staff will be able to stay up-to-date on local government topics, such as transparency and accessibility.



The Vision Difference

The Vision Difference

Vision has created more than 700 websites for local government agencies over the last 20 years. This experience has given us deep insight into the three key ingredients that are required to successfully create and maintain an effective website. With Vision, you're getting more than a redesign.

You will receive:



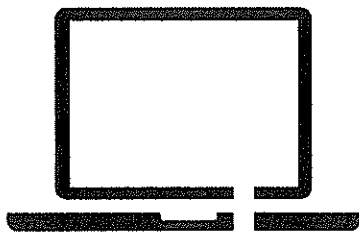
... Technology Platform That Evolves Over Time :

We will provide a flexible, powerful Content Management System (CMS) that will not only equip your users with intuitive tools to maintain content, but place control in your hands to control your homepage, mobile experience and search. On-going enhancements to the system are included and ensure you will have the tools to respond effectively to your needs, now and in the future.



A Partnership That Supports and Enables You

We will provide comprehensive services and on-going support to help you evolve to meet the challenges of tomorrow. With this relationship, you will stay informed about the latest trends, regulations and more.



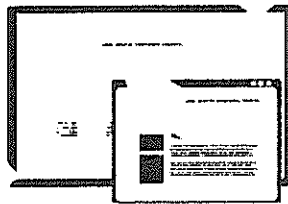
Website Design

Through Vision's design and development process, you will be able to choose from a library of best practice layouts and designs that will reflect the branding of your community, leadership and the City's uniqueness.



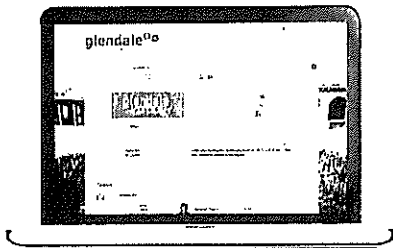
Technology Planning Through the Color Timeline

Maintaining an effective website requires the flexibility to adapt and respond to your community's evolving needs. The functionality offered through the visionLive™ CMS will not only equip your users with intuitive tools to maintain content, but will continually evolve to help you address the challenges of tomorrow.



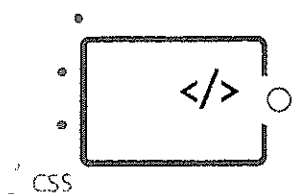
Comprehensive Functionality

You will be equipped with tools that will help you create and maintain a highly interactive website, including a calendar, citizen request manager, form & survey builder, online payments and more. You can see a full listing of included features in the visionLive™ edition tables at the end of the quote.



Flexibility

With the tools built into visionLive™, you will be able to change your website's background image, swap out buttons and even create a new homepage if needed. Consider this example from the City of Glendale. On an average day, the site's homepage showcases the landscape and beauty of the community. However, on election night, the website is flooded with traffic seeking the results. With just a few clicks in the CMS, the communications team at Glendale can overwrite the homepage to display all relevant election information.



Accessibility

You will have the technology and training to enable you to comply with WCAG accessibility requirements, including mouse-free navigation, required alt-tags, form field labels, responsive layout and more.



VisionLive™

...tion hi...T...fu...t an...En...s...o...

In the past five years, customers' expectations in the digital world have grown dramatically. The next five years will be no different. In this environment, waiting 3-5 years between redesigns makes it difficult, if not impossible, to maintain a website that serves, represents and delights the community. To help you evolve to meet the challenges of tomorrow Vision provides comprehensive services as part of visionLive™.

Unlimited Technical Support

You will be able to call or email us with questions about how to perform advanced tasks, configure the system, report issues or accomplish some organizational need in the best way possible. For issues that occur after business hours, emergency staff support is provided 24 hours a day, 7 days a week.

On-going Training

In addition to the training included as part of the development process, you will have access to on-going training opportunities, like on-demand training videos, free live training webinars and more. These sessions will focus on CMS functionality, client best-practices and general trends from the industry, such as transparency, accessibility and content strategy.

On-going Website Quality and Analytics Reports

You will receive periodic reports to help you track key metrics over time, including most frequently accessed pages, top entry and exit pages, mobile traffic and more. These reports will give you the insight needed to gauge the effectiveness of your website and an attractive document to share with internal stakeholders interested in how your website is performing.

Innovation in Online Government Academies

You will be able to participate in Vision's Innovation in Online Government Academies, which are regional conferences that bring our clients together for educational sessions designed to help get the most out of your website and includes valuable time to network with other local government staff from your area.

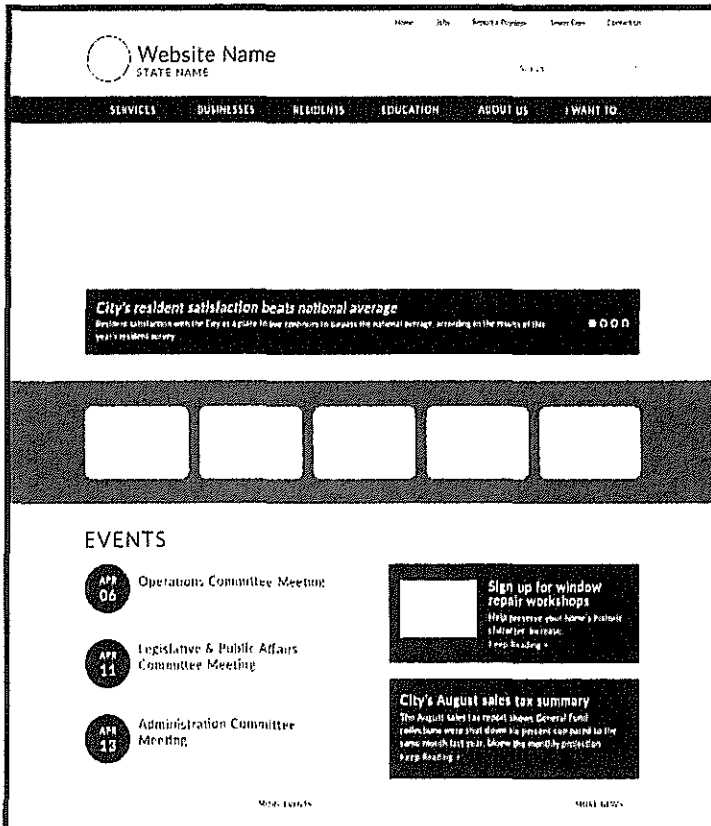


Visual Design

City of South Pasadena Case of Our Community - Focus on Leadership

As residents expect more from their City's online presence, many Vision clients are seizing the opportunity to use their website to brand their community and convey a sense of professionalism and character through the site's look and feel. Through Vision's design and development process, you will be able to choose from a library of best practice layouts and designs that will reflect the branding of your community, leadership and the City's uniqueness.

On the following pages are community-focused design layouts that the City of South Pasadena can choose from. Each layout was designed and hand selected by our expert design team to give the City a unique look and feel while addressing the needs of your community.



Split Layout

Widget Moves

- Switching news and events on the same row



Search..

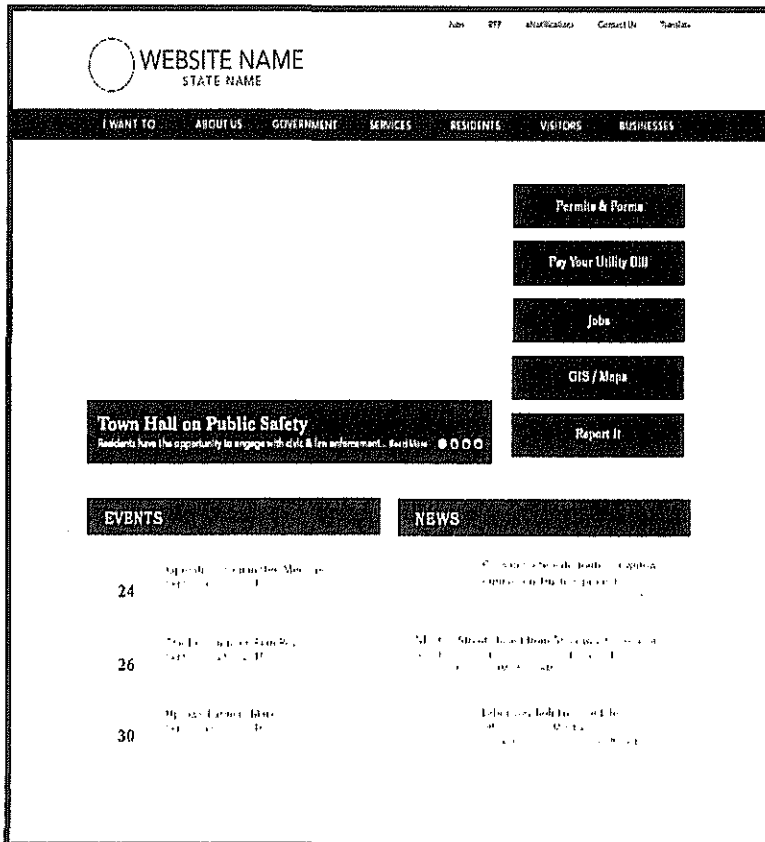


Color Palette

- Up to 3 colors

Font Styles

- Can incorporate optional font styles for design



Traditional Layout

Widget Moves

- Switching news and events on the same row

NAME, STATE

ABOUT US RESOURCES BUSINESSES VISITORS HOW DO I...

Adopt a Pet

The City Animal Welfare program and...
...and provide a safe and healthy...

© 2000



VOLUNTEERS IN ACTION

Volunteers In Action (VIA) Program has been an integral part of City...
...operations for over 20 years. It is the first municipal...
...program to be recognized by the state.



Color Palette

Up to 3 colors

Font Styles

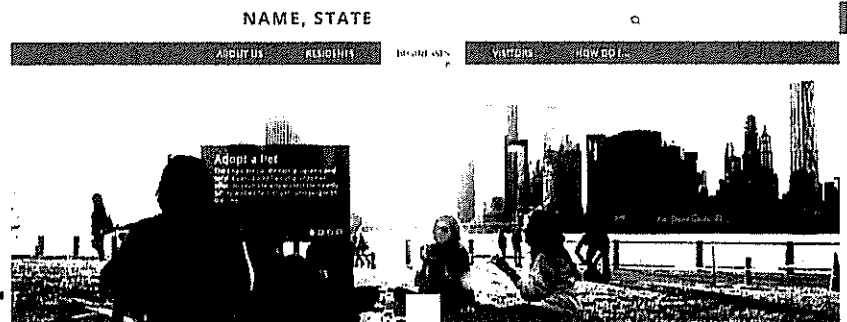
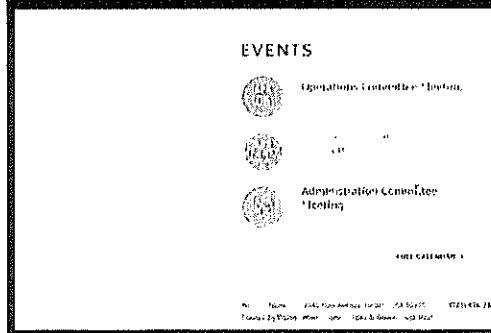
- Can incorporate optional font styles for design



Design Showcase

Using design to accurately represent your community is a critical components of building an effective website. We profiled a number of key projects relevant to yours in order to showcase their dramatic transformations.

Here are two samples as to how the colors and styling can change the look of the website.



Note:

- These are just two examples of how changing the design can impact the look of the website.
- The City can choose up to 3 colors for the website color palette



visionCMS™
Component Highlights

ASP.NET

ASP.NET

visionLive™ Functionality Descriptions

visionCMS™ is the most advanced government-focused content management system available. In addition to the plethora of functions that simplify administration and save staff time, visionCMS™ includes interactive components and features essential to serving your website visitors.

- New and Enhanced Components and Features to CMS 6!

Site Administration

Accessibility

Receive accessibility and WCAG 2.0 tips to help create and maintain the compliance of your content.

Application Programming Interface (API)

Use our API to fetch information for the Calendar and GovTrack service request manager.

Analytics

Track, analyze and interpret how your community is using your site with Google Analytics.

Archiving

Archive up to 3 versions of any page and review or restore archived versions at any time.

Broken Link Reporting

Review and correct broken links identified and submitted by site users.

Content Scheduling

Schedule content to publish or expire on any date automatically. Additionally, schedule periodic review dates for content.

Dashboard

Customize your own administrative dashboard. Select and move components to match the way you work.

Document Central

Upload documents to a central repository that can be accessed as you edit content across the CMS, eliminating duplicate effort and ensuring consistency.

Extranet

Create password-protected content for specific groups, such as elected officials, employees, etc.

Friendly URL Manager

Provide a friendly and easy-to-read URL that automatically redirects to any page on your website.

Image Library

Upload images to a central repository that can be accessed as you edit content across the CMS, eliminating duplicate effort and ensuring consistency. Also perform basic edits on uploaded images.

Import/Export

Import and export data from the CMS via XML or CSV format. Available in most components such as Calendar, eNotifications, News, FAQs, RFP Posts and Staff Directory.

In-App Messaging

Receive notifications and support from Vision directly in the CMS. Gain quick access to contextual user guides, collaborate on product ideas, learn about upcoming webinars and get improved customer support.

In-Page Editing

Edit pages directly on your site while in Site Preview mode.

Navigation Management

Add, edit or update site navigation with the drag-and-drop menu tree structure.

Mega Menu

Provide robust navigation on your site, with the option to include news, calendar or other highlighted information in the menu.

Mobile Editor (visionMobile Designer)

Move, hide and reorder content to optimize how it displays for mobile users.

visionLive™ Functionality Descriptions (cont.)

Site Administration (cont.)

Page Template Builder

Create and configure customized interior page layouts that can be used throughout the website. Drag and drop desired content and widgets to create a new layout. Set permissions to limit which page templates can be used by content editors.

Spell Checker

Check your content for proper spelling before it is published with the built-in spell checker.

WYSIWYG Page Editor

Update content on your site by creating or editing any page using our easy-to-use WYSIWYG content editor.

User Experience & Interactivity

Business Directory

Showcase businesses in your community including name, description, location, contact information, links and a picture or logo for each listing.

Calendar

Create calendars for different departments and categories and view by day, week, month or agenda view. Get a PDF download of any calendar view. Color code events by category, provide additional context with images, and allow registration for selected events. Includes integrated social media publishing.

Emergency Alert Banner

Create customized emergency or other information banners that show at the top of each webpage.

Emergency Homepage

Publish a pre-created alternative homepage that can be swapped with your usual homepage during emergencies or special events, like elections.

eNotification

Provide a way for visitors to sign up to get email alerts on topics of their choosing, with options to bundle updates into a daily, weekly or monthly digest.

Facilities Directory

Display maps and listings of local facilities, construction zones, art walks or any location-based point of interest. Include online reservations to encourage use of public facilities for events.

Forms and Surveys

Create custom forms and surveys to move more of your services online. Manage responses through the CMS and export for additional reporting.

Frequently Asked Questions (FAQs)

Create a list of common questions and answers that can be filtered by category or department. Integrates with Service Request Management so visitors can find answers on their own before contacting you.

Job Posts and Application Manager

Create, post, and manage job descriptions and custom job applications all in one place, directly from your website.

News

Publish news stories, press releases, features, and other content on your website. Share news easily through integrated social media publishing.

Photo Gallery

Display large numbers of images from community events and other activities. Site visitors can click through each image or choose to view them as a slideshow.

Search (visionSearch)

Make it easy for site visitors to find what they're looking for with a robust customizable search, featuring sorting, filtering and advanced search features. Promote pages to top of search results, add search synonyms to tailor search results, define the scope of the search index.

Service Directory

Summarize the key services and contact information for your organization. The directory can be grouped by category or department.

visionLive™ Functionality Descriptions (cont.)

User Experience & Interactivity (cont.)

Online Payments

Allow users to make payments online. Can be added to online forms, facility reservations and event registrations.

Request for Proposal (RFP) Posts

Publish RFPs online. Allow vendors to sign up to receive email notifications of new opportunities.

Streaming Video

Share streaming video directly on your site using our 3rd party integration.

Service Request Management

(govTrack Citizen Request Management)

Allow users to report and receive status updates on code violations and service requests. Assign submitted requests to specific staff, set rules for resolution timeframe and create reports to track staff response times and performance.

Social Media Display

Display feeds from your Facebook and Twitter accounts on your website to increase the visibility of your social media channels.

Translation

Make your website available in other languages using the integrated Google Translate web plugin.

Engagement

eNotification

Provide a way for visitors to sign up to get email alerts on topics of their choosing, with options to bundle updates into a daily, weekly or monthly digest.

Online Polls

Post simple, one question polls to your website to get feedback from and promote engagement with your community.

Resident Dashboard

Allow visitors to create an account and manage eNotification subscriptions, service requests and other preferences on your site.

RSS Feeds

Provide a way for visitors to stay up to date on all content updates related to specific topics. Create custom, topic-related RSS feeds aggregating relevant events, news, pages and other content into a single feed.

Social Media Management (visionSocial)

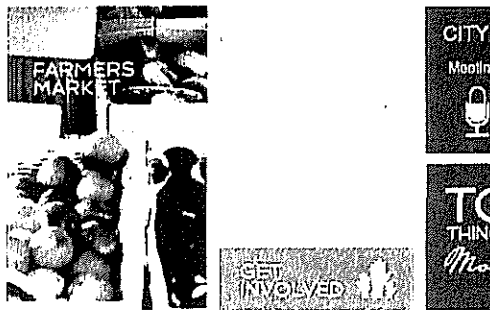
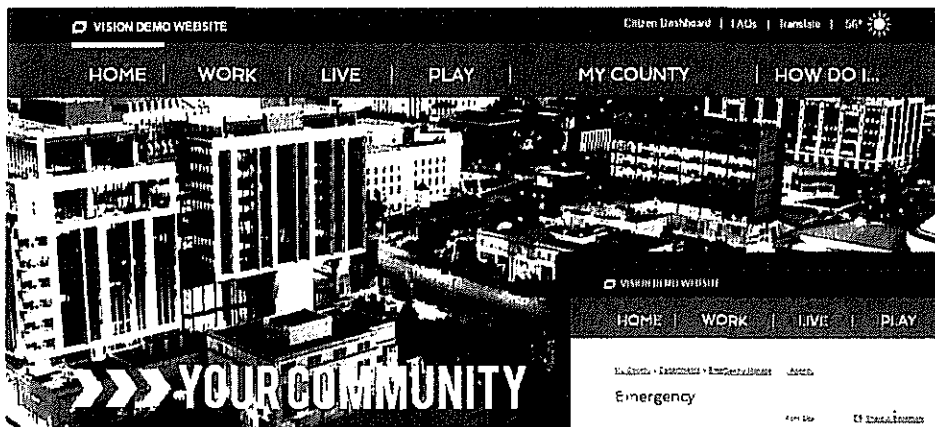
Manage and schedule social media posts while creating news, calendar and other content to increase your productivity. Customize messages to increase engagement on each social channel and plan multiple posts across multiple channels to build campaigns.

Emergency Page Display

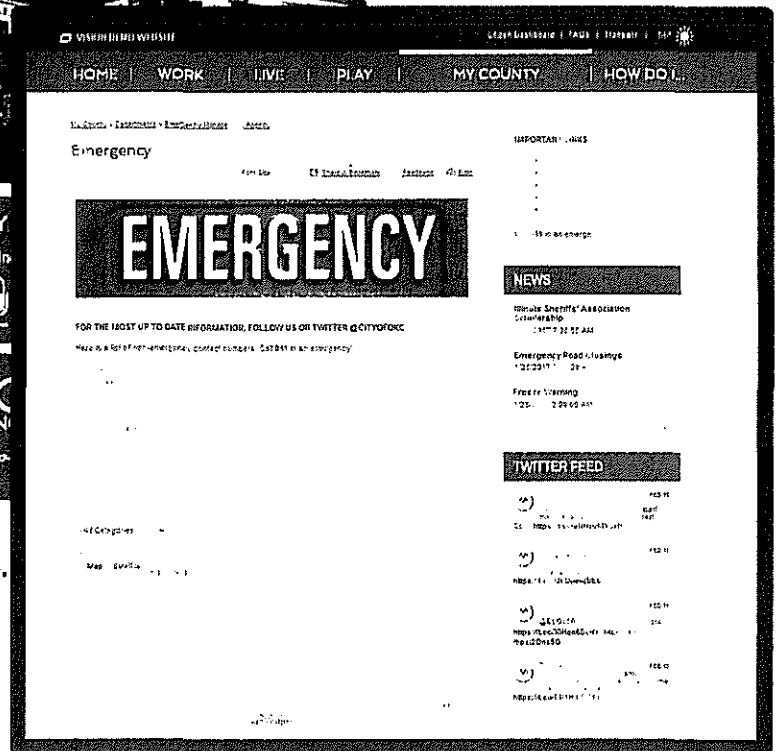
With the included SiteMaster Template Builder, your staff can configure a custom emergency page layout that will be dedicated to providing your community the emergency information they need. Your emergency page can uniquely display:

- Emergency news
- Twitter and Facebook feeds tied to Emergency Management
- Important links and phone numbers
- Maps of facilities and emergency locations

As a feature to the visionCMS, you can set your emergency page to be temporarily pushed forward to the website homepage during an emergency. This is a great way to keep the community informed in the event of an emergency. Once the emergency has subsided, you quickly and easily revert back to the original homepage.



The image above is of the City's homepage.



The image here is the emergency page that has been posted as the new temporary homepage.

visionSearch

visionSearch is a premium search alternative to our standard Google Search. Since many website visitors use search as the primary means of finding what they want and exploring your website, it is important to have a search tool that provides fast and accurate results. This powerful search scans HTML pages and documents on your website. Please note, our visionSearch component is integrated with LaserFiche software.

Features for Website Visitors Include:

- **Sorting** – users can sort their search results by Relevance, Last Modified, Title or Content Type
- **Filter** – users can use the Filter by Content Type checkbox to quickly select the type of content they want to include in their search results
- **Advanced Search Options** – users can use the advanced options to easily apply Boolean options to their search criteria; options include searching with all of the words, with the exact phrase, with at least one of the words and without the words; in addition, another advanced option lets users filter by document type, such as HTML, Word, PDF, etc.
- **Page Promotion** – this is the ability to add keywords to promote a specific page higher in the search results
- **Search Synonyms** – Configure synonyms so the search results will consider the words or phrases to be exactly the same (for example, you can configure the visionSearch so if a user enters trash, rubbish, or garbage then any page containing any of these words will be returned)
- **Search Scope** - defining the scope of the search index, potentially allowing you to display results from multiple websites, or just for one specific department
- **Display Options** – administrators can also refine what search options are presented to visitors

The screenshot shows the City of Olathe website with a search bar containing the word "garbage". The search results page displays "Your search yielded 35 result(s) (0.044-seconds)". A "Filter by Content Type" dropdown menu is visible. The top results include:

- Public Works** (Page 1 of 2): City of Olathe - Public Works CONTACT US PUBLIC WORKS Monday-Friday 8:00 a.m. - 5:00 p.m. Address: 1415 S. Robie CUSTOMER SERVICE Phone: 913-971-9311 After Hours: P... Page Last Modified: 12/13/2016
- Transfer Station Drop-Off** (Page 1 of 1): City of Olathe - Transfer Station Drop-Off Transfer Station public and commercial waste haulers to drop off material \$40.50 per ton tipping fees Fees are calculated by weight Page Last Modified: 4/17/2017
- Collection Schedules** (Page 1 of 6): City of Olathe - Collection Schedules Collection Schedules Page Last Modified: 11/22/2016
- Start Utility Service** (Page 1 of 1): City of Olathe - Start Utility Service Start Utility Service C...

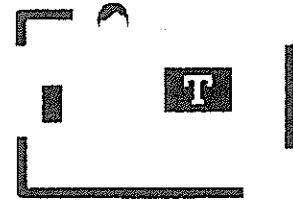
Below the screenshot, there are two bullet points:

- Has the search term "Garbage" pull up instances of 'solid waste' on the website
- Prioritizes pages, such as the main Public Works page and 'collection schedules' to show up first

Social Media Management

With visionSocial, you can streamline your social media activities by managing them directly from the CMS. Post what you want, when you want and where you want it.

- Schedule posts to maximize visibility
- Customize messages to increase engagement
- Plan multiple posts across multiple channels to build campaigns



Now, you can create an event or news item and all of your social media posts at the same time.

HOME | WORK | LIVE | PLAY | CITY GOVERNMENT | HOW DO I... |

Event Calendar

Little League Parade

Join us for the annual parade

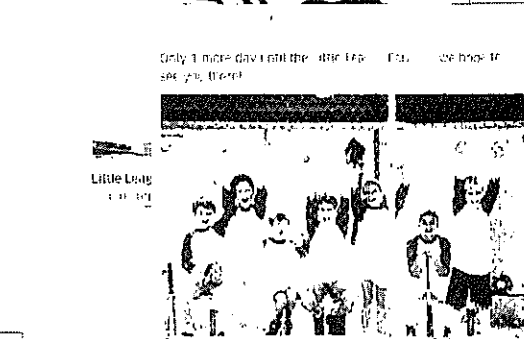
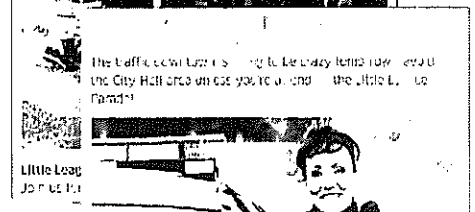
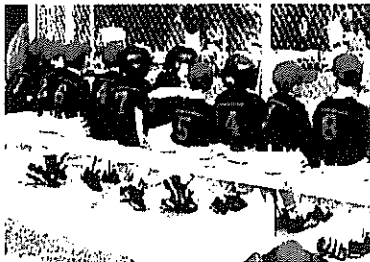
Date: 04/15/2016

Location: Little League Field

Ask to attend

Join us for the 52nd Annual Little League Parade on April 15th at 9:00am

The parade will feature participants from every division of Little League, The High School marching band, and Little League's mascot, Jug in the parade float.



Mark your calendars now to save April 15th for the Little League Parade

The Little League Parade is tomorrow... we hope to see you there!

Additional CMS Information

Please note that your current content management system will not be identical to the new version. Existing features, customizations, or integrations to the existing site files or database will not be implemented on the new version. Your staff may be responsible for identifying any customizations and for implementing them in the new system. As part of the contracting process, we can provide details and costs on which existing features, customizations, or integrations can be implemented into the new CMS version.

We will migrate your existing content to the new site except for content from the customizations above and from the Form Tool, Polling Tool, Service Requests and Facilities Directory. These tools have been revamped and the City will need to recreate the content currently used on the website.



● Pricing Proposal

Project Estimate

**1.
Project
Visioning**

Client Survey
Selection of Wireframe/Homepage Layout

**2.
Graphic
Design**

Present Graphic Design
Client Feedback Meeting and Confirmation of Requirements

**3.
Development
& Training**

Programming of Website
Scripted Content Migration
CMS User Training:
• 1 Day of web-based sessions

**4.
Go-live &
Maintenance**

Final Quality Assurance Check
Go-Live Site Launch

Project Cost \$19,895

**Preferred
Client Discount (\$1,000)***

Total \$18,895

*Please note, the applied discount is only valid until December 29th of 2017.

Project Estimate (continued)

Software	<p>visionLive Main Site and Basic Subsite</p> <ul style="list-style-type: none"> • View Full Included Feature List on Page 46 <p>Monthly Software Updates</p>
Support	<p>Unlimited Technical Support (6 am – 6 pm PT, Monday – Friday)</p> <p>Training Webinars and On-Demand Video Library</p> <p>Best Practice Webinars and Resources</p> <p>Site Improvement Credits</p> <p>Account Reviews</p>
Hosting	<p>Robust Hosting</p> <p>DDoS Mitigation</p> <p>Disaster Recovery</p> <p>Data Security</p>
Annual Fee	\$7,900*

*Please note annual pricing is based on a standard 5 year contract term.

5 Year Total Cost of Ownership Summary

Website Development	
Included Professional Services	
visionLive™ Year 1	
1 st Year of visionLive* (Assumes Standard Edition)	
visionLive™ Year 2	
2 nd Year of visionLive (Assumes Standard Edition + 5% Increase)	
visionLive™ Year 3	
3 rd Year of visionLive (Assumes Standard Edition + 5% Increase)	
visionLive™ Year 4	
4 th Year of visionLive (Assumes Standard Edition + 5% Increase)	
visionLive™ Year 5	
5 th Year of visionLive (Assumes Standard Edition + 5% Increase)	

5 Year Total \$62,544**

*Please note, 1st Year of visionLive™ starts when new website launches.

**Please note annual pricing is based on a standard 5 year contract term.

Optional Professional Services

Two consecutive days onsite

- Classroom style content editor training
- Advanced administrator training
- All travel expenses

See packages and plans on page 27

See Details on Page 30

- Community Engagement Platform
- Includes set-up, self-guided training, hosting and support
- See page 35 for details

- Website Testing
- Design Consulting
- Content Formatting
- Training
- See page 28 for details

Additional Information

Included Warranty

All unmodified programming code developed by Vision is warranted to be free of any material errors or bugs so long as the City maintains a visionLive™ Subscription.

Duration of Offer

Vision agrees to perform the services at the prices quoted in this proposal. This quote is valid for 180 days.

Website Accessibility

The website frontend navigation and graphic design will be generally compliant with WCAG 2.0 A.


Ownership and Licensing

All rights, title, and interests to the website design and visionLive™ will remain with Vision. However, under your customer agreement, Vision will grant you a license that will enable the City to reproduce or modify for its own use the website design forever. Further, Vision will grant a subscription-based license to visionLive™, and the City will be free to use visionLive™ so long as the City remains a visionLive™ subscriber with a valid customer contract. The City owns all information and content, such as logos and images.

Appendix A: Optional Content Strategy Packages

A critical part of developing a useful, customer-focused website is evaluating and editing the content that exists on your website today. Total page migration shouldn't be your goal; rather, keeping the information that is important to your customer and delivering it in a way that is easily understood should be.

Vision's Content Strategy Consultation provides a highly-customized approach to understanding your customer and evaluating on-line processes. This unique, one of a kind service offering will help the City discover the best way to approach your content. In addition, it will encourage and inspire your internal departments by providing a unique, hands-on learning experience led by an experienced Government Content Strategy Expert empowering your staff to look at your website content through your customers' lens. The end result is less pages to manage, a higher satisfaction rate from your customers, and the knowledge and training to write and publish better web content.

 Content Strategy Packages		Basic	Standard	Plus
Price		\$3,500	\$11,000	\$21,000
General content strategy overview (1 hour via WebEx)				
Content development and migration best practices guide		*	*	*
Website content best practices guide		*		*
Website persona exercise materials				*
Communicating with your audience exercise materials				*
Task process evaluation exercise materials				
Writing for the Web textbook				
Customized on-site plain language exercise			*	
Customized Writing for the Web training for your municipality (1 day on-site)				
* Content strategy evaluation & process meeting to create custom content strategy process (1 day on-site)				
Analytics report*				

*Available only if Vision is granted access to view analytics

Appendix B: Optional Website Accessibility Training and Consultation Services

In addition to the included Accessibility Services provided with your project, we can provide the City with additional accessibility services for your website. The optional accessibility services are as follow:

Website Accessibility Training and Consultation – Standard:

Vision will provide a frontend website design, excluding third-party tools, compliant with WCAG 2.0 upon completion and only to the extent validated by Vision’s accessible content formatting and testing process. This service includes basic training and services to help you get started creating and maintaining an accessible website:

- Automated Testing: Testing will be conducted during the design stage to ensure color contrast meets desired standard. An automated site scan will verify the compliance of Vision-migrated content before delivery of the development site.
- Graphic Design: Development of a graphic design in compliance with WCAG 2.0 A or AA requirements upon completion. Vision will test for color contrast and font size, and will consult with the City on issues that may need to be addressed. Vision will provide design concept[s] as enumerated in the Graphic Design section.
- Content Accessibility Formatting: Vision will test the development website after Vision’s content migration is completed. 25 pages migrated by Vision (e.g. header sequencing, page content, image alt-tags) will be reformatted to comply with WCAG 2.0 AA standards. However, multimedia content (e.g. videos, audio, etc.), tables, and PDF files will not be formatted to comply with WCAG standards. Reformatting additional pages beyond the 25 shall be considered Extra Work.
- WCAG Standards Training: 90 minute remote training of content editors in accessibility standards.
- WCAG-Focused CMS Training: Training in features of the CMS that are accessibility-focused functions during CMS training with the City’s assigned Technical Trainer.
- WCAG Accessibility Statement: Vision will create one Accessibility Statement page upon Completion, to be placed on the City’s website.

Website Accessibility Training and Consultation – Standard

Testing, design, training and accessibility for the City’s website

Website Accessibility Training and Consultation – Plus:

Vision will provide a frontend website design, excluding third-party tools, compliant with WCAG 2.0 upon completion and only to the extent validated by Vision’s accessible content formatting and testing process. This service includes advanced training and services to help you create and maintain an accessible website:

- **Automated Testing:** Testing will be conducted during the design stage to ensure color contrast meets desired standard. An automated site scan will verify the compliance of Vision-migrated content before delivery of the development site.
- **Manual Testing:** Manual testing of the new website’s top five tasks will be conducted by users with a variety of disabilities (vision-impaired, hearing-impaired, difficulty using a mouse) in order to assess compliance and usability. Vision shall deliver a report outlining remediation recommendations.
- **Graphic Design:** Development of a graphic design in compliance with WCAG 2.0 A or AA requirements upon Completion. Vision will test for color contrast and font size, and will consult with the City on issues that may need to be addressed. Vision will provide design concept[s] as enumerated in the Graphic Design section.
- **Content Accessibility Formatting:** Vision will test the development website after Vision’s content migration is completed. 250 pages migrated by Vision (e.g. header sequencing, page content, image alt-tags) will be reformatted to comply with WCAG 2.0 AA standards. However, multimedia content (e.g. videos, audio, etc.), tables, and PDF files will not be formatted to comply with WCAG standards. Reformatting additional pages beyond the 250 shall be considered Extra Work.
- **WCAG-Focused CMS Training:** Training in features of the CMS that are accessibility-focused functions during CMS training with the City’s assigned Technical Trainer.
- **WCAG Standards Training:** One-day on the City’s premises, in-depth training of content editors in accessibility standards. The training consists of a four hour class that is repeated in the morning and afternoon to allow for scheduling flexibility with the City’s content editors.
- **WCAG Accessibility Statement:** Vision will create one Accessibility Statement page upon completion, to be placed on the City’s website.
- **Accessibility Policy:** Provide guidance on developing an agency accessibility policy, including best practices and sample policies.

Website Accessibility Training and Consultation – Plus

Advanced testing, design, training and accessibility for the City’s website

Appendix C: Optional Active Directory Integration

It is important for a government website to protect itself from unauthorized users. The Vision CMS includes a user and permission system with encrypted passwords that ensures only authorized staff can login to the backend. As an option, Vision Internet can also add custom programming to integrate the CMS login with Active Directory if needed.

Please note that the City needs to provide an internal server to host a web service that can be used for the website to interface with the Active Directory server. SSL is the required protocol for data communication; the City is responsible for buying and maintaining the SSL certificate.

Appendix D: Software Subscription (visionLive™) Details

Vision provides two editions of visionLive™, a subscription-based Content Management System and service plan designed to equip you with the technology, expertise and training to keep your website relevant and effective over time. Recognizing each agency will have unique goals, we offer two editions, each designed to provide appropriate functionality and services for a variety of needs and budget ranges.

Based on our assessment of the City's needs, we included the Standard Edition in the quoted Project Plan, but have included information about each option for your consideration.

Standard Edition

Our most popular option, Standard Edition was designed to provide you with advanced functionality and hosting with a variety of training and support resources to equip your staff with the tools and expertise needed to maintain a highly effective website. In addition to an on-going series of webinars and consultation with your account manager, included services, such as the Annual Site Analytics Report, will help you measure your site's performance and effectiveness over time. Should these reports indicate tweaks need to be made in order to optimize your site's design, main navigation or buttons, you can simply apply your Site Improvement Credits to engage Vision's team of designers and programmers.

Plus Edition

If you need more: more storage, more tools, more service - then Plus Edition is for you. This premium edition includes developer-friendly tools, such as our API Library and Sandbox Environment, as well as our most comprehensive on-going service package. You will receive frequent reports to help you monitor the on-going success of your website and will have monthly access to an open office hour with the Vision team. With an even larger bank of Site Improvement Credits at your disposal, you will always have the resources to keep your site fresh, relevant and in tune with your users.

The features and services included in each edition are outlined below in order to allow you to easily compare and select the plan that best suits the City's needs.

visionLiv[®] editions

Standard
Edition

Plus
Edition

Annual Price

visionLive™ Functionality

- Advanced WYSIWYG Editor
- In-page Editing
- User Management & Security
- Navigation Management
- Accessibility Features
- visionMobile Designer
- Approval Cycle *
- Mega Menu Designer *
- Extranet (Password Protected External Content)

- Calendar
- FAQs
- Facility Directory
- Staff Directory
- Service Directory
- Google Translation
- Online Form Builder
- News Postings
- Job Posts
- Facilities/Events Registration

* Requires an implementation fee

visionLiv
editions

Standard
Edition

Plus
Edition

Online Polling

Citizen Request Management Tool

Business Directory

RFP Posts

Online Payments

visionSearch

Job Application Manager

eNotification Tool

Emergency Alerts

RSS Feeds

Facebook & Twitter Feed Readers

Audio & Video Embedding

Photo Gallery & Slide Show

visionSocial

Streaming Video Center

Import/Export

APIs

Sandbox Test Environment

Hosting

State of the Art 3rd Party Datacenter
(SSAE 16 Type 2 Certified)

Full Hardware Redundancy

Redundant Generator Backup

☐ Daily Data Backups

Intrusion Protection

24/7 Monitoring

99.9% Uptime Guarantee

State of the Art 3rd Party
DDoS Mitigation Service

Disaster Recovery Facility with
On-going Data Replication

Storage

Support and On-going Services

Site Improvement Credits (annual)

Dedicated Account Manager

☐ Health Checks (Account Review)

Site Analytics Report

☐ Graphics Site Audit

Training & Best Practice Webinars

Access to On-Demand Training Library

On-going New User Training (Via WebEx)

Monthly Office Hours (Via WebEx)

* Unused Site Improvement Credits can be rolled over from year to year during the initial term of your customer agreement

Appendix D: Optional visionPulse™

visionPulse™ is a community engagement platform that enables local governments to gauge the public's opinion on important issues and turn their feedback into actionable results.

vision

Take the Pulse of Your Community

- Create Topics and Blogs to inform customers of important issues
- Promote Topics on social media to maximize exposure to customers
- Conduct polls to gather data
- Allow customers to comment and provide feedback
- Leverage actionable reporting to make more informed decisions

Better Tools for Better Engagement

Streamlined Administration

Integration with visionLive™ CMS and social media channels allows you to update all systems with a single publish, making it simple to keep messaging clear and consistent.

Guided Topic Creation

Step-by-step cues guide you through the process of creating a Topic, ensuring imagery, questions and polls are included to make the content compelling to customers.

Automated Monitoring

Topics can be assigned to a designated staff member who will receive automatic notifications when customers add comments or submit a poll, simplifying the management of the engagement process.

Multi-Channel Promotion

Integration with eNotification and social media allows Topics to be easily shared with customers, maximizing exposure and increasing the likelihood of more representative participation.

Contextual Linking

Topics can be tagged to associate them with specific departments, projects or themes, enabling customers to follow issues of interest and promoting issue visibility through contextualized display of Topics throughout the website.

Flexible Feedback Settings

Poll and comment settings can be configured on a per-Topic basis, giving you control over feedback mechanisms, such as allowing customers to submit multiple comments on a particular issue, up-voting and more.



Thank you

Generated November 2, 2017
This quote is valid for 90 days

ATTACHMENT 2
Vision
Master Services Agreement



for South Pasadena, CA

This Master Services Agreement ("**Agreement**") is made and entered into effective as of the date of the last signature below (the "**Effective Date**") by and between Vision Technology Solutions, LLC dba VISION ("**Contractor**"), and the customer which is a signatory hereto ("**Client**"). Client and Contractor are sometimes individually referred to as a "**Party**" and collectively as the "**Parties**."

1. Services. This Agreement (which includes and incorporates the Addendum(s) attached hereto and Contractor's acceptable use policy ("**AUP**") posted at www.visioninternet.com/about/legal) sets forth the entire terms and conditions by which Contractor will deliver and Client will receive any and all of the services provided by Contractor, including one or more of the following: website development, visionLive™ subscription services, and/or other extra work and services (collectively, the "**Services**"). This Agreement is intended to cover any and all Services ordered by Client and provided by Contractor. Contractor will provide Services to Client as requested by Client and as set forth in the applicable Addendum(s) in exchange for payment of related fees specified in such Addendum(s), and compliance with the terms and conditions of this Agreement, and compliance with Contractor's AUP as such policy may change from time to time.

1.1. Website Development Services. Contractor agrees to provide website development services, as more particularly described in Addendum A, in exchange for payment of fees and compliance with the terms and conditions of this Agreement.

1.1.1. Client understands and agrees that Contractor will develop website frontend to be compatible with Internet Explorer 11, Microsoft Edge, and the latest released versions of Chrome, Firefox, and Safari at the time of Completion. Website backend will be compatible with Internet Explorer 11, Microsoft Edge and the latest released version of Chrome and Firefox at the time of Completion. Website may not be compatible with previous or future versions. Website backend will be optimized for 1024 x 768 pixels resolution or above. Client understands and agrees that the website will be developed with Hypertext Markup Language ("**HTML**"), CSS, JavaScript, and Microsoft ASP.NET ("**MS-ASP**") interfaced with a database created in Microsoft SQL Server ("**MS-SQL**"). Client understands and agrees that the website is developed to run on a Microsoft Windows Server 2012 ("**MS-Server**"), or later. Responsive Website Design with visionMobile Designer™ mobile browsers will be compatible with the latest released version at the time of Completion of iOS Safari, Android Browser, Google Chrome, and Internet Explorer, but may not be compatible with previous or future versions. Client is responsible for the costs of all software licensing. All of the web browsers listed in this section, and any others added by Contractor at its discretion are herein referred to collectively as the "**Supported Web Browsers**".

1.1.2. Contractor will design the website frontend navigation and graphic design to be generally compliant with WCAG 2.0 A. Client further understands and agrees that content, website backend, and third-party tools may not be compliant with Section 508 or WCAG 2.0.

1.2. visionLive™ Subscription Services. Contractor agrees to provide VCMS Licensing Services, Support Services, and Hosting Services (collectively "**Subscription Services**") to the Client in exchange for payment of fees and compliance with the terms and conditions of this Agreement. As used throughout this Agreement, "**VCMS**" shall mean Vision Content Management System™, also known as the Vision Internet Content Management System, VCMT, VCMS and the Vision Content Management Tool.

1.2.1. Subscription. Contractor will provide Client a subscription to access and use the VCMS.

VCMS Licensing Services include:

- (a) Functional enhancements to VCMS components.
- (b) New VCMS Interactive Components that may be released from time to time by Contractor.
- (c) Bug fixes to the VCMS code.

VISION

- (d) Updates to provide compatibility to future versions of Supported Web Browsers within three months of their release. Compatibility with previous versions of Supported Web Browsers is not guaranteed.

VCMS Licensing Services do not include:

- (a) Optional Interactive Components.
- (b) Modules, Programs, or Software Applications.
- (c) Conversion to new platforms.
- (d) Modification of third-party products.
- (e) Compatibility with Client's third-party products.
- (f) Website design services.
- (g) New Products. Contractor may from time to time release new software with capabilities substantially different from or greater than the VCMS and which therefore do not constitute System Updates or New VCMS Interactive Components.
- (h) All other services not expressly provided for in this Agreement and its applicable Addendum(s).

1.2.2. Support Services. Support Services is defined as technical support, account management, and education and training for the VCMS; provided, however, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. Contractor will provide Support Services to a designated Client account manager, system administrator or webmaster. Technical support is generally available by email and telephone from 6:00 AM to 6:00 PM Pacific Time, Monday through Friday excluding holidays ("**Business Hours**"), with emergency support available 24 hours a day, 7 days a week. An emergency is defined as Client's website being down for more than ten (10) minutes. Support Services also include:

- (a) Shared Account Manager
- (b) Account Management^{1*}
 - o Account reviews (Health Checks)²
 - o Site analytics report³
 - o Graphics site audit⁴
 - o Site improvement credits
- (c) Education and Training
 - o Training and best practices webinars
 - o Access to On-Demand Training Library
 - o On-going new feature training (via remote meeting service)
 - o Monthly office hours (via remote meeting service)

Site improvement credits⁵ will be available beginning the first year of the Agreement and every year thereafter within the Initial Term. Any unused hours in a given year may be carried over to the following year within the Initial Term. Site improvement credits expire at the end of the Initial Term and will not carry over beyond the Initial Term.

1.2.3. Hosting Services. Contractor will provide shared website hosting on a Microsoft Windows Server and shared database hosting on a Microsoft SQL Server for one (1) unique VCMS website. The shared server hosting service includes:

¹ Health Checks, Site Analytics Report and Graphics Site Audit will be performed the first year of the Agreement.

² Included with each Advanced Subsite as applicable.

³ Included with each Advanced Subsite as applicable.

⁴ Included with each Advanced Subsite as applicable.

⁵ visionLive Standard subscribers have 10 site improvement credits, and visionLive Plus subscribers have 20 site improvement credits.

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- (a) SOC-certified datacenter
- (b) Full hardware redundancy
- (c) Redundant generator backup
- (d) Daily data backups
- (e) Intrusion protection
- (f) 24/7 monitoring
- (g) 99.9% uptime
- (h) DDoS mitigation service
- (i) Website content storage⁶
- (j) Standard disaster recovery service with 90-minute failover

1.2.4. Unless Client has retained other Services from Contractor under the applicable Addendum, Client is solely and exclusively responsible for all services not expressly provided for in this Agreement. Any changes, alterations or modification requested by the Client to its website and/or intranet may be subject to a fee to be quoted by a Contractor representative at the time of the request. Client may, at any time, upgrade from its current edition to either a Standard or Plus Edition, as applicable. Client may not, during the Initial Term (defined below) or any renewal term, downgrade from its current edition to either a Standard or Basic Edition, as applicable. Client acknowledges that the Subscription Services may be modified or improved because of the dynamic nature of technology. Contractor may, from time to time, make minor modifications to the Subscription Services, as a whole or any part thereof. Such minor modifications may be implemented at any time and without notice to Client. Continued use of the Subscription Services following any modification shall constitute binding acceptance of the modification.

2. Subsequent Extra Work/Other Services. Additional services not initially covered in this Agreement (including the Addendum referenced above) and extra hours will be presented to Client for approval prior to commencement of work ("**Extra Work**"). Extra Work will be set forth in an amendment to this Agreement signed by the Parties and designated as Addendum C-1, C-2, etc., as applicable, and such Addendum shall become part of this Agreement when executed by both parties. Such addendum will be billed at Contractor's then prevailing hourly rates, which are currently as follows: Content Migration, \$85/hr; Graphic Production, \$95/hr; Quality Assurance, Testing, Debugging, Technical Support, Webmaster Services, HTML Programming, \$105/hr; Consulting, Project Management, Database Design, Dynamic Programming, \$135/hr; Graphic Design, Training, \$125/hr; Straight flatbed scanning will be billed at \$10 per scan. Touch up work to images will be billed at the Graphic Design hourly rate. Client shall be responsible for any or all additional fees including, without limitation: photography, stock images, illustration, fonts, scanning, software, applications, online promotion, marketing, copy writing, redesign, change orders, mailings, and fees to any third party vendors if applicable. Calls outside of Business Hours for support services unrelated to the website being down for more than ten (10) minutes will be subject to a minimum fee of \$135.

3. Ownership; Limited Licensing of Intellectual Property.

3.1. Designs. Upon payment in full of the website development fees provided under Addendum A, Contractor grants a non-exclusive, non-transferrable, and perpetual license for Client to reproduce, modify or create derivative works for its own use, public display, and use any and all of Contractor's copyrights in the homepage layout wireframe, sitemap, draft homepage design concept(s) interior page layouts (collectively, the "**Contractor Designs**") embodied in Client's website, which are prepared or caused to be prepared by Contractor under this Agreement. The Contractor Designs provided under this Agreement is licensed and not sold. Client understands and agrees that the Contractor Designs as a whole is an original work of authorship by Contractor and that Contractor shall retain all rights, title, and interests therein. Contractor retains its right to use any web pages developed for the Client in any of its own promotional materials as examples of its work.

3.2. Vision Content Management System™. Contractor also grants Client a limited, non-exclusive, and non-transferrable subscription to access and use one instance of the VCMS and Dynamic and Interactive Components of the VCMS to the extent necessary for the Client's use and operation of its website; provided, Client does not (1)(a) modify the VCMS

⁶ For the main website, visionLive Standard subscribers have up to 50GB of storage, and visionLive Plus subscribers have up to 250GB of storage. Each Advanced subsite has up to 10GB of storage, regardless of visionLive edition. Each Basic subsite has up to 5GB of storage, regardless of visionLive edition.

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or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. The VCMS provided under this Agreement is not for sale, and Client understands and agrees that Contractor shall retain all rights, title, and interests in the VCMS, Dynamic and Interactive Components, and any other Contractor intellectual property not provided for in this Section.

3.3. Rights Regarding Content. Each Party warrants that it holds all rights and/or licenses necessary to display all of the images, data, information or other items supplied by such Party and being displayed on the Client's web pages during the effective period of this Agreement. Contractor agrees that Client will retain ownership of all information and content (including Client provided logos and images) owned exclusively by Client and provided by Client for use on its website. Client shall supply all necessary information to Contractor in a timely manner in digital format including without limitation copy, text, audio files, video files, pdf files, photographs, artwork, and preexisting graphics. Contractor is not responsible for content migrated by Client or any third party. Client expressly authorizes Contractor to display and/or modify any Client supplied images, data, information and other items in connection with the services provided herein.

4. Limited Warranty. Contractor warrants that website development and/or custom programming deliverables will be conveyed to Client upon transfer of the website to the production server with a public Internet Protocol address ("**Completion**"). All VCMS programming code developed by Contractor is warranted to be free of any material errors or bugs that prevent the code from performing as originally intended ("**Warranted Problem**"); provided, however, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. In the event of breach of the limited warranty in this Section, Client's sole remedy and Contractor's entire liability shall be limited to Contractor's correction of the Warranted Problem. Except as expressly set forth above, CONTRACTOR MAKES NO GUARANTEE OR WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING OF MERCHANTABILITY OR FITNESS OF THE SERVICES FOR A PARTICULAR PURPOSE WHATSOEVER, AND USE OF THE SERVICES OR ANY INFORMATION THAT MAY BE OBTAINED THERE FROM IS AT CLIENT'S OWN RISK AS THE SERVICES ARE PROVIDED TO CLIENT ON AN "AS IS" BASIS. In no event, at any time, shall the aggregate liability of Contractor under this Agreement or otherwise exceed the amount of fees paid by Client to Contractor in the most recent twelve months, and Contractor shall not be responsible for any lost profits or other damages, including direct, indirect, incidental, special, consequential or any other damages, however caused. Contractor does not warrant any connection to, transmission over, nor results of use of, any network connection or facilities provided, nor any third-party applications and software obtained by, for, or on behalf of Client. Contractor assumes no responsibility for any damages suffered by the Client, including, but not limited to, server down time, loss of data, loss of business, misdeliveries, delays, non-deliveries, access speed, or service interruptions of any kind. Client acknowledges that the information available through the interconnecting networks may not be accurate. Contractor has no ability or authority over the material. In addition, Contractor has no liability for the quality, accuracy, or validity of the data/information gathered from the Internet. Use of information gathered through the use of Contractor services is at the risk of the Client.

5. Invoices. Contractor will submit itemized invoices to Client for the payments required by the applicable Service(s), and all invoices will be due and payable within 30 days. Payments not received by Contractor 30 days after the date of the invoice will be considered delinquent. Returned checks are subject to a charge of \$25.00. Client agrees to be liable for all costs of collection of any delinquent invoices including, but not limited to, collection agency fees, reasonable attorneys' fees, and court costs.

5.1. Website Development

5.1.1. Price. Client agrees to pay and Contractor agrees to perform Website Development services for \$18,895.00.

5.1.2. Payment. Contractor will submit itemized invoices to Client for the payments required by this Section, and all invoices will be due and payable within 30 days:

- (a) An initial payment equal to 50% of the total cost; and
- (b) A payment equal to 50% of the total cost due July 1, 2018.

5.2. Non-Contractor Hosting. If Contractor is not providing hosting services then, at Client's request, Contractor will assist Client with setting up the website on Client's server. A flat rate of \$475 for up to four hours of Technical

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Support will be charged for assistance in setting up the website according to Contractor's Standard Hosting Procedure. Any additional work will be billed at the Technical Support hourly rate.

5.3. Subscription Fees. Contractor shall invoice Client \$7,900.00 per year beginning at the execution of this Agreement, which rate shall be increased by five percent (5%) per year, for each year of the Agreement Term, and any and all renewal terms. Contractor shall invoice Client annually every year thereafter, including any renewal term. All invoices are due and payable by Client within 30 days. Websites and/or Contractor-hosted intranets exceeding their storage allowance shall be subject to an additional monthly fee of \$50 per 5GB increment. Each Advanced Subsite exceeding 10 GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment. Each Basic Subsite exceeding 5 GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment.

6. Contractor's Mark. Client agrees that Contractor may place in the website footer an unobtrusive text link reading "Created by Vision" or the equivalent. Contractor's footer text credit shall always be linked to a Contractor web page.

7. Indemnity.

7.1. Indemnification of Contractor. Client will defend, hold harmless, and indemnify Contractor, its officers, directors, shareholders, employees, and agents from and against all Costs resulting from any claim of injury to person, damages to property, or monetary damages arising out of Client's negligence or intentional misconduct or failure to perform obligations under this Agreement.

7.2. Intellectual Property Indemnity. Contractor will defend, hold harmless and indemnify Client against any third-party action, suit, or proceeding ("**Claims**") for infringement or alleged infringement of any United States' letters patent, trademark, or copyright ("**Intellectual Property**") contained in Contractor's VCMS provided under this Agreement. Notwithstanding the foregoing, Contractor shall have no defense or indemnity obligations for Intellectual Property modified by a party other than Contractor, for Intellectual Property modified in accordance with Client's specifications or instructions, or Claims of infringement based on Client's other products or other third-party products.

8. Timing. Estimated times are included for convenience. Actual times will vary depending on Client interaction and participation. However, the Parties agree to reasonably cooperate with one another in all respects including, if applicable, in the construction and design of the website in a timely manner.

9. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the United States of America, and the State of California, excluding choice of law provisions thereof. Any cause of action of Client with respect to the services provided hereunder must be instituted within one year after the claim or cause of action has arisen or be forever barred. The Uniform Computer Information Transactions Act or any version thereof, adopted by any state in any form ("**UCITA**"), shall not apply to this Agreement and, to the extent that UCITA is applicable, the parties agree to opt-out of its applicability pursuant to its provisions. In the event a judicial proceeding is necessary, except for permitted equitable relief, the sole forum for resolving disputes arising under or relating to this Agreement are the State and/or federal district courts located in the State of California, and all related appellate courts, and the parties hereby consent to the jurisdiction of such courts, and that venue shall be in the State of California. Each party hereto waives any right to challenge or move the foregoing designated jurisdictions and venue on grounds of inconvenient forum. Service of process may be made in any manner provided for by applicable law.

10. Modification and Waiver.

10.1. Modification. Any modification of this Agreement is valid only if the modification is in writing and signed by both Parties.

10.2. Waiver. The waiver by one Party of any term or condition of this Agreement, or any breach thereof, shall be in writing and shall not be construed to be a general waiver by said Party or as a waiver of any other term or breach.

10.3. Conduct. Neither the course of conduct between the Parties nor any trade practice shall act to modify the provisions of this Agreement, except as expressly stated herein.

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11. Confidentiality. To the extent permitted by law, Contractor's Confidential Information shall be treated as confidential and shall not be disclosed to parties other than representatives of Contractor and the authorized representatives of Client, and shall be used only in furtherance of the Services provided under this Agreement. As used in this Agreement, the term "**Confidential Information**" means (a) proprietary information of Contractor, (b) information marked or designated by Contractor as confidential, (c) information, whether or not in written form and whether or not designated as confidential, that is known to the Client as being treated by Contractor as confidential, or (d) information provided to Contractor by third parties that Contractor is obligated to keep confidential. Confidential Information includes, but is not limited to, all files, writings and documents, recordings, including without limitation all information contained therein, all extractions, notes, compilations and summaries prepared or derived therefrom, copyrights, trademarks, service marks, patents, trade secrets, programs, source code, object code, demos, demonstrations (whether in written, oral, graphic, encoded, encrypted, tangible, or intangible forms, in any media whatsoever) including without limitation demonstrations, know-how, techniques, designs, specifications, drawings, compilations, diagrams, models, samples, flow charts, computer programs, and codes.

12. Entire Agreement. The MSA, including any Exhibits, Attachments and any Statements of Work constitutes the entire agreement of the Parties with respect to its subject matter, supersedes any and all prior or contemporaneous proposals, agreements and understandings of the Parties, whether written or oral.

13. Interpretation. It is understood and agreed that if any interpretation is to be made of this Agreement, the same shall not be construed for or against any of the Parties. In the event of conflict between an attachment and the terms and conditions of this Agreement, then the following hierarchy of interpretation shall govern:

- 13.1. Terms and conditions of this Agreement;
- 13.2. Final cost and scope of work under Addendum A;
- 13.3. Contractor's response to Client's request for RFP, RFQ or RFI;
- 13.4. Client's RFP, RFQ, or RFI.

14. Counsel. The Parties have each been advised to seek independent legal counsel in entering into this Agreement and the transactions described herein. In the event a Party chooses not to seek independent legal counsel, that Party does so freely and knowingly and waives any such rights to counsel. As a result, the Parties do not believe that any presumption relating to the interpretation of contracts against the drafter of any particular clause should be applied in this case and therefore the Parties knowingly and freely waive its effects. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

15. Prevailing Party. Should a dispute, including but not limited to any litigation or arbitration be commenced (including any proceedings in a bankruptcy court) between the Parties hereto or their representatives concerning any provision of this Agreement, or the rights and duties of any person or entity hereunder, the Party prevailing shall be entitled to reasonable attorney's fees and court and expert costs incurred by reason of such action.

16. Independent Contractor Relationship. The relationship of Contractor, including, without limitation, its employees and subcontractors) with Client is that of an independent contractor and nothing in this Agreement and/or any Addendum shall be construed to create a partnership, joint venture, or employer-employee relationship. Contractor acknowledges and agrees that neither it, nor any of its employees or subcontractors, is or shall be an agent of Client and none of the foregoing is or shall be authorized to make any representation, contract, or commitment on behalf of Client.

17. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same Agreement. This Agreement becomes effective upon Contractor's receipt of an executed copy of this Agreement.

18. Force Majeure. Any delay in the performance by either Party hereto of its obligations hereunder shall be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within twenty (20) days after occurrence of such cause or event.

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19. Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20. Headings. The titles and headings of the paragraphs of this Agreement have been inserted for convenience of reference only and are not intended to summarize or otherwise describe the subject matter of such paragraphs and shall not be given any consideration in the construction of this Agreement.

21. Survival. The terms and conditions of Sections 4 (Limited Warranty), 9 (Governing Law & Venue), 11 (Confidentiality), 15 (Prevailing Party), 21 (Survival), 24 (No Hire), and 26.3 (Obligations upon Termination) shall survive any termination or expiration of this Agreement.

22. Cooperative Programs. Contractor shall agree to offer the prices and terms and conditions offered herein to other state, local, county, education, and municipal government agencies in the United States who wish to participate in a cooperative purchase program with Contractor.

23. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person or entity other than the Parties and their respective successors and permitted assigns.

24. No Hire. During the period Contractor provides any Services to Client and for one (1) year thereafter, Client shall not, directly or indirectly, solicit or offer to hire, hire, or retain as an employee or contractor persons employed or retained then or within the preceding six (6) months by Contractor (or any of its affiliates), without Contractor's prior written consent in each instance; provided, nothing contained herein shall prevent employment of any person who responds to a general media advertisement or non-directed search inquiry, or who makes an unsolicited contact for employment.

25. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and permitted assigns. No Party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other Party hereto, except that Contractor may assign this Agreement without Client's consent to an "**Affiliate**" of Contractor or in connection with an acquisition of Contractor, merger (whether Contractor is the surviving or disappearing entity) or consolidation of Contractor with another entity, or in connection with the sale, assignment, or majority transfer of any stock, membership or other ownership interest in Contractor. "**Affiliate**" shall mean (a) a domestic entity formed, existing and governed pursuant to the laws of one of the fifty (50) states of the United States of America (or the District of Columbia) controlling, controlled by, or under common control with Contractor.

26. Term. This Agreement will remain in effect for 5 years from the Effective Date ("**Initial Term**"). Thereafter, it will renew for successive 1-year periods, unless either Party refuses such renewal by written notice 30 or more days before the end of the current term.

26.1. Termination for Cause. This Agreement may also be terminated by the non-breaching party for cause in the event of a material breach of this Agreement or failure to substantially perform obligations; provided, however, that the non-breaching party has given notice to the defaulting party, which fails to cure the default within 30 days after such notice.

26.2. Non-Appropriation of Funds. In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal year for payments due under this Agreement, then Client, upon written notice to Contractor of such occurrence, shall have the unqualified right to terminate this Agreement without any penalty or expense to the Client, except the Client shall pay to the Contractor a sum of money equal to the work completed.

26.3. Obligations upon Termination. Client shall permanently delete all copies of the VCMS upon termination of this Agreement. Client shall have thirty (30) days after termination of this Agreement to export Client content to its server or systems. At Client's request, Contractor will assist Client with exporting Client content to Client's server or system, which shall be treated as Extra Work.

27. Notices. All notices under this Agreement shall be in writing and effective on the date of delivery if delivered by personal service, Federal Express, or facsimile; or effective three (3) days after deposit in first class U.S. mail, postage prepaid, to each Party as follows:

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Client

Name: _____
Address: _____
Phone: _____
Email: _____
Fax: _____

Contractor

Name: Contracts Manager
Address: 222 N. Sepulveda Blvd., Suite 1500, El Segundo, CA 90245
Phone: (310) 656-3100
Email: contracts@visioninternet.com
Fax: (310) 656-3103

28. Insurance. Contractor shall maintain the following insurance policies during the Term of this Agreement:

28.1. Commercial General Liability Insurance. Contractor shall maintain in force for the duration of the contracted period Commercial General Liability Insurance with a limit of not less than \$1,000,000 per occurrence/aggregate.

28.2. Professional Liability Insurance. Contractor shall maintain in force for the duration of the contracted period Professional Liability (Errors & Omissions) Insurance with a limit of not less than \$1,500,000 per occurrence.

28.3. Cyber Liability Insurance. Contractor shall maintain in force for the duration of the contracted period Cyber Liability Insurance with a limit of not less than \$1,500,000 per occurrence.

28.4. Business Automobile Liability Insurance. Contractor shall maintain in force for the duration of the contracted period Business Automobile Liability Insurance with a limit not less than \$1,000,000 each accident for all non-owned and hired automobiles.

28.5. Workers Compensation. Contractor shall maintain in force for the duration of the contracted period Workers Compensation Insurance at Client's statutory limits.

29. Authority. With the intent to be legally bound, each of the undersigned hereby covenants and acknowledges that he or she (a) has read each of the terms set forth herein, (b) has the authority to execute this Agreement and each initialed Addendum for such person or entity, and (c) expressly consents and agrees that the entity upon behalf of which the undersigned is acting shall be bound by all terms and conditions contained herein.



IN WITNESS WHEREOF, the Parties have caused this Master Services Agreement to be signed by their duly authorized representatives and given effect as of the "Effective Date" below.

"Client"

SOUTH PASADENA

Signature: _____

Name: _____

Title: _____

Date: _____

"Contractor"

VISION TECHNOLOGY SOLUTIONS, LLC, DBA VISION
INTERNET PROVIDERS

Signature: _____

Name: David M. Nachman

Title: Chief Executive Officer

Date: _____

Addendums:

A Final Scope of Work and Cost

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FINAL SCOPE OF WORK & COST

Website Development

<u>SERVICE</u>	<u>QTY</u>	<u>COST</u>
WEBSITE DEVELOPMENT PACKAGE The website development package includes: <ul style="list-style-type: none">• Project Management• Consultation• Programming/CMS Implementation• Mobile / Responsive Web Design Implementation• Content Strategy Package – Basic• Extranet• Google Translate• Online Payment Integration• SMS Component• Streaming Video Center• Vision Search• Yahoo Weather• Web-based Training	1	\$18,895.00

Software

<u>vLive Edition</u>	<u>QTY</u>	<u>COST</u>
vLIVE STANDARD EDITION	1	See 5 Year Total Cost Summary for details

Total Project Fees

\$18,895.00

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5 Year Total Cost Summary	
Year 1 Included Professional Services and: vLive Standard Edition	\$18,895.00 \$ 7,900.00
Year 2 2 nd Year of: vLive Standard Edition	\$ 8,295.00
Year 3 3 rd Year of: vLive Standard Edition	\$ 8,710.00
Year 4 4 th Year of: vLive Standard Edition	\$ 9,145.00
Year 5 5 th Year of: vLive Standard Edition	\$ 9,602.00
5 Year Total	\$62,547.00

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: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: Mariam Lee Ko, Human Resources Manager *MLK*
SUBJECT: **Approval of a Resolution Establishing Compensation and Benefits for Unrepresented Management Employees, Superseding Resolution No. 7528**

Recommendation

It is recommended that the City Council approve a resolution establishing compensation and benefits for unrepresented management employees, superseding Resolution No. 7528.

Fiscal Impact

There is no fiscal impact for the City of South Pasadena's (City) Fire Division Chief position as it was included in the approved Fiscal Year (FY) 2017-18 Budget but was not listed in the unrepresented management resolution of salary and benefits.

There is also no fiscal impact for the shared Fire Division Chief position with the City of San Marino, as the cost of the payment of holidays is included in the overall shared personnel cost of the position.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

On February 5, 2014, the City Council approved the creation of a new unrepresented management classification, Fire Division Chief. The City filled the classification with one employee in July 2017.

On July 5, 2017, the City entered into a Fire Cooperative Agreement with the City of San Marino for the sharing of fire command staff. Subsequently, a second "shared" Fire Division Chief position was filled in October 2017.

Analysis

The City's Fire Division Chief classification has a 56 hour per week work schedule, each work shift is a period of 24 hours. Additional language was required to clarify that for the Fire Division Chief classification only, holidays shall be paid at the rate of twelve (12) hours of the employee's

hourly rate for each of the eleven (11) city designated paid holiday. Prior to this recommended change, the resolution for unrepresented management did not address payment of holidays for the Fire Division Chiefs, whom is a safety employee that is scheduled to work 24 hour work shifts and are on a 56 hour per week work schedule.

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: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING UNREPRESENTED MANAGEMENT
EMPLOYEE BENEFITS LISTING AND
MANAGEMENT SALARY SCHEDULE,
SUPERSEDING RESOLUTION NO. 7528**

WHEREAS, the City Council has set a priority to establish salaries at a level that both attracts and retains the most qualified staff while carefully managing scarce resources; and

WHEREAS, the City Manager has reviewed the compensation package applicable to the managers and has evaluated it in the context of the current fiscal environment; and

WHEREAS, on February 5, 2014, the City Council approved the creation of a new classification, entitled Fire Division Chief. The classification of Fire Division Chief was filled in July 2017 and due to the work schedule of the Fire Division Chief, new additional language dictating disbursement of holidays for Fire Division Chiefs is required; and

WHEREAS, the City Council finds that the benefit adjustments set forth in this resolution are reasonable, and address the recruitment, retention, and fiscal needs of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Approve management benefits as set forth in "Exhibit A" and approve the management salary schedule as set forth in "Exhibit B."

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 15th day of November, 2017.

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of November, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

MANAGEMENT BENEFITS

The following shall be the classifications, compensation and benefit plan for management employees:

SECTION 1. TERM

The following established classifications, salaries and benefits of employment for management employees shall be in effect upon adoption by the City Council.

SECTION 2. CLASSIFICATIONS

Police Chief
Public Works Director
Fire Chief
Deputy Fire Chief
Assistant City Manager
Community Services Director
Finance Director
Planning & Building Director
Police Captain
Director of Library, Arts & Culture
Deputy Director of Public Works
Fire Division Chief
Assistant Finance Director
Assistant to the City Manager
Chief City Clerk
Human Resources Manager
Principal Management Analyst
Assistant Library Director
Public Works Operations Manager
Water Operations Manager
Executive Assistant
Community Services Supervisor

SECTION 3. SALARY

The salaries for management employees shall be those contained in Exhibit B, "Management Salary Schedule."

SECTION 4. RETIREMENT

A. The City agrees to participate in the California Public Service Employees' Retirement System (CalPERS). Classic CalPERS safety members (Police Chief, Fire Chief, Deputy Fire Chief, Fire Division Chief and Police Captains) i.e., those that do not qualify as "new" members

under the California Public Employees' Pension Reform Act of 2013 ("PEPRA" or "AB 340") shall participate in the 2%@50 plan with single highest year compensation. Per AB 340, new CalPERS safety members shall participate in the 2.7%@57 plan with the highest average annual pensionable compensation earned during a period of 36 consecutive months rather than single highest year. For all non-safety Management employees, Classic CalPERS members shall participate in the 2%@55 plan with single highest year final compensation and per AB 340, new members shall participate in the 2.0%@62 plan with highest average annual pensionable compensation earned during a period of 36 consecutive months.

B. Classic members are statutorily subject to a member contribution rate of 7% (non-safety) or 9% (safety) of compensation and shall pay that rate. New members shall pay 50% of normal cost (as determined by CalPERS) as their member contribution.

C. The City's plan shall provide the sick leave conversion benefit.

SECTION 5. RETIRED EMPLOYEE'S MEDICAL COVERAGE

Employees who became annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible. All employees who retire on and after July 1, 2012, shall receive a City retiree medical contribution as prescribed in Government Code Section 22892, as that amount may from time to time be adjusted upward and/or downward. As of July 1, 2017, said amount for Management employees is \$715.00 monthly.

SECTION 6. DEFERRED COMPENSATION

The City shall pay the equivalent of 1% of each management employees' salary into a deferred compensation plan.

SECTION 7. SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City.

B. Management employees may accrue unlimited sick leave.

C. At the employee's termination, the accumulated sick leave hours shall have no cash value.

SECTION 8. CONVERSION TO CALPERS SERVICE CREDIT

Upon retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. According to CalPERS, in order to receive sick leave credit, the

employees' retirement date must be within 120 days from the date of separation from the City.

SECTION 9. BEREAVEMENT LEAVE

A. Bereavement leave shall be granted by the City Manager for the death of a spouse, parents, step-parents, child, step-child, grandparents, grandchildren, brothers, and/or sisters, for three work days per each fiscal year.

B. Additional occurrences shall be deducted from the employee's own sick leave.

C. Bereavement leave may be used not only for attendance at funerals, but for time spent in assisting in the preparation of funerals.

SECTION 10. MANAGEMENT LEAVE

A. Employees shall receive 80 hours of management leave each fiscal year.

B. Employees may cash out up to sixty (60) hours of unused Management Leave during a fiscal year. Consistent with the City's practice of granting Administrative or Management Leave prospectively, cash out of unused Management Leave is an annual compensation benefit for management staff, and as such will be distributed prospectively during the course of each fiscal year in accordance with this resolution.

C. Beginning July 1, 2014, employees can cash out up to thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular payrolls in July of each year, and may cash out another thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular payrolls in December of each year.

D. Unused or non-cashed out management leave may not at any time be carried over to the next fiscal year.

SECTION 11. VACATION

A. Vacation shall be accrued based on the years of service as follows:

1 – 5 years	120 hours
6 – 10 years	128 hours
11 – 15 years	136 hours
16 – 20 years	152 hours
Over 20 years	160 hours

B. Employees who have achieved more than twenty years of service with the City as of the date of this resolution and whose vacation benefits are subject to the terms of this resolution as of July 7, 1999 shall be allowed to accrue vacation pursuant to the schedule contained in City Council Resolution No. 6558.

C. Employees with twenty years of service with South Pasadena and who are appointed to management positions after July 7, 1999 shall receive vacation benefits in accordance with the provisions of Section 11A above.

D. Employees subject to this resolution shall endeavor to take annual vacation leave equal to the time accrued. An employee's accrued vacation shall be capped at two years' worth of vacation hours. Employees will cease accruing vacation hours until the accrued hours fall below the maximum accumulation allowed. Employees may carry over up to two (2) years accumulation of vacation time.

SECTION 12. HOLIDAYS

Employees shall receive the following eleven paid holidays per fiscal year:

1. January 1 – New Year's Day
2. 3rd Monday in January – Martin Luther King, Jr. Birthday
3. 3rd Monday in February – President's Day
4. Last Monday in May – Memorial Day
5. July 4 – Independence Day
6. 1st Monday in September – Labor Day
7. 2nd Monday in October – Columbus Day
8. November 11 – Veteran's Day
9. 4th Thursday in November – Thanksgiving Day
10. Friday after Thanksgiving – Substitute for Admission's Day
11. December 25 – Christmas Day

A. If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on a Sunday, the following Monday shall be deemed the holiday and City Hall will be closed.

B. Fire Division Chiefs only – Fire Division Chiefs shall be paid at the rate of twelve (12) hours of the employee's hourly rate for each City designated paid holiday.

C. Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

SECTION 13. INSURANCE

A. City paid medical insurance coverage is provided as follows:

Beginning August 1, 2017 the City's monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	\$ 0 = \$715
Employee + 1	\$200 = \$915
Employee + family	\$300 = \$1,015

Beginning July 1, 2018, the City's monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	\$ 0 = \$ 715
Employee + 1	\$200 = \$1,115
Employee + family	\$275 = \$1,290

- B. City paid dental coverage is provided up to \$75 per month.
- C. City paid vision care coverage is provided up to \$20 per month.
- D. City paid life insurance policy in the sum of \$50,000 provided.
- E. City paid accidental death & dismemberment insurance policy in the sum of \$50,000 provided. Additional coverage up to \$500,000 available at employee's expense.

SECTION 14. LONG TERM DISABILITY

A. For full-time employees who have been employed by the City for six months, the City shall provide long-term disability coverage under a self-insured status. The City may require reasonable proof of the disabling illness and retains the right to define "long term disability." The City will pay two-thirds of the employee's monthly salary effective the day disability is approved and for the duration the employee continues to be disabled or for one year, whichever is less.

B. There is a 30-day elimination period during which the employee must use his or her accrued sick leave. If the employee has less than 30 days of accrued sick leave, the employee may choose to use other accrued leave or take the remaining days unpaid.

C. Benefits shall be paid for one year for the approved disability. The City Manager may, upon review of the nature of the disability, grant up to one additional year of disability benefits.

D. The City shall continue to pay all of the insurance premiums listed in Section 13 during the City-recognized period of long term disability.

SECTION 15. UNIFORMS

Full-time Fire Chief, Police Chief and Police Captains shall receive \$1,000 annually for the cleaning of and maintenance of their uniforms. Full-time Deputy Fire Chief and Fire Division Chief shall receive \$675 annually for the cleaning of and maintenance of their uniforms.

SECTION 16. WORK SCHEDULE

9/80 work schedule available.

EXHIBIT B

MANAGEMENT SALARY SCHEDULE

	A	B	C	D	E	F	G
Police Chief	\$10,231	\$10,743	\$11,280	\$11,844	\$12,436	\$13,058	\$13,711
Public Works Director	\$9,788	\$10,277	\$10,791	\$11,331	\$11,897	\$12,492	\$13,117
Fire Chief	\$9,403	\$9,873	\$10,367	\$10,885	\$11,429	\$12,001	\$12,601
Deputy Fire Chief	\$9,391	\$9,861	\$10,354	\$10,871	\$11,415	\$11,986	\$12,585
Assistant City Manager	\$9,335	\$9,802	\$10,292	\$10,806	\$11,347	\$11,914	\$12,510
Community Services Director	\$8,894	\$9,338	\$9,805	\$10,295	\$10,810	\$11,351	\$11,918
Finance Director	\$8,894	\$9,338	\$9,805	\$10,295	\$10,810	\$11,351	\$11,918
Planning & Building Director	\$8,376	\$8,795	\$9,234	\$9,696	\$10,181	\$10,690	\$11,224
Police Captain	\$8,330	\$8,747	\$9,184	\$9,643	\$10,125	\$10,632	\$11,163
Director of Library, Arts & Culture	\$7,919	\$8,314	\$8,730	\$9,167	\$9,625	\$10,106	\$10,612
Deputy Director of Public Works	\$7,911	\$8,307	\$8,722	\$9,158	\$9,616	\$10,097	\$10,602
Fire Division Chief *	\$7,829	\$8,221	\$8,632	\$9,064	\$9,517	\$9,993	\$10,492
Assistant Finance Director	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Assistant to the City Manager	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Chief City Clerk	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Human Resources Manager	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Principal Management Analyst	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Assistant Library Director	\$7,075	\$7,429	\$7,800	\$8,190	\$8,600	\$9,029	\$9,481
Public Works Operations Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Water Operations Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Executive Assistant	\$5,319	\$5,585	\$5,865	\$6,158	\$6,466	\$6,789	\$7,128
Community Services Supervisor	\$4,477	\$4,701	\$4,936	\$5,183	\$5,442	\$5,714	\$6,000
*Special arrangement for additional hours	\$45.16/hr	\$47.42/hr	\$49.79/hr	\$52.28/hr	\$54.90/hr	\$57.64/hr	\$60.52/hr

Effective the first full pay period following adoption of the resolution --
Effective November 27, 2017

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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: November 15, 2017

TO: Honorable Mayor and City Council

VIA: Stephanie DeWolfe, City Manager

FROM: Paul Toor, Public Works Director
Kristine Courdy, Public Works Operations Manager

SUBJECT: **Award of Contract to LandCare for Landscape Maintenance Services**

Recommendation

It is recommended that the City Council:

1. Award a contract to LandCare for Landscape Maintenance Services for \$393,000 per year and authorize the City Manager to execute the attached Landscape Maintenance Services Agreement with LandCare effective January 1, 2018;
2. Reject all other proposals received; and
3. Appropriate a sum of \$56,500 from the General Fund reserves for Fiscal Year 2017-18 services and authorize the Finance Director to make the necessary transfers.

Fiscal Impact

The existing contract amount for landscape maintenance services is \$227,320 per year and the proposed landscape maintenance services is \$393,000 per year for the updated services. If approved, the net impact to the General Fund will be in the amount of \$113,000 annually on an on-going basis and \$52,680 per year will be absorbed by other funds. The contract effective date will be January 1, 2018, therefore an appropriation of \$56,500 from the General Fund reserves is required to fund the landscape maintenance services for the remainder of the 2017-18 Fiscal Year.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

The parks and recreational facilities with the City of South Pasadena (City) are valued and highly regarded by South Pasadena residents. Community parks provide open space and place to go for active recreation and passive enjoyment of the outdoors. Currently, there are 92.2 acres of parks within South Pasadena. The majority of the acreage is located in the Arroyo Seco Park and the other major parks within the City boundaries are: Garfield Park, Eddie Park, Library Park, Orange Grove Park, War Memorial Park, the Nature Park, and the Dog Park.

CITY OF SOUTH PASADENA 15

On July 16, 2014, the City Council approved a contract award to TruGreen LandCare, LLC, now LandCare, to provide landscape maintenance throughout South Pasadena at parks, facilities, water facilities, and medians. Some of the maintenance items included in the original contract are mowing lawns, edging, fertilizing lawns, spreading mulch, trash pickup, weed abatement, detailing plants, and irrigation maintenance. The term of the original contract was from July 16, 2014 to July 31, 2017, with an option to extend for two years. Since August 1, 2017, LandCare has been providing landscape maintenance services to the City on a month-to-month basis.

Analysis

In compliance with the purchasing policy under South Pasadena Municipal Code Section 2.99-29, a notice inviting proposals was published in the South Pasadena Review and on the City website. In addition, the request for proposal (RFP) was sent to 16 landscape firms with experience in municipal landscape maintenance and nine of those firms attended the pre-proposal meeting.

On September 12, 2017, the City Clerk’s Division received four proposals from Contractors to provide landscape maintenance services for the City. The table below summarizes the annual cost of the proposals that were received:

Contractor	Annual Cost
LandCare, <i>Rosemead, CA</i>	\$409,908*
Stay Green, Inc., <i>Santa Clarita, CA</i>	\$511,020
Brightview Landscape Services, <i>Irwindale, CA</i>	\$580,620
Mariposa Landscapes, Inc., <i>Irwindale, CA</i>	\$594,804

*Negotiated a reduced annual cost of \$393,000

The existing LandCare contract is \$227,320 annually and the negotiated cost reflects a substantial increase in the cost of providing landscape maintenance services for the City. Below is an overview of some of the key factors that have contributed to the cost increase:

- Labor Cost Increase: The State of California has approved a schedule to increase the minimum wage from 2017 to 2022. Most industries have seen an increase in labor costs that have been affecting the rates of many services.
- Additional Services: The scope of work for the City landscape maintenance services was updated to include maintenance of new facilities such as the demonstration garden, Arroyo Dr. and Stoney Dr. trails and the Dog Park. There were also some increases in services proposed such as more frequent trash pickups, power washing at facilities and updating the scope of work to be consistent for the City parks and facilities.
- Green Lawn Equipment Production: The RFP requires the Contractor to utilize all green mowing equipment and other tools. The productivity of green equipment is slightly less than regular gasoline powered equipment resulting in additional labor costs. In addition, the Contractor needs to purchase supplemental green equipment.

After reviewing the proposals it was determined that LandCare's proposal is just and reasonable meeting the proposed level of service and use of all green, emission free equipment.

Staff is recommending approval of contract award to LandCare for the optimum level of services as set forth in the RFP. As stated earlier there will be an additional cost in the amount of \$113,000 annually to the City's General Fund for the proposed level of service. The City Council may direct staff to explore a reduced level of service and other alternatives to reduce the impact to the General Fund. Upon approval, the proposed contract would be effective January 1, 2018, have a term of three years with the option of a two-year extension at the City's discretion.

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*.

Attachment: LandCare Landscape Maintenance Services Agreement

**MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages**

(City of South Pasadena / LandCare)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and LandCare (“Contractor”).

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: Landscape maintenance of City parks, medians, facilities, and grounds, as described herein.
- 2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such maintenance services as are set forth in the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Paul Toor, Public Works Director. 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 Contractor
- 3.3. “Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is thirty two thousand seven hundred and fifty Dollars (\$32,750) per month. Breakdown of the cost of each item is included in the Contractor’s Bid Proposal and Rate Sheet attached hereto as Exhibit B and incorporated herein by this reference.

3.4. "Commencement Date": January 1, 2018.

3.5. "Termination Date": December 31, 2020.

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 16 ("Termination") below. The contract may be extended for an additional two years under the same terms and conditions at the sole discretion of the City Manager or his/her representative, unless earlier terminated as provided in Section 16 herein. If the City desires to exercise the two year renewal option, the City shall notify the Contractor in writing. If the Contractor desires to adjust the rates as set forth in Exhibit B for such extension period, Contractor shall give City written notice sixty (60) days in advance for such adjustment. In no case shall said adjustment exceed the increase (or decrease) represented by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside standard Metropolitan Statistical Area ("Index") for September of the term then expiring from the Index for September one year prior thereto.

5. CONTRACTOR'S DUTIES

5.1. **Services.** Contractor 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. No additional work should be performed unless otherwise authorized by the City in writing.

5.2. **Performance to Satisfaction of City:** Contractor agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Contractor agrees that the services rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the work will be done by the Agreement Administrator or their designee. If the quality of the work is not satisfactory, the City in its sole discretion has the right to:

- Meet with the Contractor to review the quality of the work and resolve the matter of concern;
- Require the Contractor to repeat the work at no additional fee until satisfactory; and/or

- Terminate the Agreement as hereinafter set forth.
- 5.3. **Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.4. **Budgetary Notification.** Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor'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.
- 5.5. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.6. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor 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.).
- 5.7. **Appropriate Personnel.** Contractor 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 Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. Cody Martin shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 5.8. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.
- 5.9. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.
- 5.10. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of

Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

- 5.11. 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, 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 AND ASSIGNMENT

- 6.1. General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 6.3. Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.
- 6.4. Compensation for Subcontractors.** Contractor 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 Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. Invoices.** Contractor 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. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.
- 7.3. Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor 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 Contractor.

8. LABOR CODE

- 8.1. Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 8.2. Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.
- 8.3. Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the

provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

- 8.4. Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.
- 8.5. Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.
- 8.6. 8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.
- 8.7. Registration with DIR.** Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Contractor 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. Contractor 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 Contractor.

10. RELATIONSHIP OF PARTIES

- 10.1. General.** Contractor is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. No Agent Authority.** Contractor 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 Contractor or any of Contractor’s employees, except as set forth in this Agreement. Contractor 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 Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor 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 Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor 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, “Contractor” shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or

indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

- 11.2. Contractor to Indemnify City.** To the fullest extent permitted by law, Contractor 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 Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor 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. Contractor 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 of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' 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 Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.
- 11.6. Waiver of Statutory Immunity.** The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7. Indemnification by Subcontractors.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor'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. Contractor'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. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. 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 Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: South Pasadena Landscape Maintenance
- 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 required insurance policy and endorsements. 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 occurrence,
 \$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
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- 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 \$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.** Contractor 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 Contractor 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. 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 Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.8. 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, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors 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 Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

- 12.9. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor 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 Contractor under this Agreement. Failure of the Contractor 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.
- 12.10. Insurance Notices.** Contractor 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. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor 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: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.
- 12.11. Contractor's Insurance Primary.** The insurance provided by Contractor, 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, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.
- 12.12. Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.13. Report of Claims to City.** Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.
- 12.14. Premium Payments and Deductibles.** Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor 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. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor'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 Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor 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 Contractor'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:

Paul Toor, Public Works Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Cody Martin
LandCare
4134 Temple City Blvd.
Rosemead, CA 91770
Telephone: (818) 669-2804
Facsimile: (626) 376-9176

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 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor 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 thirty calendar days' written notice to Contractor. Contractor 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. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon thirty calendar days' notice.
- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor 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 Contractor'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 Contractor 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 Contractor.
- 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 Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

- 18.2. Conflicts of Interest.** Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor 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 Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor 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.** Contractor 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 Contractor.
- 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.** Contractor 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. Contractor 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 Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or

Contractor 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. Contractor shall not be liable for any failure to perform if Contractor 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 Contractor.

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, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor 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

“Contractor”
LandCare

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: _____

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' 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. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date: _____

Signature

Printed Name

Title

Exhibit A Scope of Services

SCOPE OF SERVICE

Contractor shall perform completely all work and incidentals appurtenant to the Specifications of the contract. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned, perform each operation described and provide all necessary labor, equipment, materials and incidentals.

The landscape maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers and planting of whatever nature occurring on said premises and further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, insect and rodent control, weed control, re-sodding and seeding, staking and guying, cleanup of sidewalks and walks, including all items considered related to the performance of landscape maintenance.

REQUIRED QUALIFICATIONS

The firm must hold a valid State of California Contractor's License (C27), current OSHA certification for all aerial devices to be used during these services, and a Qualified Application License. These provisions must be provided at time of proposal submission and be kept current throughout the entirety of the contract.

Persons performing the work outlined in the contract must be qualified and trained in the landscape maintenance industry. The use of subcontractors is not allowed except for one time specialized services. The subcontractor must be approved by the City prior to performing any work. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times.

The firm must submit to the City a "Quality Control Plan". The Quality Control Plan shall provide the City with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. In addition, the firm must submit to the City for approval, a current Safety Manual that meets SB 198 requirements for injury and illness prevention.

SAFETY

Contractor shall comply with Standards of OSHA, CAL OSHA and the American National Standard Institute (ANSI), Z 133.1-1988 Safety requirements including any City special conditions.

CLEAN UP

1. Each day's scheduled work shall be completed and cleaned up, and under no circumstances shall any brush, leaves, debris, trucks or equipment be left on the street or on public property overnight without authorization from the Director of Public Works of his/her authorized representative.
2. The Director of Public Works, or his/her authorized representative, shall be the sole judge as to the adequacy of the cleanup and will have the authority to direct further clean up with results the same day. This may include use of City staff on overtime, which will result in costs deducted from contractor's billing.
3. Contractor shall be responsible for the protection of all improvements adjacent to the work areas, including, but not limited to, sprinkler systems, drain pipes, lawns, plantings, brick or masonry work, mailboxes, lights, fences, walls, sidewalks, street paving, etc. located on either public or private property. If any improvements are removed or damaged, other than those scheduled for removal, then such improvements shall be replaced in kind at contractor's expense without cost to the City, and to the entire satisfaction of City staff and/or property owner no later than five (5) working days from date of damage.

DISPOSAL OF MATERIALS

1. All green waste produced as a result of the Contractor's operations under this contract will be reduced, reused, recycled, and/or transformed. Weight slips will be required as proof of final disposal and must be submitted with each demand for payment.
2. Reducing will include, but not limited to, chipping, grinding, and/or shredding operations. Disposal is to be at a recycling yard for use in a tub grinding and mulching program and proof of such will be provided with each demand for payment, including tonnage information for materials diverted to this program.
3. Reusing will include, but not limited to, using chipped, ground or shredded tree materials as mulch. If the Contractor has a location outside the City where such mulch may be applied, Contractor is to provide to the City documentation (with each demand for payment) from the property owner indicating location and amount of material that will be used, including tonnage information of material diverted to this program.
4. Recycling will include, but not limited to, firewood that is too large to be chipped, ground or shredded for use as mulch. Transformation will include, but not be limited to, firewood that is too large to be chipped, ground or shredded for use as mulch. If wood is to be kept for firewood by Contractor, the Contractor must provide to the City proof of such operation with each demand for payment, including tonnage of wood diverted to this program.

INSPECTION

1. The City's representative, shall at all times have access to the work and shall be furnished with every reasonable facility for ascertaining full knowledge respecting the process, workmanship and character of materials and equipment used and employed in the work.
2. Inspection of the work shall not relieve the Contractor of any of his/her obligation to fulfill the contract and/or complete the project as prescribed. Defective work shall be made good notwithstanding the fact that such defective work may have been previously overlooked by the City's representative and accepted for payment.
3. Monthly quality inspections will be completed by the City representative. Any work found to be unacceptable will be noted in writing. Upon receipt of said letter noting these deficiencies, the Contractor shall make a reasonable good faith effort to correct the deficiencies as determined by the City's representative within a reasonable period not to exceed five (5) working days from notification. After this time period, if unacceptable conditions still exist, the City reserves the right to address the deficiencies at the contractor's expense and/or deduct payment or terminate the contract immediately.

SCHEDULE OF WORK AND HOURS OF OPERATION

1. Contractor will be required to be available on the contract Commencement Date. Contractor shall, prior to commencing work, submit and gain approval of a monthly work schedule indicating the order, location and completion of work based on the information provided by the Park Supervisor or Public Works Operations Manager.
2. Contractor will notify the City of any schedule of landscape maintenance operation at least 24 hours in advance. Should the Contractor discontinue work for any reason, the City must be notified immediately as to the rationale behind the shut-down and the restarting date of operations. Hazardous conditions must be reported to the Park Supervisor or Public Works Operations Manager immediately.
3. The general hours of operations shall be 8:00 a.m. to 4:30 p.m. with respect to any chipping, blowing, cutting or other operations generating harsh or unusual noise. The days of operations shall be Monday through Friday with the exception of the items listed as weekend and Holiday services. Contractor shall schedule operations in accordance with the City's representative.
4. In addition, the Contractor, field lead person or foreperson shall meet with the City's representative each Monday between 7:00 and 7:30 a.m. or any other specified time for the purpose of reviewing the week's work, receiving special instructions, and to discuss any problems encountered on the job.

5. Work missed due to inclement weather will need to be made up or alternate work will be done on those days or payment will not be made.

REPORTS

1. A monthly work schedule agenda must be submitted and accepted by the Park Supervisor and/or Public Works Operations Manager one month prior to the commencement of each working month and shall include the tasks and materials for each item.
2. All concerns and/or reports addressing needs at any location must be submitted in writing. This report must be a standard format for use exclusively for reporting deficiencies to the City by the contractor.
3. A landscape audit will be completed and submitted quarterly to the City. The Contractor shall have on staff or arrange an independent auditor approved by the City to perform these audits

CHANGES

The City may require changes in the scope of the services to be performed by the Contractor hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of the compensation due to the Contractor for the change in scope.

ADDITIONS/DELETIONS OF SERVICE

The City reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this contract, prices for such additions shall be in accordance with the Contractor's rate sheet. No additional work should be performed unless otherwise authorized by the City in writing.

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of the selected firm's response are to be incorporated, in total, into the contract.

CONTRACTOR'S RESPONSIBILITY

The Contractor shall be responsible for any damages whatsoever to City property as applicable when such property is the responsibility or in custody of the Contractor, his/her employees or subcontractors.

RECORDS AND REPORTS

Contractor shall prepare and submit to the Park Supervisor/Public Works Operations Manager such reports concerning the performance of the services required by this Agreement as required.

Contractor shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Park Supervisor/Public Works Operations Manager to evaluate the performance of such services. The Park Supervisor/Public Works Operations Manager shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by Contractor in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Park Supervisor/Public Works Operations Manager upon the termination of this Agreement, and Contractor shall have no claim for further compensation as a result of the exercise by City of its full right of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by Contractor in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Park Supervisor/Public Works Operations Manager.

SPECIAL PROVISIONS

1.00 INTRODUCTION

These Special Provisions are intended to apply to the scope of work specified in each contract item, as described herein, where each type of landscaping might exist or be placed in the future.

1.01 CONTRACT ITEMS

The contract items cover landscape maintenance at the following parks, sports fields, facilities, trails, medians or locations:

I. PARKS & TRAILS

Garfield Park

Arroyo Park

Eddie Park

Heritage Park (including Meridian Median between Mission St. and El Centro St.)

Library Park

War Memorial Park

Arroyo Seco Woodland and Wildlife Park
Via del Rey entrance parks (both sides of Via del Rey at Monterey Road)
Via del Rey cul-de-sac park (at Camino Verde)
San Pasqual Park
Dog Park
Demonstration Garden
Arroyo Drive Trail (110 Freeway to Pasadena Ave.)
South Pasadena Freeway Sign & Trail
Snake Trail (between Rollin and Flores De Oro)
Stoney Drive Trail

II. SPORTS FIELDS

Burke, Clarich and Nelson Fields
Arroyo Park South Field
Orange Grove Park and Service Facility

III. CITY FACILITIES

Civic Center and Parking Lots
San Pasqual House

IV. WATER FACILITIES

Garfield Reservoir, 416 Garfield Ave., South Pasadena, CA
Grand Reservoir, 624 Hermosa Ave., South Pasadena, CA
Westside Reservoir, 820 Glen Place, South Pasadena, CA
Kolle Pump House, 1217 Kolle Ave., South Pasadena, CA
Raymond Tank, 1648 Raymond Hill Rd., South Pasadena, CA
Bilicke Tank, 700 La Portada St., South Pasadena, CA
Wilson Reservoir, 545 Adelyn Dr., San Gabriel, CA
Wilson Well 2, 311 Bradbury Dr., San Gabriel, CA
Graves Reservoir, 2225 El Molino Ave., San Marino, CA

V. MEDIANS & EASEMENTS

Goldline Landscaping along Hawthorne St. Parkway (between Orange Grove Ave. and Pasadena Ave.)
Huntington Drive Medians (between Alhambra Rd. and Garfield Ave.)
Fair Oaks Ave. Medians (between Huntington Dr. and Columbia St.)
Huntington Drive and Fair Oaks Ave. Intersection Medians
Monterey Rd. Medians (between Orange Grove Ave. and Brent Ave.)
Monterey Rd. Medians (at Pasadena Ave.)

Pasadena Ave. Medians (between York Blvd. bridge and Monterey Rd.)
Pasadena Avenue (between City Limits and Sycamore Ave.)
Camden Court Medians (between Oak St. and Court Ave.)
El Cerrito Circle Island
Stratford Circle Island
Raymondale Dr. Medians
Fletcher Ave. Islands (between Oak St. and Huntington Dr.)
Orange Grove Ave. Medians (between Charter Oak St. and Columbia St.)
Orange Grove Ave. Parkway on Westside of street (between Oliver St. and Sterling Pl.)
Median at the end of Sterling Pl.
State Street Medians
State Street Parkways
Mound and El Centro Parkway
Arroyo Seco Racquet Club Perimeter
Stoney Drive Easement

1.02 SCOPE

- A. Contractor shall perform completely all work and incidentals appurtenant to each paragraph of this section of the specifications. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned if indicated, perform each operation described and provide all necessary labor, equipment, materials and incidentals.
- B. The landscape maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers and planting of whatever nature occurring on said premises and further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, insect and rodent control, weed control, resodding and seeding, staking and guying, cleanup of sidewalks and walks, including all items considered related to the performance of landscape maintenance. All chemicals used in the everyday course of landscape maintenance need to be green friendly.
- C. All of Contractor's personnel assigned to work on any City Parks, medians, grounds and facilities shall undergo American Green Zone Alliance (AGZA) or equivalent accreditation and training which will be provided by the City. This training shall cover the safety and efficient operation of electric equipment, proper storage and charging procedures of electric equipment, competency training for trouble shooting and basic maintenance and repair of electric equipment.

- D. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times. The minimum total regular crew size shall be a minimum of five (5) full time equivalent regular staff members. In addition to the regular staff members the Contractor must have an irrigation technician and representative from the management team available to provide services as required in the Special Provisions.

1.03 MATERIALS

A. Commercial Fertilizer:

1. Shall be blended for use as specified and may be combined with fungicides, herbicides and insecticides as covered in these specifications. All to be delivered to the job in original sealed packages, with labels attached showing analysis.
2. Sports fields, fertilizer information is included in Tables II, III and IV outlining the field maintenance plans.
3. Iron, Sequestrene, Iron Chelates, pelletized sulfur.

B. Equipment:

1. All tools and equipment shall be furnished by Contractor and shall be sufficient in number and design to be capable of effective and efficient discharge of work to be performed. Cutting tools shall be maintained in sharpened condition. The City will not be providing any tools or equipment for the Contractor to perform any service. All tools and equipment to be furnished by the Contractor.
2. Unsatisfactory equipment shall be repaired or replaced. Obsolete, broken equipment of any kind shall be removed from the premises.
3. Tools and equipment shall be maintained in clean condition to avoid spread of weeds.
4. Lawns and sports fields shall be mowed with rotor mowers. Mower blades shall be kept sharp and clean.
5. City of South Pasadena Municipal Code 19A.12 provides for the use of leaf blowers and other power yard maintenance equipment as relates to hours of operation, noise and dust control.
6. All landscape maintenance equipment shall be battery-powered cordless electric type,

100% emission free equipment. Contractor shall have sufficient batteries and equipment to complete the daily required work load to complete the scope of services. No outdated, polluting power equipment shall be used. Contractor may not use a stand-alone generator to charge batteries in the City Parks or City Facilities. In case of an emergency, Contractor may use City power outlets to charge the batteries with written permission from the Parks Supervisor or Public Works Operations Manager.

7. Lawn Mowing Equipment: Contractor shall supply battery powered turf mowers with six (6) to eight (8) hours of run time battery capacity per day, under load. Contractor shall supply one of the combinations below of mowing equipment in order to complete the mowing service required:

- a. Two (2) 60-inch zero turn lawnmowers
- b. One (1) 60-inch zero turn lawnmower and one (1) 52-inch zero turn lawnmower
- c. One (1) 60-inch zero turn lawnmower and one (1) 48-inch zero turn lawnmower

8. Contractor's Vehicles: While working on City facilities and grounds, the Contractor shall have a magnet placed on both sides of each vehicle identifying "Contractor for the City of South Pasadena". Magnet shall be legible by vehicles passing by the Contractor's vehicle. The Contractor shall submit a proof for City approval before ordering the magnet for their vehicles.

9. Gas Allowance: Gas-powered equipment can be used for occasional non-routine tasks for which no commercially available electric equipment exists. For example, dethatching aeration in the fall, heavy tree trimming, rototilling compacted areas at playgrounds, and controlling invasive warm season grasses throughout the City. Gas equipment may also be used for contracted enhancement work that required heavy machinery. The use of gas powered equipment must be approved in writing 48 hours in advance of use by the Public Works Director. Below is a summary of the tasks that may require the use of gas-powered equipment:

- a. Dethatching, aeration: If needed, Contractor may use a gas-powered zero turn mower once a year in the fall for scalping and dethatching purposes. If needed, Contractor may use a gas powered aerator in the fall for aerating purposes.
- b. Invasive warm season grasses: If needed, Contractor may use gas-powered zero turn once a year in the spring or summer months to control growth of invasive warm season turf.
- c. Heavy tree trimming: If Contractor is required to perform heavy and substantial tree trimming, venter will be allowed to use gas-powered chain saws as needed to complete the enhancement job if an expedited and professional manner. Gas blowers may not be used for cleanup of heavy and substantial tree trimming jobs.

d. Pressure washer may be gas but shall meet California Air Resources Control Board Tier 2 compliance.

e. Theft of equipment fleet: The Contractor agrees that in the event of theft of electric equipment that the Contractor will be granted a five day grace period to replace the equipment and can utilize gas equipment during the grace period. The City must be notified in the event of the theft and the Contractor shall provide the City with a plan to replace the stolen equipment within the five day grace period.

C. Material:

1. Grass seed for common (non-sportsfield) turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination as follows:

Name	Purity	Germination
Bonsai 2000	98%	90%
Millennium Dwarf	98%	90%
Wildfire Dwarf	98%	90%

Seeding rate: 7 pounds per 1000 square feet. 300 pounds per acre.

Seed type: **Stover Triple Crown Dwarf**

2. Grass seed for sportsfield turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination as follows:

Name	Purity	Germination
Affinity Perennial Ryegrass	98%	90%
Evening Shade Perennial Ryegrass	98%	90%
Manhattan 4 Perennial Ryegrass	98%	90%
Improved Sultan Bermudagrass	98%	90%

Seeding rate: 8.5 pounds per 1000 square feet. 350 pounds per acre.

Seed type: **Stover Pro Sportsfield Supreme**

Fungicides, Herbicides and Insecticides: Shall be recognized brands in general use, approved and complying with all agencies - local, state and federal. All chemicals used in the everyday course of landscape maintenance need to be green friendly.

3. Irrigation System: Shall have matching precipitation. Water efficient nozzles should be used wherever feasible. Weather Based Irrigation Controllers should be utilized at all parks in an effort to water efficiently.
4. Plant Materials: When not provided by the City, shall be best quality, new stock of size and kinds noted on plans or in other written instructions from the City. Priority selection to drought tolerant plants when and wherever appropriate.
5. Topsoil: Shall be fertile, sandy loam, free from noxious weeds, debris and toxic quantities of mineral salts.
6. Tree Stakes: From time to time, installation of stakes shall be required for tall and new trees. Upkeep of these stakes, including moving the stakes and/or loosening the ties, also required.
7. Tie Materials: Tree ties shall be V.I.T. Twist brace "Nail Bracket Style" with wood screws used to attach to lodge poles..

1.04 PLANT REPLACEMENT

Existing planting requiring replacement or relocation due to changes in existing premises, vandalism or from causes due to nature of operations, major accidents or Acts of God, will be replaced by City at its expense or handled under separate agreement. New plantings conceived will be handled under separate agreement. Contractor shall have its own nursery in order to maintain the highest quality plant material available or should have access to a reputable nursery in good standing.

1.05 PLANT REPLACEMENT LIABILITY

Where proven neglect on the part of Contractor or his employees have caused damage to planting through improper use of insecticides, herbicides, watering, failure to control rodents, gophers, insects, use of tools and mechanical equipment, conveyances, or through general neglect, Contractor shall repair or replace such damaged planting at his own expense to the satisfaction of City.

1.06 CLEAN UP/TRASH REMOVAL/ENVIRONMENT

- A. In general, Contractor shall see that the premises are kept neat and clean of foreign debris, however deposited, whether by winds, persons entering or passing by premises, or careless persons. Clean up shall consist of removal of all debris, papers, weeds, cut grass,

and removal of fallen limbs when needed on a weekly basis. Weeds growing at curb and sidewalk joints shall be removed. Sidewalks and walks shall be swept at least once a week.

- B. Contractor shall clean up after his own work and deposit all debris in containers for removal from the premises. Contractor shall not permit debris to accumulate anywhere on the site. Debris and material generated by Contractor shall be removed from the site by Contractor.
- C. Contractor shall pick up the trash at City parks, sport fields and facilities listed in the Contractor's proposal (Exhibit B). Contractor shall supply trash liner bags.
- D. On weekends and Holidays, Contractor shall perform two trash pickups at Garfield, Arroyo and Orange Grove Park gazebo areas (three locations). Below is the schedule for the weekend and holiday trash pickups:
 - a. November 1 through March 31: Morning trash pickup at all three locations shall be completed before 9:00 am. Afternoon trash pickup at all three locations shall be completed between 12:00 pm and 1:00 pm.
 - b. April 1 through October 31: Morning trash pickup at all three locations shall be completed before 10:00 am. Afternoon trash pickup at all three locations shall be completed between 1:00 pm and 2:00 pm.
- E. No trash, including but not limited to bottles, cans, paper, leaves, tree branches, and/or grass shall be swept or blown into the city's storm drains. In accordance with the state of California's municipal separate storm sewer systems (MS4s), nothing but rain down our drains. When using fertilizers and chemicals, Contractor shall be mindful of not allowing spray or runoff of chemicals into our gutters and down our storm drains.
- F. Contractor shall dispose of a trash generated as part of services in City provided containers at the City service yard located at Stoney Drive and Lohman Lane. At no time shall trash be dumped on the ground of the City service yard unless there are no containers available and Contractor receives approval from the City representative.

1.07 IRRIGATION SYSTEMS - RESPONSIBILITY, MAINTENANCE, WATERING

After the award of each contract, the Contractor shall inspect and test each irrigation system under this contract and shall promptly inform the City of all deficiencies. The City shall then repair such systems, using either its own forces or that of a Contractor (not necessarily the successful bidder), and shall then turn the system over to the Contractor. The Contractor will be responsible for maintaining the system at that level of service from that time forward. The Contractor must have a separate irrigation management division or similar capabilities in order to properly manage a City Irrigation System.

A. Facilities:

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
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I. PARKS & TRAILS

	Garfield Park	Automatic
	Arroyo Park	Automatic
	Eddie Park	Quick couplers with automatic sprinklers in the parking strips.
	Heritage Park (including Meridian Median between Mission St. and El Centro St.)	Automatic

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
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	Library Park	Automatic
	War Memorial Park	Automatic
	Arroyo Seco Woodland and Wildlife Park	Automatic
	Via del Rey entrance parks (both sides of Via del Rey at Monterey Road)	Automatic
	Via del Rey cul-de-sac park (at Camino Verde)	Automatic
	San Pasqual Park	Automatic
	Dog Park	Automatic
	Demonstration Garden	Automatic
	Arroyo Drive Trail (110 Freeway to Pasadena Ave.)	None
	South Pasadena Freeway Sign & Trail	Automatic
	Snake Trail (between Rollin and Flores De Oro)	None
	Stoney Drive Trail	None

II. SPORTS FIELDS

	Burke, Clarich and Nelson Fields	Automatic
	Arroyo Park South Field	Automatic
	Orange Grove Park and Service Facility	Automatic

III. CITY FACILITIES

	Civic Center and Parking Lots	Automatic
	San Pasqual House	Automatic

IV. WATER FACILITIES

	Garfield Reservoir	Automatic
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Grand Reservoir	Automatic
Westside Reservoir	None
Kolle Pump House	None
Raymond Tank	None
Bilicke Tank	None
Wilson Reservoir	Automatic
Wilson Well 2	None
Graves Reservoir	Automatic

V. MEDIANS AND EASEMENTS

Goldline Landscaping along Hawthorne St. Parkway (between Orange Grove Ave. and Pasadena Ave.)	Automatic
Huntington Drive Medians (between Alhambra Rd. and Garfield Ave.)	Automatic
Fair Oaks Ave. Medians (between Huntington Dr. and Columbia St.)	Automatic
Huntington Drive and Fair Oaks Ave. Intersection Medians	Automatic

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
	Monterey Rd .Medians (between Orange Grove Ave. and Brent Ave.)	Automatic
	Monterey Rd. Medians (at Pasadena Ave.)	Automatic
	Pasadena Ave. Medians (between York Blvd. bridge and Monterey Rd.)	Automatic
	Pasadena Avenue (between City Limits and Sycamore Ave.)	Automatic
	Camden Court Medians (between Oak St. and Court Ave.)	Automatic
	El Cerrito Circle Island	None
	Stratford Circle Island	None
	Raymondale Dr. Medians	Automatic
	Fletcher Ave. Islands (between Oak St. and Huntington Dr.)	Automatic
	Orange Grove Ave. Medians (between Charter	Automatic

Oak St. and Columbia St.)	
Orange Grove Ave. Parkway on Westside of street (between Oliver St. and Sterling Pl.)	Automatic
Median at the end of Sterling Pl.	Automatic
State Street Medians	Automatic
State Street Parkways	None
Mound and El Centro Parkway	None
Arroyo Seco Racquet Club Perimeter	None
Stoney Drive Easement	None

B. Methods:

1. Landscape areas are covered by irrigation systems, hose bibs, etc. All areas and planting pots shall be inspected on a weekly basis by the Contractor to ensure proper watering. In addition, Contractor shall test all stations at least weekly to make sure the system is running efficiently and not wasting water. The purposes of the test are to determine:

- (a) the proper operation of the system and
- (b) the need for repair to controllers, valves, risers, sprinkler heads, etc.

A written report on system problems shall be given to the Parks Supervisor or Public Works Operations Manager the following day. The sprinkler systems should not be depended upon solely to meet the total watering requirements under all conditions.

- 2. Valve boxes must be securely replaced when damaged and excessive wet or dry areas eliminated areas eliminated. A comprehensive report must be included with the written report on system problems on the following day.
- 3. Semi-automatic mechanical valve actuators have been provided at each valve for the Contractor's convenience. The "Watering Schedule" provided by City gives the number of minutes that each valve is to be set for at each time of watering. Contractor shall be responsible for setting timing of valve actuators to comply with said schedule. The Contractor is required to work with City staff to improve irrigation efficiency of the watering schedule.
- 4. Areas to be watered by hand shall receive adequate water, without flooding or creating bog like conditions, twice a week. Whenever using a hose, it must be equipped with a nozzle that has an on/off valve.
- 5. Watering days shall be scheduled so as not to inconvenience the on-site personnel or

operations. City will provide Contractor with use schedule. Watering shall not be permitted to wet parked cars. Contractor shall be responsible to shut off the irrigation system before it rains if rain is forecasted. Contractor can resume irrigating 48 hours after the rain has ceased.

6. Contractor shall water adequately as required for specific planting and seasonal changes, taking precautions not to create bog-like conditions.
7. During extremely hot weather and extended holiday periods, and during or following breakdown of systems or water supply, Contractor shall supply at his own expense the personnel required to adequately water all landscaped areas. Dry areas which develop in lawn or groundcover areas shall receive supplemental manual irrigation until such time as the condition is alleviated.

B. Maintenance:

Contractor shall be responsible for the complete operation and maintenance of the irrigation systems except as noted herein:

1. Contractor shall repair all broken hose bib risers, regularly inspect for and replace or repair all broken sprinkler risers, fitting, lines and sprinkler heads; remove foreign matter of any kind to insure proper operation of sprinklers; and flush lines when required to remove foreign matter from systems. Contractor shall have no responsibility for underground water main pipe lines, but Contractor shall be responsible for the maintenance of controllers, control valves, irrigation distribution lines, irrigation pressure lines, risers, swing joints and heads. Repair or replacements of controllers, control valves, anti-siphon valve, etc. require prior approval and supervision of City.
2. Contractor shall be responsible to report immediately to City any malfunction of mechanical valve actuators, anti-siphon valves, damages to mains and damages caused by others. During the period malfunctions exist, Contractor shall water manually by whatever means necessary. Dry conditions shall not be permitted to develop. Water mains shall not be turned off without prior authorization from City.
3. Contractor shall verify that pop-up sprinkler heads are in retracted position before mowing or edging lawns. Sprinkler heads damaged by mowers and edgers shall be replaced by Contractor at his expense. Lawns shall not be permitted to suffer due to head damage.
4. Grass shall be neatly trimmed away from sprinkler heads and valve boxes to insure

proper operation. A circular cutter may be used for this purpose, but under no circumstances either is the sod to be removed leaving holes larger than head diameter nor is weed killer to be used.

5. Groundcovers are to be kept trimmed away from sprinkler heads by tapering away from head. Under no circumstance shall holes be cut into groundcovers. Head risers shall be extended as necessary to provide un-obstructed throw of water.
6. Materials required for irrigation systems maintenance due to normal wear, extension, or sprinkler risers on lawn or shrub heads, etc., shall, at City's discretion, either be furnished by the City or paid for by City at Contractor's actual cost. All damaged, broken or otherwise inoperable or unusable parts so replaced shall be turned over to City's representative in order to be eligible for reimbursement. Invoices for such material replacement shall be submitted by Contractor at the end of each month.
7. Where damage to irrigation systems including valve covers has been caused by Contractor's negligence, repair and replacement materials and labor shall be furnished by contractor at his own expense. All materials shall be of equal or better quality than that originally installed. Substitutions must be approved by the Park Supervisor/Public Works Operations Manager. All repairs and replacements shall be made in a careful, workmanlike manner.
8. The Nature Park has an automated Liet Controller system which covers all the planted areas. The system consists of nine stations with a mix of spray heads and rotors. The Preventative Maintenance consists of weekly inspection of all the components of the system. The system will be inspected during a testing mode with the purpose to report and correct all deficiencies in the sprays and rotors, laterals and mainlines, valves, and controller. The inspection and correction will provide the information required to complete a written report for the weekly meeting with the Park Supervisor/Public Works Operations Manager.

1.08 LAWNS

A. General:

1. Contractor shall maintain all lawns in top condition at all times through the practice of regular mowing, seeding, watering, fertilizing, and aerating in accordance with these specifications. Lawn shall have a well-tended appearance.
2. All City facilities with turf/lawn shall be mowed a minimum of once per week. The Arroyo Sports Fields, and Orange Grove Park Park shall be mowed twice per week during the warm season (April 15th to October 15th).

Mowing shall not remove more than 50% of vegetative growth. Grass generally shall not exceed four (4) inches in height. Mowing heights of other than Bermuda grass shall generally be between two (2) to three (3) inches, using a mower. Bermuda grass sport fields shall be mowed at one and a half (1½) inches in height using a mower. Turf shall be cut at a uniform height. Keep blades sharp and mowing equipment to be kept sufficient to prevent grass blade bruising, tearing, and shredding. Clippings shall be caught in a grass catcher, collected and removed from the premises. Grass clippings that are finely cut may be left in place. Mowing pattern will be varied weekly where possible to reduce rutting and compaction of grade. Contractor shall coordinate mowing and irrigation schedules so that the grass is not mowed while it is wet.

Edges shall be trimmed at each mowing, including trimming around walls and fences, trees, shrubs, sprinkler heads, valves, curbs, planting beds, utility poles, sign posts, playground equipment and other items located in lawns. The trimming must be done on the same day as the mowing. At the conclusion of each visit, walks adjacent to work area shall be blown clean.

Grass shall not be allowed to invade plant and other areas not intended to be lawn. Care should be taken not to damage sprinkler heads, plantings, walks and buildings with equipment. Curbs, gutters, walks and driveways shall be left in a clean condition after each mowing. Excessive amounts of leaves, papers and other debris shall not be allowed to accumulate on lawns. Mowing shall not be done when soil is too wet; avoid compaction of turf.

3. Weeds of any kind shall not be permitted to become established in lawns. Contractor shall submit to City for approval a weed abatement program that keeps the lawns as nearly as possible to a weed-free condition stating which products will be used for those weeds now in existence, at what rate they will be applied, and at what schedule during the year. Lawns shall receive at least two applications per year of broad spectrum herbicide for the control of crabgrass and other common lawn weeds. Mow lawns before applying. Additional applications of herbicides shall be made when necessary to complete eradication of specific weed problems not covered by the use of herbicide. Product shall be applied according to manufacturer's directions.
4. The South Pasadena Arroyo Seco Woodland and Wildlife Park weed abatement Program will occur in March and consists of removal of weeds along paths and the use of herbicides for the control of tree of heaven (*Ailanthus altissima*) and poison oak (*Toxicodendron diversilobum*). Pre-emergent shall only be applied in the areas devoid of native plants that are invested with nonnative annual grasses and mustards. The

City's Park Supervisor must approve that limits of work before the Contractor begins the weed abatement.

5. Provide work schedule for rainy days and dormant seasons for alternate work. Days of week to be on job site including Holiday schedule.
6. Perform the following maintenance services to sport fields at Arroyo and Orange Grove parks: Dethatching, core aerating, remove cores, top dress with medium, fertilizing, reseeding or stolons, irrigation, top dress seeds at a frequency of two times per year. All areas designated for re-seeding shall be groomed and dethatched for the purpose of top dressing with seed and organic matter. Areas shall be posted and closed to the public until germination and first mowing is completed. Dethatching shall be with a mechanical de-thatcher to remove built up organic matter in turf areas. Thatch that is removed shall be properly disposed of.
7. The spreading of mulch shall depend on the type of mulch provided by the City. Tree shavings shall be used around shrub areas or to suffocate weeds. Composted fine mulch will be used for re-seeding or top dressing in turf areas. The material will be spread along planting areas and barren areas for weed prevention and moisture retention.

B. Poison Oaks Abatement:

The control of poison oak at the South Pasadena Arroyo Seco Woodland and Wildlife Park will be on a post control basis commencing in March and will continue until plant dormancy: a systemic herbicide mixed with a sticker agent and fertilizer in tank. Control of poison oak will be limited to the area frequented by visitors, such as along paths and steps.

C. Fertilizing Lawn:

1. Lawns (except for sports fields) shall be fertilized per Table I. Applications will consist of pelleted formula 16-6-8 applied at the rate of 8 pounds (lbs) per 1,000 square feet (sf). Sports fields at Orange Grove, Arroyo South and Arroyo North use different materials at different times per Tables II, III, and IV.
2. All materials shall be applied at times and in amounts shown for each feeding.
3. Fertilizer shall be distributed evenly over lawn when dry, using calibrated spreader. Do not overlap materials and cause burning of turf, dark streaks, etc. Sweep off pavements and water in immediately.
4. Where herbicides, fungicides, or insecticides are required, these materials, in the amounts

according to the manufacturer's directions, shall be added where compatible to the fertilizer specified. All products shall be combined and blended at factory, delivered in original packages, and applied as previously specified.

5. Additional insecticides, fungicides and herbicides applications shall be required as noted. These may be in liquid spray form. Herbicides shall not be applied during windy conditions. All chemicals used in the everyday course of landscape maintenance need to be green friendly.

C. Soil Compaction

1. Contractor shall not engage in activities which foster the compaction of the soil; i.e., driving of vehicles on turf or riding equipment on soggy soil.
2. Contractor shall aerate the athletic sports fields per the maintenance schedule in Tables II, III and IV. Aeration shall be accomplished by the use of a tractor drawn tine aerator. Proper soil moisture shall be present to insure that plugs are removed to a minimum depth of three inches. All plugs shall be broken up and removed from the sports fields on the day they are generated. Sprinkler heads shall be flagged to prevent damage to the irrigation system.

D. Insect, Fungi and Rodent Control

1. Contractor shall maintain continuous control against insects, leaf hopper, red spider, cut-worms, sod web worm (Lawn Moth) and other insects by the use of appropriate insecticides. Insecticides should not be applied above certain temperatures (check with manufacturer) or during wind.
2. Fungi shall be controlled by appropriate combination of watering practices, aeration and treating when specified. Additional applications shall be made when necessary to obtain control of rust and other fungi.
3. Rodents of any kind: gophers, moles, etc., shall be controlled by the Contractor. Burrows and holes on the sports fields shall be filled with dirt at the time of each mowing. All chemicals used in the everyday course of landscape maintenance need to be green friendly. Major infestations will be handled by the City.

**TABLE I
LIBRARY, GARFIELD PARK, EDDIE PARK AND WAR MEMORIAL PARK
MAINTENANCE PLAN**

Date	Activity	Responsible Organization
March	Apply 16-6-8 fertilizer, weed control and herbicide combined	Contractor
May	Apply 16-6-8 fertilizer, weed control, and herbicide combined (post control)	City
August	Apply 16-6-8 fertilizer, insecticide and fungicide	Contractor
September	Dethatch, aerate, re-seed, apply top dressing	Contractor
November	Apply 21-2-4 fertilizer and fungicide	Contractor

**TABLE II
ARROYO SOUTH MAINTENANCE PLAN**

Date	Activity	Responsible Organization
December - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March- October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor

Date	Activity	Responsible
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototill of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1,000 sf.)	Contractor
August	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

**TABLE III
ARROYO NORTH MAINTENANCE PLAN**

Date	Activity	Responsible Organization
December - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor

Date	Activity	Responsible Organization
March-October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1,000 sf.)	Contractor
August	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

**TABLE IV
ORANGE GROVE MAINTENANCE PLAN**

Date	Activity	Responsible Organization
November - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March-October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
September	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

1.09 GROUNDCOVERS

A. General:

1. Groundcovers shall be inspected weekly. Maintenance shall include removal of all debris, including leaves, branches, papers, bottles, etc.
2. Weeds shall be removed weekly. Bermuda grass and other noxious weeds shall not be allowed to become established in these areas. Weeds shall be completely removed, including roots, rhizomes, and stolons. Pre-emergent weed killer may be used after cultivation. "Round-Up" may also be used, taking care not to spray on other plantings.
3. All groundcovers shall be pruned, sheared and thinned neatly away from shrubs, trees, walks and headerboards, etc. Edges of groundcovers shall be thinned out and tapered away from walks, headerboards and shrubs. **DO NOT TRIM VERTICALLY.**
4. All groundcovers at the Freeway Sign shall be trimmed around the rock letters, curbs and perimeter of the area to provide a uniform appearance.

B. Fertilizer:

1. A balanced, pelleted commercial fertilizer, 16-6-8, shall be broadcast evenly on ground cover and related shrub areas per the maintenance plans listed in Tables I, II, III, and IV, at the rate of 8 pounds per 1000 square feet and shall be watered and cultivated in thoroughly where conditions permit.
2. All groundcover areas shall be deep irrigated weekly (at night), weather requiring.
3. Contractor shall maintain constant controls against insects, rodents and snails.
4. Barren areas shall be replanted (see Plant Replacement and Plant Replacement Liability).

1.10 SHRUB GROUNDCOVERS

- A. Groundcover shall be controlled where spreading over walks by pruning back to nearest branch fork and removing dead wood.

1.11 SHRUBS, PLANTS AND TREES

General maintenance of shrubs shall include:

1. Weekly watering of all areas per the "watering schedule".
2. Removal of spent flowers and flower spikes; removal of all leaves and debris from plant areas weekly.
3. Regular cultivation of all plant areas.
4. Removal of weeds. Bermuda grass shall be traced to source and all roots and stolon removed or sprayed with "Round-Up"; all weeds and debris shall be removed from the premises.
5. Plants shall be hosed off monthly to remove accumulations of dirt and soot.
6. Pruning shall be performed as a continual operation under guidelines as set forth by City. Contractor shall not allow plants to develop stray, undesirable growth.
7. Insect and rodent control.
8. Fertilizing of shrubs and perennials in accordance with the fertilizer indicated for groundcovers. All fertilizers shall be applied evenly by hand and lightly cultivated into soil, with thorough watering to follow. Shrubs located in groundcover areas will not require additional fertilizing. All chemicals used in the everyday course of landscape maintenance need to be green friendly.
9. Shrubs shall be trimmed as needed at established maintenance height.
10. Plants that grow as clumps must be divided as part of regular maintenance. Divides can be in half or other fractions depending on plant vigor. These plants can be used elsewhere to enhance vegetation and landscape at the direction of the Director of Public Works, or his/her representative.
11. All flower plants shall be cleaned and opened to a natural appearance. The Bird of Paradise and facial plants shall be dead-headed.
12. All low growing branches of trees that interfere with the clear passage of pedestrians shall be skirted or trimmed to provide a height clearance of nine-feet (9').

1.12 ROSES

A. Fertilizing:

1. Roses are to be fertilized in March, May, August, and October. A balanced, pelleted commercial fertilizer shall be broadcast evenly on ground at the rate of 8 pounds per 1,000 square feet.

B. Pruning

1. Prune annually during the last two weeks in January, or as scheduled by the Park Supervisor/Public Works Operations Manager.
2. Remove 1/3 to 1/2 of the old canes. Prune away from the middle. Have eye, or young bud, facing out in the direction the plant is to grow. Prune 1/8 inch to 1/4 inch above the bud at an angle. All leaves and suckers will be removed and the bed raked clean.
3. Old blooms will be removed on a regular basis.

C. Watering

1. Weekly watering of all roses as per the "watering schedule".

1.13 CONTROL OF INSECTS, RODENTS AND OTHER PESTS

- A.** Contractor and their employees shall be entirely familiar with the use of all insecticides and chemicals of any kind intended for use as regards laws, proper types, rates of application, temperatures at which to be applied, etc.
- B.** Contractor shall maintain adequate equipment, sprayers, dusters, etc., on the job for emergency spot controls of insects. Larger equipment and materials shall be supplied when required.
- C.** An adequate supply of basic insecticides, fungicides, properly packaged and labeled, shall be maintained for use.
- D.** Contractor shall maintain proper controls by spraying at such frequency and in such amounts as necessary to prevent insect infestations.

- E. Control of chewing and sucking insects shall be performed at least twice a year (late winter or early spring, and summer) or as required to maintain control and prevent damage to plantings. Appropriate insecticides for the required purposes shall be applied with power sprayer. Care shall be exercised not to damage buildings, planting or adjacent materials by improper use of insecticides (amounts, high temperature) or of equipment.
- F. Snails, slugs and similar pests shall be controlled by Contractor as needed.
- G. Notwithstanding any previously identified chemicals contractor shall be prohibited from applying any pesticide or insecticide which is a neonicotinoid.

1.14 FUNGI, MILDEW AND PATHOLOGICAL PROBLEMS

Fungi, mildew, and other pathological problems shall be controlled by irrigation management, drainage. Where necessary, fungicide shall be applied.

1.15 CULTIVATING

Where practical, areas between shrubs, groundcovers and trees shall be cultivated for the removal of weeds, admission into the soil of fertilizer and water, and for aeration.

1.16 MISCELLANEOUS MAINTENANCE PROVISIONS

Contractor shall, as part of this contract perform the following services:

1. Clean out drain lines when and where required.
2. Repair minor erosion.
3. Clean catch basins and area drains in parks.
4. Correct minor vandalism and defacement.
5. On a weekly basis, clean all barbecue pits.
6. At the City Hall, replace and rotate annuals twice each year. Plants to be provided by City.
7. Sweep/blow parking lots at the Parks and Facilities.

8. Plant shrubs, groundcover, and trees at the request of the Parks Supervisor.
9. All hard surface areas are to be swept with a broom or cleared with an electric blower, except for sanitary purposes when power-washing is necessary or as specifically called for in these specifications. City of South Pasadena Municipal Code 35.41 Hose use prohibits the use of water to clean areas that can be swept with a broom.
10. Concrete swales must be kept clear of dirt and debris.
11. Tennis courts, bleacher areas, picnic areas, tables, outdoor restrooms and rubber playground surface are to be power washed. A Contractor furnished motorized power washer will be used to wash the picnic table and surrounding area from all food stains and other type of stains. The area will be kept clean and stain free. The locations and frequencies are included in the Contractor's proposal (Exhibit B). Contractor shall coordinate the power washing times with the Parks Supervisor that will have minimum disruption to the facility. The Contractor is responsible for posting any signage, barricades and/or caution tape required for to allow the Contractor to perform the services.
12. Contractor shall rake and grade play areas at Orange Grove, Arroyo and Eddie parks, including dress up, cleaning and rototilling to a depth of six (6) inches for the sand or engineered wood fibers. The locations and frequencies are included in the Contractor's proposal (Exhibit B).
13. Supply and refill the bags for the dog waste stations.
14. While performing services the Contractor shall notify the Parks Supervisor if they find any vandalism, homeless encampments, graffiti or items requiring repair beyond the scope of the Contractor's services within twenty four (24) hours of noticing the deficiency.
15. On Saturday, Sunday and holiday's the Contractor shall unlock the park restrooms at Orange Grove Park, Arroyo Park and Garfield Park before 7:00 am.

Exhibit B
Contractor's Bid Proposal

HEREBY PROPOSE to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Specifications for the monthly unit prices named in the following schedule:

EDDIE PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway	\$ 685.17	Weekly
Edging, trimming all areas after mowing	\$ 167.82	Weekly
Sweep/blow all concrete areas, picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 168.74	Weekly
Detailing shrubs and flower beds	\$ 126.56	Weekly
Picking up and emptying trash M-W-F-Sun	\$ 84.37	4 days/wk.
Weed control throughout the Park	\$ 63.28	Weekly
Preventative maintenance (PM) irrigation: maintain and repair	\$ 105.46	Weekly
Field maintenance plan (per Table I)	\$ 63.28	Per Table I
Cultivating and/or mulching planter beds	\$ 63.28	Monthly
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 63.28	Monthly
Trimming shrubs	\$ 63.28	Weekly
Power wash picnic area and tables	\$ 63.28	4x's/yr.
Filling dog waste stations	\$ 63.28	Weekly
Dress up engineered wood fiber (EWF) in the play areas	\$ 63.28	Weekly
EDDIE PARK TOTAL	\$ 1,844.36	

GARFIELD PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway	\$ 1,216.00	Weekly
Edging, trimming all areas after mowing	\$ 203.81	Weekly
Sweep/blow all concrete areas gazebo picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 316.03	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 197.52	Weekly
Power washing tennis courts	\$ 197.52	Monthly
Power washing gazebo and picnic area	\$ 79.01	Weekly
Power wash inside and outside of park restroom	\$ 79.01	Monthly
Power wash playground rubber surface	\$ 79.01	Monthly

Picking up and emptying all trash cans seven days per week	\$ 79.01	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 39.50	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$ 108.63	Weekly
Weed abatement and pre-emergent	\$ 125.23	2x's/yr.
Weed control throughout the Park	\$ 79.01	Weekly
PM irrigation: maintain and repair	\$ 79.01	Weekly
Field maintenance plan (per Table I)	\$ 118.50	Per Table I
Rose maintenance including fertilization and pruning	\$ 79.01	4x's/yr.
Clean BBQ pits	\$ 39.50	Weekly
Spreading mulch	\$ 39.50	2x's/yr.
Re-planting	\$ 39.50	1x/yr.
Detailing shrubs and flower beds	\$ 39.50	Weekly
Clearing turf around valve boxes	\$ 39.50	Weekly
Rototill sand area equipment	\$ 39.50	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$ 39.50	Weekly
Filling dog waste stations	\$ 39.50	Weekly
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 39.50	Monthly
GARFIELD PARK TOTAL	\$ 3,431.31	

HERITAGE PARK (including Meridian Ave. median between Mission St. and El Centro St.):

Item	Price per month	Frequency
Blowing and cleaning up leaves and debris including the concrete areas, plaza, median and sidewalk and cleaning up leaves, litter and debris	\$ 296.25	Weekly
Picking up and emptying trash M-W-F	\$ 55.90	3 days/wk.
Spreading mulch	\$ 27.95	2x's/yr.
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 44.72	Monthly
Detailing shrubs and flower beds	\$ 44.72	Weekly
PM irrigation: maintain and repair	\$ 44.72	Weekly
Mow and edge parkway turf	\$ 44.72	1x/2 wks.
HERITAGE PARK TOTAL	\$ 558.98	

LIBRARY PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway	\$ 1,089.06	Weekly
Edging, trimming all areas after mowing	\$ 113.23	Weekly
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 186.04	Weekly
Rose maintenance including fertilization and pruning	\$ 62.01	4x's/yr.
Picking up and emptying trash M-W-Th-F	\$ 124.02	4 days/wk.
Weed control throughout the Park	\$ 248.05	Weekly
Field maintenance plan (per Table I)	\$ 139.53	Per Table I
PM irrigation: maintain and repair	\$ 186.04	Weekly
Detailing shrubs and flowering plants	\$ 248.05	Monthly
Spread mulch	\$ 62.01	2x's/yr.
Re-planting	\$ 62.01	2x's/wk.
Manual Water Containers on Senior Center Patio & Plants outside of the Community Room	\$ 93.02	Weekly
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 93.02	Monthly
LIBRARY PARK TOTAL	\$ 2,706.09	

WAR MEMORIAL PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway	\$ 504.87	Weekly
Edging, trimming all areas	\$ 89.58	Weekly
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 112.69	Weekly
Sweep/blow Oaklawn Bridge	\$ 28.17	Monthly
Picking up trash (Bid item removed, no trash cans)	\$ -	-
Weed control throughout the Park	\$ 112.69	Weekly
Field maintenance plan (per Table I)	\$ 63.39	Per Table I
PM irrigation: maintain and repair	\$ 112.69	Weekly
Detailing shrubs and flowering plants	\$ 42.26	As needed
Spread mulch	\$ 28.17	2x's/yr.
Clean Swale	\$ 70.43	Monthly
Skirting trees (tree clearance checked monthly & corrected if needed)	\$ 70.43	Monthly
WAR MEMORIAL PARK TOTAL	\$ 1,235.37	

ORANGE GROVE PARK AND SERVICE FACILITY:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 1,302.75	Weekly
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 171.41	Weekly
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 274.26	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 137.13	Weekly
Power washing tennis courts	\$ 137.13	Monthly
Power washing gazebo and picnic area	\$ 171.41	Weekly
Power wash inside and outside of park restroom	\$ 102.85	Monthly
Power wash playground rubber surface	\$ 102.85	Monthly
Picking up and emptying all trash cans seven days per week	\$ 274.26	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 34.28	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$ 68.57	Weekly
PM irrigation: maintain and repair	\$ 137.13	Weekly
Field maintenance plan (per Table IV)	\$ 244.25	Per Table IV
Detailing shrubs and flower beds	\$ 102.85	Weekly
Rototill sand area equipment	\$ 34.28	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$ 34.28	Weekly
Filling dog waste stations	\$ 34.28	Weekly
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 34.28	Monthly
ORANGE GROVE PARK AND SERVICE FACILITY TOTAL	\$ 3,398.25	

ARROYO PARK AND SPORTS FIELDS:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 2,111.34	Weekly
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 263.92	Weekly
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 211.13	Weekly
Power washing gazebo and picnic area	\$ 211.13	Weekly
Power wash inside and outside of park restroom	\$ 211.13	Monthly
Picking up and emptying all trash cans seven days per week	\$ 211.13	7 days/wk.

Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$	52.78	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday and holiday's	\$	158.35	Weekly
PM irrigation: maintain and repair	\$	263.92	Weekly
Field maintenance plan (per Tables II and III)	\$	395.00	Per Tables II & III
Spreading mulch	\$	105.57	2x's/yr.
Re-planting	\$	158.35	1x/yr.
Detailing shrubs and flower beds	\$	211.13	Weekly
Dress up EWF in the play areas	\$	211.13	Weekly
Filling dog waste stations	\$	105.57	Weekly
Maintain 10 foot weed and shrub clearance from the fence around the ball fields	\$	211.13	Monthly
Skirting trees (tree clearance checked monthly and corrected if needed)	\$	158.35	Monthly
ARROYO PARK AND SPORTS FIELDS TOTAL	\$	5,251.06	

ARROYO SECO WOODLAND AND WILDLIFE PARK:

Item	Price per month	Frequency
Weed and poison oak abatement/control	\$ 74.47	1x/yr.
Fill low areas on the horse trail with decomposed granite (DG)	\$ 74.47	1x/yr.
Litter removal	\$ 297.87	Weekly
Inspect quick coupling spigots for leaks and repair	\$ 372.34	Monthly
Remove piles of weeds and plant removal	\$ 372.34	Monthly
Spread mulch on walkways	\$ 148.94	4x's/yr.
Tree skirting and trimming bush branches that interfere with walkways	\$ 148.94	4x's/yr.
ARROYO SECO WOODLAND AND WILDLIFE PARK TOTAL	\$ 1,489.37	

DOG PARK, SKATE PARK AND PARKING LOT:

Item	Price per month	Frequency
Trash pick-up at both parks and the parking lot on M-W-F (including picking up dog waste within the Dog Park)	\$ 123.98	3x's/wk.
Blow EWF back into the planters	\$ 31.00	Weekly
Weed control	\$ 31.00	Weekly
Fill dog waste stations	\$ 31.00	Weekly
Fill in low areas of DG (including the walkway in front of the park)	\$ 31.00	Weekly
Clearing out the trash beneath the skate park ramps	\$ 21.70	Weekly
Sweep/blow and remove debris, leaves and litter from the Parks, walkway surrounding the Parks and the Parking Lot	\$ 24.80	Weekly
Skirting trees (tree clearance checked monthly and corrected if needed)	\$ 15.50	Monthly
DOG PARK, SKATE PARK AND PARKING LOT TOTAL	\$ 309.98	

DEMONSTRATION GARDEN:

Item	Price per month	Frequency
Mowing with rotary mower	\$ 279.48	Weekly
Edging, trimming all areas	\$ 55.90	Weekly
Blowing and cleaning up leaves, litter and debris	\$ 39.13	Weekly
Picking up and emptying trash T-Th	\$ 50.31	2 days/wk.
Spreading mulch	\$ 11.18	2x's/yr.
Weed abatement/control	\$ 16.77	Monthly
Fill dog waste station	\$ 16.77	Monthly
Detailing shrubs and flower beds	\$ 44.72	Weekly
PM irrigation: maintain and repair	\$ 44.72	Weekly
DEMONSTRATION GARDEN TOTAL	\$ 558.98	

VIA DEL REY POCKET PARKS (NORTH AND SOUTH):

Item	Price per month	Frequency
Mowing with rotary mower	\$ 442.38	Weekly
Edging, trimming all areas	\$ 58.43	Weekly
Blowing and cleaning up leaves, litter and debris	\$ 50.08	Weekly
Picking up and emptying trash T-Th	\$ 50.08	2 days/wk.
Spreading mulch	\$ 8.35	2x's/yr.
Weed abatement/control	\$ 41.73	Monthly
Skirting trees (tree clearance should be checked monthly and corrected if needed)	\$ 41.73	Monthly
Detailing shrubs and flower beds	\$ 75.12	Weekly
PM irrigation: maintain and repair	\$ 66.76	Weekly
VIA DEL REY POCKET PARKS (NORTH AND SOUTH) TOTAL	\$ 834.66	

SAN PASQUAL PARK:

Item	Price per month	Frequency
Litter removal	\$ 158.99	Monthly
Weed abatement	\$ 85.61	Monthly
SAN PASCUAL PARK TOTAL	\$ 244.60	

SNAKE TRAIL:

Item	Price per month	Frequency
Sweep/blow all concrete/asphalt areas cleaning up leaves, litter and debris	\$ 12.13	Monthly
Litter removal	\$ 12.13	Monthly
Trim the shrubs adjacent to the trail to maintain clearance	\$ 12.12	Monthly
Weed abatement/control	\$ 12.13	Monthly
SNAKE TRAIL TOTAL	\$ 48.51	

STONEY DRIVE AND ARROYO DRIVE TRAILS:

Item	Price per month	Frequency
Weed Abatement/control	\$ 19.42	4x's/yr.
Spread mulch along the whole trail	\$ 19.40	4x's/yr.
Litter removal	\$ 19.40	4x's/yr.
A 6-foot wide minimum walkway shall be maintained. Any bushes or trees conflicting with the walkway shall be removed.	\$ 19.40	4x's/yr.
Tree skirting (tree clearance should be checked quarterly and corrected if needed)	\$ 19.40	4x's/yr.
STONEY DRIVE AND ARROYO TRAILS TOTAL	\$ 97.02	

CIVIC CENTER AND PARKING LOTS:

Item	Price per month	Frequency
Trimming all ivy and shrubs	\$ 140.87	Monthly
Courtyard maintenance including: manual watering, weed control, plant detailing and trash removal	\$ 140.87	Monthly
Empty trash cans M-T-W-Th-F	\$ 352.17	5x's/wk.
Sweep/blow and remove debris, leaves and litter from sidewalks and approaches around the Civic Center and Parking Lots	\$ 352.17	Weekly
Detailing plants in the planter	\$ 169.04	Weekly
Skirting trees (tree clearance should be checked monthly and corrected if needed) and tree well weeding	\$ 112.69	Monthly
PM irrigation: maintain and repair	\$ 140.87	Weekly
CIVIC CENTER AND PARKING LOTS TOTAL	\$ 1,408.68	

SAN PASQUAL HOUSE:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway	\$ 91.81	1x/2 wks.
Edging, trimming all areas	\$ 33.39	1x/2 wks.
Sweep/blow all hard surfaces, driveway, steps, and sidewalks cleaning up leaves, litter and debris	\$ 133.55	Weekly
Detail planters and shrubs	\$ 95.99	1x/2 wks.
Spreading mulch	\$ 4.17	1x/yr.
Skirting trees (tree clearance should be checked monthly and corrected if needed) and tree well weeding	\$ 25.04	Monthly
PM irrigation: maintain and repair	\$ 33.39	1x/2wks.
SAN PASCUAL HOUSE TOTAL	\$ 417.34	

MEDIANS AND EASEMENTS (except Arroyo Seco Racquet Club, Stoney Drive Easement and South Pasadena Sign Hillside):

Item	Price per month	Frequency
Mowing with rotary mower	\$ 883.84	1x/2 wks.
Edging, trimming all areas	\$ 184.13	1x/2 wks.
Blowing and cleaning up leaves, litter and debris	\$ 515.58	Weekly
Detailing shrubs and flowering planters	\$ 220.96	Weekly
Sidewalk cleaning and trash removal	\$ 257.79	Weekly
Pest Control	\$ 184.13	4x's/yr.
Weed Control	\$ 515.58	Weekly
PM irrigation: maintain and repair	\$ 515.58	Weekly
Deep root tree fertilization	\$ 73.65	1x/yr.
Rose maintenance including fertilization and pruning	\$ 147.31	4x's/yr.
Spreading mulch	\$ 147.31	4x's/yr.
Re-planting	\$ 36.83	1x/yr.
MEDIANS AND EASEMENTS TOTAL	\$ 3,682.69	

SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL:

Item	Price per month	Frequency
Detailing ground cover	\$ 253.10	Weekly
Blowing and cleaning up leaves, litter and debris	\$ 165.49	Weekly
Picking up and emptying trash cans T-Th	\$ 223.90	2 days/wk.
Spreading mulch	\$ 19.47	2x's/yr.
Weed abatement/control	\$ 77.88	Weekly
Tree skirting and trimming bush branches that interfere with walkways	\$ 38.94	Monthly
PM irrigation: maintain and repair	\$ 194.69	Weekly
SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL TOTAL	\$ 973.47	

ARROYO SECO RACQUET CLUB & STONEY DR. EASEMENT

Item	Price per month	Frequency
Blowing and cleaning up leaves, litter and debris	\$ 371.95	Monthly
Weed abatement/control	\$ 247.97	Monthly
ARROYO SECO RACQUET CLUB & STONEY DR. EASEMENT TOTAL	\$ 619.92	

WATER FACILITIES:

Item	Price per month	Frequency
Garfield Reservoir	\$ 402.52	Weekly
Grand Reservoir	\$ 402.51	Weekly
Westside Reservoir	\$ 402.51	Weekly
Westside Reservoir Weed Abatement and Clearance for the entire property (May)	\$ 300.00	1/yr.
Kolle Pump House	\$ 119.27	Weekly
Bilicke Tank	\$ 544.13	Weekly
Raymond Tank	\$ 260.89	Weekly
Wilson Reservoir	\$ 544.13	Weekly
Wilson Well 2	\$ 260.89	Weekly
Graves Reservoir	\$ 402.51	Weekly
WATER FACILITY TOTAL	\$ 3,639.36	

MONTHLY TOTAL = \$32,750.00

RATE SHEET

Item	Price per hour
Landscape Maintenance Labor	\$ 50.00
Irrigation Specialist	\$ 55.00
Certified Arborist (optional service)	\$ 75.00
Foreman	\$ 60.00
Supervisor	\$ 70.00
Walk Behind Self-Propelled Aerator	\$ 125.00
Tractor with Aerator attachment	\$ 125.00
Bobcat/Skid Steer	\$ 125.00
Utility Tractor-Hydrolic or P.T.O Driven	\$ 125.00
Dump Truck	\$ 175.00
Walk behind trencher	\$ 150.00
Turf Vacuum/Power Rake	\$ 125.00
EXTRA WORK PLANT MATERIAL (cost include material and labor to install)	Price per plant or tree
1 gallon plant or shrub	\$ 8.00
1 gallon native plant	\$ 10.00
5 gallon plant or shrub	\$ 25.00
5 gallon native plant	\$ 27.50
15 gallon plant or shrub	\$ 75.00
15 gallon native plant	\$ 85.00
15 gallon Tree w/stakes and VIT Twist Brace	\$ 125.00
24" Box Tree w/stakes and VIT Twist Brace	\$ 400.00
36" Box Tree	\$ 825.00
48" Box Tree	\$ 1,750.00
60" Box Tree	\$ 4,000.00

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: November 15, 2017
 TO: Honorable Mayor and City Council
 VIA: Stephanie DeWolfe, City Manager
 FROM: Mariam Lee Ko, Human Resources Manager *MLK*
 SUBJECT: **Approval of a Resolution Adopting a Memorandum of Understanding Between the City of South Pasadena and the South Pasadena Firefighters' Association**

Recommendation

It is recommended that the City Council approve a resolution adopting a Memorandum of Understanding (MOU) Between the City of South Pasadena (City) and the South Pasadena Firefighters' Association (FFA).

Fiscal Impact

The projected fiscal impact* of the tiered increase in contributions towards medical benefit plans for all members of the FFA are estimated to be an increase of:

	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>Total Fiscal Impact:</i>
FFA Employees	\$ 46,800	\$ 89,700	\$ 136,500

**Fiscal impact may change if employees elect to add qualified dependents to plan and employee was previously an employee only plan participant.*

The projected fiscal impact of the additional vacation hours for FFA members hired before June 1, 2017, for the two year term of MOU agreement are estimated to be:

	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>Total Fiscal Impact:</i>
FFA Employees	\$ 19,825	\$ 19,825	\$ 39,650

**Fiscal impact reflects a total of eleven (11) employees receiving the additional vacation hours per the MOU.*

The City has funds budgeted in FY 2017-18 and FY 2018-19 to allow for the increase in contributions towards employee medical benefit plans and additional vacation hours for FFA members hired before June 1, 2017.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

California Government Code Section 3500, et seq., (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of

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employment. In March 2017, City staff and representatives of the FFA began negotiations regarding terms for new Memoranda of Understanding and have since completed negotiations. The proposed and attached Memoranda of Understanding reflect the agreements reached with the FFA. Additionally, the MOU presented for City Council approval has been approved by FFA Board Members and their respective memberships. The FFA MOU term will be for a period of two years, covering FY 2017-18 through FY 2018-19.

Analysis

As with the other City employee groups, the major focus during negotiations has been on adjustments to the City's contribution towards employee medical benefit plans. Subsequently, the agreed upon MOU with FFA reflects a tiered increase in the City's contributions towards employee medical benefit plans with no change to the contribution benefit amount for employees only, a slight increase in contribution benefit amount for employee +1, and a slightly larger increase in contribution benefit amount for employee + family during FY 2017-18 and FY 2018-19. Prior to this, in 2004, the City set the contribution amount towards medical benefit plans for all employees, except unrepresented management employees, at a rate of \$625 per month.

Additionally, during these negotiations, the City and the FFA discovered that there existed an incorrect calculation of FFA payroll over a period of time. Specifically, vacation time has not been included in time worked for purpose of calculating overtime; and in those Fair Labor Standards Act (FLSA) 7k 12 day work periods in which no vacation time was taken, unit members were overpaid by five (5) hours at straight time rates. Therefore, in order to resolve any and all disputes, the City and the FFA may have regarding the incorrect payroll, and to avoid grievances, lawsuits and/or other legal actions, the City and FFA agreed to the points listed in Section 4(d) of the MOU.

Legal Review

The City's legal counsel from Liebert Cassidy Whitmore drafted and reviewed the final MOU.

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: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING A MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SOUTH PASADENA AND
THE SOUTH PASADENA FIREFIGHTERS' ASSOCIATION
SUPERSEDING RESOLUTION NO. 7380**

WHEREAS, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, the City's (City) negotiating team periodically met and conferred with the South Pasadena Firefighters' Association (FFA) representatives on numerous occasions to discuss terms and conditions of employment; and

WHEREAS, during these negotiations, the City and the FFA discovered that payroll has been calculated incorrectly over a period of time and hence in order to resolve any and all disputes the City and FFA may have regarding the incorrect payroll, and to avoid grievances, lawsuits and/or other legal actions, the City and FFA reached agreement regarding the matter, as referenced in Section 4(d) of the Memorandum of Understanding; and

WHEREAS, the City and the FFA has agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 15th day of November, 2017.

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of November, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

CITY
of
SOUTH PASADENA

FIREFIGHTERS' ASSOCIATION
MEMORANDUM OF UNDERSTANDING

2017-2019

**CITY OF SOUTH PASADENA
MEMORANDUM OF UNDERSTANDING
2017-2019**

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1. PARTIES, TERMS AND CLASSIFICATIONS RECOGNIZED

1(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA FIREFIGHTERS ASSOCIATION hereinafter referred to as the "Association" as the exclusive representative for all full-time officers and employees, excepting the classifications of Fire Chief, Deputy Chief, Fire Intern, and Administrative Secretary of the South Pasadena Fire Department.

1(b) REPRESENTED CLASSIFICATIONS

Existing Classifications: The following are the classifications represented by the Firefighters Association:

- | | |
|----------------|-----------------------------|
| A.Captain | C.....Firefighter/Paramedic |
| B.....Engineer | D.Firefighter |

1(c) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Association pursuant to Government Code section 3500 et. seq.

1(d) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2017 and shall continue in full force until June 30, 2019.

1(e) REOPENERS

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2017-2018, or 2018-2019 of fiscal years:

Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of

local funds, shall be included in measuring the five percent (5%) reduction),

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2017-2019 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

PERSONNEL RULE REOPENER: During the term of this MOU, the City may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations. However, the parties agree that no Personnel Rule proposals/changes shall modify any provision of the MOU.

HEALTH INSURANCE REOPENER: The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

EERR REOPENER: The City may reopen negotiations during the terms of this MOU on the issue of revising the City's Employer-Employee Relations Resolutions ("EERR"). Negotiations regarding the EERR shall be pursuant to meet and consult only.

2. ASSOCIATION RIGHTS

2(a) DUES AND BENEFITS DEDUCTIONS

The City shall continue to deduct dues and Association-sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within thirty (30) days following the deduction. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the

Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

2(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

2(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation.

The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:

2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances and the time spent on grievance representation and processing shall not be considered "hours worked" for purposes of overtime calculations.

3. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

- a. The exclusive right to determine the mission of its constituent departments, commissions, boards;
- b. Set standards and levels of service;
- c. Determine the procedures and standards of selection of employment and promotions;
- d. Direct its employees;
- e. Establish and enforce dress and grooming standards;
- f. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;
- g. Determine the content and intent of job classifications;
- h. Determine methods of financing;
- i. Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;
- j. Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;
- k. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;
- l. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;
- m. Establish and modify productivity and performance programs and standards;

- n. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;
- o. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;
- p. Take all necessary actions to carry out its mission in emergencies and;
- q. Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City of its management rights shall not in any way, directly or indirectly, supersede the City Personnel Rules and MOU'S. Except in emergencies or when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights, is provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

4. COMPENSATION

4(a) SALARY SCHEDULE ADJUSTMENTS

There shall be no salary schedule adjustments during the term of this MOU.

4(b) MOVIE DETAILS

A standardized movie detail pay scale will be applied to all Fire Department ranks at a flat rate of \$70.00 per hour. The following movie detail policy applies to all members covered by this agreement:

Definition: FSO shall be the abbreviation for the Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

In the event a member would otherwise be forced hired for a movie detail, the Association agrees that a Deputy Chief, who is an employee of the City of South Pasadena will be allowed, but not required, to work the movie detail.

Employees on leave pursuant to Labor Code section 4850 may not work on movie details.

Employees on modified light duty or non-work related injury leaves may be eligible to work movie details if they are cleared medically to do so, by a City approved physician.

4(c) ACTING APPOINTMENTS

Terms: Employees who work one or more shift(s) in a higher classification shall thereafter be paid acting pay equal to the first step of the applicable range of salary of that higher acting classification and in no case less than 5% above the applicable base salary of the affected employee until completion of the acting assignment. Management shall have the discretion to staff vacancies by either rank-for-rank appointments or "move-up" or "move down" acting appointments whereby employees who are deemed qualified to act in a higher/lower classification, are temporarily utilized to staff the higher/lower classification vacancy. An employee is deemed qualified for an acting appointment if: 1) the employee is a full-time City of South Pasadena Fire Department employee and 2) the employee has successfully passed all portions of the applicable exam, e.g., engineers or captains test, and meets all requests on the current job flier for the rank in which the employee shall be acting. An employee who "moves down," shall not be subject to a decrease in compensation. It shall be the goal of management to take reasonable steps to provide that vacation picks, floating holidays and shift assignments shall not be impacted by an employee's acting status.

4(d) OVERTIME CALCULATIONS

With the exception of sick leave, paid Time-Off shall be considered time worked for the purposes of calculating overtime. If an employee uses sick leave during a 12 day work period, the time out on sick leave shall not count as hours worked in calculating whether the employee is entitled to overtime pay for that 12 day work period. However, if the employee works non-scheduled shifts during a 12 day work period in which sick leave is taken, all the time actually worked during the non-scheduled shifts is considered hours worked in determining whether the 91 hour threshold for overtime pay has been exceeded in that 12 day work period, except where the non-scheduled shifts are worked pursuant to a shift trade with another employee.

The City and the Association have discovered during the negotiations leading to agreement on the terms of this MOU that payroll has been calculated incorrectly over a period of time. Specifically, (1) vacation time has not been included in time worked for purposes of calculating overtime; and (2) in those FLSA 7k 12 day work periods in which no vacation time was taken, unit members were overpaid by five (5) hours at straight time rates. In order to resolve any and all disputes the City and the Association may have regarding the incorrect payroll calculations, and to avoid grievances, lawsuits and/or other legal actions, the City and the Association agree as part of this MOU as follows:

Beginning the first full pay period starting after the approval and adoption of this MOU by the City Council:

1. The City shall include vacation time in time worked for purposes of calculating overtime;
2. The City shall no longer pay the additional five (5) hours at straight time rates for any FLSA 7k 12 day work period;
3. The City agrees not to seek to collect any overpayments received by unit members resulting from the miscalculation of payroll described above; and
4. The Association agrees not to seek to collect any underpayments made to its members resulting from the miscalculation of payroll described above, nor assist any of its members to do so.

During the term of this MOU, the City shall increase the vacation balances and accrual caps for all unit members employed by the City before June 1, 2017, as follows:

YEAR 1 OF MOU

At the beginning of the first full pay period starting after ratification of this MOU by the City Council, the vacation accrual caps shall be raised by 96 hours and the City shall place an additional 96 vacation hours in their account.

YEAR 2 OF MOU

At the beginning of the first full pay period starting after July 1, 2018, the vacation accrual caps shall be increased by another 96 hours, and the City shall place an additional 96 vacation hours in their account.

Except as described above, all of the provisions of Section 9 of this MOU shall remain in full force and effect and any employee hired or starting employment with the City on or after June 1, 2017 shall have no claim to any of the increased vacation hours or accrual caps described above. For those employees, vacation shall be provided exclusively as described in Section 9 of this MOU.

TERMINATION OF MOU

At the end of the term of this MOU, the City shall have no obligation to make any deposits into the vacation account of any employee other than the standard accruals earned as set out in Section 9 of this MOU.

Increased accrual caps shall remain in effect unless and until changed in the future through the meet and confer process.

5. RETIREMENT BENEFITS (SUBJECT TO AB 340 LANGUAGE BELOW)

5(a) CALPERS

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all classic Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362.) Classic members are those that do not meet the definition of "new member" under the California Public Employees' Pension Reform Act of 2013 ("PEPRA").

2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996.)
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628.)
4. The City has adopted a resolution implementing IRS Section 414(h)(2). This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each classic employee in the bargaining unit shall be computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.
7. City Paid Portion Employee's Share: Effective July 1, 2013. All classic sworn unit members shall pay 100% of the statutorily required member contribution.

AB 340 (the California Public Employees' Pension Reform Act of 2013, "PEPRA") as it may from time to time exist, shall in its entirety be given full force and effect during the term of this 2017-19 MOU. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government Code section 7522.30)

“New members” as defined by PEPRA on and after January 1, 2013, shall be enrolled in SAFETY OPTION PLAN TWO (2.7% at 57) (Government Code section 7522.25(e)).

All “new members” shall have their final compensation determined by reference to the highest average annual pensionable compensation earned by the member during a period of 36 consecutive months immediately preceding retirement or other 36 consecutive month period as allowed by Government Code § 7522.32(1).

8. RETIRED EMPLOYEE’S MEDICAL COVERAGE

Former and present employees who became/become annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only. Payment will be based on the actual employee only premium for insurance programs offered through PERS prior to being Medicare eligible and based upon PERS supplemental plans that mandate enrollment upon becoming Medicare eligible. As regards unit employees hired on or after the date of City Council adoption of a 2012-14 MOU or resolution of an impasse regarding the 2012-13 fiscal year, the City contribution to an individual employee’s health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward. (9-1012) As regards all unit employees employed by the City prior to City Council adoption of a 2012-14 MOU, or resolution of an impasse regarding the 2012-13 fiscal year, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree’s health benefit plan shall be in the amount of \$625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

6. INSURANCE BENEFITS

6(a) MEDICAL INSURANCE

Beginning November 1, 2017, the City’s monthly contributions toward medical insurance will increase as follows:

Employee only	\$ 0 = \$625
Employee + 1	\$200 = \$825
Employee + family	\$300 = \$925

Beginning July 1, 2018, the City's monthly contributions toward medical insurance will increase as follows:

Employee only	\$ 0 = \$ 625
Employee + 1	\$200 = \$1,025
Employee + family	\$275 = \$1,200

6(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.
3. The above dental fund shall be paid by adding \$75.00 to the above cafeteria plan.

6(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

6(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00/mo. of the employee and dependent premium. Said amount shall be paid by being added to the above cafeteria plan.

6(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

6(f) OPT OUT PROVISION

Employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period.

An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not make payment if it knows or has reason to know that the employee or tax family member does not have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu in the amount of \$300 per month. Cancellation of the coverage becomes effective on the first day of any month after the 45 day written notice is received.

6(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

6(h) IRS 125 PLAN

The City has implemented an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

7. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

1. January 1New Year's Day
2. 3rd Monday in FebruaryPresident's Day
3. Last Monday in May.....Memorial Day
4. July 4.....Independence Day
5. 1st Monday in SeptemberLabor Day
6. 2nd Monday in OctoberColumbus Day
7. November 11Veteran's Day
8. 4th Thursday in NovemberThanksgiving Day
9. 4th Friday in November.....Friday after Thanksgiving
10. December 25Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

8. FLOATING HOLIDAYS

8(a) ACCRUAL RATES

Two floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

8(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to two (2) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay. Floating Holidays may not be carried over.

9. VACATION

All vacation time shall be subject to the exceptions set forth in Section 4(d) of this MOU, entitled "Overtime Calculations," where applicable.

9(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS	8 SHIFTS
3 - 4 YEARS	9 SHIFTS
5TH YEAR	10 SHIFTS
6 - 10 YEARS	11 SHIFTS
11 - 15 YEARS	12 SHIFTS
16 - 20 YEARS	13 SHIFTS
21 - 24 YEARS	14 SHIFTS
25TH YEAR & OVER	17 SHIFTS

9(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are

allowed time off. If, at any time after December 31, 1999, an employee's vacation accumulation exceeds the equivalent of eighteen (18) months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen (18) months.

9(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to three (3) 24 hour shifts each fiscal year.

10. SICK LEAVE

10(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

10(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

10(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert up to 48 hours accumulated sick leave to cash at the rate of one hundred percent (100%).

For employees hired on or after July 1, 2000, a maximum of 24 hours combined during their first and second years of employment, if those hours are accumulated and unused.

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Please note that all buy-backs shall be implemented one time each fiscal year and paid by a separate payroll check between the first and second regular payrolls that end in July. The individual seeking a buy-back shall be employed as of June 30 of any year where a buy back is applicable. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

10(d) CONVERSION TO CALPERS SERVICE CREDIT

Employees on service retirement may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

10(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave.

Employees must give their immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable.

Employees shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the

employee's absence during the time for which sick leave was requested.

(2) Employee's family member's illness

Employees may use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

(3) Employee who is a victim of domestic violence

Employees may use their accrued and available sick leave to (a) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety

10(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 7:00 a.m. of the day the holiday actually occurs and continue until 7:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

10(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, to the extent allowed by law, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:
 - Use of sick leave in conjunction with vacation, trades, or other authorized leave.

- Significantly lower number of accumulated sick leave hours than the average of other employees.
- Significantly higher number of sick leave days taken compared to other employees.

11. BEREAVEMENT LEAVE

11(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

11(b) USE OF BEREAVEMENT LEAVE

Use of Bereavement Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement Leave for the preparation and/or attendance of services of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, registered domestic partner, parents, step-parents child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

12. UNIFORMS

Uniform Replacement Allowance: Effective upon City Council adoption of the 2012-14 MOU, \$500.00 per fiscal year for the purchase of uniforms for sworn employees and Uniform Maintenance Allowance: \$225.00 per sworn employee per fiscal year.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

13. WORKING CONDITIONS

13(a) ADDITIONAL DUTIES

It is agreed that during the term of this MOU, Fire Department personnel, with full understanding that emergency fire, medical and related duties shall be given highest priority, will perform from time-to-time the following additional duties:

1. Inspections: Firefighters will in conjunction with the Fire Department conduct inspections, check City business licenses.
2. Volunteer Training: Firefighters will train Fire Volunteers pursuant to State Firefighter I Certification Program.

13(b) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement that all shift personnel through and including the rank of Battalion Chief shall be required to eat all on-duty meals together.

13(c) WORK SCHEDULE

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective April 11, 1991, the work shift schedule for all suppression personnel will be 48 hours on duty and 96 hours off duty.
3. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0700 hours, and consisting of 91 maximum non-overtime hours.
4. Shift Trade - December 24th and 25th: In the event a shift is required to work December 24th and December 25th, the shift assigned to work December 23rd will work on December 24th and the shift assigned to work on December 24th will work on

December 23rd. For the purpose of payroll, this will be considered a 24-hour trade.

14. OTHER BENEFITS

14(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

14(b) ADDITIONAL ASSIGNMENTS AND PAY

5% Incentive Pay: The City shall increase the pay of each employee assigned to the additional positional duties listed below by 5 % of their base pay for the duration of their assignments. The Fire Chief will make said appointments from existing personnel and the individual shall serve at the pleasure of the Fire Chief.

Types of Assignments:

- A. Paramedic Coordinator
- B. Certified mechanic to be assigned to fire department equipment only.
- C. Fire Investigator
- D. Certified Hazardous Material Officer
- E. Fitness Coordinator (see Section 14(d)(2) this Article for program Description)

The Fire Chief may from time-to-time, through the City budget process, create other additional assigned positional duties.

- F. One (1) Department of Motor Vehicle (DMV) Coordinator
- G. One (1) Safety Equipment Coordinator
- H. One (1) Breathing Apparatus Coordinator (BAC)

These last three assignments are discretionary appointments by the Fire Chief and appointments shall be made or not made, at the Fire Chief's discretion, every year.

14(c) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise - provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

14(d) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
 - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.
 - b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

14(e) TUITION REIMBURSEMENT

There shall be no tuition reimbursement. However, where an employee is already enrolled in a City Manager/designee approved course prior to the City Council resolution of the 2011-2012 impasse, the employee shall be eligible for reimbursement for said course(s) only.

14(f) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: It is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

14(g) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

14(h) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues

such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.

2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic' certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

14(i) BILINGUAL PAY

Members who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (\$75.00) dollars in compensation each month. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution.

15. PROMOTION/LAYOFF PROCEDURE

15(a) FIREFIGHTER/PARAMEDICS PROMOTION

Appointment: All firefighter/paramedic vacancies shall be filled on a promotional basis provided that qualified personnel are available for appointment.

15(b) LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

Any Fire Captain promoted to Division Chief during the term of this MOU will, if the command staff structure changes and Division Chief position(s) are eliminated, have the right to bump back to the position of Fire Captain.

The position of Fire Captain is subject to being bumped by a Fire Division Chief that is laid off. The Fire Captain to be bumped will be the Fire Captain with the least seniority in the Fire Captain classification in the City. The Fire Captain to be bumped may choose to bump a Fire Engineer in lieu of layoff with the least City seniority in the position of Fire Engineer, if the Fire Captain previously served as a Fire Engineer for the City. If not, the Fire Captain can bump a Firefighter/Paramedic in lieu of layoff with the least seniority in the position of Firefighter/Paramedic. The Fire Engineer to be bumped may choose to bump a Firefighter/Paramedic in lieu of layoff with the least City seniority in the position of Firefighter/Paramedic.

16. PAYMENT PROCEDURES

16(a) BUY-BACKS AND UNIFORMS

Leave buy-backs and uniform replacement and maintenance allowances shall be paid in July with a single separate City warrant pursuant to Section 17(c). Buy-backs not made in July but during the year, will be included with the employee's regular paycheck.

16(b) BONUS CHECKS

Paramedic and Physical Fitness bonus checks shall be paid in December with a separate City warrant pursuant to Section 17(c).

16(c) DEFINITION OF SEPARATE WARRANT

For purposes of definition under this Article, separate City warrant means a City warrant other than the one used to compensate an employee for hours worked (paycheck).

16(d) FORM W-4 REGARDING TAX WITHHOLDING CHANGES

Employees are permitted to make changes to their Form W-4 tax withholdings up to four (4) times per calendar year.

17. STAFFING

17(a) Each shift shall be staffed with a minimum of six full-time South Pasadena fire department employees. The six (6) employee staffing shall consist of: One (1) Captain, two (2) Engineers, and three (3) Firefighters/paramedics.

18. GENERAL PROVISIONS

18(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

18(b) EFFECT


It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

19. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this ____ day of _____ 2017.

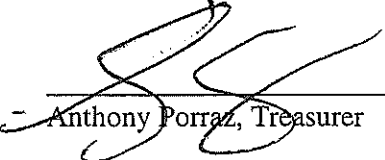
SOUTH PASADENA FIREFIGHTERS
ASSOCIATION

CITY OF SOUTH PASADENA

 11-8-17

Mike Larkin, President DATE

Michael A. Cacciotti, Mayor DATE

 11-8-17

Anthony Porraz, Treasurer DATE

Stephanie DeWolfe, City Manager DATE

APPENDIX A

Firefighters' Association Monthly Salary Schedule

	A	B	C	D	E	F
Captain	\$ 7,042	\$ 7,394	\$ 7,764	\$ 8,152	\$ 8,560	
Firefighter/Paramedic	\$ 6,264	\$ 6,577	\$ 6,906	\$ 7,251	\$ 7,614	
Fire Engineer	\$ 6,127	\$ 6,434	\$ 6,755	\$ 7,094	\$ 7,448	\$ 7,821
Firefighter	\$ 5,097	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	



Effective the first full pay period beginning after July 1, 2017

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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 Khubesian, M.D., Council/Agency Member
Diana Mahmud, Council/Agency Member

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

COUNCIL AGENDA: November 15, 2017
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager
FROM: David G. Watkins, Director of Planning and Building 
Marlon Ramirez, Community Improvement Coordinator 
SUBJECT: **Adoption of a Resolution Declaring a Public Nuisance and Order of Abatement for 2054 Fremont Avenue**

Recommendation

It is recommended that the City Council adopt a resolution declaring that the premises located at 2054 Fremont Avenue is a public nuisance and order the abatement of the premises within thirty (30) days, by having the violations abated in the method identified in Planning Commission (P.C.) Resolution No. 17-20.

Fiscal Impact

Staff will provide the estimated cost of abatement with a statement that it would only be incurred in the case of non-compliance and that the cost would be assessed against the property.

Commission Review and Recommendation

On October 23, 2017 this matter was reviewed by the Planning Commission (Commission). The Commission passed P.C. Resolution No. 17-20 finding the property at 2054 Fremont Avenue to be a public nuisance and recommending that the City Council declare the property a public nuisance and ordering its abatement of violating conditions within 30 days.

Background

A search of Los Angeles County Tax Assessor records show Geraldine L. Maurer (mother) and Karen E. Maurer (daughter) as the owners of the property. The City of South Pasadena (City) has received several complaints from nearby residents relating to the unsightly condition of the property. As a result of those complaints, the City inspected the property and observed overgrown vegetation, weeds, and found the property littered with debris and trash which are violations of the South Pasadena Municipal Code Section(s) 24.02.C(4), 24.02(21), and 9.80. Both owners live on the property, however all contact to date has been with Karen Maurer.

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Declaration of Public Nuisance and Order of Abatement

November 15, 2017

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Case Timeline

- March 27, 2017 The Planning and Building Department informed of overgrown property. Correction notice left on the front door requiring the clearance of weeds on the property.
- April 6, 2017 Staff called property owner, left message on answering machine.
- April 17, 2017 Staff inspected the property, no progress, spoke to the property owner who stated she needed a few weeks to get the property cleaned-up.
- May 2, 2017 Inspected property, no progress. Issued a \$100 administrative citation.
- May 16, 2017 Inspected the property, no progress, owner stated she needs more time.
- May 22, 2017 Inspected the property, no progress, issued a \$500 administrative citation.
- June 15, 2017 Inspected property, no progress, no answer at the door, issued a \$750 administrative citation.
- June 16, 2017 Staff requested the South Pasadena Police Department conduct a welfare check on the property owners. Responding officer reported that property owners were ambulatory and able to care for themselves.
- August 3, 2017 Inspected property, no progress. Issued another \$750 administrative citation, advised owner that she will start receiving daily fines if the property is not cleaned.
- August 14, 2017 Inspected property, no progress, left notice on the property stating that no progress has been made since late March 2017, advised that case will be forwarded to City Prosecutor for further enforcement action.
- September 5, 2017 Inspected the property, no progress, spoke to property owner, says she understands what needs to be done, owner did not provide any details as to why she has been unable to clean the property.
- September 6, 2017 Sent letter to property owners advising code enforcement case was being forward to the City Manager for further enforcement action.
- September 25, 2017 Planning Commission passed a P.C. Resolution No. 17-17 to set a Public Hearing on October 23, 2017.
- October 2, 2017 Los Angeles County Tax Assessor records indicate property taxes are current.
- October 5, 2017 Property owners were sent certified copies of P.C. Resolution No. 17-17 and notice of Public Hearing. A Notice of Public Hearing was posted on the property in accordance with SPMC 24.06-24.07.
- October 7, 2017 USPS attempted to deliver certified copies of resolution and public notice. Instructions left to schedule redelivery or retrieve mail at the post office.
- October 23, 2017 Public Hearing held and the Planning Commission adopted P.C. Resolution

Declaration of Public Nuisance and Order of Abatement

November 15, 2017

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No. 17-20 declaring the property a public nuisance and recommending the City Council order abatement within 30 days.

October 27, 2017 Service of P.C. Resolution No. 17-20 to the property owners was completed via certified mail as the owners were not present at the time of delivery.

October 30, 2017 Copy of P.C. Resolution No. 17-20 sent via U.S. mail and included a copy of the process for appeal.

The property continues to be maintained in violation of various City codes and in its current state is having a detrimental impact on the surrounding neighborhood. The City has taken steps to obtain voluntary compliance using administrative remedies. Since March of 2017, staff has visited the property several times and made contact with Karen Maurer (owner) in an effort to obtain compliance. Over the last seven months, the property owners have received four administrative citations totaling \$2,625 (including late fees) which remain outstanding.

Staff has monitored the progress of this site for the last seven months with regular visits and has observed no activity in an apparent attempt to remedy the code violations. A recent site visit revealed the site remains generally in the same condition as that in March 2017.

This matter has been reviewed by the City Manager in accordance with SPMC Section 24.04. Due to the outstanding public nuisance violations on the property and the lack of progress, staff is recommending that the City Council adopt a resolution declaring the property a nuisance and ordering abatement of violations within thirty (30) days.

Analysis

In cases where all administrative efforts to obtain code compliance have been exhausted and code violations go uncorrected, the City may pursue abatement procedures. The abatement procedure has been successfully used in the past to achieve code compliance.

SPMC Section 24.04 allows the Commission by resolution, based upon the request of the City Manager, to declare its intent to conduct a Public Hearing to determine whether the conditions of a property constitute a public nuisance. Within 30 days after the passage of the resolution, a notice is posted on the premises with information relating to the date, time, and location of the Public Hearing. The owner of the property in question is served with one copy of the notice and a copy of the Commission's resolution.

The Public Hearing allows the Commission to hear, cross-examine, and consider testimony and evidence from the owner of the property, City staff or any other interested parties to the alleged public nuisance. Upon the conclusion of the Hearing, the Commission shall review all evidence presented to them and determine whether the conditions of the property constitutes a public nuisance. If the Commission finds that a public nuisance does exist, it must determine how to correct these conditions through an abatement procedure. The Commission may choose to abate the conditions by demolishing, rehabilitation, or repair of the property. After the Commission declares a public

Declaration of Public Nuisance and Order of Abatement

November 15, 2017

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nuisance and selects the abatement procedure, it refers the project to the City Council by resolution. The resolution contains a report of the findings and recommendations with respect to the required abatement. The owner of the property in question is served with a copy of the Commission's resolution.

The property owner may appeal the Commission's decision to the City Council within 15 days after the date of the Commission's decision. During the Hearing appeal, the City Council may choose to continue to hold such hearings or make a determination to: 1) uphold the appeal; 2) confirm the action and decision of the Commission; or 3) modify the Commission's decision.

In the absence of an appeal, the City Council may, by resolution, declare the premise to be a public nuisance and order the abatement of the premises within 30 days by having the premises or structures demolished, rehabilitate, or repaired. The property owner is served with one copy of the City Council's resolution containing a detailed list of needed corrections and abatement methods. The City Council's resolution shall include language that a property owner may seek judicial review of an adverse decision pursuant to the timelines and procedures outlined in Sections 1094.5 and 1094.6 of the California Code of Civil Procedure.

If the nuisance is not completely abated by the property owners within the 30 day period, the Council may direct the City Manager to abate the nuisance using City forces or by private contract, pursuant to a court-issued abatement warrant. The City Manager shall keep a record of all itemized costs incurred during the abatement of the premise and present a report to the City Council. After the City Council reviews and approves the report for the total cost for abating the nuisance, it will be recorded as a special assessment against the property. The assessment against the property may be collected at the same time and in the same manner as ordinary municipal taxes are collected.

Alternatives

The City Council finds that a public nuisance does not exist.

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. Draft City Council Resolution Declaring the Property a Public Nuisance
2. Planning Commission Resolution No. 17-20
3. Photos of Property and Notices to Property Owner

ATTACHMENT 1
Draft City Council Resolution Declaring the Property
a Public Nuisance

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DECLARING THE PROPERTY AT 2054 FREMONT AVE,
CITY OF SOUTH PASADENA, A PUBLIC NUISANCE,
AND ORDERING THAT THE NUISANCE BE ABATED
WITHIN 30 DAYS**

WHEREAS, the City of South Pasadena City has the authority, pursuant to its police power, to regulate conditions of blight that affect the health, safety, and welfare of the City; and

WHEREAS, Chapter 24.04 of the South Pasadena Municipal Code provides for the abatement of public nuisances in the City; and

WHEREAS, pursuant to South Pasadena Municipal Code Section 24.04, the City Manager has requested that the Planning Commission hold a Public Hearing for the purpose of determining whether or not a public nuisance exists at the property located at 2054 Fremont Avenue, South Pasadena (Property); and more particularly described as Lot No. 13 Block 480704 Tract 5171.

WHEREAS, on October 23, 2017, the Planning Commission held such a Hearing; and adopted P.C. Resolution No. 17-20, recommending to the City Council to declare the premises a public nuisance and order the abatement of the premises by means of demolition of the premises within 30 days.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council finds that on October 23, 2017, the Planning Commission held a duly noticed Public Hearing and considered all relevant evidence, objections, or protests, and received testimony from the owner, witnesses, City staff, and interested persons relative to the alleged public nuisance and to the proposed demolitions, rehabilitation or repair of the premises located at 2054 Fremont Avenue, South Pasadena.

SECTION 2. The City Council further finds that after considering all of the relevant evidence, the Planning Commission made the following findings of fact and conclusions of law:

24.02(C)(4)(A) That overgrown vegetation likely to harbor rats, vermin, and other nuisances exists at the Property.

- 24.02(C)(4)(B) That the overgrown vegetation and weeds is causing detriment to neighboring properties or property values;
- 24.02(C)(21)(A) That the Property is in a condition that is defective, and unsightly, or in a condition of deterioration or disrepair that the same causes diminution to the property value of surrounding properties or is otherwise materially detrimental to adjacent properties and improvements. This includes the keeping or depositing, or the scattering over the premises of debris, junk, lumber, or trash exists at the Property.
- 9.80(a)(1) That the condition of the Property constitutes a fire hazard or other condition that is dangerous to the public health, safety, and welfare.
- 9.80(a)(3) That the condition of the Property substantially detracts from the aesthetic and property values of neighboring properties.
- 9.80(a)(4) That the Property is overgrown onto a public right-of-way at least 12 inches.
- 9.80(a)(5) That the landscaping is completely dead, over 12 inches in height, and covers more than fifty percent (50%) of the front or corner side yard visible from a street.

SECTION 3. The City Council, based on the aforementioned findings of fact and conclusions of law, hereby finds that the Property known as 2054 Fremont Avenue, South Pasadena, is being maintained contrary to one or more of the provisions of section 24.02 (Nuisances) and Chapter 9, Article VIII, and hereby finds the Property to be a public nuisance and orders the abatement of the premises by having the violations abated within thirty (30) days of the date of this resolution by completing the following abatement actions by no later than December 15, 2017:

1. Abate weeds and overgrown vegetation on the property and parkway by mowing, weeding, or by other means necessary to achieve removal of weeds and overgrown vegetation.
2. Dispose of all green waste including brush, weeds, tree trimmings, and garden trimmings littered throughout the Property in the appropriate green waste container, or contact Athens Services for removal.
3. Dispose all garbage, trash, and debris littered on the Property and parkway in the appropriate garbage container.

SECTION 4. If the nuisance is not completely abated by the owner as directed within the thirty-day (30) abatement period, the City Council may direct the City Manager to cause the premises to be abated by City forces or by private contract upon being granted an abatement warrant issued by a court of competent jurisdiction, or as otherwise provided by law.

SECTION 5. Judicial review of the herein City Council decision is subject to Sections 1094.5 and 1094.6 of the California Code of Civil Procedure.

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

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

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of November, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
Planning Commission Resolution No. 17-20

P.C. RESOLUTION NO. 17-20

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA FINDING THAT A PUBLIC NUISANCE EXISTS AT THE PROPERTY COMMONLY KNOWN AS 2054 FREMONT AVE.

WHEREAS, the City of South Pasadena has the authority, pursuant to its police power, to regulate conditions of blight that affect the health, safety, and welfare of the City; and

WHEREAS, South Pasadena Municipal Code §§ 24.04 and 9.60 et seq. provide that a property may be declared to be a public nuisance when certain conditions exist on the property contrary to property maintenance and development standards, and provides for the abatement of public nuisances in the City; and

WHEREAS, the City Manager of the City of South Pasadena has determined the property commonly known as 2054 Fremont Ave. (the "Property"), currently owned by Geraldine Maurer and Karen Maurer, is possibly being maintained as a public nuisance.

WHEREAS, pursuant to South Pasadena Municipal Code Section 24.04, the City Manager has requested that the Planning Commission hold a public hearing for the purpose of determining whether or not a public nuisance exists at the property located at 2054 Fremont Ave, City of South Pasadena, and more particularly described as Lot No. 13 Block 480704 Tract 5171.

WHEREAS, pursuant to South Pasadena Municipal Code Section 24.04, the Planning Commission passed Resolution No. 17-17, dated September 25, 2017 setting October 23, 2017 as the date for a hearing to determine whether or not a public nuisance exists at the Property, and to make recommendations as to the abatement of the nuisance, if any.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1. On October 23, 2017 the Planning Commission held a duly noticed public hearing and considered all relevant evidence, objections, or protests, and received testimony from the owner, witnesses, city staff, and interested persons relative to the alleged public nuisance and to the proposed demolitions, rehabilitation, or repair of the premises located at 2054 Fremont Avenue, City of South Pasadena.

SECTION 2. After considering all of the relevant evidence the Planning Commission makes the following findings of fact and conclusions of law:

24.02(C)(4)(A) That overgrown vegetation likely to harbor rats, vermin, and other nuisances exists at the Property.

THIS IS A TRUE AND CORRECT COPY OF THE DOCUMENT,
ON FILE IN THE OFFICIAL RECORDS OF
THE CITY OF SOUTH PASADENA

Deputy City Clerk
Deputy City Clerk

10/26/2017
Date

This certification copy is identical to an original
858151
structure or document of the City of South Pasadena

- 24.02(C)(4)(B) That the overgrown vegetation and weeds is causing detriment to neighboring properties or property values;
- 24.02(C)(21) That the Property is in a condition that is defective, and unsightly, or in a condition of deterioration or disrepair that the same causes diminution to the property value of surrounding properties or is otherwise materially detrimental to adjacent properties and improvements.
- 24.02(C)(21)(A) That the keeping or depositing, or the scattering over the premises of debris, junk, lumber, or trash exists at the Property
- 9.80(a)(1) That the condition of the Property constitutes a fire hazard or other condition that is dangerous to the public health, safety, and welfare.
- 9.80(a)(3) That the condition of the property substantially detracts from the aesthetic and property values of neighboring properties.
- 9.80(a)(4) That the property is overgrown onto a public right-of-way at least twelve inches.
- 9.80(a)(5) That the landscaping is completely dead, over twelve inches in height, and covers more than fifty percent of the front or corner side yard visible from a street.

SECTION 3. The Planning Commission, based on the aforementioned findings of fact and conclusions of law, hereby finds that the property known as 2054 Fremont Avenue, is being maintained contrary to one or more of the provisions of section 24.02 (Nuisances) and Chapter 9 Article VIII (Maintenance of Buildings and Lots) and hereby finds the property to be a public nuisance and recommends to the City Council to adopt a resolution declaring the property a public nuisance and order the abatement of the premises by having the premises rehabilitated, or repaired within thirty (30) days.

SECTION 4. The Planning Commission further recommends to the City Council that it order the abatement of the public nuisance at 2054 Fremont Avenue within thirty (30) days of its resolution by completing the following:

1. Abate weeds and overgrown vegetation on the property and parkway by mowing, weeding, or by other means necessary to achieve removal of weeds and overgrown vegetation.
2. Dispose all green waste including brush, weeds, tree trimmings, and garden trimmings littered throughout property in the appropriate green waste container, or contact Athens Services for removal.
3. Dispose all garbage, trash, and debris littered on the property and parkway in the appropriate garbage container.

PASSED, APPROVED, AND ADOPTED this 23rd day of October 2017, by the following vote:

AYES: DAHL, KOLDUS, MORRISH & TOM
NOES: NONE
ABSENT: BRAUN
ABSTAIN: NONE



Steven Dahl, Chair

ATTEST:



Kelly Koldus, Vice-Chair

ATTACHMENT 3
Photos of Property and Notices to Property Owner

March 27, 2017



May 22, 2017



October 10, 2017











CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
COMMUNITY IMPROVEMENT COORDINATOR
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7225 • FAX: 626.403.7221
WWW.SOUTHPASADENACA.GOV

September 5, 2017

Geraldine Maurer, Karen Maurer
2054 Fremont Ave
South Pasadena, CA 91030

Re: Code Enforcement Case Being Forwarded to City Manager

Dear Property Owners,

This letter serves as a follow-up to the notices and administrative citations issued to you for maintaining your property in violation of the South Pasadena Municipal Code. Since March 2017, the City has notified you verbally and in writing regarding weeds, an accumulation of palm fronds, and trash in the front yard and parkway. The most recent notice was issued on August 14, 2017 informing you this case would be forwarded to the City Prosecutor if the violating conditions were not corrected (enclosed). I inspected the property on September 5, 2017 and no progress was observed. Per my conversation with you, Karen Maurer, on 9/5/17, you informed me you understand the front yard needs to be cleaned, however no timeline was provided.

Your property is being maintained in a condition that is detrimental to the surrounding neighborhood and is in violation of the following sections of the South Pasadena Municipal Code:

9.80 Inadequate landscape maintenance.

Inadequate landscaping constitutes property blight. A property is inadequately landscaped when any of the following conditions exist:

(a) The property contains overgrown, diseased, dead or decayed trees, weeds or other vegetation that:

(1) Constitutes a fire hazard or other condition that is dangerous to the public health, safety, welfare;

(3) Substantially detracts from the aesthetic and property values of neighboring properties:

(4) Is overgrown onto a public right-of-way at least twelve inches; or

(5) Is completely dead, over twelve inches in height, and covers more than fifty percent of the front or corner side yard visible from a street.

24.02 Nuisances and property maintenance.

(c) Conditions Qualifying as a Public Nuisance. Conditions that qualify as a public nuisance include, but are not limited to, the following:



CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
COMMUNITY IMPROVEMENT COORDINATOR
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7225 • FAX: 626.403.7221
WWW.SOUTHPASADENACA.GOV

- (4) Overgrown vegetation:
- (A) Likely to harbor rats, vermin, and other nuisances, or
 - (B) Causing detriment to neighboring properties or property values;
 - (21) Property in a condition that is defective, and unsightly, or in a condition of deterioration or disrepair that the same causes diminution to the property value of surrounding properties or is otherwise materially detrimental to adjacent properties and improvements. This includes the keeping or depositing on, or the scattering over the premises of, any of the following:
 - (A) Debris, junk, lumber, or trash,

Given that you have not abated the violations per previous written and verbal orders, the Planning and Building Department is referring your case to the City Manager for further action. The City Manager may request the Planning Commission to hold a Public Nuisance Hearing. Information regarding this process or any other action taken will be sent to you.

We ask again that you correct these violations by clearing all overgrown vegetation (weeds) in the front yard and parkway, remove the accumulation of palm fronds, and remove all trash and debris in the parkway immediately to prevent further action.

If you have any questions, please call me at (626)403-7225 or email me at mramirez@southpasadenaca.gov. Thank you in advance for your cooperation.

Sincerely,

Marlon Ramirez
Community Improvement Coordinator

Enclosure



CITY OF SOUTH PASADENA

1414 Mission Street

Inspection Request (626) 403-7226

Office Phone: (626) 403-7220

Fax: (626) 403-7221

CORRECTION NOTICE

2054 Fremont Ave. 03/27/17
ADDRESS DATE

9:00 AM M. Ramirez Page 1 of 1
TIME INSPECTOR'S NAME

① The City received a complaint
regarding your front yard
being overgrown with weeds.

② Please clear all overgrowth
on the front yard and
parkway within 10 days
of this notice.

③ If you have any questions,
Please call me at (626)
403-7225. Thanks.



CITY OF SOUTH PASADENA

1414 Mission Street

Community Improvement Coordinator / Code Enforcement

Office Phone: (626) 403-7225

Fax: (626) 403-7221 VIA US Mail

TO: Geraldine Maurer
Karen Maurer

NOTICE OF VIOLATION

(Pursuant to SPMC § 1A.4)

2054 Fremont Ave. 04/07/2017
ADDRESS DATE

9:50 AM M. Ramirez Page ____ of ____
TIME ISSUED BY

Violation of code sections(s): 9.80, 24.02.C.4(B)
of the South Pasadena
Municipal Code

Description of violation(s): overgrown vegetation/
weeds in the front yard, driveway,
and parkway. House appears
vacant / possible attractive nuisance.

Corrections needed: clear weeds and
overgrowth. Failure to comply
will result in a \$100 citation.

Corrections must be made by: April 14, 2017

If violations are not corrected by the above due date, a second
notice or citation may follow. (\$100, \$500, \$750)



CITY OF SOUTH PASADENA

1414 Mission Street
Inspection Request (626) 403-7226
Office Phone: (626) 403-7220
Fax: (626) 403-7221

CORRECTION NOTICE

2054 Fremont Ave 8/14/2017
ADDRESS DATE

1:34 PM M. Ramirez Page 1 of 1
TIME INSPECTOR'S NAME

- ① No progress made since first notice issued in March 2017.
- ② Case will be forwarded to City Prosecutor for further enforcement action.
- ③ Clear overgrown vegetation (weeds) and dispose palm fronds from front yard.

City of South Pasadena Citation No. 782
ADMINISTRATIVE CITATION

DATE 05/02/17 TIME 11:45 AM DAY OF WEEK Tues

NAME (FIRST, MIDDLE, LAST) Geraldine Maver / Karen Maver

VIOLATION LOCATION 2054 ^{CITY} Fremont ^{STATE} AVE. ^{ZIP}

MAILING ADDRESS SAME AS ABOVE

PHONE NUMBER (626) 441-3483

DRIVER LICENSE NO. STATE CLASS BIRTH DATE

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION	FINE
---------------------------------	-----------------------	------

1. 9.80, 24.02C.4(B)	Overgrown	\$160
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2.	Vegetation/weeds	
----	------------------	--

3.		
----	--	--

4.		
----	--	--

5.		
----	--	--

Total Fine \$ 100.00

CORRECTIONS REQUIRED

Clear weeds / overgrown vegetation in the front yard and parkway. Dispose palm fronds in front yard. Failure to comply will result in additional \$500 citation.

CORRECT VIOLATIONS WITHIN 14 DAYS. By 5/16/2017
CONTINUED VIOLATIONS OF THE CITED CODE(S) MADE WITHIN THIRTY-SIX (36) MONTHS AFTER THE DATE OF THE CITATION SHALL RESULT IN ADDITIONAL FINES.

SIGNATURE OF ISSUER *[Signature]* Marlon Ramirez

DEPARTMENT Planning & Building PHONE NUMBER (626) 403-7225

SIGNATURE OF PERSON CITED * N/A

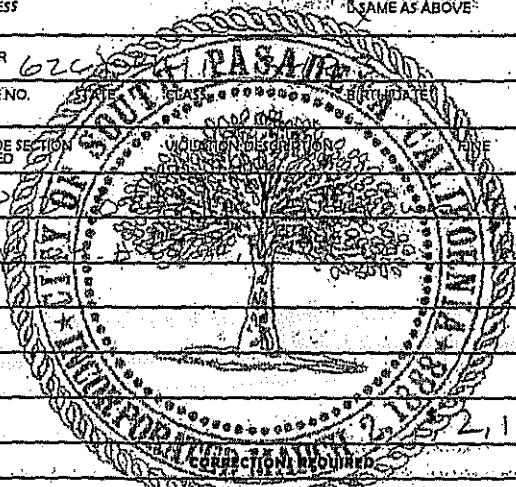
Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid without signature.

PAYMENT MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. A REQUEST FOR HEARING MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. HOWEVER, THE FINE MUST BE PAID IN ADVANCE IN ORDER TO SCHEDULE A HEARING, OR HAVE REQUESTED FOR AN ADVANCE DEPOSIT HARSHIP WAIVER.

White- Cited Person Yellow- File Pink- Finance

City of South Pasadena Citation No. 784
ADMINISTRATIVE CITATION

DATE 8/3/17 TIME 10:24 AM DAY OF WEEK Thurs
 NAME (FIRST, MIDDLE, LAST) Caroline Maurer / Karen Maurer
 VIOLATION LOCATION 2854 CITY Fremont STATE AVE
 MAILING ADDRESS SAME AS ABOVE
 PHONE NUMBER 626-722-5411 PASADENA
 DRIVER LICENSE NO. STATE CALIF. BIRTH DATE 01/15/1975
 MUNICIPAL CODE SECTION VIOLATED
 1. 9.80 9750
 2. citation 1350
 3.
 4.
 5.
Total Fine 2,100.00



Clear weeds / overgrown vegetation
 in the front yard, driveway & parking
 Dispose Palm fronds. Failure to comply
 will result in daily \$750 fines &
 case will be forwarded to City Prosecutor

for public nuisance abatement
 CORRECT VIOLATIONS WITHIN 10 DAYS BY 8/17/17
 CONTINUED VIOLATIONS OF THE CITED CODE(S) MADE WITHIN THIRTY-SIX (36) MONTHS AFTER THE
 DATE OF THE CITATION SHALL RESULT IN ADDITIONAL FINES.

SIGNATURE OF ISSUER [Signature] Marlon Ramon
 DEPARTMENT Code Enforcement (6722) PHONE NUMBER 903-7225
 SIGNATURE OF PERSON CITED N/A

*Signing of the Citation is not an admission of guilt, it only acknowledges receipt.
 Citation is valid without signature.*

PAYMENT MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. A REQUEST
 FOR HEARING MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. HOWEVER,
 THE FINE MUST BE PAID IN ADVANCE IN ORDER TO SCHEDULE A HEARING, OR HAVE REQUESTED FOR AN
 ADVANCE DEPOSIT HARDSHIP WAIVER.

White- Cited Person Yellow- File Pink- Finance

No answer at door.

City of South Pasadena

Citation No.

ADMINISTRATIVE CITATION

600

DATE

06/15/2017

TIME

2:12 PM

DAY OF WEEK

Thurs

NAME (FIRST, MIDDLE, LAST)

Geraldine Mauer, Karen Mauer

VIOLATION LOCATION

2054 Fremont Ave.

CITY

STATE

ZIP

MAILING ADDRESS

SAME AS ABOVE

PHONE NUMBER

(626) 441-3483

DRIVER LICENSE NO.

STATE

CLASS

BIRTH DATE

MUNICIPAL CODE SECTION VIOLATED

VIOLATION DESCRIPTION

FINE

1. 9.80, 24.02.C 4(B) overgrown vegetation \$750

2. weeds

3. Admin Cite no. 782 (unpaid) \$100

4. Admin Cite no. 577 (unpaid) \$500

5.

Total Fine

\$1,350

CORRECTIONS REQUIRED

Clear weeds / overgrown vegetation in the front yard and parkway. Dispose palm fronds in front yard. Failure to comply will result in daily fines of \$750 and further ~~action~~ ^{city} action.

CORRECT VIOLATIONS WITHIN 10 DAYS. by 6-26-17

CONTINUED VIOLATIONS OF THE CITED CODE(S) MADE WITHIN THIRTY-SIX (36) MONTHS AFTER THE DATE OF THE CITATION SHALL RESULT IN ADDITIONAL FINES.

SIGNATURE OF ISSUER

Marlon Ramirez

DEPARTMENT

Planning and Building

PHONE NUMBER

(626) 403-7225

SIGNATURE OF PERSON CITED

X

Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid without signature.

PAYMENT MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. A REQUEST FOR HEARING MUST BE MADE NO LATER THAN 30 DAYS FROM THE DATE OF THIS CITATION. HOWEVER, THE FINE MUST BE PAID IN ADVANCE IN ORDER TO SCHEDULE A HEARING, OR HAVE REQUESTED FOR AN ADVANCE DEPOSIT HARDSHIP WAIVER.

White- Cited Person

Yellow- File

Pink- Finance

City of South Pasadena Citation No. 599
ADMINISTRATIVE CITATION

DATE 05/22/2017 TIME 1:15 PM DAY OF WEEK MON
 NAME (FIRST, MIDDLE, LAST) Mayer / Karen Mayer

VIOLATION LOCATION CITY STATE ZIP
20541 EDWARDS AVE CA 91030
 MAILING ADDRESS (SAME AS ABOVE)

PHONE NUMBER (626) 443-9987
 DRIVER LICENSE NO. STATE CLASS. EXPIRES

MUNICIPAL CODE SECTION VIOLATION DESCRIPTION FINE

1	780.2072(a) - Weeds	\$500
2	Administrative Fee (05/02/17)	\$100
3		
4		
5		

Total Fines 600

Clear weeds, overgrown vegetation
 on the front yard and driveway.
 Dispose palm fronds in front yard
 Failure to comply will result in
 an additional \$750 citation.

CONSENT TO PAYMENT AND TO WAIVE APPEAL RIGHTS
 I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS CITATION AND I AGREE TO PAY THE FINE AND TO WAIVE MY RIGHT TO APPEAL.
 I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS CITATION AND I AGREE TO PAY THE FINE AND TO WAIVE MY RIGHT TO APPEAL.

SIGNATURE OF OWNER Mrs. Marlon Ramirez
 DEPARTMENT PHONE NUMBER
Planning Division (626) 463-7225

SIGNATURE OF PERSON CITED

STATE OF CALIFORNIA, COUNTY OF PASADENA, I, the undersigned, do hereby acknowledge receipt of the above and certify that the same is a true and correct copy of the original.

PAYMENT MUST BE MADE TO THE CITY OF SOUTH PASADENA, 100 WEST GARDEN AVENUE, PASADENA, CA 91103. A RECEIPT FOR PAYMENT WILL BE FURNISHED TO YOU. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CITY OF SOUTH PASADENA AT (626) 463-7225. IF YOU ARE UNABLE TO PAY, PLEASE CONTACT THE CITY OF SOUTH PASADENA AT (626) 463-7225 FOR AN ARRANGEMENTS.

WITNESSED AND FORWARDED BY THE CITY CLERK: