



REVISED AGENDA¹

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, March 21, 2018, 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 Richard D. Schneider, M.D.

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

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 Acting 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. Initiation of Litigation

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

Number of Cases: 1

¹ See Addition of Item D – Anticipated Litigation

B. Conference with Real Property Negotiators

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8:

Properties: 221 San Pascual Avenue, South Pasadena, CA 91030
(APN Nos. 5716-021-270; 5716-021-271; 5716-021-903; and 5716-021-904)

Agency Negotiators: City Manager Stephanie DeWolfe; City Attorney Teresa L. Highsmith

Negotiating Party: San Pascual Stables, LLC

Under Negotiation: Lease Agreement

C. Existing Litigation

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

Name of Case: Albert Benzoni v. City of South Pasadena, et al. Case No. BS162797

D. Anticipated Litigation

CONFERENCE INVOLVING A JOINT POWERS AGENCY, Pursuant to Government Code Section 54954.5: Los Angeles Community Choice Energy (DBA Clean Power Alliance of Southern California)


Discussion will Concern: Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d))

Name of Local Agency Representative on Joint Powers Agency Board: City of South Pasadena Councilmember Diana Mahmud, Los Angeles Community Choice Energy Representative

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.

3/16/2018

Date


Natalie Sanchez, CMC
Acting Deputy City Clerk

¹ See Addition of Item D – Anticipated Litigation



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

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

Wednesday, March 21, 2018, 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 Richard D. Schneider, M.D.

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

INVOCATION: Mayor Richard D. Schneider, M.D.
**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: Mayor Richard D. Schneider, M.D.

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

PRESENTATIONS

- 2. Presentation of a Proclamation Declaring April 2018 as "DMV/Donate Life California Month" in the City of South Pasadena**
- 3. Presentation of a Proclamation Declaring April 20, 2018 as "Library Volunteer Recognition Day" in the City of South Pasadena**

COMMISSION APPOINTMENT

4. Commission Appointment

Recommendation

Appoint Amy Davis Jones to the Natural Resources and Environmental Commission to a partial term ending December 31, 2019.

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. 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 Acting 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

8. Minutes of the City Council Meeting of March 7, 2018

Recommendation

Approve the minutes of the March 7, 2018 City Council Meeting.

9. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 202041 through 202080 in the amount of \$103,441.70; General City Warrants Nos. 202081 through 202189 in the amount of \$607,262.71; Payroll dated March 9, 2018, in the amount of \$610,943.71.

10. Monthly Investment Reports for January 2018

Recommendation

Receive and file the Monthly Investment Reports for January 2018.

11. Award of Contract to Wondries Fleet Group for Purchase of a 2019 Ford Fusion Hybrid Responder Emergency Administrative Staff Vehicle in the Amount of \$35,551.35

Recommendation

1. Award a contract to Wondries Fleet Group under the Cooperative Purchase Provisions of the National Joint Powers Alliance #120716, for the purchase of a new 2019 Ford Fusion Hybrid Responder emergency administrative staff vehicle in the amount of \$35,551.35.
2. Approve a budget transfer from Account No. 101-5011-8183 to Automotive Equipment line item Account No. 105-5011-8540 in the amount of \$35,551.35.

12. Adoption of a Resolution Initiating the Proceedings and Ordering of the Preparation of the Engineer's Report for Fiscal Year 2018-19 Lighting and Landscaping Maintenance District

Recommendation

1. Adopt a resolution entitled "A resolution of the City Council of the City of South Pasadena, California, initiating proceedings for the Fiscal Year 2018-19 levy and collection assessments for certain Lighting and Landscaping Maintenance in an existing district and ordering the preparation of a report pursuant to the Provisions Division 15, Part 2, of the Streets and Highways Code of the State of California."
2. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

13. Authorize a Second Contract Amendment in the Amount Not-to-Exceed \$40,000 with Great Match Consulting to Provide Supplemental Temporary Field Staffing on an As-Needed Basis for Fiscal Year 2017-18

Recommendation

Authorize the City Manager to execute the second contract amendment with Great Match Consulting for an additional not-to-exceed amount of \$40,000 to provide supplemental temporary field staffing on an as-needed basis for Fiscal Year 2017-18. This amendment increases the contract total to an amount not-to-exceed \$120,000 for these services.

14. Award of Contract to KOA Corporation for Inspection and Construction Management Services for the Monterey Road Street Improvement Project (Phase Two)

Recommendation

1. Accept a proposal dated August 22, 2017, from KOA Corporation for inspection and construction management services for the Monterey Road Street Improvement Project (Phase Two) and authorize the City Manager to execute an agreement with KOA Corporation for an amount not-to-exceed \$69,200.
2. Reject all other proposals received.

ACTION/DISCUSSION

15. Background for the State of California’s Affordable Housing Crisis and Consideration of the Annual Housing Report

Recommendation

1. Receive and file the report.
2. Review the Annual Housing Report to be submitted to the State Department of Housing and Community Development.

16. Summary Analysis of Recently Approved State Affordable Housing Bills

Recommendation

Receive and file the report.

17. Inclusionary Housing and Commercial Linkage Fee Programs

Recommendation

Receive and file the report.

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

April 13, 2018	Strategic Planning Meeting	Senior Center	2:00 p.m.
April 18, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
May 2, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

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 Spectrum 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.

3/15/2018
Date

Natalie Sanchez
Natalie Sanchez, CMC
Acting Deputy City Clerk

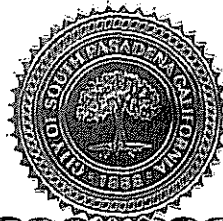
CITY OF SOUTH PASADENA
PROCLAMATION



Declaring April 2018,
as "DMV/Donate Life California Month"
in the City of South Pasadena

- WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need; and
- WHEREAS, more than 114,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 20 people die each day while waiting due to the shortage of donated organs; and
- WHEREAS, more than 600,000 units of blood per year are needed to meet the need in California; at any given time, 6,000 patients are in need of volunteer marrow donors; and
- WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 75 others; and a single blood donation can help three people in need; and
- WHEREAS, millions of lives each year are saved and healed by donors of organs, tissues, marrow and blood; and
- WHEREAS, the spirit of giving and decision to donate are not restricted by age or medical condition; and
- WHEREAS, over 14 million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ and tissue donors are honored; and
- WHEREAS, Californian residents can sign up with the Donate Life California Registry by checking "YES!" when applying for or renewing their driver's license or I.D. card, or by signing up at www.donatelife.org or www.donesidcalifornia.org.

NOW, THEREFORE, I, Richard D. Schneider, M.D., Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare April 2018, as "DMV/Donate Life California Month" in the City of South Pasadena, and encourage all Californians to consider contributing to this worthwhile cause.



Richard D. Schneider, M.D., Mayor

March 21, 2018
Date

TERESA WILSON 2

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CITY OF SOUTH PASADENA
PROCLAMATION



Declaring April 20, 2018, as
"Library Volunteer Recognition Day"
in the City of South Pasadena

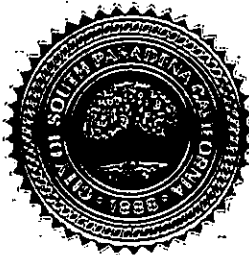
WHEREAS, the South Pasadena City Council and the Library Board of Trustees value the enormous contributions made each year by Library volunteers; and

WHEREAS, many of the programs, projects, and services offered by the library such as the Summer Reading Program, the Restoration Concert Series, the Friends Bookstore and their special sales, Author Nights, the Eclectic Music Festival 'Carnegie Stage' concert, film screenings, art exhibits, Living History presentations, and other featured events; and

WHEREAS, more than 132 volunteers donated more than 8,532.5 hours in 2017 assisting and augmenting library staff with these activities and programs; and

WHEREAS, the hours that volunteers contribute to the Library not only help provide services that could not otherwise be offered, they also support the staff "behind the scenes," freeing Library staff to devote more time to directly serving the public and performing duties and presenting programs that would not otherwise be possible.

NOW, THEREFORE, I, Richard D. Schneider, M.D., Mayor, on behalf of the City Council of the City of South Pasadena, hereby proclaim April 20, 2018, as "Library Volunteer Recognition Day" in the City of South Pasadena and do commend and thank all Library volunteers for their many hours of dedicated service and hard work.



Richard D. Schneider M.D.
Richard D. Schneider, M.D., Mayor

March 21, 2018
Date

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

Memo

Date: March 21, 2018
To: The Honorable City Council
From: Mayor Richard D. Schneider, M.D.
Re: March 21, 2018 City Council Meeting – Item No. 4 Commission Appointment

With the City Council concurrence at the March 21, 2018 City Council Meeting, I propose to appoint the following to a partial-term ending December 31, 2019:

- **Amy Davis Jones to the Natural Resources and Environmental Commission**

The application is on file at the City Clerk's Office, at City Hall, 2nd floor, 1414 Mission Street, South Pasadena, CA 91030.

Thank you.

APPROVAL STAMP 4

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**Wednesday, March 7, 2018
Minutes of the Regular Meeting of the City Council**

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Schneider on Wednesday, March 7, 2018, at 7:30 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

Absent: None.

City Staff

Present: Stephanie DeWolfe, City Manager; Teresa L. Highsmith, City Attorney; and Desiree Jimenez, Acting Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

INVOCATION

Councilmember Mahmud gave the invocation.

PLEDGE OF ALLEGIANCE

Gina Atkinson, representing South Pasadena Beautiful, led the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

The Regular Closed Session of the City Council of March 7, 2018, was called to order by Mayor Schneider at 6:30 p.m.

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

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

Number of Cases: 1

- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Pursuant to Government Code Section 54956.9(d)(4):

Number of Cases: 1

City Attorney Highsmith reported that the City Council received briefings and provided direction to staff regarding the agendaized Closed Session Items, but did not take any reportable action.

PRESENTATIONS

- 2. **Presentation of a Proclamation Declaring March 7, 2018 as “Arbor Day” in the City of South Pasadena**

Mayor Schneider presented a Proclamation to Gina Atkinson and Stephanie Payne Campbell, representing South Pasadena Beautiful, and Dan Watson, representing Rotary Club of South Pasadena, declaring March 7, 2018, as “Arbor Day” in the City of South Pasadena.

- 3. **Presentation by City of Ontario Mayor Paul Leon on a Status Report on the Metro Gold Line Foothill Extension Construction Authority**

Paul Leon, Mayor of the City of Ontario, narrated a PowerPoint presentation entitled “Foothill Gold Line Project Update”; noted that the Metro Gold Line Phase 2B extension will include new stations in the cities of Glendora, San Dimas, La Verne, Pomona, Claremont, and Montclair; spoke on the importance and regional benefits of extending the Metro Gold Line to the Ontario Airport. In response to City Council inquiries, Mayor Leon advised that the Metrolink and Gold Line will overlap at certain stations, noting the benefits of multi-modal transfer locations.

COMMISSION APPOINTMENT

- 4. **Commission Appointment**

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to appoint John Lesak to the Planning Commission to a full three-year term ending December 31, 2020.

COMMUNICATIONS**5. Councilmembers Communications**

Councilmember Joe displayed photos depicting the Chinese New Year Celebration hosted by the South Pasadena Chinese American Club at the Senior Center held on February 23, 2018; spoke on the “Read Across America Day” event at Arroyo Vista Elementary School on March 2, 2018.

Mayor Pro Tem Khubesrian noted that Congress established the month of March as Women’s History Month to honor the extraordinary achievements of American women.

Councilmember Mahmud encouraged residents to participate in the South Pasadena Beautiful Tree Planting Drive and spoke on the importance of watering median and parkway trees.

Councilmember Cacciotti displayed photos and reported on his attendance at various regional meetings and events; encouraged residents to visit the San Pascual Stables to experience horseback riding lessons.

Mayor Schneider encouraged residents to attend a community meeting to discuss pocket parks on March 12, 2018, at the Senior Center; advised that the Housing Rights Center will host a free workshop on housing-related issues on March 13, 2018, at the Library Community Room; invited the community to attend a discussion panel on Emergency Preparedness and Active Shooter Incidents on March 14, 2018, at the Library Community Room; noted that a memorial service for Dorothy M. Cohen, former Mayor and Co-Founder of the Friends of the Library Bookstore, will be held on March 17, 2018, at the Library Community Room; advised that the City Council will conduct an Affordable Housing Study Session at the March 21, 2018 City Council Meeting.

Mayor Schneider announced Mayor Pro Tem Dr. Marina Khubesrian was named as the “41st Assembly District Woman of the Year” by Assemblymember Chris Holden.

6. City Manager Communications

City Manager DeWolfe provided a status report on tree removals, tree plantings, and pruning cycles; explained that residents may obtain no cost permits from the City if they desire to prune their parkway trees ahead of the normal pruning schedule.

In response to City Council inquiry, Acting Deputy Public Works Director Courdy explained that drought conditions make trees more susceptible to pest infestations and disease; noted that the City is working to diversify its tree planting list and educate residents on the importance of watering parkway trees.

7. Reordering of and Additions to the Agenda

None.

PUBLIC COMMENTS

Joey Bland and Scouts, Cub Scout Pack 7, displayed photos of the children’s art mural project on the importance of environmental conservation; requested that the City Council authorize the display of the art mural at the City’s Demonstration Garden.

Councilmember Joe requested that consideration of Cub Scout Pack 7’s mural for the Demonstration Garden be agendized for the March 21, 2018 City Council Meeting, second by Councilmember Mahmud.

Yvonne Allen, South Pasadena resident, requested that the City’s Dial-A-Ride service provide transportation outside of its service area for medically necessary appointments.

CONSENT CALENDAR

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the Consent Calendar Item Nos. 8-13.

8. Minutes of the City Council Meetings of February 7, 2018 and February 21, 2018

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the minutes of the February 7, 2018 and February 21, 2018 City Council Meetings.

9. Prepaid Warrants, General City Warrants, and Payroll

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the City of South Pasadena Prepaid Warrants Nos. 201918 through 201962 in the amount of \$1,003,299.18; General City Warrants Nos. 201963 through 202040 in the amount of \$121,726.12; Payroll dated February 23, 2018, in the amount of \$747,053.33.

10. Discretionary Fund Request from Councilmember Mahmud for the Purpose of the Eagle Scout Project to Install an Interpretive Sign at the Entrance of the Arroyo Woodland and Wildlife Nature Park

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve a Discretionary Fund request by Councilmember Mahmud designating \$300 for the purpose of an Eagle Scout Project to install an interpretive sign at the entrance of the Arroyo Woodland and Wildlife Nature Park.

11. Presentation of the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2017

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to receive and file the City of South Pasadena’s Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2017.

12. Second Reading and Adoption of an Ordinance Amending Chapter 21A (Skateboards and Skateboard Parks) of the South Pasadena Municipal Code

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to adopt and waive further reading of Ordinance No. 2321 entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 21A (Skateboards and Skateboard Parks) of the South Pasadena Municipal Code" regarding procedures and requirements for proper usage of the Skateboard Park, in accordance with California State Assembly Bill 1146 Skateboard Parks and CA Health and Safety Code Section 115800.

13. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Sewer Rehabilitation and Replacement Project Phase 2, and Authorization to Release Retention Payment in the Amount of \$214,193.20 to Southwest Pipeline and Trenchless Corp.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to:

1. Accept the Sewer Rehabilitation and Replacement Project Phase 2 as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorize release of retention payment to Southwest Pipeline and Trenchless Corp., in the amount of \$214,193.20.

PUBLIC HEARING

14. Public Hearing for Adoption of a Resolution Approving the Community Development Block Grant (CDBG) Program for the Fiscal Year 2018-19

Mayor Schneider announced that his residence is within close proximity to one of the subject sidewalk repair projects and recused himself; left the Council Chamber at 8:23 p.m.

Acting Public Works Director Casillas narrated a PowerPoint presentation entitled "Community Development Block Grant Fiscal Year 2018-19" and responded to City Council inquiry.

Councilmember Cacciotti requested that future CDBG sidewalk repair project recommendations be presented to the Public Works Commission, prior to the City Council.

Community Services Director Pautsch spoke on the success of the Senior Meal Program, noting that it provides low cost lunches to in-person and by delivery.

Councilmember Mahmud requested that staff evaluate whether the Senior Meal Program needs to comply with new regulations related to food waste.

Mayor Pro Tem Khubesrian opened the Public Hearing.

Bianca Richards, South Pasadena resident, questioned how it is determined whether a raised sidewalk will be grinded down or filled with asphalt.

There being no one further desiring to speak on this item, Mayor Pro Tem Khubesrian closed the Public Hearing.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 4-0-1 (MAYOR SCHNEIDER RECUSED), to adopt Resolution No. 7546 entitled "A Resolution of the City Council of the City of South Pasadena, California, authorizing the allocation of Community Development Block Grant funds for Fiscal Year 2018-19," with the following modification:

- a. Section 2 of the Resolution to read as follows "The City Council authorizes City staff to adjust the Program budget as necessary throughout the fiscal year, based upon adjustments in the final CDBG allocation..." provided that the authorizing State agencies are amenable to the modification.

Mayor Schneider returned to the Council Chamber at 8:40 p.m.

ACTION/DISCUSSION

15. Authorization of Contract Amendment for the Arroyo Seco Pedestrian and Bicycle Trail Project with Sully-Miller Contracting Company

Acting Public Works Director Casillas and Management Analyst Aceves presented the staff report and responded to City Council inquiry.

Mayor Schneider opened the Public Comment period.

Alan Ehrlich, South Pasadena resident, spoke in support for directing staff to return to the City Council with detailed estimates and competitive bids for the Trellis Project; questioned whether the City could seek recovery of costs from the trail designer for errors and omissions related to the trellis.

There being no one further desiring to speak on this item, Mayor Schneider closed the Public Comment period.

Following discussion, MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM KHUBERIAN, CARRIED 5-0, to direct staff to bring back an item to a future City Council meeting to review a Comprehensive Report which includes a complete set of estimates for the trellis, identification of funding, material and design options, temporary trellis alternatives, and potential cost to repave Lohman Lane and authorization of contract amendment for the Arroyo Seco Pedestrian and Bicycle Trail Project with Sully-Miller Contracting Company.

ADJOURNMENT

Mayor Schneider adjourned the City Council Meeting at 9:24 p.m.

Evelyn G. Zneimer
City Clerk

Richard D. Schneider, M.D.
Mayor

Minutes approved by the South Pasadena City Council on March 21, 2018.

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City of South Pasadena/ Redevelopment Successor Agency Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
 TO: Honorable Mayor and City Council
 VIA: Stephanie DeWolfe, City Manager *J.*
 FROM: David Batt, Finance Director *DB*
 SUBJECT: **Approval of Prepaid Warrants and Wire Transfers in the Amount of \$103,441.70 General City Warrants in the Amount of \$607,262.71 and Payroll in the Amount of \$610,943.71**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 202041 – 202080 \$ 103,441.70

General City Warrants:

Warrant # 202081 – 202189 \$ 607,262.71

Payroll 03-09-18 \$ 610,943.71

Wire Transfers \$

RSA:

Prepaid Warrants \$

General City Warrants \$

Total \$ 1,321,648.12

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.

AGENDA ITEM 9

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 03-09-18
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date 03.21.18 Amounts			
	Prepaid	Written	Payroll	
General Fund	101	36,830.24	330,868.48	310,383.88
Insurance Fund	103		1,224.00	
Street Improvement Program	104			
Facilities & Equip.Cap. Fund	105		65,780.24	
Local Transit Return "A"	205	905.10	1,022.50	6,755.22
Local Transit Return "C"	207		91,748.46	5,205.89
TEA/Metro	208		22,657.50	
Sewer Fund	210		230.14	10,715.69
CTC Traffic Improvement	211			
Street Lighting Fund	215	2,566.23	677.33	5,748.24
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226	1,600.00	804.13	
Housing Authority Fund	228			
State Gas Tax	230	1,027.36	216.99	13,286.27
County Park Bond Fund	232	2,743.48		
Measure R	233			
MSRC Grant Fund	238		3,112.07	
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Streets Grant	249			
Capital Growth Fund	255		959.40	
CDBG	260		11,552.35	
Asset Forfeiture	270			
Police Grants - State	272		20,382.73	
Homeland Security Grant	274			
Park Impact Fees	275		6,255.41	
HSIP Grant	277			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	42,674.44	49,770.98	45,572.26
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	15,094.85		213,276.26
Wire Transfer - Various Funds				
Column Totals		103,441.70	607,262.71	610,943.71
City Report Totals			1,321,648.12	

Fund No.	Amounts			
	Prepaid	Written	Payroll	
RSA	227	-	-	-
Column Totals		-	-	-
RSA Report Totals				
Grand Report Total		103,441.70	607,262.71	610,943.71
Grand Report Total			1,321,648.12	

Richard D. Schneider M.D., Mayor

David Batt, Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 03/13/2018 - 12:48PM



Check Number	Check Date		Amount
AFLA7010 - AFLAC Line Item Account			
202051	03/08/2018		
Inv	P/R/E 2/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Optional Ins. 2/18	700-0000-0000-2255-000	1,167.46
Inv P/R/E 2/4/18 Total			1,167.46
202051 Total:			1,167.46
AFLA7010 - AFLAC Total:			1,167.46
ATCN9011 - AT & T Line Item Account			
202041	03/01/2018		
Inv	000010964010		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2018	1/20-2/19/18 9391062308	101-2010-2032-8150-000	4,921.63
Inv 000010964010 Total			4,921.63
202041 Total:			4,921.63
202063	03/08/2018		
Inv	000010975540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	CLAPDSOPAS 1/27-2/26/18	101-2010-2032-8150-000	316.76
Inv 000010975540 Total			316.76
Inv	000010982529		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	9391036942 1/27-2/26/18	101-2010-2032-8150-000	191.70
Inv 000010982529 Total			191.70
Inv	000010982530		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	9391036943 1/27-2/26/18	101-2010-2032-8150-000	191.70
Inv 000010982530 Total			191.70

202063 Total:		700.16
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ATCN9011 - AT & T Total:		5,621.79
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AT&T5006 - AT & T U-Verse Line Item Account

202042 03/01/2018

Inv 130464796

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2018	2/18-3/17/18	500-6010-6710-8150-000	84.00

Inv 130464796 Total		84.00
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202042 Total:		84.00
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AT&T5006 - AT & T U-Verse Total:		84.00
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CIN4011 - AT&T --Cingular Wireless Line Item Account

202043 03/01/2018

Inv 287269956155x02

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2018	PD Mobile Phones 1/7-2/6/18	101-2010-2032-8150-000	1,239.49

Inv 287269956155x02 Total		1,239.49
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202043 Total:		1,239.49
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202064 03/08/2018

Inv 104429870

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/04/2018	PD Mobile Devices 1/5-2/4/18	101-2010-2032-8150-000	166.55

Inv 104429870 Total		166.55
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Inv 287014917916x02

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2018	City Mobile Devices 1/9-2/8/18	101-2010-2032-8150-000	323.20
02/08/2018	City Mobile Devices 1/9-2/8/18	500-6010-6710-8150-000	53.51

Inv 287014917916x02 Total		376.71
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Inv 879338213x0222

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2018	FD Cell Phones 1/16-2/15/18	101-2010-2032-8150-000	267.55

Inv 879338213x0222 Total		267.55
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202064 Total:		810.81
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CIN4011 - AT&T --Cingular Wireless Total:

2,050.30

CSD3010 - Ca. State Disbursement Unit Line Item Account

202052 03/08/2018

Inv P/R/E 3/4/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Garnishment	700-0000-0000-2264-000	400.50

Inv P/R/E 3/4/18 Total 400.50

202052 Total:

400.50

202053 03/08/2018

Inv P/R/E 3/4/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Garnishment	700-0000-0000-2264-000	861.23

Inv P/R/E 3/4/18 Total 861.23

202053 Total:

861.23

202054 03/08/2018

Inv P/R/E 3/4/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Garnishment	700-0000-0000-2264-000	105.23

Inv P/R/E 3/4/18 Total 105.23

202054 Total:

105.23

CSD3015 - Ca. State Disbursement Unit Total:

1,366.96

GCCZ4610 - Chavez, Graciela Line Item Account

202065 03/08/2018

Inv 222140111

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2018	Refund Citation	101-0000-0000-4610-000	48.00

Inv 222140111 Total 48.00

202065 Total:

48.00

GCCZ4610 - Chavez, Graciela Total:

48.00

SOU5343 - City of South Pasadena-Recreation Line Item Account

202066 03/08/2018

Check Number	Check Date		Amount
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Inv 3/6/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Reimb. Petty Cash	101-8030-8032-8268-000	372.68
03/06/2018	Reimb. Petty Cash	101-8030-8032-8020-000	85.52

Inv 3/6/18 Total 458.20

202066 Total: 458.20

SOU5343 - City of South Pasadena-Recreation Total: 458.20

SOU5401 - City of South Pasadena-Sr.Center Line Item Account

202067 03/08/2018

Inv 3/2/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Reimb. Petty Cash	101-0000-0000-2994-001	162.47
03/02/2018	Reimb. Petty Cash	101-8030-8021-8020-000	225.83
03/02/2018	Reimb. Petty Cash	101-8030-8031-8010-000	10.13

Inv 3/2/18 Total 398.43

202067 Total: 398.43

SOU5401 - City of South Pasadena-Sr.Center Total: 398.43

CRDG5010 - Code R Decals & Graphics Line Item Account

202068 03/08/2018

Inv 2326

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2018	FD Dept. Supplies	101-5010-5011-8020-000	246.38

Inv 2326 Total 246.38

202068 Total: 246.38

CRDG5010 - Code R Decals & Graphics Total: 246.38

FDBC8025 - Fast Deer Bus Charter Inc. Line Item Account

202069 03/08/2018

Inv 137585

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Sr. Center Field Trip ShermanLibrary & GardensNewportBeach 3/2/	205-8030-8024-8180-000	905.10

Inv 137585 Total 905.10

202069 Total: 905.10

Check Number	Check Date		Amount
FD8025 - Fast Deer Bus Charter Inc. Total:			905.10
SSGM1011 - Groveman, Susan Line Item Account			
202070	03/08/2018		
Inv	3/1/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Reimb. Water Efficiency Outreach Materials	500-3010-3012-8032-000	48.71
Inv 3/1/18 Total			48.71
Inv	3/1/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Reimb. UUT Mtg Supplies & Refreshments	101-2010-2011-8090-000	112.12
Inv 3/1/18* Total			112.12
202070 Total:			160.83
SSGM1011 - Groveman, Susan Total:			160.83
LLKY4610 - Kaminsky, Lily Line Item Account			
202044	03/01/2018		
Inv	222139825		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Refund Citation	101-0000-0000-4610-000	48.00
Inv 222139825 Total			48.00
202044 Total:			48.00
LLKY4610 - Kaminsky, Lily Total:			48.00
KIMT4010 - Kim Turner LLC Line Item Account			
202071	03/08/2018		
Inv	3/22/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2018	PD Training Registration - PA Pacheco	101-4010-4011-8210-000	159.00
Inv 3/22/18 Total			159.00
202071 Total:			159.00
KIMT4010 - Kim Turner LLC Total:			159.00
LACA4011 - L.A.C. Police Chief's Association Line Item Account			
202045	03/01/2018		

Check Number	Check Date		Amount
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Inv 4/18-20/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	LACPCA -Spring Conference Registration - PD Chief Arthur Miller	101-4010-4011-8090-000	300.00

Inv 4/18-20/18 Total 300.00

202045 Total: 300.00

LACA4011 - L.A.C. Police Chief's Association Total: 300.00

LAC3032 - L.A.C. Sheriff's Dept. Line Item Account

202055 03/08/2018

Inv P/R/E 3/4/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Garnishment	700-0000-0000-2264-000	100.00

Inv P/R/E 3/4/18 Total 100.00

202055 Total: 100.00

LAC3032 - L.A.C. Sheriff's Dept. Total: 100.00

LNPS8030 - Louis Nicolaides Paino Studio Line Item Account

202072 03/08/2018

Inv 3/16/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	St. Patricks Entertainment 3/16/17	101-0000-0000-2994-001	150.00

Inv 3/16/18 Total 150.00

202072 Total: 150.00

LNPS8030 - Louis Nicolaides Paino Studio Total: 150.00

ATMJ1020 - Mejia, Anthony Line Item Account

202046 03/01/2018

Inv 00101

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/19/2018	Prof. Svcs for Minutes for Council Mtg 2/7/18	101-1020-1021-8020-000	195.00

Inv 00101 Total 195.00

202046 Total: 195.00

ATMJ1020 - Mejia, Anthony Total: 195.00

Check Number	Check Date		Amount
VRMZ7000 - Munoz, Valerie Line Item Account			
202056	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 3/4/18 Total			750.00
202056 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			750.00
PEG4590 - NUFIC Line Item Account			
202057	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	A.D. & D. Ins.	700-0000-0000-2256-000	1,043.90
Inv P/R/E 3/4/18 Total			1,043.90
202057 Total:			1,043.90
PEG4590 - NUFIC Total:			1,043.90
ORI2659 - Oriental Trading Co., Inc. Line Item Account			
202073	03/08/2018		
Inv	686720139-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2017	2017 Holiday/Snow Day Supplies	101-8030-8032-8264-000	160.16
11/16/2017	2017 Holiday/Snow Day Supplies	101-0000-0000-2700-000	-12.85
Inv 686720139-01 Total			147.31
202073 Total:			147.31
ORI2659 - Oriental Trading Co., Inc. Total:			147.31
SOU5230 - S.P.Firefighters L-3657 Line Item Account			
202058	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Assn. Dues	700-0000-0000-2250-000	2,975.00
Inv P/R/E 3/4/18 Total			2,975.00
Inv	P/R/E 3/4/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
03/06/2018	Ins.	700-0000-0000-2252-000	180.74
Inv P/R/E 3/4/18* Total			180.74
202058 Total:			3,155.74
SOU5230 - S.P.Firefighters L-3657 Total:			3,155.74
SOU5435 - S.P.P. O. A. Line Item Account			
202059	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Assn. Dues & Ins.	700-0000-0000-2246-000	4,523.29
Inv P/R/E 3/4/18 Total			4,523.29
202059 Total:			4,523.29
SOU5435 - S.P.P. O. A. Total:			4,523.29
SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account			
202060	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Assn. Dues & Svc Fee	700-0000-0000-2248-000	1,617.00
Inv P/R/E 3/4/18 Total			1,617.00
202060 Total:			1,617.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,617.00
SCOT8300 - So Cal Office Technologies Line Item Account			
202074	03/08/2018		
Inv	IN489257		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/08/2018	Citywide Copier Overages 10/10/17-1/9/18	101-2010-2032-8300-000	5,346.64
Inv IN489257 Total			5,346.64
202074 Total:			5,346.64
SCOT8300 - So Cal Office Technologies Total:			5,346.64
OU6666 - So. CA Edison Co. Line Item Account			
202047	03/01/2018		

Check Number	Check Date		Amount
Inv	3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8152-000	1,491.25
Inv 3-000-5677-90 Total			1,491.25
Inv	3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	70.66
02/21/2018	12/19/17-1/20/18	101-6010-6410-8140-000	73.64
Inv 3-000-5950-21 Total			144.30
Inv	3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	85.95
Inv 3-000-5950-22 Total			85.95
Inv	3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6015-8140-000	45.09
Inv 3-000-7125-63 Total			45.09
Inv	3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	43.99
Inv 3-000-7125-66 Total			43.99
Inv	3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	24.46
Inv 3-000-7152-57 Total			24.46
Inv	3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	58.67
Inv 3-000-8455-69 Total			58.67
Inv	3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	26.85
02/21/2018	12/19/17-1/18/18	215-6010-6201-8140-000	27.30
Inv 3-000-9969-52 Total			54.15

Inv 3-001-1810-93

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	101-6010-6410-8140-000	38.52

Inv 3-001-1810-93 Total 38.52

Inv 3-001-1810-94

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	45.10

Inv 3-001-1810-94 Total 45.10

Inv 3-001-1810-98

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8152-000	31,101.54

Inv 3-001-1810-98 Total 31,101.54

Inv 3-001-1811-29

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6601-8140-000	4,311.69

Inv 3-001-1811-29 Total 4,311.69

Inv 3-001-1811-44

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	12/19/17-1/20/18	215-6010-6201-8140-000	185.53
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	218.41

Inv 3-001-1811-44 Total 403.94

Inv 3-001-1811-45

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6201-8140-000	92.88
02/21/2018	12/19/17-1/20/18	101-6010-6410-8140-000	92.88

Inv 3-001-1811-45 Total 185.76

Inv 3-001-1811-48

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	48.90

Inv 3-001-1811-48 Total 48.90

Inv 3-001-1811-56

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	71.09

Inv 3-001-1811-56 Total 71.09

Check Number	Check Date		Amount
Inv	3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	101-6010-6410-8140-000	33.93
Inv 3-001-1811-58 Total			33.93
Inv	3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	43.93
Inv 3-001-1811-59 Total			43.93
Inv	3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	27.41
Inv 3-001-1811-63 Total			27.41
Inv	3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	44.89
Inv 3-001-1811-67 Total			44.89
Inv	3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-8010-8011-8140-000	94.06
Inv 3-001-1811-68 Total			94.06
Inv	3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	215-6010-6201-8140-000	23.51
Inv 3-001-1811-69 Total			23.51
Inv	3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	83.88
Inv 3-001-1811-75 Total			83.88
Inv	3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	59.68
Inv 3-001-1811-76 Total			59.68
Inv	3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	43.66

Check Number	Check Date		Amount
		Inv 3-001-1811-77 Total	43.66
		Inv 3-001-1811-79	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 215-6010-6115-8140-000	41.92
		Inv 3-001-1811-79 Total	41.92
		Inv 3-001-1811-80	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 215-6010-6115-8140-000	44.95
		Inv 3-001-1811-80 Total	44.95
		Inv 3-001-1811-86	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 101-6010-6410-8140-000	24.00
		Inv 3-001-1811-86 Total	24.00
		Inv 3-001-1811-87	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 500-6010-6711-8140-000	35.37
		Inv 3-001-1811-87 Total	35.37
		Inv 3-001-1811-89	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/1-2/1/18 215-6010-6201-8140-000	16.97
		02/21/2018 1/1-2/1/18 101-6010-6410-8140-000	16.96
		Inv 3-001-1811-89 Total	33.93
		Inv 3-001-1811-90	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 215-6010-6115-8140-000	59.10
		Inv 3-001-1811-90 Total	59.10
		Inv 3-001-1811-91	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 215-6010-6115-8140-000	78.98
		Inv 3-001-1811-91 Total	78.98
		Inv 3-001-1811-92	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/21/2018 1/18-2/15/18 215-6010-6115-8140-000	17.28
		Inv 3-001-1811-92 Total	17.28

Check Number	Check Date		Amount
Inv	3-001-1811-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	54.36
Inv 3-001-1811-93 Total			54.36
Inv	3-001-1811-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	25.81
Inv 3-001-1811-95 Total			25.81
Inv	3-001-1811-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	14.89
Inv 3-001-1811-98 Total			14.89
Inv	3-001-1812-06		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	34.36
Inv 3-001-1812-06 Total			34.36
Inv	3-001-1812-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	12/19/17-1/20/18	500-6010-6711-8140-000	30.07
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	30.54
Inv 3-001-1812-07 Total			60.61
Inv	3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	66.44
Inv 3-001-1812-08 Total			66.44
Inv	3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	101-6010-6410-8140-000	303.89
Inv 3-001-1812-09 Total			303.89
Inv	3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	232-6010-6417-8140-000	78.54
Inv 3-001-1812-10 Total			78.54
Inv	3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	32.13
Inv 3-001-1812-11	Total		32.13
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	28.31
Inv 3-001-1812-12	Total		28.31
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	24.47
Inv 3-001-1812-25	Total		24.47
Inv	3-001-1812-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	859.52
Inv 3-001-1812-26	Total		859.52
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	50.81
Inv 3-001-1812-27	Total		50.81
Inv	3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	45.16
Inv 3-001-1812-31	Total		45.16
Inv	3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	101-6010-6410-8140-000	13.64
Inv 3-001-1812-32	Total		13.64
Inv	3-001-1812-33		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	26.38
Inv 3-001-1812-33	Total		26.38
Inv	3-001-1812-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8152-000	42.96
Inv 3-001-1812-34	Total		42.96

Check Number	Check Date		Amount
Inv	3-001-1812-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	16.78
Inv 3-001-1812-35 Total			16.78
Inv	3-001-1812-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	93.08
Inv 3-001-1812-36 Total			93.08
Inv	3-001-1812-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	101-6010-6410-8140-000	26.13
Inv 3-001-1812-38 Total			26.13
Inv	3-001-1812-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	55.74
Inv 3-001-1812-39 Total			55.74
Inv	3-001-9413-94		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8152-000	2,531.62
Inv 3-001-9413-94 Total			2,531.62
Inv	3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	83.30
Inv 3-002-4372-43 Total			83.30
Inv	3-002-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	101-8010-8011-8140-000	1,796.87
Inv 3-002-4472-77 Total			1,796.87
Inv	3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	101-6010-6601-8140-000	784.41
Inv 3-002-4472-78 Total			784.41
Inv	3-002-4473-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	24.00

Inv 3-002-4473-12 Total		24.00
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Inv 3-003-6653-57		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	101-6010-6410-8140-000	297.43

Inv 3-003-6653-57 Total		297.43
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Inv 3-003-7341-83		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/1-2/1/18	101-6010-6410-8140-000	11.71

Inv 3-003-7341-83 Total		11.71
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Inv 3-004-3214-58		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6711-8140-000	46.89

Inv 3-004-3214-58 Total		46.89
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Inv 3-004-4562-56		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	75.09

Inv 3-004-4562-56 Total		75.09
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Inv 3-011-4089-57		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	53.99

Inv 3-011-4089-57 Total		53.99
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Inv 3-016-0678-82		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6201-8140-000	117.63

Inv 3-016-0678-82 Total		117.63
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Inv 3-022-6051-15		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	91.07

Inv 3-022-6051-15 Total		91.07
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Inv 3-022-6897-57		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	28.35

Inv 3-022-6897-57 Total		28.35
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Check Number	Check Date		Amount
Inv	3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	24.74
Inv 3-022-6897-72 Total			24.74
Inv	3-022-6897-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	27.13
Inv 3-022-6897-89 Total			27.13
Inv	3-022-6897-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	27.53
Inv 3-022-6897-99 Total			27.53
Inv	3-022-6898-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	26.74
Inv 3-022-6898-05 Total			26.74
Inv	3-022-6898-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	215-6010-6115-8140-000	27.64
Inv 3-022-6898-17 Total			27.64
Inv	3-023-6580-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6201-8140-000	32.00
Inv 3-023-6580-86 Total			32.00
Inv	3-023-7462-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	172.59
Inv 3-023-7462-29 Total			172.59
Inv	3-023-7844-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	25.30
Inv 3-023-7844-31 Total			25.30
Inv	3-023-8283-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	29.93

Inv 3-023-8283-79 Total			29.93
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Inv 3-028-7013-82			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	101-6010-6410-8140-000	153.02

Inv 3-028-7013-82 Total			153.02
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Inv 3-028-7594-32			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	500-6010-6711-8152-000	2,055.80

Inv 3-028-7594-32 Total			2,055.80
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Inv 3-032-0513-93			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	55.19

Inv 3-032-0513-93 Total			55.19
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Inv 3-032-2521-62			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6201-8140-000	71.90

Inv 3-032-2521-62 Total			71.90
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Inv 3-033-3452-62			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	500-6010-6710-8140-000	526.71

Inv 3-033-3452-62 Total			526.71
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Inv 3-035-6502-21			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	101-6010-6601-8140-000	861.00

Inv 3-035-6502-21 Total			861.00
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Inv 3-037-6075-39			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	215-6010-6115-8140-000	54.31

Inv 3-037-6075-39 Total			54.31
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Inv 3-045-8045-41			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	1/23-2/22/18	232-6010-6417-8140-000	25.99

Inv 3-045-8045-41 Total			25.99
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Check Number	Check Date		Amount
Inv	3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	1/18-2/15/18	500-6010-6710-8140-000	2,969.78
Inv 3-046-7147-27 Total			2,969.78
202047 Total:			54,008.55
202075	03/08/2018		
Inv	3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	1/29-2/28/18	215-6010-6115-8140-000	24.89
Inv 3-022-6898-28 Total			24.89
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	1/25-2/26/18	215-6010-6115-8140-000	39.69
Inv 3-026-3223-65 Total			39.69
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	1/25-2/26/18	101-6010-6601-8140-000	61.85
Inv 3-029-2458-05 Total			61.85
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	1/25-2/26/18	215-6010-6201-8140-000	63.31
Inv 3-032-4192-98 Total			63.31
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	1/26-2/27/18	215-6010-6115-8140-000	51.33
Inv 3-035-3494-19 Total			51.33
202075 Total:			241.07
SOU6666 - So. CA Edison Co. Total:			54,249.62
SCAQ6010 - South Coast A.Q.M.D. Line Item Account			
202048	03/01/2018		
Inv	Notice# P64135		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2017	Violation P64135 Payment to AQMD	226-2010-2029-8170-000	1,600.00

Check Number	Check Date		Amount
		Inv Notice# P64135 Total	1,600.00
		202048 Total:	1,600.00
		SCAQ6010 - South Coast A.Q.M.D. Total:	1,600.00
		CEAP7000 - South Pasadena Part Time Employees Assn. Line Item Account	
202061	03/08/2018		
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Assn. Dues	700-0000-0000-2249-000	520.00
	Inv P/R/E 3/4/18 Total		520.00
	202061 Total:		520.00
		CEAP7000 - South Pasadena Part Time Employees Assn. Total:	520.00
		SPWS8020 - SupplyWorks Line Item Account	
202076	03/08/2018		
Inv	421225350		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2017	Garfield & Arroyo Parks Janitorial Supplies	101-6010-6601-8020-000	958.43
12/01/2017	Janitorial Supplies	232-6010-6417-8020-000	958.43
	Inv 421225350 Total		1,916.86
	Inv 425480621		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2018	Garfield & Arroyo Parks Janitorial Supplies	101-6010-6601-8020-000	1,198.71
01/12/2018	Garfield & Arroyo Parks Janitorial Supplies	232-6010-6417-8020-000	1,198.72
	Inv 425480621 Total		2,397.43
	Inv 427551197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2018	Garfield & Arroyo Parks Janitorial Supplies	232-6010-6417-8020-000	481.80
01/31/2018	Janitorial Supplies	101-6010-6601-8020-000	481.79
	Inv 427551197 Total		963.59
	202076 Total:		5,277.88
		SPWS8020 - SupplyWorks Total:	5,277.88
		IAFR7000 - The Hartford Line Item Account	
202062	03/08/2018		

Check Number	Check Date		Amount
Inv	P/R/E 3/4/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Life Ins.	700-0000-0000-2254-000	850.50
Inv P/R/E 3/4/18 Total			850.50
202062 Total:			850.50
HAFR7000 - The Hartford Total:			850.50
TIM4011 - Time Warner Cable Line Item Account			
202049	03/01/2018		
Inv	008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	Library 3/1-28/18	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>	
02/21/2018	Skate Park Cable 3/1-31/18	101-4010-4011-8110-000	73.96
Inv 008 0070193 Total			73.96
Inv	008 0355990		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/22/2018	Garfield Reservoir Cable/Internet 3/2-4/1/18	500-6010-6710-8150-000	309.71
Inv 008 0355990 Total			309.71
Inv	899 0029763		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2018	PD Cable 2/16-3/15/18	101-4010-4011-8110-000	270.68
Inv 899 0029763 Total			270.68
202049 Total:			655.93
202077	03/08/2018		
Inv	008 0224964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Internet Upgrade 3/8-4/7/18	101-2010-2032-8150-000	363.37
Inv 008 0224964 Total			363.37
Inv	008 0357905		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2018	Camp Med & Teen Center Internet 3/5-4/4/18	101-8030-8032-8020-000	25.00
02/25/2018	Camp Med & Teen Center Internet 3/5-4/4/18	101-8030-8032-8268-000	78.15

Check Number	Check Date		Amount
Inv 008 0357905	Total		103.15
202077	Total:		466.52
TIM4011 - Time Warner Cable Total:			1,122.45
VERW6711 - Verizon Wireless Line Item Account			
202050	03/01/2018		
Inv	9800201101		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2018	Water Div. Internet Svcs Tablet & Ipad 12/20/17-1/19/18	500-6010-6711-8150-000	149.14
Inv 9800201101	Total		149.14
202050	Total:		149.14
202078	03/08/2018		
Inv	9802274624		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	Mgmt Svcs, FD Moblie & Transit Data 1/24-2/23/18	101-2010-2032-8150-000	16.05
Inv 9802274624	Total		16.05
202078	Total:		16.05
VERW6711 - Verizon Wireless Total:			165.19
VIPI3032 - Vision Technology Solutions Line Item Account			
202079	03/08/2018		
Inv	36120		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2017	Upgrade Websign Design	101-2010-2032-8180-000	7,558.00
Inv 36120	Total		7,558.00
202079	Total:		7,558.00
VIPI3032 - Vision Technology Solutions Total:			7,558.00
VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account			
202080	03/08/2018		
Inv	71746187		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Rock, Crushed Sand Base & Concrete	230-6010-6116-8020-000	1,027.36
03/05/2018	Rock, Crushed Sand Base & Concrete	500-6010-6710-8020-000	1,027.37
Inv 71746187	Total		2,054.73

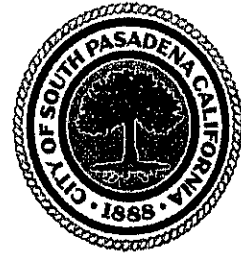
Check Number	Check Date	Amount
202080 Total:		<u>2,054.73</u>
VUL6601 - Vulcan Materials Co. & Affiliates Total:		<u>2,054.73</u>
Total:		<u><u>103,441.70</u></u>

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 03/13/2018 - 12:51PM



Check Number	Check Date	Amount
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ADL4011 - Adlerhorst International, LLC Line Item Account

202081 03/21/2018

Inv 98923

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
01/22/2018	PD Gauntlet for K9 Lisu	101-4010-4011-8020-000	32.33

Inv 98923 Total 32.33

Inv 99156

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
02/24/2018	PD Annual Training for K9 Lisu & Sandoval 7/2018-6/2019	101-4010-4011-8200-000	2,100.00

Inv 99156 Total 2,100.00

202081 Total: 2,132.33

ADL4011 - Adlerhorst International, LLC Total:

2,132.33

ASOP8030 - Aire Serv of Pasadena Line Item Account

202082 03/21/2018

Inv 54559107

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
02/07/2018	Maint of HVAC Systems- PD Basement	101-6010-6601-8120-000	182.95

Inv 54559107 Total 182.95

Inv Q54587408

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
02/16/2018	Maint of HVAC Systems	101-6010-6601-8120-000	175.00

Inv Q54587408 Total 175.00

202082 Total: 357.95

ASOP8030 - Aire Serv of Pasadena Total:

357.95

ACMT2920 - All City Management Line Item Account

202083 03/21/2018

Inv 53187

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
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Check Number	Check Date		Amount
02/16/2018	PD School Crossing Guard Svcs 1/28-2/10/18	101-4010-4011-8180-000	7,154.98
Inv 53187 Total			7,154.98
202083 Total:			7,154.98
ACMT2920 - All City Management Total:			7,154.98
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
202084	03/21/2018		
Inv 204968			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	FD Clothing & Equipment	101-5010-5011-8134-000	721.48
Inv 204968 Total			721.48
Inv 205067			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2018	FD Clothing/Equipment	101-5010-5011-8134-000	794.57
Inv 205067 Total			794.57
202084 Total:			1,516.05
ALL0197 - All Star Fire Equipment, Inc. Total:			1,516.05
ARA0260 - Aramark Uniform Services Line Item Account			
202085	03/21/2018		
Inv 533135718			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/22/2018	Uniform Svcs	230-6010-6116-8132-000	55.98
02/22/2018	Uniform Svcs	500-6010-6710-8132-000	50.16
02/22/2018	Uniform Svcs	101-6010-6601-8132-000	22.38
02/22/2018	Uniform Svcs	215-6010-6310-8132-000	70.26
02/22/2018	Uniform Svcs	210-6010-6501-8132-000	15.80
02/22/2018	Uniform Svcs	500-6010-6711-8132-000	29.66
02/22/2018	Uniform Svcs	215-6010-6201-8132-000	15.80
Inv 533135718 Total			260.04
Inv 533153064			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Uniform Svcs	101-6010-6601-8132-000	21.90
03/01/2018	Uniform Svcs	210-6010-6501-8132-000	214.34
03/01/2018	Uniform Svcs	215-6010-6201-8132-000	15.32
03/01/2018	Uniform Svcs	230-6010-6116-8132-000	35.01
03/01/2018	Uniform Svcs	215-6010-6310-8132-000	15.32
03/01/2018	Uniform Svcs	500-6010-6711-8132-000	29.18
03/01/2018	Uniform Svcs	500-6010-6710-8132-000	70.17

Check Number	Check Date		Amount
Inv 533153064	Total		401.24
			<hr/>
202085	Total:		661.28
			<hr/>
ARA0260 - Aramark Uniform Services Total:			661.28
ARM0253 - Armstrong Lock & Safe Co. Line Item Account			
202086	03/21/2018		
Inv	64369		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2017	Duplicate Keys for Water Dept. & Parks Dept.	101-6010-6410-8020-000	14.39
06/28/2017	Duplicate Keys for Water Dept. & Parks Dept.	500-6010-6710-8020-000	63.90
Inv 64369	Total		78.29
Inv	64381		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2018	Duplicate Keys for Water Dept. Garfield Reservoir	500-6010-6710-8020-000	18.00
Inv 64381	Total		18.00
			<hr/>
202086	Total:		96.29
			<hr/>
ARM0253 - Armstrong Lock & Safe Co. Total:			96.29
BBLP5200 - Babylon Pools Line Item Account			
202087	03/21/2018		
Inv	R00398011		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Refund Permit Fees. No Work or Inspections Performed	101-0000-0000-5200-004	870.20
02/28/2018	Refund Permit Fees. No Work or Inspections Performed	101-0000-0000-5200-004	6.60
02/28/2018	Refund Permit Fees. No Work or Inspections Performed	101-0000-0000-5200-004	101.60
Inv R00398011	Total		978.40
			<hr/>
202087	Total:		978.40
			<hr/>
BBLP5200 - Babylon Pools Total:			978.40
KTBT5270 - Bartek, Kristina Line Item Account			
202088	03/21/2018		
Inv	R89429		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Cancelled Kick & Play Class	101-0000-0000-5270-002	80.00
Inv R89429	Total		80.00

Check Number	Check Date		Amount
202088 Total:			80.00
KTBT5270 - Bartek, Kristina Total:			80.00
LSBG2920 - Biagiotti, Lisa Line Item Account			
202089	03/21/2018		
Inv	R89436		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Refund Youth House Deposit Rental Fee 3/3/18	101-0000-0000-2920-000	250.00
Inv R89436 Total			250.00
202089 Total:			250.00
LSBG2920 - Biagiotti, Lisa Total:			250.00
DABN8267 - Bohan, Diana Line Item Account			
202090	03/21/2018		
Inv	2/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Yoga Class	101-8030-8021-8267-000	172.80
Inv 2/18 Total			172.80
202090 Total:			172.80
DABN8267 - Bohan, Diana Total:			172.80
CAL0100 - CA Dental Buying Group Line Item Account			
202091	03/21/2018		
Inv	R02180686		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	FD Oxygen Cylinder Rental 2/18	101-5010-5011-8025-000	123.50
Inv R02180686 Total			123.50
202091 Total:			123.50
CAL0100 - CA Dental Buying Group Total:			123.50
CDTF3010 - CA Dept. of Tax & Fee Administration Line Item Account			
202092	03/21/2018		
Inv	44-039566		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Underground Storage Tank Fees - Yard Jan-Dec 2017	101-6010-6015-8180-000	681.71

Check Number	Check Date		Amount
Inv 44-039566		Total	681.71
202092 Total:			681.71
CDTF3010 - CA Dept. of Tax & Fee Administration Total:			681.71
CALS5236 - CA Linen Services Line Item Account			
202093	03/21/2018		
Inv	1489390		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1489390 Total			111.98
Inv	1491595		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1491595 Total			111.98
202093 Total:			223.96
CALS5236 - CA Linen Services Total:			223.96
CAME2015 - CA Maintenance & Environmental Line Item Account			
202094	03/21/2018		
Inv	27050		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/05/2018	UST Operator Monthly Inspection 1/18 - Yard	101-6010-6015-8180-000	100.00
Inv 27050 Total			100.00
Inv	27051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/05/2018	UST Operator Monthly Inspection 1/18 - PD/FD	101-6010-6015-8180-000	100.00
Inv 27051 Total			100.00
Inv	27127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	Underground Storage Tank Qrtly Inspection - Yard	101-6010-6015-8180-000	125.00
Inv 27127 Total			125.00
Inv	27128		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	Underground Storage Tank Qrtly Inspection - PD/FD	101-6010-6015-8180-000	125.00
Inv 27128 Total			125.00

Check Number	Check Date		Amount
Inv	27135		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	Yard Maint for Fuel Dispenser Repair & Replace Switch	101-6010-6015-8180-000	375.09
Inv 27135 Total			375.09
202094 Total:			825.09
CAME2015 - CA Maintenance & Environmental Total:			825.09
CAN0607 - Cantu Graphics Line Item Account			
202095	03/21/2018		
Inv	5140		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	FD Print Jobs	101-5010-5011-8050-000	405.15
Inv 5140 Total			405.15
Inv	5141		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	FD Print Jobs	101-5010-5011-8050-000	32.85
Inv 5141 Total			32.85
Inv	5151		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Sr. Center Newsletter Print Mar/Apr 2018	101-8030-8021-8050-000	500.96
Inv 5151 Total			500.96
202095 Total:			938.96
CAN0607 - Cantu Graphics Total:			938.96
CWNC2501 - Carl Warren & Company Line Item Account			
202096	03/21/2018		
Inv	1837079-1837096		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Liability Claims Admin Fees 2/18	103-2010-2501-8020-000	1,224.00
Inv 1837079-1837096 Total			1,224.00
202096 Total:			1,224.00
CWNC2501 - Carl Warren & Company Total:			1,224.00

Check Number	Check Date		Amount
CAT0700 - Catering Systems Inc. Line Item Account			
202097	03/21/2018		
Inv	4621		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/19/2018	Sr. Center Meals w/ 2/12-16/18	101-8030-8021-8180-000	2,014.76
Inv 4621 Total			2,014.76
Inv	4629		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Sr. Center Meals w/ 2/20-23/18	101-8030-8021-8180-000	1,107.70
Inv 4629 Total			1,107.70
202097 Total:			3,122.46
CAT0700 - Catering Systems Inc. Total:			3,122.46
CBE5011 - CBE Los Angeles Line Item Account			
202098	03/21/2018		
Inv	1985069		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2018	PW Copier Overages 1/20-2/19/18	101-6010-6011-8020-000	66.94
Inv 1985069 Total			66.94
202098 Total:			66.94
CBE5011 - CBE Los Angeles Total:			66.94
LSBC5270 - Chiu, Lisabeth Line Item Account			
202099	03/21/2018		
Inv	R89431		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Horsemanship Class	101-0000-0000-5270-002	120.00
Inv R89431 Total			120.00
202099 Total:			120.00
LSBC5270 - Chiu, Lisabeth Total:			120.00
SNCI8264 - Choi, Sung Line Item Account			
202100	03/21/2018		
Inv	4/21/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	Entertainment for Doggy Day Event 4/21/18	101-8030-8032-8264-000	150.00

Check Number	Check Date		Amount
		Inv 4/21/18 Total	150.00
		202100 Total:	150.00
		SNCI8264 - Choi, Sung Total:	150.00
		CMME4011 - Commline Inc. Line Item Account	
		202101 03/21/2018	
		Inv 0080774	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/20/2018 Maint. on Transit Tablets in Vehicles #80, #78 & # 79 207-8030-8025-8100-000	165.00
		Inv 0080774 Total	165.00
		202101 Total:	165.00
		CMME4011 - Commline Inc. Total:	165.00
		CORE6011 - CoreLogic Information Solutions, Inc. Line Item Account	
		202102 03/21/2018	
		Inv 81865286	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		01/31/2018 PW Realquest.com Svcs 1/18 101-6010-6011-8020-000	300.00
		Inv 81865286 Total	300.00
		202102 Total:	300.00
		CORE6011 - CoreLogic Information Solutions, Inc. Total:	300.00
		DSP0755 - D & S Printing Line Item Account	
		202103 03/21/2018	
		Inv 7693	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		03/05/2018 Sum Concert Sponsor Solicitation Letters & Envelopes 101-8030-8032-8264-000	417.20
		Inv 7693 Total	417.20
		Inv 8424	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		01/09/2018 Finance Window Envelopes 101-3010-3011-8020-000	309.34
		01/09/2018 Finance Window Envelopes 500-3010-3012-8020-000	309.34
		Inv 8424 Total	618.68
		Inv 8482	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
02/05/2018	Water Door Hanger Notifications	500-6010-6710-8020-000	312.08
Inv 8482 Total			312.08
Inv 8495			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2018	Frankenstein Meets Little Women Event Posters	101-8010-8011-8050-000	158.78
Inv 8495 Total			158.78
202103 Total:			1,506.74
DSP0755 - D & S Printing Total:			1,506.74
DATA5000 - Datamatic Inc. Line Item Account			
202104	03/21/2018		
Inv CN1264			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2018	Battery for Roadrunner - Equipment Used for Meter Reading	500-6010-6710-8020-000	84.00
Inv CN1264 Total			84.00
202104 Total:			84.00
DATA5000 - Datamatic Inc. Total:			84.00
DCHO9264 - Diana Cho & Associates Line Item Account			
202105	03/21/2018		
Inv 2/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Sidewalk Replacement & ADA Access Ramp Project	260-9000-9264-9264-000	4,675.00
Inv 2/18 Total			4,675.00
202105 Total:			4,675.00
DCHO9264 - Diana Cho & Associates Total:			4,675.00
MEDU4610 - Dimotsantou, Maria Eleni Line Item Account			
202106	03/21/2018		
Inv 222138935			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Citation	101-0000-0000-4610-000	96.00
Inv 222138935 Total			96.00
202106 Total:			96.00

Check Number	Check Date		Amount
MEDU4610 - Dimotsantou, Maria Eleni Total:			96.00
DIV5011 - Diversified Inspections Line Item Account			
202107	03/21/2018		
Inv	286716		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	FD Equipment Maint.	101-5010-5011-8110-000	938.00
Inv 286716 Total			938.00
202107 Total:			938.00
DIV5011 - Diversified Inspections Total:			938.00
DDL8010 - Dr. Detail Ph.D Line Item Account			
202108	03/21/2018		
Inv	1473		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	Transit Fleet Cleaning Svcs Van#250, 75, 77, 78, 79 & 80	207-8030-8025-8100-000	250.00
Inv 1473 Total			250.00
202108 Total:			250.00
DDL8010 - Dr. Detail Ph.D Total:			250.00
ECC9000 - E.C.Construction Line Item Account			
202109	03/21/2018		
Inv	#3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2018	Sidewalk Replacement & ADA Access Ramp Project	260-9000-9264-9264-000	522.00
01/30/2018	Sidewalk Replacement & ADA Access Ramp Project	260-9000-9264-9264-000	6,355.35
Inv #3 Total			6,877.35
202109 Total:			6,877.35
ECC9000 - E.C.Construction Total:			6,877.35
EMPI5011 - Empire Cleaning Supply Line Item Account			
202110	03/21/2018		
Inv	1020804		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	FD Dept. Cleaning Supplies	101-5010-5011-8020-000	267.64
Inv 1020804 Total			267.64

Check Number	Check Date			Amount
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202110 Total:

267.64

EMPI5011 - Empire Cleaning Supply Total:

267.64

FED1109 - Federal Express Line Item Account

202111 03/21/2018

Inv 6-075-53786

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/02/2018	PW Overnight Shipping	500-6010-6710-8010-000		88.48

Inv 6-075-53786 Total 88.48

Inv 6-091-02411

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/16/2018	PW Overnight Shipping	500-9000-9289-9289-000		745.53

Inv 6-091-02411 Total 745.53

202111 Total:

834.01

FED1109 - Federal Express Total:

834.01

GALS5010 - Galls Line Item Account

202112 03/21/2018

Inv 009300319

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/08/2018	FD Clothing & Equipment	101-5010-5011-8134-000		266.85

Inv 009300319 Total 266.85

Inv 009328436

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/13/2018	FD Clothing & Equipment	101-5010-5011-8134-000		266.85

Inv 009328436 Total 266.85

Inv 009343864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/15/2018	PD Uniform & Accessories	101-4010-4011-8134-000		84.73

Inv 009343864 Total 84.73

Inv 009345804

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/16/2018	PD Uniform & Accessories	101-4010-4011-8134-000		59.40

Inv 009345804 Total 59.40

Check Number	Check Date		Amount
202112 Total:			677.83
GALS5010 - Galls Total:			677.83
THR5910 - George L.Throop Co. Line Item Account			
202113	03/21/2018		
Inv	01-746794-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2017	Water Distribution Parts & Supplies	500-6010-6710-8020-000	273.46
Inv 01-746794-00 Total			273.46
202113 Total:			273.46
THR5910 - George L.Throop Co. Total:			273.46
GRA6601 - Grainger Line Item Account			
202114	03/21/2018		
Inv	9678383341		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2018	Water Line Marking Paint	500-6010-6710-8020-000	237.31
Inv 9678383341 Total			237.31
Inv	9679676362		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2018	Key Tags for Garfield Reservoir	500-6010-6710-8020-000	39.99
Inv 9679676362 Total			39.99
202114 Total:			277.30
GRA6601 - Grainger Total:			277.30
GLCI2997 - Graphic Electric Inc. Line Item Account			
202115	03/21/2018		
Inv	91641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/05/2018	Garfield Reservoir Data Cabling	500-6010-6710-8020-000	5,200.00
Inv 91641 Total			5,200.00
202115 Total:			5,200.00
GLCI2997 - Graphic Electric Inc. Total:			5,200.00

Check Number	Check Date		Amount
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GREA6116 - Great Match Consulting Line Item Account

202116 03/21/2018

Inv 1690003756

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2018	Temp Labor Staff w/1/7/18	101-6010-6601-8180-000	493.92

Inv 1690003756 Total 493.92

Inv 1690003762

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2018	Temp Labor Staff w/ 1/14/18	101-6010-6601-8180-000	658.56

Inv 1690003762 Total 658.56

Inv 1690003768

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2018	Temp Labor Staff w/ 1/21/18	101-6010-6601-8180-000	493.92

Inv 1690003768 Total 493.92

Inv 1690003774

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2018	Temp Labor Staff w/ 1/28/18	101-6010-6601-8180-000	658.56

Inv 1690003774 Total 658.56

Inv 1690003780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2018	Temp Labor Staff w/ 2/4/18	101-6010-6601-8180-000	658.56

Inv 1690003780 Total 658.56

Inv 1690003786

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	Temp Labor Staff w/ 2/11/18	101-6010-6601-8180-000	658.56

Inv 1690003786 Total 658.56

Inv 1690003792

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	Temp Labor Staff w/ 2/18/18	101-6010-6601-8180-000	658.56

Inv 1690003792 Total 658.56

202116 Total: 4,280.64

GREA6116 - Great Match Consulting Total: 4,280.64

GWIS6410 - Great Western Installations Line Item Account

202117 03/21/2018

Check Number	Check Date		Amount
Inv	1801059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Arroyo Seco Bike & Pedestrian Trail Water Bottle Filler Station	275-9000-9160-9160-000	4,418.96
Inv 1801059 Total			4,418.96
202117 Total:			4,418.96
GWIS6410 - Great Western Installations Total:			4,418.96
TNGF5270 - Griffith, Tina Line Item Account			
202118	03/21/2018		
Inv	R89426		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Park Rsvp Fee	101-0000-0000-5270-005	37.50
Inv R89426 Total			37.50
202118 Total:			37.50
TNGF5270 - Griffith, Tina Total:			37.50
HATC8025 - Halls Auto Tech Center Line Item Account			
02119	03/21/2018		
Inv	271204251		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2018	Transit Van# 78 45 Day Inspection & Oil Change Svc	207-8030-8025-8100-000	82.01
Inv 271204251 Total			82.01
Inv	271204277		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2018	Transit Van# 80 45 Day Inspection Svc	207-8030-8025-8100-000	75.00
Inv 271204277 Total			75.00
Inv	271204285		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Transit Van# 79 Front & Rear Brake Replacement, Tire Sensor	207-8030-8025-8100-000	600.78
Inv 271204285 Total			600.78
Inv	271204298		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Van# 77 45 Day Inspection & Oil Change Svcs	207-8030-8025-8100-000	103.23
Inv 271204298 Total			103.23

Check Number Check Date Amount

Inv 271204307

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Van# 75 45 Day Inspection Svc	207-8030-8025-8100-000	75.00

Inv 271204307 Total 75.00

202119 Total: 936.02

HATC8025 - Halls Auto Tech Center Total: 936.02

HMBN2980 - Hartman Baldwin Line Item Account

202120 03/21/2018

Inv R00394008

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	Refund Permit Fees, No Work or Inspections Performed	255-0000-0000-5215-000	959.40
02/27/2018	Refund Permit Fees, No Work or Inspections Performed	275-0000-0000-5200-008	1,606.50
02/27/2018	Refund Permit Fees, No Work or Inspections Performed	101-0000-0000-2930-001	9.10
02/27/2018	Refund Permit Fees, No Work or Inspections Performed	101-0000-0000-2980-001	131.77
02/27/2018	Refund Permit Fees, No Work or Inspections Performed	101-0000-0000-5200-004	1,317.73

Inv R00394008 Total 4,024.50

202120 Total: 4,024.50

HMBN2980 - Hartman Baldwin Total: 4,024.50

HLGO8264 - Holiday Goo Line Item Account

202121 03/21/2018

Inv 16760

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	2018 Egg Hunt Event - Plastic Eggs	101-8030-8032-8264-000	540.38

Inv 16760 Total 540.38

202121 Total: 540.38

HLGO8264 - Holiday Goo Total: 540.38

JSAR4011 - Jack's Auto Repair Line Item Account

202122 03/21/2018

Inv 15799

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	PD Unit# 1111 Check Starter Circuit On	101-4010-4011-8100-000	55.00

Inv 15799 Total 55.00

Inv 15800

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
02/27/2018	PD Unit# 0432 Oil Change	101-4010-4011-8100-000	71.76
Inv 15800 Total			71.76
Inv 15801			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	PD Unit# 0735 Replace Evaporation Control Cannister	101-4010-4011-8100-000	1,153.51
Inv 15801 Total			1,153.51
Inv 15809			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Van#79 Oil Change Svc	207-8030-8025-8100-000	62.73
Inv 15809 Total			62.73
202122 Total:			1,343.00
JSAR4011 - Jack's Auto Repair Total:			1,343.00
JHA307 - John L. Hunter Associates, Inc. Line Item Account			
202123	03/21/2018		
Inv SOPASCGP1117			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Prof. Svcs NPDES Contruction General Permit Assistance 11/17	101-9000-9160-9160-000	1,520.00
Inv SOPASCGP1117 Total			1,520.00
Inv SOPASCGP1217			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Prof. Svcs NPDES Contruction General Permit Assistance 12/17	101-9000-9160-9160-000	1,425.00
Inv SOPASCGP1217 Total			1,425.00
202123 Total:			2,945.00
JHA307 - John L. Hunter Associates, Inc. Total:			2,945.00
AGJN5270 - Johnson, Angelica Line Item Account			
202124	03/21/2018		
Inv R89435			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Camp Med Fees	101-0000-0000-5270-001	320.00
Inv R89435 Total			320.00
202124 Total:			320.00

Check Number	Check Date		Amount
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AGJN5270 - Johnson, Angelica Total: 320.00

JOJN7000 - Johnson, Joseph Line Item Account

202125	03/21/2018		
Inv	2/21-23/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	80.14
Inv 2/21-23/18 Total			80.14

202125 Total: 80.14

JOJN7000 - Johnson, Joseph Total: 80.14

JCRS5011 - Jones Coffee Roasters Line Item Account

202126	03/21/2018		
Inv	42926		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	FD Dept. Supplies	101-5010-5011-8020-000	139.05
Inv 42926 Total			139.05

202126 Total: 139.05

JCRS5011 - Jones Coffee Roasters Total: 139.05

DVKO5270 - Kato, David Line Item Account

202127	03/21/2018		
Inv	R89427		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Double Booked Park Rsvp Fee	101-0000-0000-5270-005	75.00
Inv R89427 Total			75.00

202127 Total: 75.00

DVKO5270 - Kato, David Total: 75.00

KLSR8032 - Kidz Love Soccer Line Item Account

202128	03/21/2018		
Inv	Win 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	Instructor Soccer Classes	101-8030-8032-8267-000	1,402.70
Inv Win 2018 Total			1,402.70

Check Number	Check Date		Amount
202128 Total:			1,402.70
KLSR8032 - Kidz Love Soccer Total:			1,402.70
KIMT4010 - Kim Turner LLC Line Item Account			
202129	03/21/2018		
Inv	3/26/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	PD Training Registration - PA Hannible	101-4010-4011-8210-000	142.00
Inv 3/26/18 Total			142.00
202129 Total:			142.00
KIMT4010 - Kim Turner LLC Total:			142.00
LTAP5500 - L.A.C. M. T. A. Line Item Account			
202130	03/21/2018		
Inv	101669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	Metro Pass 2/18	205-0000-0000-5500-000	511.25
02/13/2018	Metro Pass 2/18	205-8030-8024-8250-000	511.25
Inv 101669 Total			1,022.50
202130 Total:			1,022.50
LTAP5500 - L.A.C. M. T. A. Total:			1,022.50
CUR7778 - L.N. Curtis & Sons Line Item Account			
202131	03/21/2018		
Inv	161454		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	FD Safety Equipment/Clothing	101-5010-5011-8134-000	7,540.72
Inv 161454 Total			7,540.72
Inv INV163974			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	FD Safety Equipment	101-5010-5011-8134-000	274.36
Inv INV163974 Total			274.36
202131 Total:			7,815.08
CUR7778 - L.N. Curtis & Sons Total:			7,815.08

LAW6711 - Lawn Mower Corner Line Item Account

202132	03/21/2018		
Inv	9266		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	Portable Generator Svc Water Production	500-6010-6711-8110-000	69.24
Inv 9266 Total			69.24

202132 Total: 69.24

LAW6711 - Lawn Mower Corner Total:

69.24

LTKR6201 - Leotek Electronics USA Line Item Account

202133	03/21/2018		
Inv	4109342722		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2018	Street Lights for Huntington Drive	215-6010-6201-8020-000	211.46
Inv 4109342722 Total			211.46

202133 Total: 211.46

LTKR6201 - Leotek Electronics USA Total:

211.46

LIFE822 - Life-Assist Inc. Line Item Account

202134	03/21/2018		
Inv	841757		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	FD Medical Supplies	101-5010-5011-8025-000	3,273.58
Inv 841757 Total			3,273.58

Inv	842580		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	FD Medical Supplies	101-5010-5011-8025-000	206.95

Inv 842580 Total 206.95

202134 Total: 3,480.53

LIFE822 - Life-Assist Inc. Total:

3,480.53

M34011 - M3 Line Item Account

202135	03/21/2018		
Inv	34455-0		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/31/2017	PD Office Furniture & Cabinets	105-9000-9229-9229-000	5,172.29
Inv 34455-0 Total			5,172.29
202135 Total:			5,172.29
M34011 - M3 Total:			5,172.29
MBFEC106 - Marx Bros. Fire Extinguisher Co. Line Item Account			
202136	03/21/2018		
Inv S20298			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2018	WMB Semi Annual Inspection	101-6010-6601-8120-000	116.28
Inv S20298 Total			116.28
Inv S20327			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Semi Annual Inspection Suppression System	101-8030-8021-8120-000	90.00
Inv S20327 Total			90.00
202136 Total:			206.28
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			206.28
ATMJ1020 - Mejia, Anthony Line Item Account			
202137	03/21/2018		
Inv 00102			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2018	Professional Svcs Minutes for Council Mtg 2/21/18	101-1020-1021-8020-000	260.00
Inv 00102 Total			260.00
202137 Total:			260.00
ATMJ1020 - Mejia, Anthony Total:			260.00
MER2145 - Merit Oil Company Line Item Account			
202138	03/21/2018		
Inv 445079			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Fuel for City Vehicles	101-4010-4011-8105-000	5,644.93
03/02/2018	Fuel for City Vehicles	101-2010-2011-8100-000	131.28
03/02/2018	Fuel for City Vehicles	101-5010-5011-8105-000	525.11
03/02/2018	Fuel for City Vehicles	101-7010-7011-8100-000	131.27
03/02/2018	Fuel for City Vehicles	101-6010-6011-8100-000	131.28

Check Number	Check Date		Amount
Inv 445079	Total		6,563.87
202138	Total:		6,563.87
MER2145 - Merit Oil Company Total:			6,563.87
MNPP2915 - Minim Productions Line Item Account			
202139	03/21/2018		
Inv	2/8/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2018	Refund Filming Fee - "What We Do in Shadows"	101-0000-0000-2915-200	140.00
Inv 2/8/18	Total		140.00
202139	Total:		140.00
MNPP2915 - Minim Productions Total:			140.00
MMV9126 - Mission Meridian Village POA Line Item Account			
202140	03/21/2018		
Inv	COM001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	POA Dues Hospital Utility 3/18	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>	
02/26/2018	POA Dues Parking 3/18	207-2010-2260-8061-000	1,730.17
Inv COM002	Total		1,730.17
202140	Total:		2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
NAT9139 - Nat'l Stock Sign Co., Inc Line Item Account			
202141	03/21/2018		
Inv	91918		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	Filming No Parking Signs	101-0000-0000-5505-001	509.18
Inv 91918	Total		509.18
202141	Total:		509.18

NAT9139 - Nat'l Stock Sign Co., Inc Total: 509.18

NGVI8030 - Natural Gas Vehicle Institute Line Item Account

202142 03/21/2018

Inv 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Claudia Flores-Etkin	207-8030-8025-8200-000	89.00

Inv 2018 Total 89.00

Inv 2018A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Juan Navarro	207-8030-8025-8200-000	89.00

Inv 2018A Total 89.00

Inv 2018B

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Yaret DeLeon	207-8030-8025-8200-000	89.00

Inv 2018B Total 89.00

Inv 2018C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Vachagan Asatnian	207-8030-8025-8200-000	89.00

Inv 2018C Total 89.00

Inv 2018D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Sean Freizer	207-8030-8025-8200-000	89.00

Inv 2018D Total 89.00

Inv 2018E

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Online CNG Safety Training - Reyna Salazer Martin	207-8030-8025-8200-000	89.00

Inv 2018E Total 89.00

202142 Total: 534.00

NGVI8030 - Natural Gas Vehicle Institute Total: 534.00

CNNO5270 - Nuno, Connie Line Item Account

202143 03/21/2018

Inv R89425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Dropped Mommy, Daddy & Me Soccer Class	101-0000-0000-5270-002	68.00

Check Number	Check Date	Amount
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Inv R89425 Total		68.00
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202143 Total:		68.00
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CNNOS270 - Nuno, Connie Total:		68.00
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OREI6711 - O' Reilly Automotive Inc. Line Item Account

202144 03/21/2018

Inv 3213-465512

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2018	Water Production Unit# 10 Vehicle Maint Part	500-6010-6711-8100-000	5.97

Inv 3213-465512 Total		5.97
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202144 Total:		5.97
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OREI6711 - O' Reilly Automotive Inc. Total:

5.97

OFF4011 - Office Solutions Line Item Account

202145 03/21/2018

Inv I-01316717

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	PD Office Supplies	101-4010-4011-8020-000	63.92

Inv I-01316717 Total		63.92
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Inv I-01316884

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	PD Office Supplies	101-4010-4011-8000-000	149.82

Inv I-01316884 Total		149.82
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Inv I-01323101

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	PD Office Supplies	101-4010-4011-8020-000	591.00

Inv I-01323101 Total		591.00
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202145 Total:		804.74
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OFF4011 - Office Solutions Total:

804.74

OGST4010 - OGS Technologies Inc. Line Item Account

202146 03/21/2018

Inv 0000215742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
02/12/2018	PD Uniform Buttons	101-0000-0000-2700-000	-26.10
02/12/2018	PD Uniform Buttons	101-4010-4011-8134-000	321.26
Inv 0000215742	Total		295.16

202146 Total:

295.16

OGST4010 - OGS Technologies Inc. Total:

295.16

OSSS3010 - Olympic Staffing Services Line Item Account

202147 03/21/2018

Inv 202343

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	Finance Temp w/ 2/18/18	101-3010-3011-8180-000	279.00

Inv 202343 Total

279.00

Inv 202372

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Finance Temp w/ 2/25/18	101-3010-3011-8180-000	418.50

Inv 202372 Total

418.50

202147 Total:

697.50

OSSS3010 - Olympic Staffing Services Total:

697.50

NHOS4610 - Ornstein, Noah Line Item Account

202148 03/21/2018

Inv 222135562

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Citation	101-0000-0000-4610-000	108.00

Inv 222135562 Total

108.00

202148 Total:

108.00

NHOS4610 - Ornstein, Noah Total:

108.00

PHS4011 - Pasadena Humane Society Line Item Account

202149 03/21/2018

Inv MAR2018SoPas

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	PD Animal Control Svcs 3/18	101-4010-4011-8180-000	10,124.50

Inv MAR2018SoPas Total

10,124.50

Check Number	Check Date		Amount
Inv	MAR2018SoPas*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	PD Animal Control Svcs 50% Licensing Credit for 2/18	101-4010-4011-8180-000	-562.50
Inv MAR2018SoPas* Total			-562.50
202149 Total:			9,562.00
PHS4011 - Pasadena Humane Society Total:			9,562.00
PCRI7101 - Personal Court Reporters Inc. Line Item Account			
202150	03/21/2018		
Inv	111796		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2018	Transcribing Svcs - Tri Commission Mtg 2/13/18	101-7010-7011-8170-000	714.00
Inv 111796 Total			714.00
Inv	111995		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	Transcribing Svcs - SP CC Mtg 2/21/18	101-7010-7011-8170-000	498.00
Inv 111995 Total			498.00
Inv	112122		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Transcribing Svcs - SP PC Mtg 2/26/18	101-7010-7011-8170-000	622.50
Inv 112122 Total			622.50
202150 Total:			1,834.50
PCRI7101 - Personal Court Reporters Inc. Total:			1,834.50
PETW8032 - Pet Waste Eliminator Line Item Account			
202151	03/21/2018		
Inv	4408218		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2018	Dog Waste Station for Arroyo Seco Bike & Pedestrian Trail	275-9000-9160-9160-000	229.95
02/08/2018	Dog Waste Station for Arroyo Seco Bike & Pedestrian Trail	101-0000-0000-2700-000	-17.96
Inv 4408218 Total			211.99
202151 Total:			211.99
PETW8032 - Pet Waste Eliminator Total:			211.99

KTPN5270 - Philipson, Kristin Line Item Account

202152 03/21/2018

Inv R89428

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Double Booked Park Rsvp	101-0000-0000-5270-005	75.00

Inv R89428 Total 75.00

202152 Total: 75.00

KTPN5270 - Philipson, Kristin Total:

75.00

PHOE4610 - Phoenix Group Information Systems Line Item Account

202153 03/21/2018

Inv 012018184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	PD Citation & Permit Processing 1/18	101-0000-0000-4460-000	447.20
02/16/2018	PD Citation & Permit Processing 1/18	101-0000-0000-4610-000	1,617.58

Inv 012018184 Total 2,064.78

202153 Total: 2,064.78

PHOE4610 - Phoenix Group Information Systems Total:

2,064.78

PBGF8031 - Pitney Bowes Global Fin. Svc LLC Line Item Account

202154 03/21/2018

Inv 3101992192

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-7010-7011-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	500-6010-6710-8110-000	97.11
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-4010-4011-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	500-3010-3012-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-1020-1021-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-2010-2013-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-2010-2011-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-6010-6011-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-3010-3011-8110-000	97.10
02/28/2018	Postage Meter Lease 3/30-6/29/18	101-5010-5011-8110-000	97.10

Inv 3101992192 Total 971.01

202154 Total: 971.01

PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:

971.01

PNPL8267 - Plasil, Anton Line Item Account

202155 03/21/2018

Check Number	Check Date		Amount
Inv	2/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Ballroom Dance Class	101-8030-8021-8267-000	155.40
Inv 2/18 Total			155.40
202155 Total:			155.40
TNPL8267 - Plasil, Anton Total:			155.40
PODV8267 - Podvoll, Candace Line Item Account			
202156	03/21/2018		
Inv	2/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Meditation Class	101-8030-8021-8267-000	74.40
Inv 2/18 Total			74.40
202156 Total:			74.40
PODV8267 - Podvoll, Candace Total:			74.40
DRDP8030 - Prothero, Dr. Donald R. Line Item Account			
202157	03/21/2018		
Inv	3/20/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Sr. Center Lecture Ice Ages Solving the Mystery 3/20/18	101-8030-8021-8267-000	100.00
Inv 3/20/18 Total			100.00
202157 Total:			100.00
DRDP8030 - Prothero, Dr. Donald R. Total:			100.00
REPA8170 - R.E. Patterson & Associates Line Item Account			
202158	03/21/2018		
Inv	1393 Phase 1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	FD Emergency Operations & Disaster Preparedness Hazard Mitigati	101-5010-5012-8020-000	6,500.00
Inv 1393 Phase 1 Total			6,500.00
Inv	1394 Phase 2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	FD Emergency Operations & Disaster Preparedness Hazard Mitigati	101-5010-5012-8020-000	6,000.00
Inv 1394 Phase 2 Total			6,000.00

202158 Total:		12,500.00
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REPA8170 - R.E. Patterson & Associates Total:		12,500.00
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DRCN2920 - Ramachandran, Durai Line Item Account

202159 03/21/2018

Inv R89437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Refund Youth House Deposit Rental 2/24/18	101-0000-0000-2920-000	250.00

Inv R89437 Total		250.00
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202159 Total:		250.00
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DRCN2920 - Ramachandran, Durai Total:		250.00
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RMSE2925 - Randall B. Montgomery Stone Engraving Line Item Account

202160 03/21/2018

Inv 7635

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2017	OnSite Engraving of Boulder @ Healing Garden	101-0000-0000-2925-001	125.00
12/27/2017	OnSite Engraving of Boulder @ Healing Garden	101-1010-1011-8021-000	150.00

Inv 7635 Total		275.00
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202160 Total:		275.00
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RMSE2925 - Randall B. Montgomery Stone Engraving Total:		275.00
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RGWA2980 - Rangwala Associates Line Item Account

202161 03/21/2018

Inv 1613

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2018	Consulting Svcs-Gen Plan/MSSP Updates 1/18	105-7010-7011-8170-000	26,763.00

Inv 1613 Total		26,763.00
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Inv 1614

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2018	Consulting Svcs-Gen Plan/MSSP Updates 2/18	105-7010-7011-8170-000	33,844.95
02/27/2018	Consulting Svcs-Gen Plan/MSSP Updates 2/18	101-0000-0000-2980-001	2,377.05

Inv 1614 Total		36,222.00
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202161 Total:		62,985.00
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Check Number	Check Date		Amount
RGWA2980 - Rangwala Associates Total:			62,985.00
ROB1111 - Robledo, Shannon Line Item Account			
202162	03/21/2018		
Inv	2/21-23/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2018	Reimb. PD Training Expenses	101-4010-4011-8210-000	534.22
Inv 2/21-23/18 Total			534.22
202162 Total:			534.22
ROB1111 - Robledo, Shannon Total:			534.22
VIRB8267 - Robles, Vivian Line Item Account			
202163	03/21/2018		
Inv	1/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Night Line Dance Class	101-8030-8021-8267-000	760.00
Inv 1/18 Total			760.00
202163 Total:			760.00
VIRB8267 - Robles, Vivian Total:			760.00
JNRD5270 - Rodriguez, Jeannie Line Item Account			
202164	03/21/2018		
Inv	R89432		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Refund Camp Med Fees	101-0000-0000-5270-001	860.00
Inv R89432 Total			860.00
202164 Total:			860.00
JNRD5270 - Rodriguez, Jeannie Total:			860.00
BENR8021 - Rushing, Ben Line Item Account			
202165	03/21/2018		
Inv	3/23/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Entertainment Senior Prom 3/23/18	101-0000-0000-2994-001	150.00
Inv 3/23/18 Total			150.00

Check Number	Check Date		Amount
202165 Total:			150.00
BENR8021 - Rushing, Ben Total:			150.00
SGV5685 - S.G.V. Medical Center Line Item Account			
202166	03/21/2018		
Inv	811041		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2018	PD Blood Alcohol w/Drawal - Manuel Cortes	101-4010-4011-8170-000	48.00
Inv 811041 Total			48.00
Inv	811711		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2018	PD Blood Alcohol w/Drawal- Nicholas Parra	101-4010-4011-8170-000	48.00
Inv 811711 Total			48.00
202166 Total:			96.00
SGV5685 - S.G.V. Medical Center Total:			96.00
SOU5250 - S.P.Review & The Quarterly Magazine Line Item Account			
202167	03/21/2018		
Inv	B64472		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	CDBG Public Notice Ad	101-8030-8031-8040-000	96.00
Inv B64472 Total			96.00
202167 Total:			96.00
SOU5250 - S.P.Review & The Quarterly Magazine Total:			96.00
SAN4958 - San Marino Security System Line Item Account			
202168	03/21/2018		
Inv	00113348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2018	Billicke & Raymond Tank Qrtly Security Sys Lease Jan-Mar 2018	500-6010-6711-8020-000	228.00
Inv 00113348 Total			228.00
Inv	00113349		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2018	Wilson Reservoir Qrtly Security Sys Lease Jan-Mar 2018	500-6010-6711-8020-000	207.00
Inv 00113349 Total			207.00

Check Number	Check Date		Amount
202168 Total:			435.00
SAN4958 - San Marino Security System Total:			435.00
SAN8032 - San Pascual Stables Line Item Account			
202169	03/21/2018		
Inv	Win 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	Instructor Horsemanship Classes	101-8030-8032-8267-000	1,080.00
Inv Win 2018 Total			1,080.00
202169 Total:			1,080.00
SAN8032 - San Pascual Stables Total:			1,080.00
SDSI0107 - Security Design Systems, Inc. Line Item Account			
202170	03/21/2018		
Inv	215477		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2018	50 Access Control Cards	101-4010-4011-8110-000	600.00
Inv 215477 Total			600.00
202170 Total:			600.00
SDSI0107 - Security Design Systems, Inc. Total:			600.00
SHO6666 - Shono, Jean Line Item Account			
202171	03/21/2018		
Inv	2/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Crochet Class	101-8030-8021-8267-000	28.00
Inv 2/18 Total			28.00
202171 Total:			28.00
SHO6666 - Shono, Jean Total:			28.00
SMST4010 - Smith Strategies Line Item Account			
202172	03/21/2018		
Inv	4/12/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	PD Training Registration - SRO Burgos	101-4010-4011-8200-000	99.00

Inv 4/12/18 Total		99.00
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202172 Total:		99.00
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SMST4010 - Smith Strategies Total:		99.00
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STA5219 - Staples Business Advantage Line Item Account

202173 03/21/2018

Inv 3368562048

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/10/2018	Yard Office Supplies	500-6010-6710-8000-000	255.31

Inv 3368562048 Total		255.31
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Inv 3368701832

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/11/2018	Plan/Bldg Office Supplies	101-7010-7011-8000-000	54.51

Inv 3368701832 Total		54.51
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Inv 3368749505

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	Yard Office Supplies	500-6010-6710-8000-000	90.15

Inv 3368749505 Total		90.15
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Inv 3368749506

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/13/2018	Yard Office Supplies	500-6010-6710-8020-000	268.07

Inv 3368749506 Total		268.07
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Inv 3368820004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	PD Office Supplies	101-4010-4011-8000-000	262.79

Inv 3368820004 Total		262.79
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Inv 3368820005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	Yard Office Supplies	101-6010-6601-8020-000	15.19

Inv 3368820005 Total		15.19
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Inv 3368820006

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	Comm. Svcs Office Supplies	101-8030-8021-8000-000	37.04

Inv 3368820006 Total		37.04
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Check Number Check Date Amount

Inv 3368820007

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2018	Comm. Svcs Office Supplies	101-8030-8021-8000-000	91.99
02/14/2018	Comm. Svcs Office Supplies	101-8030-8021-8020-000	35.61

Inv 3368820007 Total 127.60

Inv 3369020134

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	97.44
02/16/2018	Finance Office Supplies	101-3010-3011-8000-000	125.98

Inv 3369020134 Total 223.42

Inv 3369198565

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2018	Finance Office Supplies CREDIT	101-3010-3011-8000-000	-50.86

Inv 3369198565 Total -50.86

Inv 3369198570

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2018	Yard Office Supplies	500-6010-6710-8000-000	46.42

Inv 3369198570 Total 46.42

Inv 3369620141

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	FD Office Supplies	101-5010-5011-8000-000	98.54

Inv 3369620141 Total 98.54

202173 Total: 1,428.18

STA5219 - Staples Business Advantage Total: 1,428.18

SUL2103 - Sully-Miller Contracting Co. Line Item Account

202174 03/21/2018

Inv #5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2018	Arroyo Seco Bike & Pedestrian Trail Construction 12/17	207-9000-9160-9160-000	87,950.54
01/03/2018	Arroyo Seco Bike & Pedestrian Trail Construction 12/17	208-9000-9160-9160-000	22,657.50
01/03/2018	Arroyo Seco Bike & Pedestrian Trail Construction 12/17	238-9000-9160-9160-000	3,112.07
01/03/2018	Arroyo Seco Bike & Pedestrian Trail Construction 12/17	101-9000-9160-9160-000	231,324.71

Inv #5 Total 345,044.82

202174 Total: 345,044.82

SUL2103 - Sully-Miller Contracting Co. Total: 345,044.82

SUVA8022 - Sunset Vans Inc. Line Item Account

202175	03/21/2018		
Inv	13604		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Bus # 75 Ramp Repair	207-8030-8025-8100-000	120.00
Inv 13604 Total			120.00

202175 Total: 120.00

SUVA8022 - Sunset Vans Inc. Total: 120.00

SSSS8267 - Super Soccer Stars Line Item Account

202176	03/21/2018		
Inv	Win 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Instructor Soccer Star Class	101-8030-8032-8267-000	312.00
Inv Win 2018 Total			312.00

202176 Total: 312.00

SSSS8267 - Super Soccer Stars Total: 312.00

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

202177	03/21/2018		
Inv	Feb 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Court Fees 2/18	101-0000-0000-4610-000	5,483.50
Inv Feb 2018 Total			5,483.50

202177 Total: 5,483.50

SCRR4010 - Superior Court of CA, County of LA Total: 5,483.50

SPWS8020 - SupplyWorks Line Item Account

202178	03/21/2018		
Inv	430798546		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Sr. Center Janitorial Supplies	101-6010-6601-8120-000	358.94
Inv 430798546 Total			358.94

Check Number	Check Date		Amount
202178 Total:			358.94
SPWS8020 - SupplyWorks Total:			358.94
TCFV2915 - TCFTV Worldwide Productions Line Item Account			
202179	03/21/2018		
Inv	2/6/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/26/2018	Refund Filming Fee - " 9-1-1"	101-0000-0000-2915-200	70.00
Inv 2/6/18 Total			70.00
202179 Total:			70.00
TCFV2915 - TCFTV Worldwide Productions Total:			70.00
TNVC4010 - TNVC Inc. Line Item Account			
202180	03/21/2018		
Inv	338880-G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	PD Patrol Helmet Mounted Thermal Kit & Battery	272-4010-4018-8520-000	6,963.03
Inv 338880-G Total			6,963.03
Inv	339245-G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2017	PD Night Vision Rifle Scope w/ Accessories	272-4010-4018-8520-000	13,419.70
Inv 339245-G Total			13,419.70
202180 Total:			20,382.73
TNVC4010 - TNVC Inc. Total:			20,382.73
TAEV9224 - Total Access Elevator Inc. Line Item Account			
202181	03/21/2018		
Inv	25498		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2018	Citywide Maint. on Elevators/Lifts Svc 1/18	101-6010-6601-8120-000	749.00
Inv 25498 Total			749.00
Inv	26271		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2018	Citywide Maint. on Elevators/Lifts Svc 2/18	101-6010-6601-8120-000	749.00
Inv 26271 Total			749.00

202181 Total:		1,498.00
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TAEV9224 - Total Access Elevator Inc. Total:		1,498.00
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TRE9241 - Trench Shoring Line Item Account

202182	03/21/2018	
Inv	1094126-0014	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/22/2018	K- Rail for Hanscom & Illinois Dr. 1/17-2/14/18	230-6010-6116-8020-000	126.00

Inv 1094126-0014 Total		126.00
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202182 Total:		126.00
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TRE9241 - Trench Shoring Total:		126.00
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KZTT2920 - Tuttle, Kazuko Line Item Account

202183	03/21/2018	
Inv	R89010	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2018	Refund Youth House Deposit Rental 2/17/18	101-0000-0000-2920-000	250.00

Inv R89010 Total		250.00
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202183 Total:		250.00
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KZTT2920 - Tuttle, Kazuko Total:		250.00
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UND6710 - Underground Service Alert Line Item Account

202184	03/21/2018	
Inv	120180700	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2018	Underground Svc Alerts 1/18	500-6010-6710-8020-000	160.15

Inv 120180700 Total		160.15
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202184 Total:		160.15
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UND6710 - Underground Service Alert Total:		160.15
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UPP7789 - Upper S.G.Mun. Water Dist. Line Item Account

202185	03/21/2018	
Inv	2/01-18	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/12/2018	Water Supply for Kolle Ave./Monterey Rd 1/18	500-6010-6711-8231-000	40,695.20

Check Number	Check Date		Amount
		Inv 2/01-18 Total	40,695.20
		202185 Total:	40,695.20
		UPP7789 - Upper S.G.Mun. Water Dist. Total:	40,695.20
		VEWI8020 - Vision Electric Wholesale Inc. Line Item Account	
202186	03/21/2018		
		Inv 30831	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/09/2018	Library Light Bulbs
			<u>Line Item Account</u>
			101-6010-6601-8020-000
			101.60
		Inv 30831 Total	101.60
		Inv 30884	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/30/2018	Street Light Rewire Repair
			<u>Line Item Account</u>
			215-6010-6201-8020-000
			313.24
		Inv 30884 Total	313.24
		Inv 30920	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/31/2018	Street Light Bulb Replacements
			<u>Line Item Account</u>
			215-6010-6201-8020-000
			35.93
		Inv 30920 Total	35.93
		202186 Total:	450.77
		VEWI8020 - Vision Electric Wholesale Inc. Total:	450.77
		VIPI3032 - Vision Technology Solutions Line Item Account	
202187	03/21/2018		
		Inv 36308	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		03/01/2018	Web Hosting Fee 3/18
			<u>Line Item Account</u>
			101-2010-2032-8180-000
			243.10
		Inv 36308 Total	243.10
		202187 Total:	243.10
		VIPI3032 - Vision Technology Solutions Total:	243.10
		DVWT8021 - Whitby, David Line Item Account	
202188	03/21/2018		
		Inv 2/18 & 3/18	
		<u>Line Item Date</u>	<u>Line Item Description</u>
			<u>Line Item Account</u>

Check Number	Check Date		Amount
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02/21/2018	Instructor All Things Apple Classes	101-8030-8021-8267-000	288.00
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Inv 2/18 & 3/18 Total			288.00
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202188 Total:			288.00
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DVWT8021 - Whitby, David Total:			288.00
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PUFG8267 - Wong, Pauline Line Item Account

202189	03/21/2018		
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Inv	2/18		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2018	Instructor Line Dance Class	101-8030-8021-8267-000	72.00

Inv 2/18 Total			72.00
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202189 Total:			72.00
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PUFG8267 - Wong, Pauline Total:			72.00
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Total:			607,262.71
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ATTACHMENT 4
Payroll 03-09-18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 03.09.18

Account Number	Account Name	03.21.18
101-0000-0000-1010-000	General Fund - Payroll cash	561,799.39
	Other Withholding Payables	\$ 251,415.51
101-0000-0000-1010-000	Net General Fund - Payroll Cash	310,383.88
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	6,755.22
207-0000-0000-1010-000	Prop C - Payroll Cash	5,205.89
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	10,715.69
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aessment - PR Ca	5,748.24
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	13,286.27
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	45,572.26
700-0000-0000-2210-000	Internal Revenue Service	62,224.62
700-0000-0000-2220-000	Employment Development Dept.	23,992.42
700-0000-0000-2230-000	Internal Revenue Service	18,328.32
700-0000-0000-2240-000	PERS Pension	96,494.69
700-0000-0000-2260-000	Deferred Comp - Empower	12,236.21
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		610,943.71
Checks		17,612.37
Direct Deposits		380,055.08
I.R.S Payments		80,552.94
E.D.D. - State of CA		23,992.42
PERS Pension		96,494.69
Deferred Comp - Empower		12,236.21
PERS Health		
		610,943.71
To 700		631,470.59
Other PR Payable		251,415.51
ACH Payable		380,055.08

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **03.21.18**

<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 \$ -

Richard D. Schneider M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary



David Bañ, Agency Treasurer

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager *SD*
FROM: Gary E. Pia, City Treasurer
David Batt, Finance Director *DB*
SUBJECT: **Monthly Investment Reports for January 2018**

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for January 2018.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

There were no significant changes in the City of South Pasadena's (City) investments from the prior month. The amounts shown for the 2016 Water Revenue Bonds Escrow Fund are for information only. Since these funds are not accessible to the City or available for City use, they are no longer being included as part of the City's total investments.

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 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.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

None.

AGENDA ITEM 10

Monthly Investment Reports for January 2018

March 21, 2018

Page 2 of 2

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 January 2018

Exhibit A

City of South Pasadena

INVESTMENT REPORT

January 31, 2018

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	1.350%	50.49%	16,744,139.81	16,744,139.81
SUBTOTAL			50.49%	<u>16,744,139.81</u>	<u>16,744,139.81</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.640%	35.41%	11,744,307.61	11,525,627.28
Corporate Bonds	See Exhibit B-1	2.826%	14.10%	<u>4,677,640.30</u>	<u>4,608,275.07</u>
SUBTOTAL			49.51%	<u>16,421,947.91</u>	<u>16,133,902.35</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,166,087.72</u>	<u>\$32,878,042.16</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.723%		42,717,000.00	42,485,960.02
Wells Fargo Uninvested Cash Balance				484.39	484.39

BANK ACCOUNTS:

Bank of the West Account Balance:	\$3,718,365.84
Morgan Stanley Uninvested Cash Balance:	\$179,738.61
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$151,876.34

Required Disclosures:

Average weighted maturity of the portfolio 445 DAYS

Average weighted total yield to maturity of the portfolio 1.658%

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

All investments are in conformity with the City Investment Policy.

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

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
January 31, 2018

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	
87	Corporate Bond	Intel Corp.	458140AQ3	9/29/2015	3,000.00	100.825	3,024.75	2.450%	2.108%	3,009.39	2.440%	7/29/2020	910	(15.36)
88	Corporate Bond	Intel Corp.	458140AQ3	6/14/2016	20,000.00	102.139	20,427.81	2.450%	1.571%	20,062.60	2.440%	7/29/2020	910	(365.21)
89	Corporate Bond	State Street Corp.	857477AS2	6/13/2016	54,000.00	102.160	55,166.15	2.550%	1.679%	54,038.34	2.540%	8/18/2020	930	(1,127.81)
90	Corporate Bond	State Street Corp.	857477AS2	6/15/2016	24,000.00	102.230	24,535.14	2.550%	1.651%	24,017.04	2.540%	8/18/2020	930	(518.10)
91	Corporate Bond	The Walt Disney Co.	25468PDE3	11/27/2015	60,000.00	100.399	60,239.33	2.150%	1.993%	59,594.40	2.160%	9/17/2020	960	(644.93)
92	Corporate Bond	The Walt Disney Co.	25468PDE3	6/20/2016	20,000.00	102.219	20,443.85	2.150%	1.287%	19,864.80	2.160%	9/17/2020	960	(579.05)
93	Corporate Bond	Bank of America	06051GFT1	12/14/2017	163,000.00	100.825	164,344.15	2.625%	2.309%	162,861.45	2.620%	10/19/2020	992	(1,482.70)
94	Corporate Bond	Coca-Cola Co.	191216BT6	6/16/2016	62,000.00	100.854	62,529.19	1.875%	1.555%	61,071.86	1.900%	10/27/2020	1,000	(1,457.33)
95	Corporate Bond	Coca-Cola Co.	191216BT6	6/27/2016	19,000.00	101.243	19,236.14	1.875%	1.410%	18,715.57	1.900%	10/27/2020	1,000	(520.57)
96	Corporate Bond	ACE INA Holdings Inc.	00440EAT4	6/6/2016	61,000.00	101.254	61,764.95	2.300%	1.822%	60,543.11	2.310%	11/3/2020	1,007	(1,221.84)
97	Corporate Bond	ACE INA Holdings Inc.	00440EAT4	5/22/2017	62,000.00	100.954	62,591.44	2.300%	1.942%	61,535.62	2.310%	11/3/2020	1,007	(1,055.82)
98	Corporate Bond	Johnson & Johnson	478160CH5	11/13/2017	83,000.00	100.128	83,106.34	1.950%	1.902%	82,252.17	1.960%	11/10/2020	1,014	(854.17)
99	Corporate Bond	Chevron Corp. (Callable)	166764AY6	6/13/2016	55,000.00	101.709	55,940.13	2.419%	1.789%	54,975.80	2.410%	11/17/2020	1,021	(964.33)
100	Corporate Bond	Chevron Corp. (Callable)	166764AY6	6/27/2016	25,000.00	101.862	25,465.59	2.419%	1.733%	24,989.00	2.410%	11/17/2020	1,021	(476.59)
101	Corporate Bond	VISA	92826CAA0	5/11/2017	162,000.00	100.599	162,969.87	2.200%	1.984%	160,943.76	2.210%	12/14/2020	1,048	(2,026.11)
102	Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	5/3/2016	109,000.00	108.298	118,044.60	4.625%	1.709%	114,286.50	4.410%	1/7/2021	1,072	(3,758.10)
103	Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	6/14/2016	34,000.00	108.475	36,881.50	4.625%	1.650%	35,649.00	4.410%	1/7/2021	1,072	(1,232.50)
104	Corporate Bond	Occidental Petroleum Corp. (I	674599BY0	5/20/2016	75,000.00	105.663	79,247.13	4.100%	2.140%	77,944.50	3.940%	2/1/2021	1,097	(1,302.63)
105	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	6/24/2016	162,000.00	101.569	164,541.36	2.222%	1.697%	160,243.92	2.240%	3/1/2021	1,125	(4,297.44)
106	Corporate Bond	JP Morgan Chase	46625HHZ6	8/8/2017	151,000.00	107.420	162,204.55	4.625%	2.258%	159,600.96	4.370%	5/10/2021	1,195	(2,603.59)
107	Corporate Bond	3M Co. (Callable)	88579YAU5	9/23/2016	65,000.00	100.090	65,058.80	1.625%	1.599%	63,113.05	1.670%	9/19/2021	1,327	(1,945.75)
108	Corporate Bond	3M Co. (Callable)	88579YAU5	9/15/2017	17,000.00	99.207	16,865.19	1.625%	1.831%	16,506.49	1.670%	9/19/2021	1,327	(358.70)
109	Corporate Bond	MasterCard, Inc.	57636QAF1	5/11/2017	164,000.00	99.249	162,768.36	2.000%	2.175%	160,414.96	2.040%	11/21/2021	1,390	(2,353.40)
110	Corporate Bond	Microsoft Corp.	594918BA1	10/5/2017	82,000.00	101.070	82,877.68	2.375%	2.096%	80,979.92	2.400%	11/21/2021	1,390	(1,897.76)
111	Corporate Bond	American Express Credit (Cal	0258M0EG0	9/8/2017	162,000.00	101.903	165,083.63	2.700%	2.210%	160,734.78	2.720%	3/3/2022	1,492	(4,348.85)
112	Corporate Bond	Burlington North Santa Fe (C:	12189LAH4	9/14/2017	79,000.00	103.533	81,791.32	3.050%	2.149%	79,834.24	3.010%	3/15/2022	1,504	(1,957.08)
113	Corporate Bond	Apple Inc.	037833BF6	9/8/2017	160,000.00	102.459	163,933.70	2.700%	2.096%	159,270.40	2.710%	5/13/2022	1,563	(4,663.30)
114	Corporate Bond	Oracle Corp.	68389XBB0	10/5/2017	81,000.00	101.511	82,224.31	2.500%	2.129%	80,121.96	2.520%	5/15/2022	1,565	(2,102.35)

Subtotal Corporate Bonds				4,584,000.00		4,677,640.30	2.869%	1.797%	4,608,275.07	2.826%		874	(69,365.23)
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Money Market	Liquid Asset Fund			0.00						0.010%		1	
Uninvested Cash				0.00					179,738.61	0.060%		1	

Subtotal Cash & Cash Equivalents						0.00			179,738.61			1	
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Grand Totals				16,295,000.00		16,421,947.91	1.968%	1.545%	16,313,640.96	1.957%		905	(288,045.56)
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Unsettled Transactions

Subtotal Unsettled Transactions				0.00		0.00			0.00				0
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Funds and Investments
 Held by Contracted (Third) Parties
 January 31, 2018

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
Totals incl. Unsettled Transactions				16,295,000.00		16,421,947.91			16,313,640.96				(288,045.56)
Totals per Bank Statement				16,295,000.00		16,421,947.91			16,313,640.96				(288,045.56)

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Exhibit B-2

Funds and Investments
Held by Contracted (Third) Parties
January 31, 2018

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		151,876.34	0.250%	151,876.34	0.250%		1
Subtotal Cash & Cash Equivalents			151,876.34	0.250%	151,876.34	0.250%		1
Total Project Fund			151,876.34	0.250%	151,876.34	0.250%		1

Wells Fargo Escrow Fund -- Information Only

1	Cash		484.39	0.100%	484.39	0.100%		1
Subtotal Cash & Cash Equivalents			484.39	0.100%	484.39	0.100%		1
2	Gov't. Securities U.S. Treasury Note	11/10/2016	595,000.00	0.875%	594,500.20	0.875%	3/31/2018	59
3	Gov't. Securities U.S. Treasury Note	11/10/2016	1,442,000.00	1.375%	1,438,121.02	1.375%	9/30/2018	242
4	Gov't. Securities U.S. Treasury Note	11/10/2016	592,000.00	1.625%	589,430.72	1.625%	3/31/2019	424
5	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	39,863,908.08	1.750%	9/30/2019	607
Subtotal Securities			42,717,000.00	1.723%	42,485,960.02	1.723%		584
Total Escrow Fund			42,717,484.39	1.723%	42,486,444.41	1.723%		584

Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

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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	70,917,973
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	26,547,176
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	28,949,643
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	32,878,042
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

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager *[Signature]*
FROM: Paul Riddle, Fire Chief *[Signature]*
SUBJECT: **Award of Contract to Wondries Fleet Group for Purchase of a 2019 Ford Fusion Hybrid Responder Emergency Administrative Staff Vehicle in the Amount of \$35,551.35**

Recommendation Action

It is recommended that the City Council:

1. Award a contract to Wondries Fleet Group under the Cooperative Purchase Provisions of the National Joint Powers Alliance (NJPA) #120716, for the purchase of a new 2019 Ford Fusion Hybrid Responder emergency administrative staff vehicle in the amount of \$35,551.35; and
2. Approve a budget transfer from Account No. 101-5011-8183 to Automotive Equipment line item Account No. 105-5011-8540 in the amount of \$35,551.35.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The Ford Fusion Responder will be replacing the previous staff vehicle, a 2014 Ford Fusion Energi Plug-in Hybrid. The previous staff vehicle was determined to be non-repairable after being involved in a traffic collision on December 6, 2017. The resulting investigation from the traffic collision determined that City staff was not at fault. State Farm the insurance company for the responsible party, accepted liability for the traffic collision and will be reimbursing the City \$22,018.26 for damages. These funds will be applied to the purchase of the 2019 Ford Fusion Hybrid Responder.

The 2019 Ford Fusion Hybrid Responder is factory equipped with a "Ready for Road" code 3 package that includes emergency lighting, an upgraded braking system, transmission cooler, upgraded suspension and frame, as well as an upgraded alternator/electrical system. There is also greater truck space for radio equipment and the storage of required safety gear. The vehicle has a projected EPA-estimated rating of 38 combined miles per gallon (mpg).

AGENDA ITEM 11

Alternatives Considered

1. Staff considered several energy efficient replacement vehicles for the 2014 staff vehicle. The models that were considered included the Ford Fusion Energi Plug-in Hybrid, Chevrolet Volt, and the Toyota Prius. On February 13, 2018, staff from both the Fire and Police Departments participated in a driving demonstration of the 2019 Ford Fusion Hybrid Responder. After evaluating the vehicle during the test drive, staff determined that the Responder would be the most effective replacement vehicle.

Next Steps

1. Place order for the 2019 Ford Fusion Hybrid Responder with Wondries Fleet Group. Expected delivery date for the vehicle will be July, 2018.
2. Upon receipt of insurance settlement reimburse the General Fund.

Background

The Fire Chief serves as the Emergency Manager for the City which requires full oversight of all emergency operations. For this reason, the Fire Chief is assigned a staff vehicle that is equipped to respond to incidents with lights and siren (code 3). The Fire Chief does not respond code 3 on all incidents, but when the scope of the incident is large enough or the incident occurs after hours, the Fire Chief will respond code 3 to support operations. The Fire Chief will also respond to the City during natural disasters to support the functionality of the Emergency Operations Center (EOC).

The Fire Department is seeking to award a contract in the amount of \$35,551.35 to Wondries Fleet Group for a 2019 Ford Fusion Hybrid Responder administrative staff vehicle. Wondries Fleet Group is a licensed California Auto Dealership authorized to execute this purchase under the cooperative purchase provisions of the NJPA Contract #120716. NJPA is a national municipal contracting agency that provides leveraged and competitively solicited contracts under the provisions of the Uniform Municipal Contracting Law. NJPA satisfies the requirements of the City's purchasing ordinance.

Consideration was given according to City policy regarding the purchase of alternative fuel-powered vehicles, specifically plug-in style hybrids. Although these vehicles offered greater fuel economy, they lacked the required trunk space to safely store required safety gear. The proposed 2019 Ford Fusion Hybrid Responder has greater trunk space and can facilitate this need. The proposed vehicle has an estimated combined 38 MPG making it the most cost effective option.

Legal Review

The City Attorney has reviewed this item with no suggested edits.

Fiscal Impact

Total cost to the City for this purchase will be \$13,533.09. State Farm Insurance Company will be reimbursing the City \$22,018.26 after accepting liability for the traffic collision involving the previous staff vehicle. These funds will be applied to the purchase of the 2019 Ford Fusion

Purchase of a 2019 Ford Fusion Hybrid Responder

March 21, 2018

Page 3 of 3

Hybrid Responder.

Account No. 101-5011-8183 provides funds for contract services with the City of San Marino for shared Fire Command Staff coverage. Staff anticipates savings in this account which will provide the necessary funds for purchase.

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. Price Quote from Wondries Fleet Group
2. 2019 Ford Fusion Hybrid Responder Specifications

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ATTACHMENT 1
Price Quote from Wondries Fleet Group

National Auto Fleet Group

A division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
855 BUY-NJPA 626-457-5590
855 289-6572 626-457-5593

February 20, 2018

Chief Riddle
South Pasadena Fire Dept.
817 Mound Ave
South Pasadena, CA 92701
Delivery Via Email

Dear Mr Riddle,

In response to your inquiry, we are pleased to submit the following for your consideration:

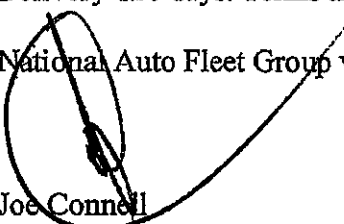
National Auto Fleet Group will sell, service and deliver at South Pasadena, new/unused 2019 Ford Fusion responding to your requirement with the attached specifications for:

2019 Ford Fusion	32,459.00
Sales Tax	3,083.60
Tire Tax	8.75
Total	35,551.35

These vehicles are available under the NJPA master vehicle contract #120716

Delivery 120 days. Terms are net 30 days.

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.


Joe Connell
National Law Enforcement Account Manager
National Auto Fleet Group
Wondries Fleet Group



ATTACHMENT 2
2019 Ford Fusion Hybrid Responder Specifications

DESTINED TO BE THE FIRST-EVER PURSUIT-RATED HYBRID
POLICE RESPONDER™ HYBRID SEDAN CONCEPT



A GREENER SHADE OF BLUE™



FORD FLEET



POLICE RESPONDER™ HYBRID SEDAN



Concept vehicle shown. Shadow Black.
Available and aftermarket upfit equipment. Available Summer 2018



SPECIFICATIONS

STANDARD FEATURES

12-volt powerpoint and USB port
 Alternator – 165-amp
 Audio – AM/FM stereo with 6 speakers
 Auxiliary power distribution box in trunk, plus rear power lug
 Battery – Lithium-ion
 Brakes – Police-tuned Regenerative Braking System
 Built-in steel intrusion plates in both front seat backs
 Console mounting plate – Front
 Control circuits for grille lights, siren and speaker
 Cruise control
 Door-sill scuff plates – Front
 Dual-zone electronic automatic temperature control
 Easy Fuel® capless fuel filter
 Engine – 2.0L iVCT Atkinson-cycle I-4 HEV with permanent-magnet AC-synchronous electric motor
 Engine-hour meter
 Engine oil cooler
 Flooring – Heavy-duty vinyl
 Front-wheel drive (FWD)
 Glass – Solar-tinted
 Headlamps – Halogen
 Heavy-duty front-door tether straps
 Locking glove box

Mirrors – Power sideview, manual foldaway with integrated blind spot mirrors
 Overhead console – 1st-row red task lighting, dome light with courtesy map lights
 Police Engine Idle Feature
 Power door locks
 Power windows with one-touch-up/-down
 Rotary gear shift dial
 Rear-window defroster
 Seat – Front heavy-duty cloth, 6-way manual driver's seat
 Seat – Front heavy-duty cloth, 4-way manual front-passenger
 Seat – Rear vinyl bench
 SYNC®
 Taillamps – LED
 Tire Inflator and Sealant Kit
 Tires – 235/50R17 all-season BSW
 Transmission – Electronically controlled continuously variable (eCVT)
 Trunk Pack™ – Divided storage insert below load floor
 Underbody deflector plate
 Universal equipment tray on top of instrument panel
 Wheels – 17" steel with cover

STANDARD SAFETY & SECURITY

AdvanceTrac® electronic stability control
 Airbags – Driver and front-passenger knee, front-seat side and side-curtain
 Brakes – Power-assisted, 4-wheel disc with Anti-Lock Brake System (ABS), and 17" twin-piston calipers and rotors (police-calibrated)
 Individual Tire Pressure Monitoring System
 Integrated keyhead transmitter remotes
 MyKey®

Perimeter alarm
 Personal Safety System™ for driver and front passenger with dual-stage front airbags
 Rear view camera
 Remote Keyless Entry System
 SecuriLock® Passive Anti-Theft System
 SOS Post-Crash Alert System™

Pursuit rating to be tested in official evaluations conducted by the Michigan State Police and Los Angeles County Sheriff's Department scheduled for Fall 2017. Police Responder Hybrid Sedan was designed and developed to meet the same federal fuel system crash standards as retail vehicles and other manufacturers' police vehicles. Police Responder Hybrid Sedan does not have the size or heavy structure necessary to meet the 75-mph rear-impact crash test. Ford Police Interceptors are the only vehicles on the market designed for the 75-mph rear-impact crash test.

¹Dimensions and capacities shown may vary due to optional features and/or production variability. ²Actual mileage will vary. ³Additional charge.

AVAILABLE FEATURES

100-watt siren/speaker
Ballistic door panels (Level IIIa) – Driver's door
Ballistic door panels (Level IIIa) – Driver and front-passenger doors
Bumper-to-frame-rail bracket kit
Dark car feature
Daytime running lamps
Engine block heater
Front console mounting plate delete

Inoperable rear door handles/inoperable locks/rear-window power disable (operable from driver's side)
Noise suppression bonds
Rear console plate
Rear view camera – Image displayed in rearview mirror (no-charge option)
Rear-window power disable (operable from driver's side)
Seat – Rear heavy-duty cloth

Side marker LED lamps – Sideview mirrors
Spot lamp, branded – Driver's side only
Spot lamp, LED bulb – Driver's side only
Trunk circulation fan
Trunk storage vault
Vinyl wrap – Front and rear doors
Vinyl wrap – Front doors
Vinyl wrap – Roof

AVAILABLE PACKAGES

Refer to pages 45-47 for full descriptions.

Front Headlamp Lighting Solution (14A)
Front Marker Prep Bezel/Panel Housing (18G)
Ready-for-the-Road Package (20D)

Rear Lighting Solution (51C)
Taillamp Lighting Solution (52D)
Ultimate Wiring Package (20E)

Police Wire Harness Connector Kit – Front (54E)/Rear (62B)
--

DIMENSIONS & CAPACITIES¹

EXTERIOR (in.)	
Length	191.8
Wheelbase	112.2
Width (mirrors folded)	75.2
Height	58.0
INTERIOR (in.)	
Front	
Head room	39.2
Leg room (max.)	44.3
Hip room	55.0
Shoulder room	57.8

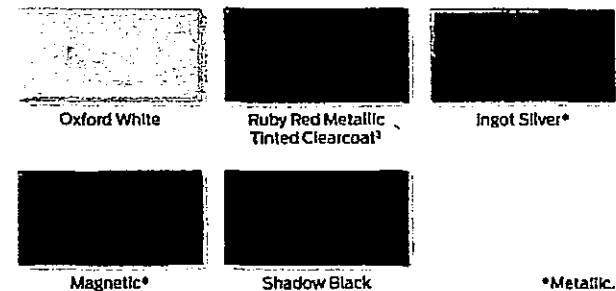
INTERIOR (in.)	
Rear	
Head room	37.8
Leg room	38.3
Hip room	54.4
Shoulder room	56.9
CAPACITIES (cu. ft.)	
Passenger volume	102.8
Cargo volume	12.0
Total interior volume	114.8
Fuel (gal.)	
Seating	5

ENGINE

Combined Horsepower	188
2.0L IVCT Atkinson-cycle I-4 HEV engine	
Horsepower (hp @ rpm)	141 @ 6,000
Torque (lb.-ft. @ rpm)	129 @ 4,000

PROJECTED EPA-ESTIMATED RATINGS²

2.0L IVCT Atkinson-cycle I-4 HEV engine	40 city/36 hwy/38 combined mpg
---	--------------------------------

EXTERIOR COLORS

INTERIOR COLOR


11 - 10

RESPONSIVE TO YOUR BUDGET

Purpose-built for the police duty cycle: The Police Responder™ Hybrid Sedan powertrain offers significant potential fuel savings compared to a traditional police cruiser.

While driving. Estimated Police Responder Hybrid Sedan fuel economy compares favorably against the Police Interceptor™ Sedan.

	Police Interceptor Sedan (3.7L AWD)	Police Responder Hybrid Sedan (2.0L HEV FWD)
Miles driven per year	20,000	20,000
Fuel economy	EPA-estimated rating of 18 combined mpg ¹	Projected EPA-estimated rating of 38 combined mpg ²
Gallons of fuel consumed per year	1,111	526

While driving, the Police Responder Hybrid Sedan potentially **saves 585 gallons of fuel per year.**

While stopped. Even at idle, police vehicles must constantly keep their engines running to power electrical equipment. Ford data shows that police vehicles spend approximately 61% of each shift with the engine idling. This equates to roughly 4.9 hours of every 8-hour shift. The Police Responder Hybrid Sedan reduces engine idle time by powering the high electrical loads of a police vehicle with the lithium-ion battery, reducing engine run time.

	Police Interceptor Sedan (3.7L AWD)	Police Responder Hybrid Sedan (2.0L HEV FWD)
Hours idling per 8-hour shift	4.9	4.9
Gallons of fuel consumed per hour ³	.47	.20
Shifts per day	2	2
Days per year	365	365
Gallons of fuel consumed per year	1,681	715

While stopped, the Police Responder Hybrid Sedan potentially **saves 966 gallons of fuel per year.**

When combining the numbers above, the Police Responder Hybrid Sedan potentially saves an estimated 1,551 total gallons of fuel annually. Assuming an example gas price of \$2.50 per gallon, that's \$3,877 in potential savings per vehicle, per year.

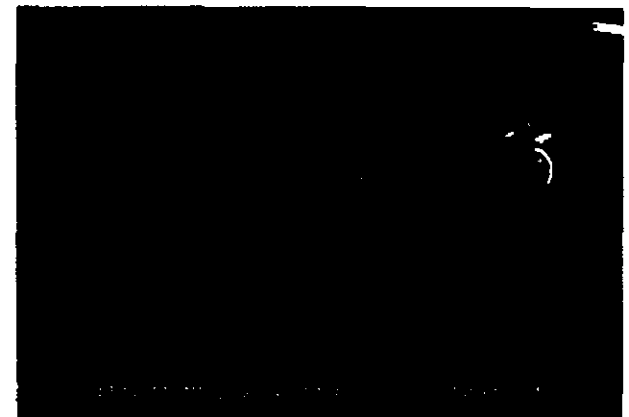
Visit fordpoliceresponder.com to check potential savings based on your own agency's usage.

By minimizing engine idle time, the Police Responder Hybrid Sedan can handle the large electrical loads demanded by police use more efficiently than a conventional gas-powered cruiser. The reason? Because the hybrid's lithium-ion battery is used to power police equipment like lighting, radios, computers and other electrical equipment, and the gasoline engine only kicks in when necessary to recharge the battery. So while the engine is in constant use in conventional gasoline-engine police vehicles, the Police Responder Hybrid Sedan efficiently reduces engine run time to potentially save on fuel and help minimize CO₂ emissions. After all, reduced fuel consumption means fewer fill-ups – keeping officers and vehicles on the road and at the ready.



POLICE RESPONDER

© 2011 Ford. Police Responder Hybrid Sedan Concept. Shown with aftermarket upfit equipment.



¹EPA-estimated rating of 16 city/22 hwy/18 combined mpg. Actual mileage will vary. ²Projected EPA-estimated rating of 40 city/36 hwy/38 combined mpg. Actual mileage will vary. Final EPA-estimated ratings not yet available. ³Idle Fuel Consumption estimates are based on fuel flow measurements taken during 2 hours of continuous idling. Vehicles were driven for 10 miles at highway speeds prior to idling. Idle testing was conducted in an indoor facility at 80°F. The following vehicle accessories were activated during the test: Climate Control A/C, set to full cool condition; Vehicle audio system, set to 33% of maximum volume. An electrical power draw load box drawing 32 amps was also connected to each vehicle's 12-volt battery to simulate the following accessories: interior Emergency lights (est. 35 amps), interior Computer (est. 3 amps), Police Radio (est. 4 amps). Additional testing details are available at ford.tdwwsr.com.

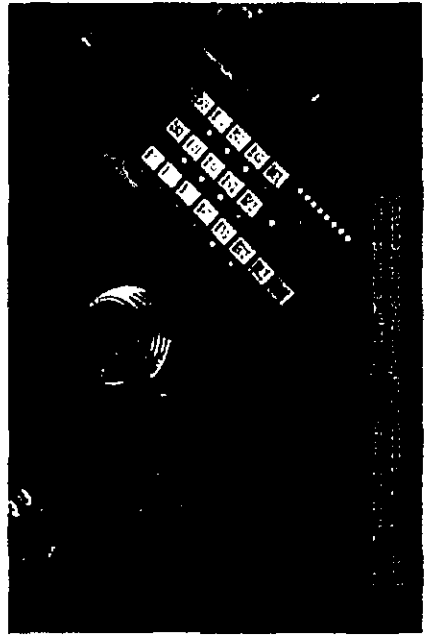
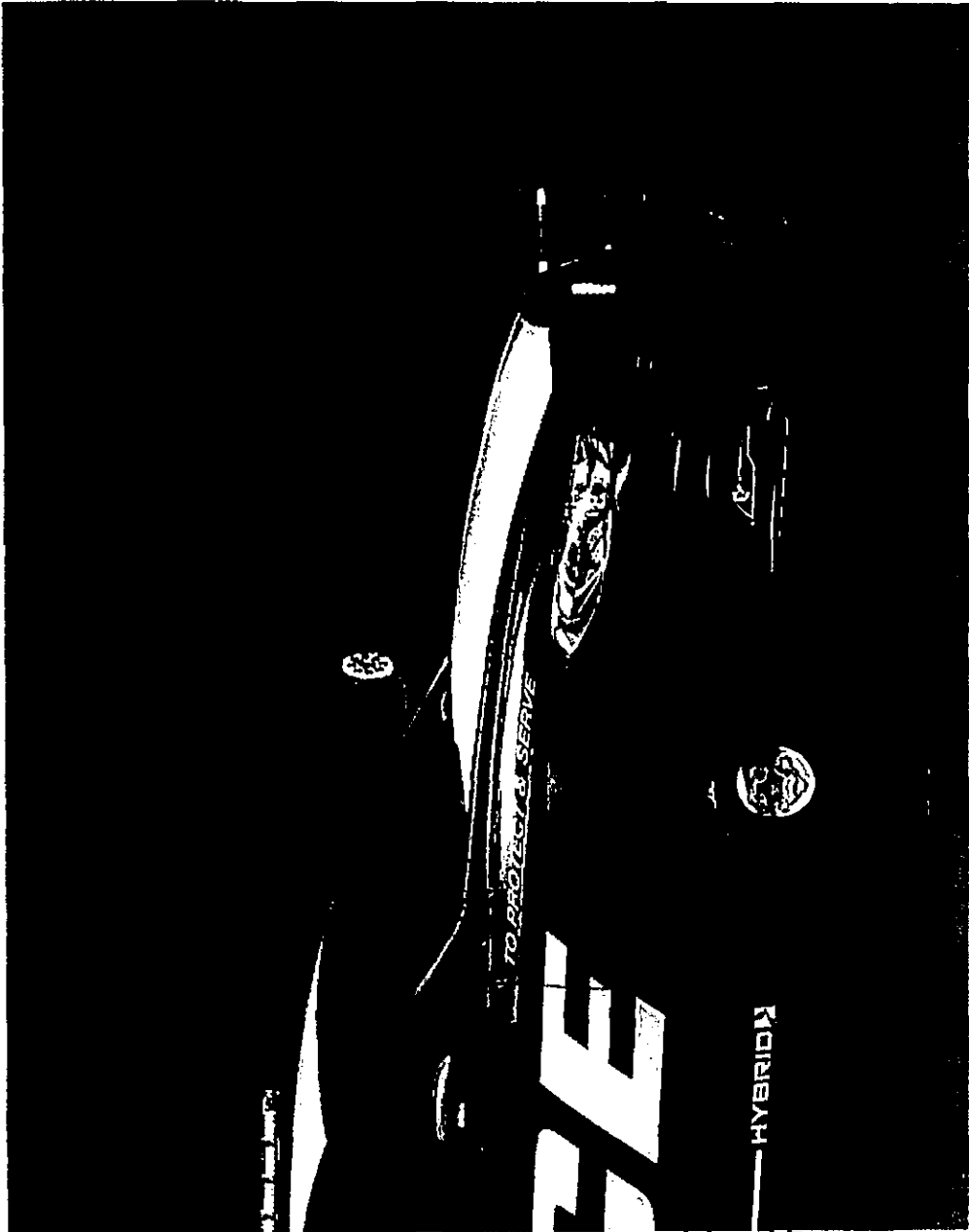
GIVES NEW MEANING TO FIRST RESPONDER

This all-new police hybrid concept is optimized for local patrol operations. In addition to being fuel efficient, the Police Responder Hybrid Sedan is 2x durability tested, 30-mph railroag-crossing tested, and reverse J-turn tested. Validation extends to 8" curb impacts, and water fording in 18" and 10" depths at speeds of 15 mph and 40 mph, respectively.

Unique Police Responder Hybrid Sedan content includes:

- Pursuit-calibrated powertrain
- Heavy-duty suspension components
- Police-purposed wheels, tires and hubcaps
- Police-tuned Regenerative Braking System with 17" twin-piston calipers and rotors
- Front deflector plates
- Police-specific, rugged cloth front seats with slim bolsters to assist officers with a duty belt
- Tough anti-stab plates in front seat backs
- Easy-clean, heavy-duty vinyl rear seating and flooring
- Police-specific rear door trim panels with integrated closeouts
- Heavy-duty front door tethers
- Upright-friendly – standard console mounting plate in lieu of floor console, and access to power and wiring
- Rotary gear shift dial in lower center stack that can be relocated to aftermarket upfit console
- Centrally located universal top tray for upfits
- Unique police instrumentation with Pursuit-Mode indicator and certified speedometer
- Red-white task lighting in overhead console
- Auxiliary power distribution box in trunk, plus rear power plug
- Load-bearing battery cover that provides extra storage space in trunk

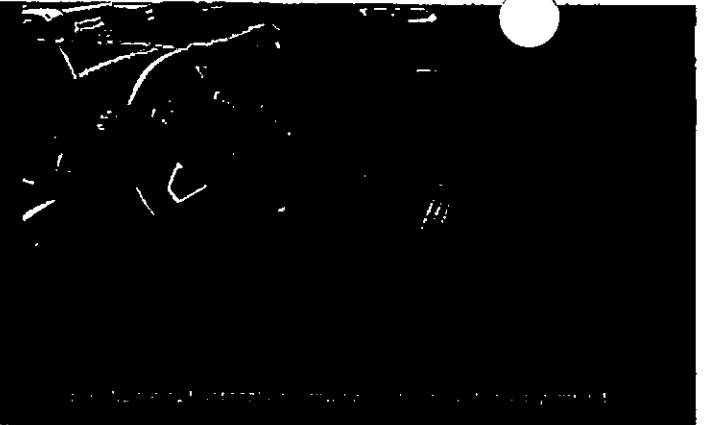
2014 Ford Police Responder Hybrid Sedan is a concept vehicle. It is not intended for sale. All equipment shown is optional. ©2013 Ford Motor Company. All rights reserved. Ford, the Ford logo, and the Police Responder Hybrid Sedan are trademarks of Ford Motor Company. All other marks are the property of their respective owners. Ford Motor Company is an Equal Opportunity Employer. Ford Motor Company is an Equal Opportunity Employer. Ford Motor Company is an Equal Opportunity Employer.



AN ELECTRIFYING ALL-NEW ADDITION TO THE FORD FORCE

When the Police Responder™ Hybrid Sedan becomes a reality, it will be outfitted in Chicago to perform for the good of all. To make it even more formidable, a number of options will be offered, including: lighting and wiring packages • ballistic door panels • Dark Car feature • Police Silent Mode • noise-suppression bonds • trunk storage vault and ventilation fan • and a driver's side spot lamp.

The diverse police lineup keeps getting better. Whether it's patrol or pursuit, surveillance or special investigation, off-road or operations tactical, K-9 corps or communications command – not to mention prisoner transport and public safety – there's a Ford police vehicle at the ready. And raring to go. For the 2nd year in a row, the 365-hp EcoBoost V6 AWD Ford Police Interceptor Utility and Sedan have been officially rated quickest and fastest in their respective categories, with the Sedan crowned fastest overall.



PURSUIT-RATED FORD POLICE VEHICLES



ALL-NEW Police Responder Hybrid Sedan Concept⁴



Police Interceptor Utility



Police Interceptor Sedan



Special Service Police (SSP) Sedan

11-13

FORD SPECIAL SERVICE VEHICLES (NON-PURSUIT)



F-150 Special Service Vehicle (SSV)



Expedition/Expedition MAX Special Service Vehicle (SSV)



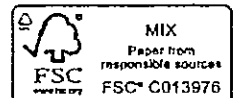
Transit Prisoner Transport Vehicle (PTV)

fleet.ford.com

Just the facts: fordpoliceresponder.com • fordpoliceinterceptor.com

¹Horsepower rating achieved with 93-octane fuel. ²Available feature. ³Based on Michigan State Police and Los Angeles County Sheriff's Department test results for 2016 and 2017 models. ⁴Pursuit rating to be tested in official evaluations conducted by the Michigan State Police and Los Angeles County Sheriff's Department scheduled for Fall 2017.

Concept vehicle shown. Vehicles shown may contain optional or modifier-installed equipment. • Ford Motor Company reserves the right to change product specifications at any time without incurring obligations. ©2017 Ford Motor Company. 10F1TRC1



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STANDARD EQUIPMENT

MODEL/SERIES/AVAILABILITY

- 1 Available Pursuit Rated Model¹
- 2.0L IVCT Atkinson Cycle I-4 Hybrid Engine System FWD

MECHANICAL

- Alternator 165 amp
- Anti-Lock Brake System (ABS)
- Brake Assist
- Brakes – Police calibrated high performance system
- Electric-assist Parking Brake
- Engine Hour Meter
- Engine Oil Cooler
- Four-Wheel Disc Brakes
- Full Speed Engine / Brake-Actuated Traction Control with Regenerative Brake System
- Transmission – CVT

EXTERIOR

- Bumpers – Upper Front and Rear – Body-Color
- Door Handles – Body-Color
- Easy Fuel[®] Capless Refuel
- Grille
 - Upper MIC black with chrome surround
 - Lower – Molded in black
- Halogen Headlamps
- LED Tallamps
- Mirrors – Sideview
 - Body-Color
 - Dual Power
 - Integrated Blind Spot
- Remote Decklid Release
- Rocker Moldings – MIC
- Single Exhaust Tip
- Solar Tinted Glass
- Tire Inflator and Sealant Kit
- Underbody deflector shield
- Wheels – 17" Steel with center cap
- Windshield Wipers – Intermittent/Speed Sensitive
- P235/50R17 BSW – Tires

INTERIOR/COMFORT

- (1) 12V Powerpoints, (1) one USB Port
- (2) 4.2" Driver Configurable LCD Display in Instrument Cluster
- Cabin Particulate Air Filter
- Climate Control
 - First Row Under Seat Rear Vents
 - Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Dome Lights with Courtesy Map Lights
- Flooring – Heavy-Duty vinyl, offers ease of cleaning, long term durability
- Front floor console plate
- Glove Compartment with Lockable Door
- Instrument Panel – Trip Computer
- Power Door-Locks
- Rotary Gear Shift Dial
- Scuff Plates – Molded in Color – Front-Door

INTERIOR/COMFORT (continued)

- Seating – 5 Passenger
 - 1st Row Police grade cloth trim seats with slimmed down bolsters
 - 6-Way Manual Driver Seat (fore/aft, up/down with recline)
 - Built-in steel intrusion plates in both front-seatbacks
 - 4-Way Manual Passenger Seat (fore/aft with recline)
 - 4-Way Front-Seat Head Restraints
 - Rear-Seat Head Restraints
 - 2nd Row Vinyl Trim 60/40 Split (non-folding)
- Speedometer – Calibrated
- Steering Wheel
 - Cruise Control
 - Redundant Audio Controls
 - Tilt/Telescoping
- Trunk Pack[®] – Divided storage insert below the load floor
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows – One-Touch-Up/Down Front/Rear

SAFETY & SECURITY

- Airbags
 - Driver & Passenger Knee
 - Dual Stage Front Driver & Passenger
 - Front-Seat Mounted Side-Impact
 - Side Air Curtains
- Auto Halogen Headlamp with Headlamp Courtesy Delay
- Child-Safety Rear-Door-Locks
- Configurable Day Time Running Lamps
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors & Tether Anchors for Children)
- LED Center High-Mount Stop Light (CHMSL)
- MyKey[®]
- Perimeter Alarm
- Police Engine Idle feature – The system allows you to leave the engine running and prevents your vehicle from unauthorized use when you are outside of your vehicle.
- Rear View Camera
- Rear-window Defroster
- Safety Belts
 - Belt-Minder[®] (front safety belt reminder)
 - Front and Rear 3-point Safety Belt
 - Front Height Adjustable Retractable Safety Belt
 - Front Safety Belt Pretensioners
- SecurILock[®] Passive Anti-Theft System
- SOS Post Crash Alert

Note: Police Responder Hybrid Sedan was designed and developed to meet the same federal fuel system crash standards as retail vehicles and other manufacturers' police vehicles. Police Responder Hybrid Sedan does not have the size or heavy structure necessary to meet the 75 mph rear-impact crash test. Ford Police Interceptors are the only vehicles on the market designed for the 75 mph rear-impact crash test.

DRIVER ASSIST TECHNOLOGY

- AutoLamp (automatic on/off headlamps)
- Hill Start Assist
- SYNC[®]
 - Enhanced Voice Recognition Communication and Entertainment System
 - 911 Assist[®]
 - 4.2" LCD Screen in Center Stack
 - AppLink[®]
 - Smart-Charging USB port – one (1)

¹ Pursuit rating to be tested in official evaluations conducted by the Michigan State Police and Los Angeles County Sheriff's Department scheduled for Fall 2017.

STANDARD EQUIPMENT

FUNCTIONAL

- Audio – AM/FM stereo with 6 speakers
- Control circuits included for grille lights, siren and speaker
- Electric Power-Assist Steering
- Front-Door Tether Straps (driver/passenger)
- Intelligent Oil Life Monitor®
- Push-Button Start
- Rear power lug located in trunk to accommodate Police upfitting. Two (2) 50 amp battery ground circuits – power distribution junction box
- Remote Keyless-Entry System with Trunk-lid Release (includes 4-key fobs)
- Remote Keyless-Entry System with Trunk-lid Release Includes (4) keyfobs – Standard
- Reverse Sensing (43P) available
- 17" Alloy Wheel (64P) available
- Dark Car Feature can be ordered with Daytime Running Lights

**2019 POLICE RESPONDER HYBRID SEDAN
EQUIPMENT GROUP**

Series/Body Code	Order Code	Police Responder Hybrid Sedan
Police Responder Hybrid Sedan FWD	P0A	S
2.0L IVCT Atkinson Cycle I-4 Hybrid Engine	99U	S
eCVT Transmission	44J	S
Equipment Group Code (Order Code)		430A
Front Headlamp Lighting Solution		
<ul style="list-style-type: none"> Includes base halogen low/high-beam headlamp with High Beam Wig-Wag and two (2) rectangular wide-angle LED side warning V-Ion lights Driver side – Red / Passenger side – Blue Wiring, LED lights included, Controller "not" included Note: Included with option Ready for the Road (20D) Note: Controller "not" included, recommend Ultimate Wiring Pkg. (20E)	14A	O
Front Marker Prep Bezel/Panel Housing Only		
<ul style="list-style-type: none"> Molded insert for the rectangular LED side warning V-Ion light (eliminates need to drill housing or fascia assemblies) Wiring, controller and LED lights "not" included. Note: Included with option Front Headlamp Lighting Solution (14A) and Ready for the Road (20D) Note: Wiring, controller and LED lights "not" included	18G	O / P-14A / P-20D
Rear Lighting Solution		
<ul style="list-style-type: none"> Includes two (2) backlit flashing linear high-intensity LED lights (driver side red / passenger side blue) mounted inside back window Includes two (2) linear high-intensity LED lights (driver side red / passenger side blue) mounted on inside trunk decklid LED lights only. Wiring, controller "not" included Note: Included with option Ready for the Road (20D) Note: Wiring and controller "not" included, recommend Ultimate Wiring Pkg. (20E)	51C	O
Tail Lamp Lighting Solution		
<ul style="list-style-type: none"> Includes base LED lights. Includes wig-wag module functionality with alternating reverse lights and taillamp lights only Wiring, controller "not" included Note: Included with option Ready for the Road (20D) Note: Wiring and controller "not" included, recommend Ultimate Wiring Pkg. (20E)	52D	O
Ready for the Road Package		
<ul style="list-style-type: none"> Includes the following : <ul style="list-style-type: none"> – Front Headlamp Lighting Solution, Rear Lighting Solution, Tail Lamp Lighting Solution plus: – Rear console mounting plate (front mounting plate – Std) – Light Controller with dimmable backlight – Trunk circulation fan – Light Controller Relay Center / Siren / Amp w/Traffic Control Cencom Wiring (wiring harness, mounted on battery cover) w/additional input/output pigtail – High current pigtails – Specific Control Cable (console to trunk) connects Light/Siren controller to Controller Head – Grille linear LED Lights (driver side red / passenger side blue) – 100-Watt Siren / Speaker – Trunk Storage Vault – Rear-Door Handles / Locks Inoperable. Windows operable from driver's door switches only – Overlay Wiring Harness, Grille LED lights, Siren and Speaker Wiring, control power harness Note: Not available with options 14A, 18G, 51C, 52D and 20E	20D	O

I = Included in Equipment Group, S = Standard Equipment, O = Optional

Equipment Group Code (Order Code)		430A
Ultimate Wiring Package		
<ul style="list-style-type: none"> Includes the following: <ul style="list-style-type: none"> Rear console mounting plate (front mounting plate – Std) I/P to trunk overlay harness: <ul style="list-style-type: none"> Two (2) light cables – supports up to 6 LED lights (engine compartment) Trunk Power Distribution lug with body ground One (1) 10-amp siren/speaker circuit engine to trunk Rear backlight/decklid/trunk wiring – supports up to six (6) rear LED lights Control circuits for grille LED lights, siren and speaker Does "not" include mirror LED connectors <p>Note: Not available with Ready for the Road (20D) Note: Does "not" include mirror LED connectors, recommend Police Wire Harness Connector Kits 54E and 62B</p>	20E	O
Wire Connector Kit – Front		
<ul style="list-style-type: none"> For connectivity to Ford Police Package solutions includes: <ul style="list-style-type: none"> One (1) Male 4-pin connector for siren Five (5) Female 4-pin connectors for lighting/siren/speaker One (1) 4-pin IP connector for speakers One (1) 4-pin IP connector for siren controller connectivity One (1) 6-pin sealed connector One (1) 8-pin sealed connector One (1) 14-pin IP connector <p>Note: See Upfitter's Guide for further detail www.fordpolicesponder.com</p>	54E	O
Wire Connector Kit – Rear		
<ul style="list-style-type: none"> For connectivity to Ford Police Package solutions includes: <ul style="list-style-type: none"> One (1) 2-pin connector for rear lighting One (1) 2-pin connector for trunk circulation fan Six (6) Female 4-pin connectors Six (6) Male 4 pin connectors One (1) 10-pin connector <p>Note: See Upfitter's Guide for further detail www.fordpolicesponder.com</p>	62B	O
Door Locks (select only one)		
Rear-Door Handles Locks Inoperable. Windows operable from driver's door switches only	47G	O
Rear-window power delete, operable from front driver side switches	90C	O
Dark Car Feature (Courtesy lamps disabled when any door is opened)		
Dark Car Feature (Courtesy lamps disabled when any door is opened)	67D	O
Side Marker LED – Sideview Mirrors		
<ul style="list-style-type: none"> Driver side – Red / Passenger side – Blue Located on backside of exterior mirror housing LED lights only. Wiring, controller "not" included. <p>Note: Wiring and controller "not" included, recommend Ready for the Road Package (20D) or Ultimate Wiring Package (20E)</p>	59G	O
Spot Lamp – Driver Side only (LED Bulbs)	63E	O
Spot Lamp – Driver Side only (Branded)	63F	O
Vinyl Package		
Vinyl Wrap – Front and Rear-Doors	85K	O
Vinyl Wrap – Front-Doors Only	85L	O
Vinyl Wrap – Roof Only	53D	O
Wiring		
Noise Suppression Bonds	68E	O
Safety & Security		
Ballistic Door-Panels (Level IIIa) – Driver Door Only ¹	91E	O

¹ NHTSA compliant

[= Included In Equipment Group, S = Standard Equipment, O = Optional

Ford Division

**2019 POLICE RESPONDER HYBRID SEDAN
EQUIPMENT GROUP**

Equipment Group Code (Order Code)	430A
Ballistic Door-Panels (Level IIIa) – Driver & Passenger Door¹	
	91J 0
Reverse Sensing	43P 0
Audio/Video	
Rear View Camera (Camera displayed in Rear View Mirror – no-charge) Note: This option replaces the camera that comes standard in the center stack area. Note: Camera can only be viewed in the center stack display (std) "OR" the rear view mirror (97E)	97E 0
Wheels and Tires	
17" Alloy Wheel	64P 0
Miscellaneous	
Bumper to Frame Rail Bracket Kit	81C 0
Engine Block Heater	41H 0
Daytime Running Lamps	942 0
Front Console Plate Delete (Includes RCM Cover)	50B 0
Front License Plate Bracket	153 0
Rear Console Plate Note: Not available with (50B)	51B 0
2nd Row Cloth Seats	88A 0
Trunk Circulation Fan – Battery Powered (Switch is hot at all times) Note: Deletes one rear audio speaker when ordered	96H 0
Trunk Storage Vault Includes lockable door	43B 0
100 Watt siren / speaker (includes bracket and pigtail)	60B 0
Ruby Red Metallic Tinted Clearcoat	RR 0

- Rounds/Specification:

- Type IIIA (.357 SIG; .44 Magnum) Type IIIA armor that is new and unworn shall be tested with .357 SIG FMJ Flat Nose (FN) bullets with a specified mass of 8.1 g (126 gr) and a velocity of 448 m/s ± 9.1 m/s (1470 ft/s ± 30 ft/s) and with .44 Magnum Semi Jacketed Hollow Point (SJHP) bullets with a specified mass of 15.6 g (240 gr) and a velocity of 436 m/s ± 9.1 m/s (1430 ft/s ± 30 ft/s).

- Type IIIA armor that has been conditioned shall be tested with .357 SIG FMJ FN bullets with a specified mass of 8.1 g (126 gr) and a velocity of 430 m/s ± 9.1 m/s (1410 ft/s ± 30 ft/s) and with .44 Magnum SJHP bullets with a specified mass of 15.6 g (240 gr) and a velocity of 408 m/s ± 9.1 m/s (1340 ft/s ± 30 ft/s).

I = Included in Equipment Group, S = Standard Equipment, O = Optional

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager *SD*
FROM: Rafael O. Casillas, P.E., Acting Public Works Director *ROC*
Kristine Courdy, Acting Deputy Public Works Director *KC*
SUBJECT: **Adoption of a Resolution Initiating the Proceedings and
Ordering of the Preparation of the Engineer's Report for Fiscal
Year 2018-19 Lighting and Landscaping Maintenance District**

Recommendation Action

It is recommended that the City Council:

1. Adopt the attached resolution initiating the proceedings for the Fiscal Year (FY) 2018-19 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Community Outreach

The public will have an opportunity to speak on this matter during the Public Hearing at the June 6, 2018 City Council meeting.

Discussion/Analysis

The attached resolution calls for the preparation of an Engineer's Report showing the total maintenance costs, the parcels to be assessed, the assessment methodology and the specific assessment for each affected parcel in the LLMD (refer to Attachment 1). For more than two decades, the Engineer's Report has been prepared adhering to the procedures established in the 1972 Landscaping and Lighting Act. As in previous years, the City must follow the same procedures, such as preparation of an Engineer's Report and conducting a Public Hearing to proceed with levying the assessments. The LLMD Proceedings Schedule is shown in Attachment 2.

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported staff's recommendation to rely on an exemption of Prop 218 (passed in 1997), that allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

AGENDA ITEM *12*

In January 2017, a ballot to increase assessments was performed. However, the weighted vote of the "No" ballots was 60.9% therefore the ballot measure failed as the simple majority requirement was not met. As a result, this kept assessment rates the same as those previously in effect. In FY 2018-19, there will be no change or increase in assessments under the currently-proposed LLMD.

Next Steps

The LLMD Proceedings Schedule (Attachment 2) proposed the following schedule:

1. Harris & Associates will prepare the Engineer's Report.
2. The Engineer's Report and Resolution of Intention will be presented for consideration at the May 2, 2018 City Council Meeting.
3. A Public Hearing will be conducted on June 6, 2018 to adopt a Resolution confirming the annual levy and collection of assessments for the LLMD for FY 2018-19.
4. In July 2018 Harris & Associates will submit the proposed assessments to the Los Angeles County (County) Assessor's Office.

Background

The LLMD assessments provides annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs. The first step requires the authorization to prepare an Engineer's Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor's Office. The maintenance costs are distributed equitably assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will substantially cover the maintenance cost within the LLMD service area, which coincide with the City of South Pasadena (City) boundaries. The City Council has previously approved the methodology for the assessments and staff will continue with the same methodology this year.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The LLMD establishes the funding mechanism to provide approximately \$900,000 in revenues to exclusively cover the maintenance costs within the LLMD boundaries. The revenue is collected through the County Assessor's Office as part of the property tax rolls. The consulting services of Harris & Associates has been engaged to prepare the Engineer's Report reflecting individual parcel assessments including recordation with the County. The consultant fee of \$7,400 is available in the LLMD Account Number 215-6201-8170.

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. Resolution of Initiation
2. LLMD Proceedings Schedule

ATTACHMENT 1
Resolution of Initiation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
INITIATING PROCEEDINGS FOR THE
FISCAL YEAR 2018-19 LEVY AND COLLECTION OF
ASSESSMENTS FOR CERTAIN LIGHTING AND
LANDSCAPING MAINTENANCE IN AN EXISTING
DISTRICT AND ORDERING THE PREPARATION OF A
REPORT PURSUANT TO THE PROVISIONS OF
DIVISION 15, PART 2, OF THE STREETS AND
HIGHWAYS CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the City Council of the City of South Pasadena, California, has previously formed a street lighting and landscaping maintenance district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972," Division 15, Part 2 Streets and Highways Code of the State of California, in what is known and designated as City of South Pasadena Lighting and Landscaping Maintenance District (District); and

WHEREAS, at this time, the City Council desires to conduct proceedings to provide for the annual levy of assessments for the next ensuing Fiscal Year (FY) 2018-19, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the provisions of said Streets and Highways Code of the State of California Division 15, Part 2, Chapter 3 requires a written report (commencing with Section 22620).

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

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the public interest and convenience requires, and it is the intention of the City Council, to initiate proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved in prior annual levy's by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof.

SECTION 3. Staff is hereby authorized and ordered to have prepared and file with the City Council an Engineer's Report relating to the FY 2018-19 levy of annual assessment for said District in accordance with the provisions of Streets and Highways

Code of the State of California Division 15, Part 2, Chapter 3 (commencing with Section 22620).

SECTION 4. That this resolution shall take effect immediately upon its adoption.

SECTION 5. For any and all information relating to the proceedings, project procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated.

Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

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 21st day of March, 2018.

Richard D. Schneider, M.D., 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 21st day of March, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
LLMD Proceedings Schedule



CITY OF SOUTH PASADENA LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

FY 2018-19 DISTRICT PROCEEDINGS SCHEDULE

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 21, 2018
7:30 p.m.

- City Council Meeting (Resolution of Initiation)
City Council Chamber, 1424 Mission Street

Month of March

- City staff develops District budget

Month of March

- Consultant develops parcel database and begins drafting Engineer's Report

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 16, 2018

- Consultant submits Engineer's Report to City

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2, 2018
7:30 p.m.

- City Council Meeting (Resolution of Intention)
City Council Chamber, 1424 Mission Street

By May 16, 2018

- City publishes Notice of June 6, 2018 Public Hearing

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 6, 2018
7:30 p.m.

- City Council Meeting (Public Hearing)/Resolution
Confirming Levy & Assessments
City Council Chamber, 1424 Mission Street

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

By July 6, 2018

- Consultant submits assessments to County

By July 20, 2018

- Consultant submits any assessment corrections to
County Assessor's Office

By July 31, 2018

- Consultant provides final Assessment roll to City

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 10, 2018

- Final deadline for submitting assessments to County
Assessor's Office

LEGEND

(Green)

City Council Meeting Date

(Blue)

Deliverable Due Date/Deadline

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018

TO: Honorable Mayor and City Council

VIA: Stephanie DeWolfe, City Manager

FROM: Rafael O. Casillas, Acting Public Works Director
Kristine Courdy, Acting Deputy Public Works Director

SUBJECT: **Authorize a Second Contract Amendment in the amount not-to-exceed \$40,000 with Great Match Consulting to Provide Supplemental Temporary Field Staffing on an As-Needed Basis for Fiscal Year 2017-18**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute the second contract amendment with Great Match Consulting for an additional not-to-exceed amount of \$40,000 to provide supplemental temporary field staffing on an as-needed basis for Fiscal Year 2017-18. This amendment increases the contract total to an amount not-to-exceed of \$120,000 for these services.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Community Outreach

There was no community outreach associated with this matter.

Discussion/Analysis

The Public Works Operation Division has two staff vacancies in the FY 2017-18 and Great Match Consulting staff has been used temporarily to maintain the service level while the positions are being backfilled. Due to these two vacancies, additional services have been required from Great Match Consulting in the FY 2017-18 to keep up with service requests and maintenance. Therefore a contract amendment for an additional amount not-to-exceed- \$40,000 is being requested to continue to use these temporary field staffing services while vacancies are being backfilled. In addition, it is essential to have a standby work force available to assist the City staff in the event of heavy winds, rainfall, or for urgent repairs that may be necessary. Having the ability to call upon supplemental staffing on an as-needed basis is a valuable resource for the City.

AGENDA ITEM

13

Contract Amendment with Great Match Consulting for As-Needed Temporary Field Staffing Support

March 21, 2018

Page 2 of 3

Next Steps

1. The existing Great Match Consulting contract term is through June 30, 2018. Staff will prepare a Request for Proposal for a multi-year contract for temporary staffing services beginning in FY 2018-19.
2. Staff will bring a proposed agreement for consideration at a future City Council Meeting.

Background

The Public Works Department has initiated an aggressive maintenance program of its streets, storm drains, sewers, sidewalks, as well as the upkeep of its urban forestry. The Public Works Operation Division has limited staffing to address the day to day work load even though the ongoing practice is to cross train employees so they can fill in the gaps in various Divisions when necessary. There are periods when supplemental staffing is needed, and from time to time, staff is faced with additional work that cannot be completed in a timely fashion with the current workforce.

In August 2015, staff contacted three (3) agencies that specialize in providing individuals who possess the desired skills required to assist the Public Works Department. On September 15, 2015, and the City Council approved a multi-year agreement with Great Match Consulting based on a favorable hourly rate and a proven track record with the City.

On October 5, 2016, the City Council approved a contract with Great Match Consulting to provide supplemental staffing on an as-needed basis. That contract was for services through June 30, 2017 and allowed a provision for a one year extension. The firm was willing to provide the services for Fiscal Year (FY) 2017-18 at the same hourly rate under the same terms and conditions. Therefore, on June 21, 2017 the City Council approved the first contract amendment with Great Match Consulting to extend the existing agreement term until June 30, 2018 and for an additional not-to-exceed amount of \$40,000, bringing the contract total to \$80,000, to provide supplemental staffing on an as-needed basis. This amendment increases the contract total to an amount not-to-exceed of \$120,000 for these services.

The City only pays the hourly rate for any temporary worker hired, and Great Match Consulting will be responsible for all payroll taxes, workers' compensation insurance, along with all required deductions as required by law, as well as employee benefits. Records of all these deductions and benefits will be maintained by Great Match Consulting. They will also handle all workers' compensation requirements, and will provide liability insurance naming the City as additionally insured on its insurance policy as set forth in the agreement.

Their past performance in recruiting, screening, reference checking, and testing personnel have proven effective at providing the City with individuals capable of undertaking and successfully completing the tasks required. Additionally, with offices located within South Pasadena, a quick response time to any requests that might arise is expected.

Contract Amendment with Great Match Consulting for As-Needed Temporary Field Staffing Support
March 21, 2018
Page 3 of 3

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are sufficient funds available in the Public Works Operations budget for the FY 2017-18 to cover these services. When vacant positions are being backfilled the cost of the temporary staffing is being offset by the reduction in salary cost during the position vacancy. The second contract amendment is for an additional not-to-exceed amount of \$40,000 to provide supplemental temporary field staffing on an as-needed basis for Fiscal Year 2017-18. This amendment increases the contract total to an amount not-to-exceed of \$120,000 for these services.

Public Notification of Agenda Item

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

Attachments:

1. Proposed Great Match Consulting Second Contract Amendment
2. Existing Great Match Consulting Agreement and First Contract Amendment

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ATTACHMENT 1
Proposed Great Match Consulting
Second Contract Amendment

SECOND AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Second Amendment") is made and entered into on the 21st day of March, 2018, by and between the CITY OF SOUTH PASADENA ("City") and GREAT MATCH CONSULTING ("Consultant").

RECITALS

WHEREAS, on October 5, 2016, the City and Consultant entered into an Agreement to provide as-needed interim staffing, in order to assist City crews with additional work; and

WHEREAS, the Term of the Agreement is through June 30, 2017, with the option of authorizing the City Manager to extend the Agreement for one (1) extension of one (1) year under the same terms and conditions as prescribed in the Agreement; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the authorized amount of \$40,000 unless the City has given specific advance approval in writing; and

WHEREAS, on June 21, 2017, the City Council approved the First Amendment to the Agreement for Services ("First Amendment") to extend the existing Term of the Agreement through June 30, 2018 and the Payment for Services for the extended term was increased by an amount not-to-exceed \$40,000; and

WHEREAS, the City desires the Consultant to provide additional as-needed interim staffing services; and

WHEREAS, a Second Amendment is proposed to increase the Payment for Services by an amount not-to-exceed \$40,000.

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

1. PAYMENT FOR SERVICES. Section 4 of the Agreement still applies to the Second Amendment, and all terms and conditions of this section remain intact. The total fee for these services shall not exceed the authorized amount of **\$120,000** (which includes the compensation for the original Agreement scope of services of **\$40,000**, compensation for the First Amendment additional scope of services in the amount of **\$40,000**, and compensation for the Second Amendment additional scope of services in the amount of **\$40,000**.)

2. CONSULTANT SERVICES. That the scope of services of the Agreement remains unchanged as part of this Second Amendment.

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

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

“CITY”
City of South Pasadena

“CONSULTANT”
Great Match Consulting

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: _____

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ATTACHMENT 2
Existing Great Match Consulting Agreement
and First Contract Amendment

**AGREEMENT
FOR SERVICES**

THIS AGREEMENT ("Agreement") is made as of this 5th day of October, 2016 by and between the CITY OF SOUTH PASADENA ("City") and GREAT MATCH CONSULTING ("Consultant").

1. **CONSULTANT'S SERVICES.** Consultant agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit A (the "Services"). Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, or permit any of its employees to individually exceed an average of 19 hours per week of service in the performance of this Agreement within a six month period.
2. **TERM OF AGREEMENT.** The term of this Agreement shall be from the effective date pursuant to Paragraph "38" of this Agreement and shall end on June 30, 2017 or when the work is satisfactorily completed, whichever occurs first, unless extended by a supplemental agreement. The executed agreement will be for a period of one year, and the City Manager may extend this agreement at his discretion for one (1) extension of one (1) year under the same terms and conditions.
3. **FAMILIARITY WITH WORK.** By execution of this Agreement, Consultant warrants that:
 - (1) It has thoroughly investigated and considered the work to be performed, based on all available information; and
 - (2) It carefully considered how the work should be performed; and
 - (3) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement; and
 - (4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the schedule included in the scope of services.
4. **PAYMENT FOR SERVICES.** City shall pay for the services performed by Consultant pursuant to the terms of this Agreement, the compensation set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit B. The fees for services shall not exceed the authorized amount of \$40,000 unless the CITY has given specific advance approval in writing.
5. **TIME FOR PERFORMANCE.** Consultant shall not perform any work under this Agreement until (a) Consultant furnishes proof of insurance as required under

Paragraph "8" of this Agreement. All services required by Consultant under this Agreement shall be completed on or before the end of the term of the Agreement.

6. **DESIGNATED REPRESENTATIVE.** Consultant hereby designates Georginna Ramos as the Consultant Representative, and said Representative shall be responsible for job performance, negotiations, contractual matters, and coordination with the City. Consultant's professional services shall be actually performed by, or shall be immediately supervised by, the Consultant Representative.
7. **HOLD HARMLESS; INDEMNIFICATION.** Consultant hereby agrees to protect, indemnify and hold City and its employees, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees and other expenses incurred by the City arising in favor of any party, including claims, liens, debts, personal injuries, including employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or arising directly out of the negligent acts, recklessness or willful misconduct of Consultant in the performance of its services under this Agreement. This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of the City for liability for damages or injuries to third persons or property arising from Consultant's negligent performance hereunder.
8. **INSURANCE.** Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "C" attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by the City's City Attorney.
9. **LICENSES, PERMITS, AND FEES.** Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.
10. **INDEPENDENT CONTRACTOR STATUS.** City and Consultant agree that Consultant, in performing the Services herein specified, shall act as an independent Contractor and shall have control of all work and the manner in which it is performed. Consultant shall be free to contract for similar services to be performed for other entities while under contract with City. Consultant is not an agent or employee of City, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Consultant shall be responsible to pay and hold City harmless from any and all payroll and other taxes and interest thereon and penalties, therefore, which may become due as a result of services performed hereunder.

11. **ASSIGNMENT.** This Agreement is for the specific services with Consultant as set forth herein. Any attempt by Consultant to assign the benefits or burdens of this Agreement without written approval of City is prohibited and shall be null and void; except that Consultant may assign payments due under this Agreement to a financial institution.
12. **STANDARD.** Consultant agrees that the services to be 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. Consultant shall re-perform any of said services, which are not in conformity with standards as determined by the City.
13. **CONFIDENTIALITY.** Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.
14. **RECORDS AND INSPECTIONS.** Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours. Consultant shall also provide the City with a quarterly report documenting the man power Consultant has assigned in compliance with Section 1 of this Agreement regarding limitations on PERS membership eligibility.
15. **OWNERSHIP OF CONSULTANT'S WORK PRODUCT.** All reports, documents, all analysis, computations, plans, correspondence, data, information, computer media, including disks or other written material developed and/or gathered by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Such Material shall not be the subject of a copyright application by Consultant. Any re-use by City of any such materials on any project other than the project for which they were prepared shall be at the sole risk of City unless City compensates Consultant for such use. Such work product shall be transmitted to City within ten (10) days after a written request therefore. Consultant may retain copies of such products.
16. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:

City: Sergio Gonzalez, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Contractor: Ms. Georginna Ramos
1510 Oxley Street #G
SOUTH Pasadena, CA. 91030

If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said changes.

17. **TAXPAYER IDENTIFICATION NUMBER.** Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W-9, as issued by the Internal Revenue Service.
18. **APPLICABLE LAWS, CODES AND REGULATIONS.** Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services. Consultant agrees to comply with prevailing wage requirements as specified in the California Labor Code, Sections 1770, et seq.
19. **RIGHT TO UTILIZE OTHERS.** City reserves the right to utilize others to perform work similar to the Services provided hereunder.
20. **BENEFITS.** Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City of South Pasadena.
21. **PERS ELIGIBILITY INDEMNITY.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the PERS to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be

paid by City for employer contribution and/or employee contributions for PERS benefits.

22. **TRAVEL/EXPENSES.** Any reimbursement expenses must be pre-authorized and shall be based upon the approved rates of L.A. County Auditor-Controller.
23. **CONFLICT OF INTEREST.** Consultant agrees that any conflict or potential conflict of interest shall be fully disclosed prior to execution of contract and Consultant shall comply with all applicable federal, state and county laws and regulations governing conflict of interest.
24. **ECONOMIC INTEREST STATEMENT.** Consultant hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City hereunder, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advise under this Agreement, prior to the commencement of work.
25. **POLITICAL ACTIVITY/LOBBYING CERTIFICATION.** Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.
26. **NON-DISCRIMINATION.** In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.
27. **AUDIT OR EXAMINATION.** Consultant shall keep all records of funds received from City and make them accessible for audit or examination for a period of three years after final payments are issued.
28. **MODIFICATION OF AGREEMENT.** This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties.
29. **WAIVER.** If at any time one party shall waive any term, provision or condition of this Agreement, either before or after any breach thereof, no party shall thereafter be deemed to have consented to any future failure of full performance hereunder.


30. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.
31. **RIGHT TO TERMINATE.** City may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty (30) days written notice.
32. **EFFECT OF TERMINATION.** Upon termination as stated in Paragraph "31" of this Agreement, City shall be liable to Consultant only for work performed by Consultant up to and including the date of termination of this Agreement, unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Consultant shall be entitled to payment for work satisfactorily completed to date, based on proration of the monthly fees set forth in Exhibit "B" attached hereto. Such payment will be subject to City's receipt of a close-out billing.
33. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.
34. **LITIGATION FEES.** Should litigation arise out of this Agreement for the performance thereof, the court shall award costs and expenses, including attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid and/or incurred in good faith. "Prevailing Party" shall mean the party that obtains a favorable and final judgment or order from a court of law described in paragraph "33." This paragraph shall not apply and litigation fees shall not be awarded based on an order or otherwise final judgment that results from the parties' mutual settlement, arbitration, or mediation of the dispute.
35. **SEVERABILITY.** If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.
36. **FORCE MAJEURE.** The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.
37. **INTEGRATED AGREEMENT.** This Agreement, together with Exhibits "A," "B" and "C" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement

acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

38. **EFFECTIVE DATE.** The effective date of this Agreement is the date the Notice to Proceed is received by Consultant, and shall remain in full force and effect until amended or terminated.

Dated: 10-5-16

“CITY”

By: 
Sergio Gonzalez, City Manager

Dated: 10-5-2016

“CONSULTANT”

By: 
Georginna Ramos

APPROVED AS TO FORM:


Teresa L. Highsmith, City Attorney

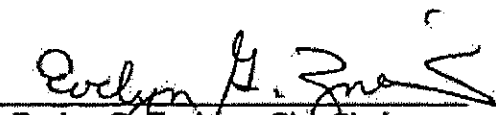

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT "A"

SCOPE OF SERVICES

The work included as part of this agreement shall be for additional as-needed interim work, in order to assist City crews when additional staffing is required. The work shall consist of manual labor, and no special skills requiring licenses and/or certificates will be necessary. The temporary as-needed workers will only be called upon when additional work is created from unforeseen conditions, which necessitates additional labor to assist the City in maintaining its infrastructure and facilitates. Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, or permit any of its employees to individually exceed an average of 19 hours per week of service in the performance of this Agreement within a six month period.

The description of work for these as-needed workers shall include but not limited to the following tasks: Assist City crews with storm drain cleaning, sidewalk repairs, removal of trash and removal of tree trimmings from City streets.

EXHIBIT "B"

SCHEDULE OF COMPENSATION

- I. AMOUNT OF COMPENSATION.** For performing and completing all services pursuant to Exhibit "A" Scope of Services, is for a total amount not to exceed \$40,000.
- II. BILLING.** At the end of each calendar month in which services are performed or expenses are incurred under this Agreement, Contractor shall submit an invoice to the City at the following address:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

The invoice submitted pursuant to this paragraph shall show the:

- 1) Purchase order number;
 - 2) Project name/description;
 - 3) Name and hours worked by each person who performed services during the billing period;
 - 4) The title/classification under which they were billed;
 - 5) The hourly rate of pay;
 - 6) Actual out-of-pocket expenses incurred in the performance of services; and,
 - 7) Other such information as the City may reasonably require.
- III. METHOD OF PAYMENT.** Payment to Contractor for the compensation specified in Section I, above, shall be made after the City Manager or designee determines that the billing submitted pursuant to Section II, above, accurately reflects work satisfactorily performed. City shall pay Contractor within thirty (30) days therefrom.

EXHIBIT "B"

SCHEDULE OF COMPENSATION

September 22, 2016

EXCLUSIVE RATES & TERMS FOR:

City Of South Pasadena

Position	Mark Up
Labor Workers	
Pay Rate \$14.00	Bill Rate \$20.58

The terms of this agreement will be effective upon signature of this agreement. If the State of California should approve of any additional increases to minimum wage and / or Worker's Compensation Insurance, the bill rate will also be modified accordingly.

Should Great Match Consulting provide a large volume of temporary employees and City Of South Pasadena decides to discontinue the business relationship; City Of South Pasadena will notify Great Match Consulting within 30 days, in writing, in order to avoid any financial burden.

ADDITIONAL BENEFITS OF UTILIZING GREAT MATCH CONSULTING

- Wake up calls to all new employees, to ensure employees are ready to work.
- Check in calls, to verify new employees have arrived in a timely manner
- Follow up calls, to ensure our clients are satisfied with employees sent.
- Personal Cellular phone numbers available, so that our clients may contact their representatives before or after office hours.
- Handle injuries and Worker's Compensation claims.
- Handle Unemployment Insurance and claims.
- Handle Payroll, federal and state taxes.
- Issue W-2 Forms.
- Handle garnishment of wages.
- Handle administrative tasks performed by employer.
- Employee paychecks, accurately, and in a timely manner.
- Special project recruitment and job fairs.
- Safety Belts, Safety Glasses and Gloves can be provided

EXHIBIT "C"

The Consultant shall maintain throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory.

Professional Liability Insurance \$1,000,000/\$2,000,000

General Liability:

- a. General Aggregate \$2,000,000
- b. Products Comp/Op Aggregate \$2,000,000
- c. Personal & Advertising Injury \$1,000,000
- d. Each Occurrence \$1,000,000
- e. Fire Damage (any one fire) \$ 50,000
- f. Medical Expense (any one person) \$ 5,000

Workers' Compensation:

- a. Workers' Compensation Statutory Limits
- b. EL Each Accident \$1,000,000
- c. EL Disease - Policy Limit \$1,000,000
- d. EL Disease - Each Employee \$1,000,000

Automobile Liability

- a. Any vehicle, combined single limit \$1,000,000 *Our employees are not allowed to drive Company Vehicles.*

The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any

premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 21st day of June, 2017, by and between the CITY OF SOUTH PASADENA ("City") and GREAT MATCH CONSULTING ("Consultant").

RECITALS

WHEREAS, on October 5, 2016, the City and Consultant entered into an Agreement to provide as-needed interim staffing, in order to assist City crews with additional work as required; and

WHEREAS, the Term of the Agreement is through June 30, 2017, with the option of authorizing the City Manager to extend the agreement for one (1) extension of one (1) year under the same terms and conditions as prescribed in the Agreement; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the authorized amount of \$40,000 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to extend the agreement for one (1) additional year as authorized in the Agreement; and

WHEREAS, the Payment for Services for the extended term shall be increased by an amount not to exceed \$40,000 unless the CITY has given specific advance approval in writing.

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

1. **PAYMENT FOR SERVICES.** Section 4 of the Agreement still applies to this amendment, and all terms and conditions of this section remain intact. The total fee for these services shall not exceed the authorized amount of **\$80,000** (which includes the compensation for the original scope of services of **\$40,000**, and the compensation for the additional scope of services in the amount of **\$40,000**.)
2. **CONSULTANT SERVICES.** That the scope of services of the Agreement remains the unchanged as part of this amendment.
3. **TERM.** The term of this Agreement shall be extended from June 30, 2017 to June 30, 2018 or when the work is satisfactorily completed, whichever occurs first, or unless extended by a supplemental amendment.

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


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

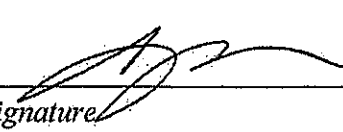
“CITY”

City of South Pasadena

“CONSULTANT”

Great Match Consulting

By: 
Signature

By: 
Signature

Printed: ELAINE AGUILAR

Printed: GEORJANNA RAMOS

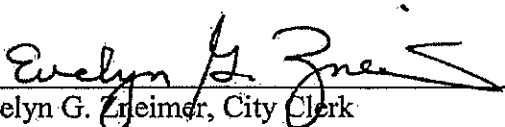
Title: CITY MANAGER

Title: Manager

Date: 6/21/2017

Date: June 21 2017

Attest:

By: 
Evelyn G. Greimer, City Clerk

Date: 6/21/2017

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: 6/21/2017

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City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager *SD*
FROM: Rafael Casillas P.E., Acting Public Works Director *RC*
Alex Chou, Associate Civil Engineer *ACE*
SUBJECT: **Award of Contract to KOA Corporation for Inspection and Construction Management Services for the Monterey Road Street Improvement Project (Phase Two)**

Recommendation Action

It is recommended that the City Council:

1. Accept a proposal dated August 22, 2017, from KOA Corporation (Consultant) for inspection and construction management services for the Monterey Road Street Improvement Project (Project) and authorize the City Manager to execute an agreement with KOA Corporation for an amount not-to-exceed \$69,200; and
2. Reject all other proposals received.

Commission Review and Recommendation

The Public Works Commission (PWC) reviewed and approved a list of Street Improvement Projects at their April 15, 2015 meeting.

Community Outreach

The Project will be posted on the City's website and the Contractor will notify affected residents prior to commencing work.

Discussion/Analysis

The Monterey Road Street Improvement Project Phase Two from Meridian Avenue to Orange Grove Avenue, scope of work consists of cold milling of existing pavement, reconstruction of localized asphalt pavement failures, asphalt rubber hot mix (ARHM) overlay, removal and reconstruction of damaged Portland Concrete Cement (PCC) pavement, removal and replacement of sidewalk, curb ramps, driveway approaches, curb and gutter, traffic loop replacement, upgrade pedestrian push button, thermoplastic striping and pavement markings, utility adjustments and installation of new water meters, services, valves, fire hydrants and its appurtenances.

AGENDA ITEM 14

Government Code Section 4526 states that professional services contracts are to be awarded based on qualifications rather than on price:

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

South Pasadena Municipal Code Section 2.99-29(12) states that “contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. If possible, quotes from three qualified vendors shall be obtained prior to the award of a contract.”

In August 2017, a Request for Proposals was advertised on the Integrated Marketing Systems Network, on the City of South Pasadena website and was also directly mailed to several engineering firms with previous experience in designing this type of work. Proposals were received from the following eight (8) firms:

- KOA Corporation, *Monterey Park*
- RKA Consulting Group, *Walnut*
- GK & Associates, *Diamond Bar*
- Annealta Group, *Huntington Beach*
- Onward Engineering, *Anaheim*
- Valley Construction Management, *San Diego*
- Wallance & Associates, *Corona*
- Anderson Penna Partners, Inc., *Newport Beach*

After reviewing the proposals, KOA Corporation was ranked as the best qualified firm to perform the services, based on a combination of experience, scope of services and project understanding.

KOA Corporation is an engineering firm based in Monterey Park and specializing in providing construction management, traffic engineering and transportation planning, and other general civil engineering services to municipal agencies. They have provided similar inspection and construction management services recently to the Cities of Banning, La Habra, and Torrance. KOA Corporation has recently completed the inspection and construction management services for the Monterey Road Street Improvement Project (Phase One) and the Arroyo Seco Golf Course Sewer Lift Station Project. Staff has checked KOA Corporation’s references and has found them to be satisfactory. Staff has negotiated the proposed fees and deemed it is reasonable with respect to the scope of services. As a result, staff’s recommendation is to award this contract to KOA Corporation.

Next Steps

After the Project is awarded, the construction is anticipated start in April 2018 and completed the work within sixty working days.

Background

The Monterey Road Street Improvement Project from Pasadena Avenue to Fair Oaks Avenue is segmented into three phases. The first phase from Fair Oaks Avenue to Meridian Avenue was completed in 2016. The work included cold milling of existing pavement and asphalt concrete overlay, replacement of PCC sidewalk, curb and gutter, and installation of new water meter, services, valves and fire hydrants. The second phase from Meridian Avenue to Via Del Rey was budgeted and adopted in Fiscal Year (FY) 2016-17. The phase two portion of the Project has been delayed as a result of a new traffic signal installation at Monterey Road and Orange Grove Avenue. The new traffic signal is located adjacent to the Gold Line at-grade train crossing and requires approval from the California Public Utilities Commission (CPUC). Staff is working with the CPUC to resolve the concerns and obtain approval. The third phase from Via Del Rey to 500 feet east of Pasadena Avenue was budgeted and adopted in FY 2017-18. The third phase of the scope of work is similar to the first and second phases. The third phase of the construction is anticipated to start in the fall 2018. The Project will be reimbursed up to one hundred fifty thousand dollars (\$150,000) in grant funds from California Department of Resources Recycling and Recovery (CalRecycle) for the use of recycled tire technology.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are sufficient funds budgeted in capital improvement project Account No. 104-9000-9203 to fund these services.

Environmental Analysis

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

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. Agreement-KOA Corporation
2. Location Map

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ATTACHMENT 1
Agreement- KOA Corporation

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / KOA Corporation)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and KOA Corporation (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Monterey Road Street Improvement Project (Phase Two)
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s August 22, 2017 proposal to City attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for these projects is Rafael Casillas, Acting Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for these projects. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as "Exhibit B" and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Sixty-Nine Thousand Two Hundred Dollars (\$69,200).
- 3.5. "Commencement Date": March 21, 2018.
- 3.6. "Termination Date": March 22, 2019.

4. TERM

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

5. CONSULTANT'S DUTIES

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

Professional Services Agreement – Consultant Services

Page 2 of 15

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code §1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Min Zhou shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at

the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of

Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

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

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

12. INSURANCE

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

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. 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.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State

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

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the projects and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** 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. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant:

Min Zhou
KOA Corporation
2141 W. Orangewood Ave.
Orange, CA 92868
Telephone: (714) 573-0317
Facsimile: (714) 573-9534
E-mail: mzhou@koacorp.com

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of

Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

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

17. INTERPRETATION OF AGREEMENT

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

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

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

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

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

“City”
City of South Pasadena

“Consultant”
KOA Corporation

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: MIN ZHOU

Title: _____

Title: Vice President

Date: _____

Date: 3/7/2018

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

SCOPE OF WORK

Project Description:

Monterey Road Street Improvement Project (Phase Two):

The Project involves pavement rehabilitation and water improvements on Monterey Road from Meridian Avenue to Orange Grove Avenue. More specifically, the work to be performed consists of cold milling of existing pavement and overlay with Asphalt Rubber Hot Mix (ARHM), reconstruction of localized failed asphalt concrete pavements, removal and replacement of sidewalk, curb and gutter, driveway approaches, replacement of ADA access ramps, adjustment of manholes and utility covers, relocation of city street lights, adjustment of manholes and utility covers, replacement of water main, replacement of water services, valves, meter box, and fire hydrant, resetting of survey monuments, replacement of existing signs, thermoplastic striping, and other associated elements of work. In addition, the project design shall include relocation of existing light poles for ADA clearance purposes. This will require coordination with Southern California Edison (SCE) and affected adjoining property owners.

Scope of Services:

KOA Corporation will provide inspection and construction management services for the Monterey Road Street Improvement Project. During the course of the projects, a full-time inspector will be use during the construction of the Monterey Road Street Improvement Project. Also, services for a part-time construction manager will be utilizing for this project on as needed basis.

In addition, the scope of work includes, conduct pre-construction meeting, conduct progress meetings, review RFIs and provide recommendations, review change orders and provide recommendations, prepare daily inspection reports, prepare weekly statement working days, prepare progress payments, and maintain good records of various documents.

Detail scope of services and listing of current hourly rate for the inspector and construction manager are referenced in the original proposal dated August 22, 2017 enclosed herewith as "Exhibit B".

7. Project Schedule/ Tasks, Subtasks, and Deliverables

PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	Qtr 4, 2013			Qtr 1, 2014			Qtr 2, 2014			Qtr 3, 2014			Qtr 4, 2014		
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Project Pre-Construction Meeting	1 day	Mon 11/4/13	Mon 11/4/13															
2	CM/Inspection	270 days	Tue 11/5/13	Mon 11/17/14															
3	Progress Meetings	270 days	Tue 11/5/13	Mon 11/17/14															
4	Public Relations	270 days	Tue 11/5/13	Mon 11/17/14															
5	Change Orders/ Quality Review/ Record Drawings/ Schedule/ Testing/ Safety/ SWPPP/ Traffic Control	270 days	Tue 11/5/13	Mon 11/17/14															
6	Progress Payments	270 days	Tue 11/5/13	Mon 11/17/14															
7	Project Closeout	10 days	Tue 11/18/14	Mon 12/1/14															

GENERAL METHODOLOGY

Safety: First and foremost, KOA always considers safety the most important issue on any construction project. KOA will recommend key safety provisions to require the contractor to have competent safety personnel and site specific safety programs employed on the projects at all times. KOA will monitor the contractor's operations for compliance with the project safety requirements

Review of Bid Documents: The Bid documents and technical specifications will be reviewed for potential duplication/overlap of clauses, conflicts, proper placement of critical requirements within the order and precedence of documents. KOA will also recommend key contract provisions to provide the necessary controls and remedies for the Agency to maintain a proactive approach on the project, as noted in the approach section above prior to the project's advertisement for Bid.

Pre-construction Conference: KOA will coordinate and conduct the Pre-Construction Meeting including notification to contractor, utility agencies, and other stakeholders, and prepare the meeting agenda and minutes.

The agenda and minutes will include the following items, at a minimum:

- Introductions of key personnel
- City responsibilities
- Safety
- Project Overview
- Confirmation of fully-executed Contract Documents and Notice to Proceed
- Establishment of Contract Time and Completion Date
- Review of Working Day definition and holiday schedule
- Common overall project goals will be identified
- Chain of communication & key contacts
- Public Relations
- The scope will be discussed and clearly defined

Street Improvement Projects City of South Pasadena RFP Construction Management and Inspection Services For FY 16/17 Street Improvement Projects

- Critical design elements, schedule and cost factors will be discussed
- Experience and key roles in the project will be discussed
- Past project experiences will be discussed to identify potential pitfalls
- Jurisdictional agencies and the Contractor
- Discussion of Master Schedule
- Sub-contracts
- Integration of utility coordination activities into schedule
- Documentation and tracking controls
- Change order procedures
- Scope, schedule and cost change administration, notification requirements & controls
- Submittal and RFI Process
- Identify long lead and any substitution and or-equal items
- Testing – review call-out requirements and deputy/special & testing requirements
- Review survey for consistency with the design
- Progress payment procedures
- Labor compliance
- Rights-of-way
- Easements and special access considerations
- Placement of signs
- Questions and answers
- Action item assignments

KOA considers the pre-construction meeting as progress meeting #1. All items discussed are designated as “open” or “closed”. All open items are carried forward to subsequent progress meetings until resolved and closed. Action items are assigned a specific responsible party and a deadline for resolution. Each progress meeting is clearly minuted and distributed to all attendees and affected coordination parties. KOA will also conduct all site meetings. Pre-construction meeting and site meeting minutes will be distributed via fax and / or email to meeting participants and to courtesy recipients identified by the City.

Daily Construction Observation Reports: KOA will compile daily observation reports documenting the contractor’s workforce, material and equipment used, a summary of construction activities, field problems, disputes or claims, resolutions of issues and directions given to the contractor. Completed daily reports will be transmitted to the City on a weekly basis.

Periodic Progress Reports: If desired by the City, KOA will cooperatively develop, with the Project Stakeholders, the format and information required for reports that may be required during the construction phase. These reports are typically compiled every month and include the following information:

- Summarized report of construction activities including significant events and accomplished goals
- Construction observation reports
- Description of progress with photos to enhance the descriptions
- Description of equipment used
- Comparison of Actual vs. Planned Progress, in narrative form and bar graph form
- The latest detailed 4 Week Look Ahead Schedule submitted by the Contractor and reviewed by KOA

- Identification and discussion of current problems or pending change orders and actions taken or planned to resolve such issues
- A discussion of new short and long term goals for the project
- A comparison of Actual vs. Planned budget expenditures
- A Master Trend Log detailing potential and approved changes
- Report of progress payments made to date and invoices in process
- Labor Compliance Reports for Contractor and Subcontractor employees (if required)
- A QA/QC section prepared by the Team addressing testing and regulatory compliance issues
- An analysis of change order impacts or potential problems on schedule and budget

Submittal Processing: KOA will track all correspondence and submittals on this project. KOA will receive all Contractor submittals and review them for completeness and general conformance with the contract documents. All shop drawings, samples and other submittals received from the Contractor will be logged in and routed to the City and the Architect. Responses will be logged in and transmitted to the Contractor. Submittals will be tracked throughout the project to ensure timely response in order to avoid Contractor claims for delay. All Submittals will be expedited utilizing electronic delivery whenever possible (except for shop drawings, large format documents, etc.). Additionally, KOA will recommend key contractual requirements for the Contractor to clearly indicate submittal processing requirements in the project schedule. Submittal comments will be monitored to identify potential impacts to quality, cost or schedule, with recommended alternatives and/or solutions.

RFI's: Upon receipt, KOA will log, distribute and respond to each Request for Information (RFI) as required. It is anticipated that most will be handled upon receipt. However, in the event that the design engineer or the City staff are required to answer questions, the project manager will coordinate a timely resolution. KOA will identify potential impacts to cost or time that may result due to issues identified in RFIs, with recommended alternatives or solutions to mitigate the potential impacts.

Weekly Statement of Working Days: KOA will prepare a weekly statement of working days documenting the construction progress, time of completion, delays and time extensions, and submit to Contractor and the City on a weekly basis. The weekly statement of working days is typically discussed and agreed upon at each progress meeting and transmitted as an attachment to the minutes.

Problems and Solutions: KOA's proactive approach serves to anticipate and expeditiously resolve field problems. Our team is well trained in problem solving. All issues are processed with a sense of urgency and presented to the City with suggested alternatives, cost and schedule impacts and recommended solutions. KOA will quickly implement the alternative, which suits the best interests of the project and the City.

KOA will effectively and expeditiously communicate with City staff, Design Consultants and the Contractor to identify conflicts construction problems, coordination issues, and will obtain the needed action and response to submittals and RFI's.

Document Tracking System: Complete and current project files will be kept at the job site, or at a location agreeable to the City, and will be available to the City at all times. These files will consist of the contract, correspondence relating to or modifying the contract, proposal requests, clarifications, permits, logs, reports, RFI's, field orders, change orders, claims inspection reports, test reports, etc.

Street Improvement Projects City of South Pasadena RFP Construction Management and Inspection Services For FY 16/17 Street Improvement Projects

KOA has a detailed file indexing system for all project hard files, and a contract administration database customized for public works agency construction management for management of digital data and scanned documents. KOA has already developed customized forms, reports database structure, and work breakdown structure, well suited for this project. We will adapt our system to the specific needs of the project, to monitor, track and control the project. This detailed tracking system will enable us to provide an accurate assessment of the progress to the City with recommendations to maintain or improve adherence to the approved project schedule. The table to the right details the systems available to the project and the frequency of updates for the related processes & documents.

Schedule Review: KOA will review the baseline construction schedule, including activity sequences and duration, schedule of submittals and schedule of delivery for products with long lead-times. The KOA team will evaluate the baseline project schedule for the following:

- Consistency with the contract schedule (completion within the contract time)
- Accurate start dates, completion dates, other dates detailed in the contract
- Any impacts of weather and change orders
- Sufficient detail – including submittal process and procurement requirements
- Sequence of construction and correct schedule logic
- Identification of the critical path and project float

The schedule will not be approved as the baseline until all discrepancies are resolved.

Schedule Control: During the progress of construction, KOA will compare the contractor's monthly schedule updates to the baseline schedule and any approved time extensions, note any shortcomings and monitor and track corrections by the Contractor to keep the Project Schedule on track. A 4- week look ahead will be required from the contractor, updated weekly and presented at the weekly construction progress meetings. This tool will keep the entire team looking one-month ahead of the project and will facilitate proactive handling of project activities and issues. If necessary, KOA will negotiate time extensions due to change orders or other delays.

Photographs: Prepare and maintain an electronic photo journal documenting the construction progress. Photos will be taken before construction begins, during construction and upon completion of the project.

Contract Conformance: KOA's Construction Observer will visit the site on a part time basis during the normal working hours and when critical activities require to verify construction progress and to verify that all work conforms to contract requirements. Deputy and special inspection and materials sampling and testing will be coordinated and provided as required by the final plans and specifications. KOA's will reject work that does not conform to the requirements of the contract documents and will promptly report unacceptable work to the City and contractor. Rejected work will be thoroughly documented, photographed, and tracked until repaired or replaced to the satisfaction of the City.

Coordination with City: KOA will monitor closely the work of the contractor. The contractor will be required to submit a 4-week look ahead schedule at the weekly meetings. This is a very effective tool in helping to coordinate the construction operation, particularly in relation any interface operations with the City's activities. KOA will assist the City to minimize disruption to both City and construction operations.

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Safe Conditions: KOA will monitor project work and adjacent areas for unsafe conditions, promptly require corrective measures to be addressed by the Contractor in compliance with the contract documents and report such issues and corrective measures taken to the City.

Storm Water Compliance: KOA will enforce all provisions of the Storm Water Pollution Prevention Plan and will be responsible for monitoring and reporting to the Regional Water Quality Control Board for the storm water program and perform compliance with the Erosion Waiver Certification. KOA will enforce appropriate erosion and sediment control best management practices to prevent violations of water quality standards. Any deficiencies noted will be addressed with the contractor for immediate remedy. KOA staff is QSP and QSD certified.

Materials and Workmanship: KOA will recommend approval of materials and workmanship that meet the contract requirements, in coordination with the authority of the consulting engineer, architect, fire inspector, deputy inspector, or other authorized representative or regulatory authorities having jurisdiction.

Documentation Interpretation & Technical Assistance: KOA will perform the coordination and expediting between the contractor, design team and City Staff to clarify any questions for interpretation of the construction documents. Timely, firm and fair determinations will be processed to minimize cost and time impacts to the project.

QA/QC: KOA will enforce the quality assurance plan, in conformance with the City's Quality Assurance Manual. KOA will coordinate QA/QC activities on a daily basis and review activities as they happen, to make sure that QA/QC procedures are followed and deficiencies are resolved in a timely and efficient manner. The CM will maintain a chronological log of all records.

Special, Deputy and Soils Inspection and Materials Testing: KOA has a working relationship with most of the local soils, deputy inspection and material testing firms. Upon determination of the specific special, deputy and soils inspection and testing requirements, KOA will develop the required scope of services engage the necessary services for the QC on the project.

Testing and Observations: KOA will coordinate laboratory, jobsite, offsite testing of construction materials and required observations per construction documents, construction codes, and Jurisdictional Agencies. KOA will implement established procedures for testing as required per the construction documents. KOA will monitor testing services, track documentation and record testing results in weekly construction progress meetings. When necessary, KOA will require and track that corrective measures are implemented and re-inspected to verify acceptable completion.

Change Orders: KOA will establish, implement and coordinate systems for processing all contract change orders. Each issue, which is identified as a potential change to the design, scope, cost or contract time will generate change notice. KOA will determine whether or not a change notice should be considered. The plans and specifications will be reviewed against the change notice. If the issue does not appear to be included in the plans or specifications, a Request for Quotation (RFQ) will be sent to the Contractor. Any credits for work deleted as a result of the change will be required at this time as well. The contractor's response to the RFQ will be evaluated for reasonableness and completeness.

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KOA will maintain a Trend Log, listing potential changes as identified, either formally or informally. This Trend Log will be used such that potential change items are not overlooked or deferred until the end of the job. KOA will prepare independent cost estimates as required for contract change orders. Upon approval by the City, KOA will prepare, log and process change orders for full execution, and administer their implementation. Once fully executed, KOA will review the timely completion of the work and coordinate inclusion of the change order in the appropriate payment application.

Change Management/Claims resolution: KOA will implement its time tested claims management process to minimize changes to the project and avoid claims such that the project can be quickly and successfully closed out. KOA has done so on hundreds of public projects valued at over \$1 billion with no unresolved claims. The basis for KOA procedures is a well organized documentation system, a keen understanding of the construction process, exceptionally qualified staff and fair and firm negotiations. KOA will not defer difficult issues and will process only change issues that have been analyzed and determined to have merit. Those items will only be recommended for consideration when the most reasonable cost and time has been negotiated and all alternatives to avoid the impact have been resolved.

Daily Extra Work Reports: KOA will verify and sign contractor's daily extra work reports documenting force account (time & materials) work. In particular, KOA will monitor that only appropriate worker classifications necessary for approved time and materials work is included on extra work reports. Any inappropriate workforce and/or equipment charges will be promptly rejected and removed from extra work reports.

Progress Payment Processing: A cost control system, based on the Contractor's schedule of values, approved change orders and the contract amount will be developed and implemented to monitor progress costs. Monthly cost reports will be submitted to the City as a component of the Monthly Progress Report.

KOA will review the payment applications submitted by the contractor and determine whether the amount requested reflects the progress of the contractor's work. Appropriate adjustments to each payment application will be required by the contractor. When the payment application is acceptable and all backup documentation is verified (certified payrolls, lien releases, etc.), KOA will prepare and forward to the City a Progress Payment Report. The Report will state the total contract price, payments to date, current payment requested, retainage and actual amounts owed for the current period. The KOA team is experienced evaluating complex pay applications. It is critical to the City's best interest that payment application review be performed accurately and prudently to maintain the prime and subcontractor incentives to perform on the projects.

Construction Meetings, Schedule and Conduct Field Meetings: The following meetings will be held on site:

Periodic Progress Meetings with agencies, design team and staff to discuss all data included in the monthly progress reports and focus on the following items:

- Progress during the period
- Major decisions made
- Planned vs. actual schedule
- Upcoming work schedule

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- Current or unresolved problems
- Anticipated or pending change orders
- Impacts of problems or change orders on schedule and budget
- Discussion of new goals
- Planned vs. actual budget analysis
- Scheduled concurrent with a weekly meeting to save time and cost

Weekly Progress Meetings will be mandatory for the Contractor and staff, and optional or on an as needed basis for City and design team staff. All parties are always invited to attend in person or via remote. Meeting minutes are distributed to all team members whether in attendance or not. Discussions will focus on the following items:

- Contractor's detailed 4 week look-ahead schedule
- Progress and major decisions during the last week
- Update of unresolved items from previous meetings
- Status of submittals and change orders

Special Meetings will be scheduled as needed to discuss important issues or which require detailed discussion or review of plans and specifications. These meetings will follow the weekly meeting to reduce trips, if issues are not urgent.

Written Instruction: KOA will issue written instructions to contractor regarding routine matters and/or follow-up of verbal instructions as necessary to properly document project issues.

Plans, Specs and As-Builts: At a minimum, KOA will periodically review the Contractor's as-built updates on the approved job plan set, identify missing items and require the Contractor to keep as-built records up to date throughout the project. At the City's option KOA will keep its own set of as-built plans which will note the location of subsurface utilities encountered and / or installed, identify where any design or field changes were required (utilizing the corresponding RFI and / or change order numbers) and note the location of critical building components that are covered by finish work. At the end of the project the final as-built plans are submitted to the City within thirty days of construction completion.

Pre-Final Inspection: The Construction Manager and Construction Observer will perform the final job walk and prepare the punchlist (deficiency list). KOA will coordinate and observe completion of required corrections. Should the Contractor lag on a portion of the completion of project work, KOA will estimate the value of the incomplete items and recommend specific retainage in accordance with the contract to preserve the City's interest. If necessary, a change order will be recommended for approval for completion of the remaining work such that the City may file the notice of completion and start the time after which stop notices and/or claims are no longer valid.

KOA will schedule and perform quality assurance materials testing to verify compliance of the work with the contract documents. We will review test reports submitted by others to substantiate compliance and ensure that Certificates of Compliance or source release tags are furnished by the Contractor along with the applicable delivered materials at the project site.

Final Inspection: All corrections must be made before KOA recommends processing of the "Notice of Completion". KOA is noted for our attention to detail. Not only have we excelled at closing out our own projects, but we have been requested to and successfully closed out problem client projects where our services were not initially utilized. Upon completion of the punch list and final sign off by all project

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stakeholders, KOA will make recommendation to City regarding Contractors final progress payment request and prepare final progress payment report for submission to City.

Delivery of As-Builts and close-out documents: KOA will review “as-constructed” plans and prepare “as-constructed” reports. KOA will assist the Contractor in maintaining a field set of “as-constructed” plans to be updated daily and delivered to the City upon project completion. KOA will continually document changed field conditions and not rely on the Contractor to document “as-constructed” conditions. We will report and photograph field condition changes. The CM will document and keep these “as-constructed” conditions on plans in his office. KOA will review the Contractor’s submittal of “as-constructed” conditions and compare this submittal to KOA’s own documentation. Discrepancies will be discussed, resolved and recorded. Completed “as-constructed” plans will be submitted to the City.

KOA will enforce the provisions of the specifications to require the Contractor to submit well coordinated operations and maintenance manuals, warranties & guarantees, bonds, extra stock and/or other items required by the contract documents such that a timely close-out of the project is implemented.

KOA will perform closeout duties including final organization of project files and submit to the City for final approval, and assist with the filing of the notice of completion and release of retention.

TASKS, SUBTASKS, AND DELIVERABLES

In accordance with the Request for Proposals, KOA will provide specific tasks and deliverable materials as follows:

1. Project Familiarity. KOA will visit and acquire familiarity with the project site and construction areas. We will familiarize ourselves with the project plans and specifications. KOA will review the project scope and become familiar with:

- Construction drawings showing details of the proposed method of construction
- Phasing, scheduling and sequencing of operations to be performed during construction.
- Methods of pedestrian and vehicular traffic control in the project vicinity
- Required project signage and notifications to the public
- Methods of resolving conflicts in the plans and specifications
- Methods of establishing and maintaining a positive working relationship with the Contractor and the public.

2. Preconstruction Meeting. KOA will conduct a preconstruction meeting with the Contractor, the City, affected utility companies and other critical project participants. We will develop detailed meeting minutes and promptly distribute to all in attendance.

3. Construction Management / Inspection. KOA will provide contract administration as an agent of the City, and will establish and implement coordination and communication procedures among the Engineer, City and Contractor. KOA will establish and implement procedures for reviewing and processing requests for information (RFIs) and interpretations of the contract documents, shop drawings, samples and submittals, change order proposals, payment applications, and other construction related

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communications. KOA will track and monitor the review of product and material submittals to determine compliance with construction plans and specifications including the project schedule.

KOA will record the progress of the project and maintain current records of all necessary contracts, insurance certificates, construction documents, permits, specifications and codes, project photographs, as-built drawings, samples and submittals, operation and maintenance manuals, material tickets, test results and other construction related documents. At completion of the project, KOA will deliver all documents and records to the City.

KOA will provide a full-time Inspector / Construction Manager (CM) to ensure compliance with the construction contract. The Inspector / CM will have adequate experience performing CM and inspection on projects of similar magnitude and scope. KOA will provide inspection services for the duration of the project to complete all work on time as specified in the contract documents. KOA will coordinate and monitor Contractor's operations with the utility companies, neighboring residents, emergency services, trash haulers, and other affected parties.

KOA will keep accurate, detailed daily inspection logs, which will include progress of the work, labor and equipment utilized, problems encountered and direction given to the Contractor. Logs will be submitted to the City on a weekly basis along with project photographs. KOA will prepare monthly construction reports or more frequently as required by the City that will include progress of work, major tasks accomplished, budget status, schedule overview, summary of change orders, logs of submittals and RFIs, and project photographs.

4. Construction Progress Meetings. KOA will conduct construction progress meetings on a bi-weekly (or as-needed) basis (We recommend weekly meetings during the normal course of construction. Intervals can be lengthened during periods of slower development), with the Contractor City, and other project participants. KOA will record, transcribe and distribute meeting minutes in a timely manner to all parties.

5. Public Relations. KOA will coordinate distribution of imminent construction notices by the Contractor to neighboring residents and businesses. KOA will respond to all citizen concerns and complaints in an expeditious manner. KOA will maintain a log of all such citizen concerns and complaints.

6. Change Order Preparation, Negotiation and Processing. KOA will establish, implement and coordinate systems for processing all contract change orders, prepare an independent cost estimate for all contract change orders, and negotiate all change orders with the Contractor for approval by the City. KOA will review the content of requests for changes to the contract time or price, assemble information concerning the request and endeavor to determine the cause and merit of the requests, the impact on the budget, schedule and project scope, and make recommendations to the City with respect to acceptance of the request and advise the City regarding the ramifications of the request. KOA will render written decisions and will prepare the change order document on standard City format for execution. All changes to the agreement between the City and Contractor will be only by change orders executed by the City and Contractor.

7. Quality Review. KOA will establish and implement a program to monitor the quality of the construction. The purpose of the program will be to guard the City against defects and deficiency in the Street Improvement Projects City of South Pasadena RFP Construction Management and Inspection Services For FY 16/17 Street Improvement Projects

work of the Contractor. KOA will reject work and transmit to the City and Contractor a notice of noncompliance when it is the opinion of KOA that the work does not conform to the requirements of the contract documents. KOA may authorize minor variations in the work from the requirements of the contract documents that do not involve an adjustment in the contract price or contract time and which are consistent with the overall intent of the contract documents. Except for such minor variations as stated herein, KOA is not authorized as a part of their services to change, revoke, alter, enlarge, relax or release any requirements of the contract documents or to approve or accept any portion of the work not performed in accordance with the contract documents. Any minor variations authorized by KOA will be duly recorded in written logs, and included in the record drawings prepared by KOA.

8. Progress Payments. KOA will review the payment applications submitted by the Contractor and determine whether the amount requested reflects the actual progress of the Contractor's work. KOA will verify all quantities of work with the Contractor and will make appropriate adjustments to each payment application and will prepare and forward to the City a progress payment report. The report will state the total contract price, payments to date, current payment requested, retention and actual amounts owed for the current period in a City approved format.

9. Record Drawings and Documents. KOA will coordinate efforts between the Contractor and the City such that a reproducible set of drawings is maintained, on which all design changes and field adjustments are made in ink by the Contractor to reflect construction conditions recorded and observed. KOA will review drawings for completeness and discuss them with the City. KOA will maintain a set of the contract documents with up-to-date information regarding all addendum, substitutions, clarifications and corrections, and change orders.

10. Construction Schedule. KOA will review and monitor the Contractor's construction schedule and will verify that the schedule is prepared in accordance with the requirements of the project. KOA will monitor the schedule on a weekly basis for accuracy and consult with Contractor to ensure compliance with the established milestones and accomplishments.

11. Testing Services. KOA will coordinate and monitor all testing services to perform field and laboratory testing during construction, including review of test results. KOA will maintain a log of all test reports, including the type of testing performed, location, result and action taken. KOA will coordinate with the Contractor to perform retesting on any failing tests.

12. Safety Program. KOA will review the Contractor's safety program to ensure compliance with all OSHA, local, state and federal requirements. KOA will not be responsible for the Contractor's implementation of the safety program, or for monitoring compliance to such safety program. KOA will notify the Contractor of safety programs and will direct the Contractor to suspend work if imminent hazard is not immediately remedied or if a dangerous condition persists. KOA will investigate all accidents and gather all information relating to any accidents and conduct investigations if deemed necessary. KOA will prepare accident reports.

13. Storm Water Pollution Prevention Plan. KOA will review, monitor, and ensure the contractor's environmental compliance with NPDES/Best Management Practices (BMPs) to prevent Storm Water Pollution from construction related activities and verify the contractor's compliance with all local, State and Federal requirements.

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14. Traffic and Pedestrian Control; Public Safety. KOA will review and monitor all traffic control and public safety plans for compliance with all applicable safety laws and regulations. KOA will review on a daily basis all detours, lane closures, temporary access, delineation, and traffic control setups and report any deficiencies to the Contractor for immediate correction. KOA will ensure that Police, Fire, Sanitation, Parks, and any other affected City agencies are notified of any potential construction impacts.

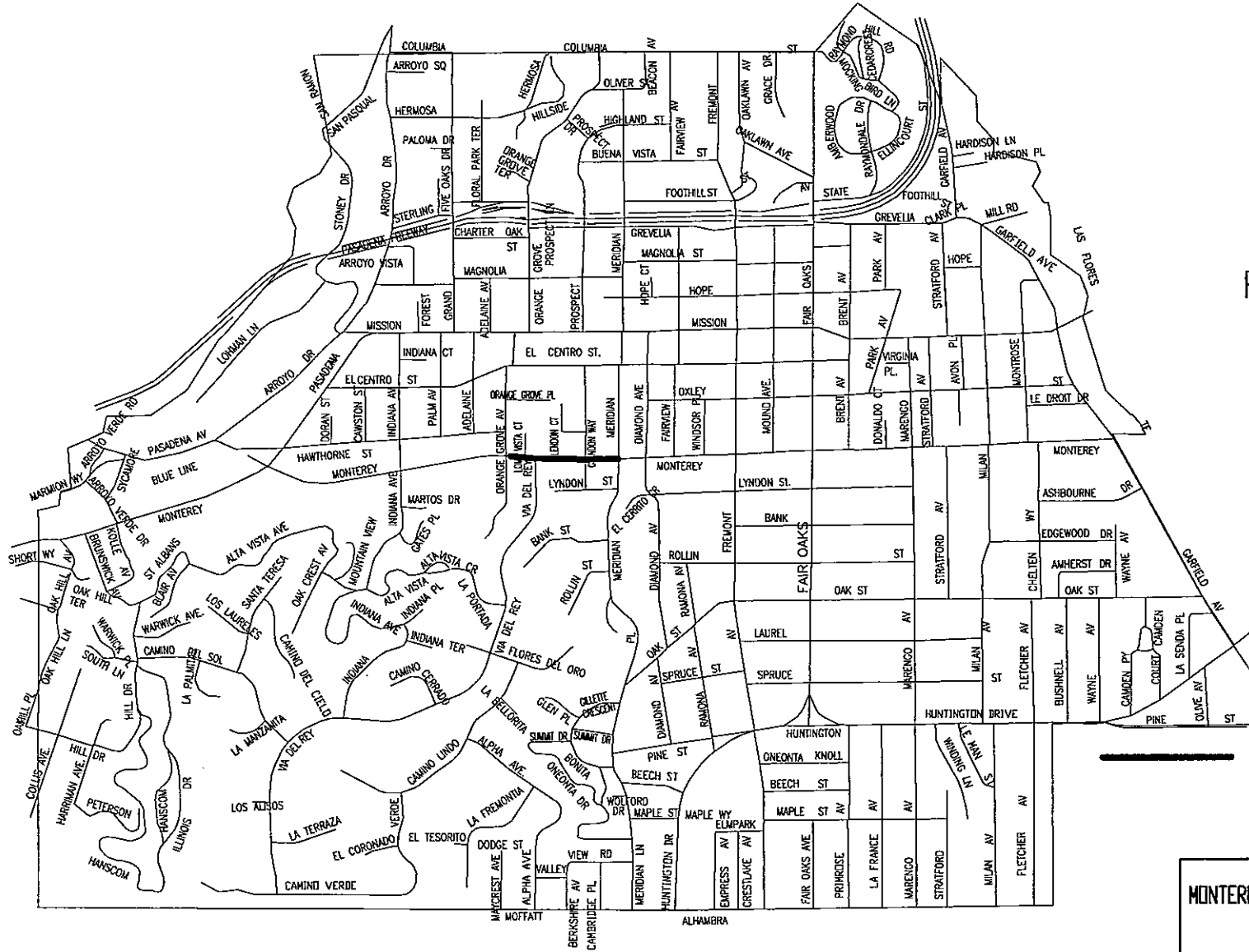
15. Project Close-out. KOA will advise the City in determining when the project is substantially complete. KOA will coordinate a final walk through with the City, Contractor, engineer, and other project personnel and develop a punch list of incomplete or deficient work which does not conform to the contract documents. Additionally, KOA will make recommendations to the City regarding final project approval and acceptance, and will submit to the City a Notice of Completion signed by the Contractor. KOA will make recommendations to the City regarding the final progress payment request and will assist the City during the project warranty period if corrective work is required. KOA will prepare all documentation needed for project close-out and deliver all project documentation to the City.

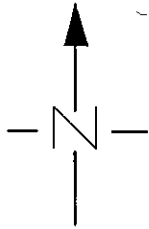
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EXHIBIT B
APPROVED FEE SCHEDULE

KOA Revised Fee Proposal			
Monterey Road (Meridian to Orange Grove)			
	Rate	Unit (hrs)	Total
Project/CM	\$145	80	\$11,600
Inspector	\$120	480	\$57,600
Principal PM	\$175		
TOTAL		560	\$69,200

ATTACHMENT 2
Location Map




 PROJECT LOCATION MAP

 STREET IMPROVEMENT PROJECT

MONTEREY ROAD STREET IMPROVEMENT PROJECT
 PROJECT NO. 2017-03

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager *J.*
FROM: David G. Watkins, Director of Planning & Building *DGW*
SUBJECT: **Background for the State of California's Affordable Housing
Crisis and Consideration of the Annual Housing Report**

Recommended Action

It is recommended that the City Council:

1. Receive and file this report; and,
2. Review the Annual Housing Report to be submitted to the State Department of Housing and Community Development (Attachment 2).

Commission Review and Recommendation

This matter was not reviewed by the Planning Commission.

Executive Summary

Housing affordability is a critical issue facing cities across California. Whether through State legislators proposing dramatic changes to local land use control, or grass-roots campaigns for rent control, cities are being forced to contend with new demands to produce affordable housing. South Pasadena is not exempt from these new challenges and must consider how to best meet the needs of the community while responding to a changing playing field that continues to push the responsibility for the production of affordable housing to cities and counties.

The purpose of this report is to provide the City Council with context on the housing crisis and an overview of the State's housing production goals and associated regulatory framework. This information leads into the two subsequent items on the agenda which are 1) a summary of the package of housing bills signed by the Governor last fall; and, 2) a discussion of two tools – an inclusionary housing ordinance and a housing linkage fee - that will be considered as potential options for the City to increase affordable housing production.

Council is also being asked to review the Annual Housing Report that will be submitted to the State prior to April 1.

Discussion/Analysis

California has a housing shortage and is the one of the most expensive states in the country to buy or rent housing. High housing costs have far-reaching policy impacts on the quality of life in California, including health, transportation, education, the environment, and the economy.

Average housing costs in California have outpaced the nation. As affordability becomes more problematic, people "overpay" for housing, "over-commute" by driving long distances between home and work, and "overcrowd" by sharing space to the point that quality of life is severely impacted. In extreme cases people become homeless, either visibly on the streets or less visibly as they experience housing instability and cope with temporary and unstable accommodations.

High housing costs, and related housing instability issues, also increase health care costs (for individuals and the State), decrease educational outcomes (affecting individuals, as well as the State's productivity), and make it difficult for California businesses to attract and retain employees.

In addition to supply challenges, the housing growth that does occur frequently takes the form of urban sprawl by expanding into undeveloped areas. These development patterns can result in reinforcing income inequality, patterns of segregation, and loss of open space. Further, lower housing costs in these areas are often offset by higher commuting costs, which in turn create significant impacts to the environment as a result of more vehicle miles traveled.

In the last 10 years, California has built an average of 80,000 homes a year, far below the 180,000 homes needed a year to keep up with household growth. This lack of supply greatly impacts housing affordability as demand drives prices up. Today's population of 39 million is expected to grow to 50 million by 2050, creating continued demand for housing.

Low production hasn't always been the case. From 1955-1990, the State was building more than 200,000 homes annually and a much greater percentage were multifamily (in contrast to today's focus on single-family).

State Housing Production Policy

In addition to broad housing policy (discussed later in this report), the State also creates specific housing production goals for each region, who then create production goals for each city within the region. Every eight years, by law, future housing needs are determined for each region of the state based on growth over a specific period of time (projection period) through the Regional Housing Need Allocation (RHNA) process.

The RHNA process is initiated at the State level, and uses projected population growth to determine housing and affordability needs relative to household incomes. It provides estimates of how many new units are needed to meet those needs and breaks down the number of units by

affordability categories (discussed in the next section). The regional councils of government distribute this regional housing need to local governments who must develop a plan (Housing Element of the General Plan) and demonstrate available zoning capacity at appropriate densities to accommodate the additional housing growth. The eight year periods (called "cycles") vary among the different regions of the State: The Southern California Association of Governments (SCAG) region is currently in "Cycle 5," or 2014 to 2021.

During California's most-recently completed "Cycle 4" Projection Period (2003-2014) no region built enough housing to meet its regional need (Attachment 1). For example, of the two most populous regions in the state, SCAG produced 46 percent and the Association of Bay Area Governments (ABAG) produced 53% of their respective regional needs. Statewide, 47% of the housing required to meet projected need was constructed during this time-period. However, during the SCAG Cycle 4 (2006-2014), South Pasadena produced 74% of its regional need, outperforming the region as a whole, but none of those units were affordable.

Definitions of Affordability

As defined by the U.S. Department of Housing and Urban Development (HUD), housing is considered affordable when a person pays no more than 30% of their income toward housing costs, including utilities. When a person pays more than 30% of income toward housing costs they are considered housing cost burdened, and when a person pays more than 50% of income toward housing costs they are considered severely housing cost burdened. Housing cost burden and severe housing cost burden are near universal experiences for low-income renters, but in the highest-cost metropolitan areas, cost burden is rapidly spreading among moderate-income households as well.

The terminology used under State law to describe income is listed in the table below. Income categories are determined by the area median income (AMI) for a specific geographic area; typically set at the county level. Each income category is determined as a percentage of the AMI:

Income Level	Income Limits
Above-Moderate Income	121% of AMI and above
Moderate Income	81% - 120% of AMI
Low Income	51% - 80% of AMI
Very-Low Income	31% - 50% of AMI
Extremely Low Income	0% - 30% of AMI

Below are the income limits for Los Angeles County for 2017. Income limits for 2018 will be released later this year.

Background for California’s Crisis and Consideration of the Annual Housing Report
 Housing Crisis Background and Annual Housing Report
 March 21, 2018
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County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Los Angeles County 4-Person Area Median Income: \$64,800	Extremely Low	18950	21650	24350	27050	29250	32960	37140	41320
	Very Low Income	31550	36050	40550	45050	48700	52300	55900	59500
	Low Income *	50500	57700	64900	72100	77900	83650	89450	95200
	Median Income	45350	51850	58300	64800	70000	75150	80350	85550
	Moderate Income	54450	62200	70000	77750	83950	90200	96400	102650

*Low income exceeding median income is due to HUD adjustments to the Very Low-Income income limit to account for high housing costs.

These categories are used to determine eligibility for most housing programs and as a base for setting affordable rents. They can also be helpful for comparing households across regions.

Housing Production & Affordability in South Pasadena

Below is a comparison of selected housing characteristics for the City of South Pasadena and Los Angeles County, based on the 2016 American Community Survey:

Comparison of Selected Housing Characteristics

	South Pasadena	Los Angeles County
Owner Occupied	44.1%	45.70%
Renter Occupied	55.9%	54.30%
Median Rent	\$1,464	\$1,264
Median Home Value	\$876,900	\$465,000
Mortgage, % of Income		
30-34.9%	12.90%	9.40%
35%+	28.00%	36.90%
Total	40.90%	46.30%
Rent, % of Income		
30-34.9%	8.30%	9.40%
35%+	35.50%	49.90%
Total	43.80%	59.30%
Vacancy Rate		
Owner-Occupied	1.70%	1.1%
Renter-Occupied	1.80%	3.3%

As defined by HUD, about 41% of South Pasadena homeowners overpay for housing (this does not factor in the benefits of the mortgage interest deduction on federal and state taxes). And, approximately 44% of South Pasadena renters overpay for housing, based on a median rent of \$1,464 per month. Further, vacancy rates are at an extreme low, indicating a very tight supply of housing. Generally speaking, 5% is accepted as a “healthy” vacancy rate when the supply and demand for housing is in a rough equilibrium.

Los Angeles County homeowners and renters overpay at a greater rate than South Pasadena residents, which indicates the breadth of the affordable housing issue. This pattern of overpaying is repeated throughout the State.

The table below shows the City’s progress to date on the current RHNA Cycle 5. This data for 2017 must be submitted to the State by the April 1, 2018, as part of the Annual Progress Report (Attachment 2). Beginning next year, this report will be brought to the City Council as part of a larger General Plan Annual Report, which will include not only housing data and progress towards RHNA goals, but also allow for monitoring implementation of the new General Plan, scheduled for adoption in October, 2018.

City RHNA Progress		(Building Permits Issued)					
	RHNA by Income Level	2013	2014	2015	2016	2017*	Total
Very Low	17	0	0	0	0	0	0
Low	10	0	0	0	0	0	0
Moderate	11	0	0	0	0	1	1
Above Moderate	25	6	40	6	11	18	81
Total RHNA	63	6	40	6	11	19	82

*2017 Report due 4/1/18

After 2017, there will still be four more reporting periods before Cycle 5 ends. It is evident from the table above that South Pasadena will exceed its allocated regional need, having issued permits for 82 units, including an moderate income affordable Accessory Dwelling Unit (ADU), against a RHNA of 63.

The issue in South Pasadena isn’t that the City is not producing enough housing but, rather, the housing that is getting built does not fulfill the various affordability requirements. This is problematic as legislators and advocates seek to create consequences for cities that do not provide affordable units toward their RHNA goals. For example, some legislators have proposed that cites who do not meet their RHNA goals should not be eligible for Federal funding.

State Legislative Response to Housing Issues

The issue of housing supply and affordability has been a priority for State legislators for the past several years and has produced a number of controversial bills. While Legislators generated more than 150 housing bills in 2017, culminating in a "housing package" signed by the Governor, they continue to warn that the problem has not been solved and anticipate generation of another 150 bills this year focused on increasing the supply of affordable housing.

The second report on tonight's agenda will provide a summary of the legislative package signed by the Governor last fall which continues to push the responsibility for development of housing, including affordable housing, to cities and counties, while providing little funding to subsidize such development.

State legislators have generally focused on the following three categories of solutions:

Funding Subsidies

Although land use policies and planning can help encourage greater supply and affordability, as well as influence the type and location of housing, without housing production subsidies there is still no incentive for a housing developer to produce housing where the sales price or rents are restricted by an affordability covenant. But the direct subsidy required per unit will be large as long as the demand-supply imbalance exists (the higher the cost of a housing unit, the more subsidy that house will require in order to make the unit affordable).

However, Federal and State funding for affordable housing has been pared dramatically. Between Fiscal Year (FY) 2008-2009 and FY 2015-2016, federal funding from the Department of HUD was reduced from approximately \$260 million to \$170 million, a cut of 35%. Funding from a variety of State housing bonds and housing programs was reduced from \$177 million to \$85 million during this same period, a reduction of 52%. And finally, set-aside funding from redevelopment agencies, which the State ended in 2011, represents a 100% reduction, from \$275 million in FY 2008-2009 to \$0 in FY 2015-2016. All told, these cuts reduced funding by 64%, from \$712 million to about \$255 million (Attachment 3).

Density & Height Bonuses

As an alternative, many argue that the cost of affordable housing can be supported by permitting higher densities, allowing land and development costs to be spread among more units and reducing the per unit cost. This allows more efficient use of public dollars, or in the case of private funding, a greater profit margin that can be directed to offset the costs of affordable units.

The State took the first steps in this direction when the State Density Bonus Law was approved in 2004. Known as SB 1818, this law allows a developer to disregard local planning laws, including adding an additional floor and density, if a specific amount of affordable housing is

included. Recent bills, such as SB 827, have proposed to take this principle further and allow up to eight stories if the development is location within a specific distance from a transit hub.

While the development bonus approach does not require additional government funding sources, the impacts of larger and denser development, outside the bounds of local law, can be of significant concern at the local level.

Streamlining Local Approvals

The elimination of local land use control in order to allow increased height, density and building locations is a common theme in recent legislation. This theory is built on the premise that the supply side of the equation will not be met unless local governments are forced to loosen their constraints on housing development, and that includes mandating that approval processes be streamlined as well.

The State asserts that regulatory barriers (such as lengthy development or design review) and constraints (such as lack of certainty at the local level of where and what is economically and politically feasible to build, and local opposition) impact the type, quantity, and location of housing built. Often these barriers delay or prevent new home development.

However, local governments face competing priorities throughout the development process, including community opposition, and the incentive to approve sales-tax generating development (like retail stores or entertainment venues) rather than residential development. Potential developers must also overcome market conditions (such as limited access to predevelopment financing and high land and construction costs) and legal challenges that can stop or dramatically slow development. These competing priorities can constrain housing production at any, or all, stages of the planning and development process. Several of the bills signed by the Governor last fall, discussed in the next report, were designed to address these perceived regulatory barriers.

Conclusion

There is clearly a housing affordability crisis in California and the responsibility for resolution lies with stakeholders at the State, regional and local level. While objecting to the State focus on removing local control, and the uneven shifting of responsibility to local governments, South Pasadena will need to find local alternatives to carry a fair share of the solution. Two of those potential alternatives will be presented tonight and others will be brought forward over the next year for Council consideration. Among those options will be revised regulations for second units, joint partnerships with non-profits and other government agencies, and development of city-owned land. There is no single policy or tool that will solve affordable housing in South Pasadena, but more likely a combination of tools that will yield the best results.

The City will need to submit a new Housing Element in 2021 and it will be imperative that document reflect efforts to increase affordable housing in the City. Based on current and pending

legislation, it appears that if the City does not take steps to produce affordable housing, the State will mandate where and how it can be built with no regard for city interests.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

This report is provided for information only and there are no fiscal impacts.

Public Notification of Agenda Item

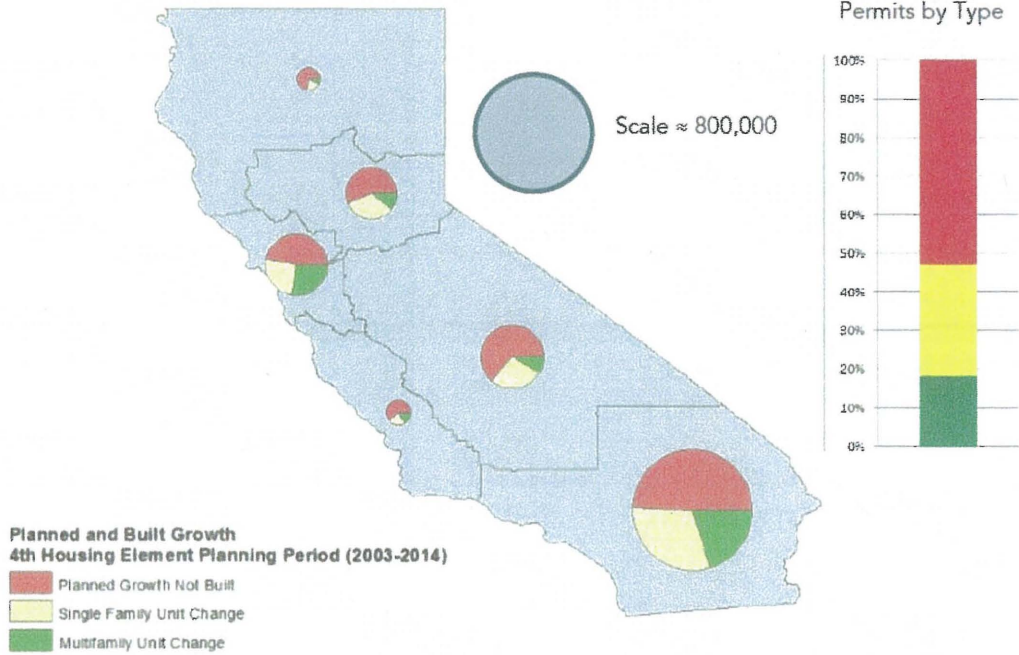
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. RHNA Cycle 4 Shortfalls
2. Annual Housing Report
3. Federal and State Funding Loss

ATTACHMENT 1
RHNA Cycle 4 Shortfalls

All Regions Have a Shortfall in Meeting Production Goals



Sources: HCD Regional Housing Needs Allocations; DOF ES Population and Housing Estimates for Cities, Counties, and the State; E8 Historical Population and Housing Estimates for Cities, Counties, and the State; Graphic by HCD.

ATTACHMENT 2
Annual Housing Report

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA

Reporting Period 01/01/2017 - 12/31/2017

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the "Final" button and clicking the "Submit" button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA

Reporting Period 01/01/2017 - 12/31/2017

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
1426 Bank Street	2 to 4	Owner	0	0	0	2	2	2			
191 Monterey Road	5+	Owner	0	0	0	9	9	9			
(9) Total of Moderate and Above Moderate from Table A3					1	18					
(10) Total by Income Table A/A3			0	0	1	18					
(11) Total Extremely Low-Income Units*			0								

* Note: These fields are voluntary

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA

Reporting Period 01/01/2017 - 12/31/2017

Table A2

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA

Reporting Period 01/01/2017 - 12/31/2017

Table A3

**Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	1	0	1	1
No. of Units Permitted for Above Moderate	7	0	0	0	0	7	7

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA
 Reporting Period 01/01/2017 - 12/31/2017

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted	17	0	0	0	0	0	0	0	0	0	0	17
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	10	0	0	0	0	0	0	0	0	0	0	10
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		11	0	0	0	1	0	0	0	0	0	1	10
Above Moderate		25	6	40	6	11	18	0	0	0	-	81	0
Total RHNA by COG. Enter allocation number:		63											
Total Units ▶ ▶ ▶			6	40	6	11	19	0	0	0	0	82	
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													37

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA
 Reporting Period 01/01/2017 - 12/31/2017

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Transitional and Supportive Housing	Zoning Code amendment to remove constraints to transitional and supportive housing	2016	Complete
Fair Housing	Provide housing information through San Gabriel Valley Fair Housing Council (now Housing Rights Center)	2021	Ongoing; renewed and expanded contract to offer 1) Discrimination Complaint Investigations; 2) Landlord/Tenant Fair Housing Counseling and Mediation; 3) Outreach and Education; 4) Advocacy; and 5) Enforcement and Impact Litigation
Energy Efficiency Program	Explore amendments to facilitate green design and building techniques	2021	Policies being developed as part of the General Plan Update, currently underway and scheduled for adoption in Fall 2018.
Energy Efficiency Program	Rehabilitation grants for low and moderate income households	2021	Discontinued; CDBG allocation reduced, insufficient demand.
Planning Assistance & Permit Processing	Provide technical assistance to applicants	2021	Ongoing
Housing Acquisition & Rehabilitation	Monitor status of Caltrans surplus housing properties in the ROW of the 710 freeway surface route	2021	Caltrans has initiated a three-phased property sales program for the 710 surplus properties. Staff has recently met with representatives of Caltrans, State Department of Housing and Community Development, and the California

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			State Transportation Agency to begin discussions of potential affordable housing strategies.
Cal Home Program	Provide information to low/very low households re: financial assistance	2021	Ongoing as requested.
Section 8 Rental Assistance	Provide information re: Section 8 renter assistance	2021	Ongoing. Will be added to website.
Homeless Service	Participate in interjurisdictional programs to aid the homeless	2021	Ongoing. The City received a \$30,000 grant from Los Angeles County and United Way of Greater Los Angeles to hire a consultant to develop a plan for homelessness, in conjunction with a larger effort with the San Gabriel Council of Governments.
Senior Housing	Encourage the development of affordable senior housing	Ongoing	Continue to seek a developer for a city-owned site using approximately \$500,000 of set aside money from the former redevelopment agency.
Maintain Available Site Inventory	Maintain a list of available sites for affordable housing, pursuit of Housing Element requirements	2021	Ongoing; no rezonings have occurred that have downzoned the identified available sites.
Residential Second Units	Facilitate processing of 2nd units (now called "accessory dwelling units" or ADUs).	Ongoing	The City has approved 1 ADUs in 2017, facilitated by recent changes in State law. City Council will be considering revisions to the ADU ordinance to facilitate more units
Administrative Modifications	Provide flexibility in development standards, particularly for infill projects	2021	Complete; revisions made to Zoning Code.
Universal Accessibility	Explore options for requiring, or providing incentives for, a certain percentage of of new multifamily housing units to include universal accessibility features for seniors and those with disabilities	2021	Scheduled to begin following completion of General Plan Update in the Fall of 2018
Planned Development Permits	Provide entitlement flexibility for infill projects that include affordable housing	2015	Complete
Emergency Shelters	Zoning Code amendment to remove barriers and constraints to emergency shelters	2016	Complete

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SOUTH PASADENA

Reporting Period 01/01/2017 - 12/31/2017

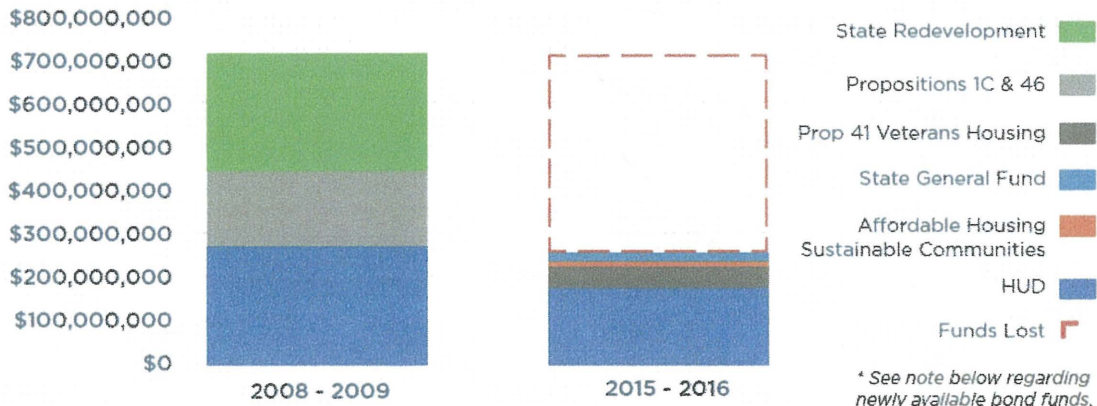
General Comments:

The City Council will be considering new strategies not currently in the Housing Element, including an inclusionary zoning ordinance and linkage fees, as well as a revised ADU ordinance

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ATTACHMENT 3
Federal and State Funding Loss

LOS ANGELES COUNTY LOST 64% OF STATE AND FEDERAL FUNDING FOR HOUSING PRODUCTION AND PRESERVATION FROM FY 2008-09 TO FY 2015-16



* See note below regarding newly available bond funds.

FUNDING SOURCE	FY 2008-2009	FY 2015-2016	% CHANGE
State Redevelopment	\$274,787,841	\$0	-100%
State Housing Bonds and Housing Programs	\$176,595,573	\$85,478,030	-52%
U.S. Dept. of Housing & Urban Development	\$260,516,144	\$169,556,041	-35%
Total	\$711,899,558	\$255,034,071	-64%


*In November 2016, voters in the City of Los Angeles passed a bond initiative (Proposition HHH) that will provide \$1.2 billion for the development of 10,000 units of Permanent Supportive Housing over the next decade. In March, Los Angeles County passed a 1/4 cent sales tax (Measure H) to bring \$355 million annually for services targeted at people experiencing homelessness. Some Measure H funds may be used to develop affordable housing with services.

Source: CHPC analysis of 2008-2009 annual HCD Redevelopment Housing Activities report; 2008-2009 and 2015-2016 annual HCD Financial Assistance Programs Reports; HUD CPD Appropriations Budget data for fiscal years 2009 and 2016.

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager 
FROM: Teresa L. Highsmith, City Attorney
SUBJECT: **Summary Analysis of Recently Approved State Affordable Housing Bills**

Recommended Action

It is recommended that the City Council receive and file this report.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

There are many barriers to the development of affordable housing. Inadequate funding is certainly one of these barriers. Adequate funding must be provided to subsidize the high cost of land and construction of housing for which rents or sales price will be restricted, in order to maintain a developer's profit margin. Without such subsidies, developers have no incentive to build affordable housing. Local regulations (planning and zoning laws, development fees, the discretionary review process) can drive up the cost of development. It is this particular "barrier"—local regulations—on which the 15 new state affordable housing bills enacted on September 29, 2017, are focused.

The fifteen Bills makes significant changes to state housing law. The 15 Bills (New Affordable Housing Laws) include:

SB 2 (Atkins)	AB 72 (Santiago/Chiu)
SB 3 (Beall)	AB 73 (Chiu)
SB 35 (Wiener)	AB 571 (E. Garcia)
SB 166 (Skinner)	AB 678 (Bocanegra)
SB 167 (Skinner)	AB 879 (Grayson)
SB 540 (Roth)	AB 1397 (Low)
	AB 1505 (Bloom/Bradford/Chiu/Gloria)
	AB 1515 (Daly)
	AB 1521 (Bloom/Chiu)

AGENDA ITEM 10

These Bills can be summarized in three different categories: A) Local Accountability through Housing Element Implementation, B) Streamlining Local Development Process (by eliminating discretionary approvals), and C) New Funding.

Discussion/Analysis

I. Background: Overview of Housing Element Requirements

To understand the impact of the New Affordable Housing Laws summarized in this report, a general understanding of the purpose and requirement for a Housing Element is necessary.

The Housing Element is one of the seven mandated elements of the General Plan, and outlines a long-term strategy for meeting the community's existing and projected housing needs. The California Department of Housing and Community Development (HCD) determines the number of new housing units a region is projected to need at all income levels over the course of the next Housing Element planning period (eight years) to accommodate population growth and overcome existing deficiencies in the housing supply.

Each regional council of governments, (Southern California Association of Governments, or "SCAG" is applicable to South Pasadena) assigns individual cities their "fair share" of the regional housing needs assessment ("RHNA"). Cities must then:

- (1) Create an inventory of sites suitable and zoned for new residential development sufficient to accommodate its share of the RHNA, at each level of affordability, (and if necessary, rezone land to produce sufficient sites for this inventory);
- (2) Draft a Housing Element, incorporating the inventory into a general analysis of governmental and nongovernmental constraints on residential development, and
- (3) Submit a draft of the proposed Housing Element to HCD for review and approval.

HCD's approval of the Housing Element is called a certification. Certification is very important, because a certified Housing Element is deemed compliant with the law and allows the City to be on the eight year cycle for Housing Element review and revision. South Pasadena has a certified Housing Element; its Housing Element is not required to be updated and re-certified until 2021. An uncertified or decertified Housing Element is not an option for the City because this would mean that the General Plan, as a whole, would not be consistent with the City's zoning and planning laws, which could expose the City to lawsuits and loss of some funding from the state; additionally, a non-certified Housing Elements loses the benefit of the eight year updating cycle, and must be updated twice as often.

The City is required to provide an annual report to HCD to show its progress on the development of housing in all RHNA income categories identified in the Housing Element. This report is due by April 1st each year. Prior to the enactment of the New Affordable Housing Laws, there were no real consequences for the failure to produce housing consistent with the inventory of available sites in the Housing Element, or even for the failure to provide the annual report.

II. New Affordable Housing Laws Impact on Housing Elements, Local Control and Funding

A. Local Accountability Through Housing Element Implementation

1. New Requirements/Standards for Creation the Housing Site Inventory

For purposes of creating the housing site inventory in a Housing Element, land suitable for residential development includes: (1) vacant sites zoned for residential use, (2) vacant sites zoned for nonresidential use that allows residential development, (3) residentially zoned sites that are capable of being developed at a higher density, and (4) sites zoned for nonresidential use that can be redeveloped for residential use. The inventory must describe the listed sites. The description of the listed sites needs to include a general description of existing or planned water, sewer, and other dry utility.

The New Affordable Housing Laws tighten requirements for the sites a City can include on the inventory to have a "realistic capacity for development." These new requirements will apply to the City's next Housing Element update. Specifically, AB 1397:

- (1) Establishes higher standards and requires a robust analysis before allowing sites with existing no-residential uses to be considered suitable for residential development;
- (2) Limits reliance on sites that are too large (over ten acres) or too small (under one acre);
- (3) Requires that sites accommodating lower income housing to provide "default densities of 10-30 units per acre;
- (4) Limits reliance on sites that have been recycled across multiple Housing Elements without developing as housing; and
- (5) Requires that the inventory of land be "available" and "suitable" for residential development.

A site is both "available" and "suitable" if it is vacant and has a demonstrated potential for redevelopment during the Housing Element cycle/planning period to meet the City's housing need for a designated income level. The parcels included in the inventory must also have sufficient water, sewer, and dry utilities available and accessible to support housing development or be included in an existing plan that will provide sufficient utilities.

AB 1397 requires that each listed site in the inventory specify the number of units that can be accommodated on each site and whether the site is adequate to accommodate affordable housing for each income level. To perform this analysis, the Housing Element must consider the city's (1) past experience with converting existing uses to higher density residential development, (2) the current demand for the existing use, and (3) an analysis of existing leases or other contracts that would perpetuate the existing use or otherwise prevent redevelopment.

Finally, the requirement under existing law that the inventory sites shall be zoned to permit owner-occupied and rental multifamily residential use by right (e.g, without discretionary permit requirement) is limited by AB 1397 to developments that are 20% affordable to lower-income households.

2. No Net Loss Zoning

Under the No Net Loss Zoning Law (Gov. Code, sec. 65863), a city is prohibited from reducing residential density to a point below the density that was utilized by HCD in reviewing the City's Housing Element, unless the City makes written findings supported by substantial evidence that the reduction is consistent with the adopted general plan and the remaining sites identified in the Housing Element are adequate to accommodate the jurisdiction's share of the regional housing need. The law seeks to prevent a net loss of residential unit capacity.

SB 166 now requires that if a city permits a development with fewer units by income category than identified in the city's Housing Element, the city must make written findings supported by substantial evidence as to whether the remaining sites identified in the Housing Element are adequate to meet the RHNA requirements. If approvals result in fewer units, the City has 180 days to identify and rezone sufficient land to make available additional adequate sites, which does not trigger CEQA review.

The City cannot disapprove a housing development application just because the developer wants to produce less housing (or only market rate housing) in a housing inventory site identified for affordable housing development. An inclusionary housing ordinance (discussed in Part III of this Affordable Housing forum) may help avoid this occurrence.

3. New Requirements For Analysis of Constraints in Housing Element

The Housing Element must identify and analyze governmental constraints (building codes, permits, etc.) and nongovernmental constraints (private financing, price of land, etc.) on residential development projects. AB 879 requires the updated Housing Element to now include analysis of:

- (1) Any ordinances that directly impact the cost and supply of residential development;
- (2) Applications/requests to develop housing at lower densities than identified in the housing site inventory;
- (3) The length of time between applying for building permits and receiving approval; and
- (4) Local efforts to remove non-governmental constraints to development projects.

4. HCD Expanded Authority for Review and Approval of Housing Element

Under existing law, if a city does not have enough sites within its existing inventory of residentially zoned land to accommodate its entire RHNA, then the community must adopt a program to rezone land within the first three years of the applicable planning period. The rezoning must accommodate 100% of the need for housing for very low and low-income

households for which site capacity has not been identified in the inventory. To date, the South Pasadena has not had difficulty identifying sufficient housing sites within its Housing Element to accommodate its RHNA, demonstrated by its certified Housing Element.

The New Affordable Housing Laws expand the authority of HCD, by authorizing HCD to review any action or inaction (such as adoption of new Ordinance, approval or disapproval of new housing development applications) to determine whether such action/inaction is inconsistent with:

- (1) The City's adopted Housing Element;
- (2) Its inventory of sites suitable to accommodate its RHNA; and
- (3) A program to rezone sites to meet the locality's RHNA (e.g., the requirement to rezone within the first three years of the Housing Element cycle).

HCD will report its findings to the city, and the city has 30 days to respond. HCD may revoke any former finding that the Housing Element was in compliance with the state law if an inconsistency is discovered, and uncorrected—essentially, de-certifying the Housing Element.

5. Annual Housing Production Report and HCD Review

Under existing law, a general law city must submit an annual report by April 1st to the city council, the Governor's Office of Planning and Research, and HCD that includes information on (1) the progress and implementation of the general plan and (2) progress in meeting its share of regional housing needs and local efforts to remove governmental constraints on development projects. AB 879 now requires charter cities to comply with the reporting requirements, and expands the scope of reporting requirements for all cities by requiring the following:

- (1) The number of housing development applications received in the prior year;
- (2) The number of units in all development applications in the prior year;
- (3) The number of units approved and disapproved in the prior year; and
- (4) A listing of the sizes rezoned to accommodate that portion of the city's share of the regional Housing Element's site inventory.

SB 540 requires the report to state the number of housing units approved within a Workforce Housing Opportunity Zone, if the city creates one (see sub-heading B.3 below). SB 35 requires listing the number of units of net new housing, including rental housing and for-sale housing, issued a completed entitlement, building permit, or certificate of occupancy.

Failure to submit the annual housing production report (with all the new requirements) by May 31st of each year may subject the city to a court order requiring completion; should a city fail to comply with such a court order within 60 days, sanctions may be imposed.

B. Streamlining Local Development Process

1. Strengthening the Housing Accountability Act

Existing law under the Housing Accountability Act ("Act"), also known as the "Anti-NIMBY Law," prohibits a city from disapproving, or conditioning approval in a manner that renders infeasible, an application for an affordable housing development project or an emergency shelter. An exception exists where a city makes specified written findings based on substantial evidence in the record that a housing development project or emergency shelter is inconsistent with both the jurisdiction's zoning ordinance and general plan. A consistency determination is generally upheld unless the court determines the local government has acted arbitrarily, capriciously, or without evidentiary basis, a very deferential standard.

The New Affordable Housing Laws, (under SB 167), limit a city's discretion to deny an application or condition a "housing development" to reduce its density if the housing project is compliant with applicable objective General Plan, zoning and subdivision standards. In this context, "housing development" includes affordable and market rate housing, transitional and supportive housing and mixed use projects in which at least 2/3rds of the square footage is designated for residential use. If the housing project does not comply with the objective standards, the city must provide the developer with a list of inconsistencies within 30-60 days of the application being deemed complete; if the city misses this window or fails to provide this list, the project is "deemed consistent."

As long as the housing development complies with the objective standards, the city can only deny it or reduce the density if it can make findings of "specific adverse impact" to the public health and safety which cannot be mitigated.

The burden of proof necessary to support findings of denial (e.g., "special adverse impact" finding), has been increased, as well. Now, instead of findings based on "substantial evidence" (e.g., any evidence in the record which would support the finding), the new, higher burden of proof in a writ proceeding is "preponderance of the evidence," which means that the majority of the evidence record must support the finding. Also, a city is prohibited from disapproving an application based on inconsistency with a zoning ordinance or general plan ("objective standards"), if either was amended after the application was deemed complete.

2. Elimination of Discretionary Review for Some Housing Projects

Ministerial permit review only assesses whether the project is consistent with existing general plan and zoning rules, as well as meet standards for building quality, health, and safety; for example, issuance of a building permit is ministerial. Generally the more complex and larger the proposed housing project, the more likely that various discretionary permit applications will be required to address impacts on the community, as opposed to "over the counter" ministerial review. As a result, these projects are vetted through both public hearings and administrative review, and generally require discretionary approval in the form of a conditional use permit, tract

map, design review or site plan review permit, or similar Planning Commission level permit. Discretionary review increases the cost of development; accordingly, the New Affordable Housing Laws limit a city's discretionary review process for certain housing projects. Unfortunately, when discretionary review is eliminated, public input is also eliminated.

The New Affordable Housing Laws (under SB 35) require a streamlined, ministerial approval process for certain multi-family housing projects, under the following circumstances:

- (1) The proposed development is (i) a multifamily housing development (ii) affordable, and (iii) meets objective zoning and design review standards;
- (2) The proposed site is (i) zoned for residential uses and (ii) within or adjacent to an urban area; and
- (3) The city (i) failed to issue building permits for its share of the regional housing needs assessment, pro-rated to that point in the reporting period, or (ii) failed to submit its annual Housing Element report for the past two years.

The following development sites are exempt from SB 35: (1) coastal zones, (2) farmland, (3) wetlands, (4) specific mapped very high and high fire hazard severity zones, (5) hazardous waste sites, (6) earthquake fault zones, (7) flood plains, (8) floodways, (9) habitat for protected species, or (10) lands under a conservation easement or part of a natural community conservation plan, among others. Additional site exclusions include:

- (1) Sites on which previous housing occupied by tenants was demolished within the last 10 years;
- (2) Sites with existing rental housing occupied by tenants in the last 10 years which would have to be demolished to allow the development;
- (3) Sites with historical structures which would have to be demolished to allow the development;
- (4) Sites subject to mobile home residency law or recreational vehicle occupancy laws.

If the developer's application fails to meet the specifications for streamlined approval, the City must provide written documentation to the developer regarding which standards the proposed development conflicts with, within specified periods of time: 60 days for projects less than 150 units; 90 days for projects of more than 150 units.. If the City does not meet those deadlines, the development shall be deemed approved.

The streamlined approval process for an applicable project must be completed within 90 days (for projects of less than 150 units) or 180 days (for projects of more than 150 units). No CEQA review is required. While design review and public review or oversight can be part of the process (but no public hearing can be required), the project must be approved if it complies with objective standards of development which were in place before the development application was submitted.

Unlike the other bills, SB 35 is automatically repealed on January 1, 2026.

3. Workforce Housing Opportunity Zones & Housing Sustainability Districts

Both SB 540 and AB 73 streamline the development of affordable housing by creating a process for cities to dedicate specific areas known as Workforce Housing Opportunity Zones (WHZO) where they will:

- (1) Develop a Specific Plan for development of 100-1,500 housing units (not to exceed 50% of the City's total RHNA);
- (2) Eliminate project-specific environmental review;
- (3) Provide economic incentives to spur development; and
- (4) Have reduced discretion to deny projects (but the WHZO can apply design review standards within the Specific Plan)

SB 540 authorizes cities to create a WHZO within an area of contiguous or non-contiguous parcels identified on a city's inventory of land as suitable for residential development. Projects within a WHZO must be approved ministerially within 60 days of being deemed complete if they comply with the WHZO Specific Plan, and provide for 30% affordable to moderate income units, 15% low income units and 5% very low income units. Once a city establishes a WHZO, the requirement for ministerial approval lasts for five years.

AB 73 authorizes cities to adopt a Housing Sustainability District ("HSD") within an "eligible location," defined as an area within one-half mile of public transit and served by existing infrastructure and utilities. A complete development application for a project within an HSD must be ministerially approved within 120 days, during the 10-year term of an HSD. HCD has specific oversight of an HSD.

4. New Authority to Create Inclusionary Housing Ordinances

In 2009, the court of appeal in *Palmer/Sixth Street Properties, L.P. v. City of Los Angeles* (2009) 175 Cal.App.4th 1396, held the Costa Hawkins Rental Housing Act ("Costa Hawkins") limits a city's ability to establish rent control by preventing cities from requiring private developers to restrict rent levels. AB 1505 ("the Palmer fix") overturns the 2009 appellate court ruling by expressly allowing cities to condition the development of residential rental units on the inclusion of a specified percentage of affordable units. If a City chooses to adopt such an ordinance, it must provide an alternative method of compliance, such as in-lieu fees, land dedication, offsite construction, and/or acquisition and rehabilitation of existing housing units.

AB 1505 gives the HCD the authority to review inclusionary housing ordinances that (1) were adopted or amended after September 15, 2017, (2) require more than 15% affordable housing, and (3) for which the City has met less than 75% of its RHNA, measured over at least a five year period or has failed to submit the annual Housing Element Report for two consecutive years. Upon review, HCD may require a city to undertake an economic feasibility study to prove the

ordinance does not unduly constrain the production of housing. If the economic feasibility study does not support the required findings or if the city does not submit an economic feasibility study, HCD may require the city to limit the applicability of its inclusionary housing ordinance and may cap the ordinance's required affordability percentage.

C. New Funding for Housing

SB 2, the "Building Homes and Jobs Act" and SB 3, the "Veterans and Affordable Housing Bond Act," may provide some funding for development of new housing.

SB 2 establishes a permanent funding source for affordable housing through a \$75 fee on each real estate transaction document, paper or notice (except for home sales), up to a maximum of \$225 per single transaction per single parcel. The recording fee is expected to generate approximately \$200-\$300 million per year for affordable housing. (Cities, counties and the state are exempt from most of these recording fees.); The funding collected through December 31, 2018 will be available to local agencies at 50% of the amounts collected, with the other 50% going to HCD; for funding collected after January 1, 2019, the amount available to local agencies increases to 70%, with the other 30% going to HCD. The purpose of the funds is to support planning and development of affordable housing, supportive housing, transitional housing and emergency shelters.

This is not grant funding to developers, but funding directly to cities and other local agencies. Starting in 2019, cities will submit their requests for their share of the funding to HCD, along with a description of the intended uses of the funds. Allocation of the 90% of the available funding follows the same formula used to determine shares of Community Development Block Grants (CDBG); but for cities in non-entitlement areas (such as South Pasadena), allocations will be distributed by HCD through a competitive program. The remaining 10% of the funding is allocated equally among non-entitlement areas.

Finally, SB 3 authorizes a \$4 billion general obligation bond to fund affordable housing programs, which will be placed on the November 2018 ballot for voter approval.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are no fiscal impacts associated with this report.

Public Notification of Agenda Item

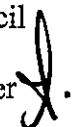

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: March 21, 2018
TO: Honorable Mayor and City Council
VIA: Stephanie DeWolfe, City Manager 
FROM: David G. Watkins, Director of Planning & Building 
SUBJECT: **Inclusionary Housing and Commercial Linkage Fee Programs**

Recommendation Action

It is recommended that the City Council receive and file this report.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

As cities grapple with responding to state mandates for affordable housing, some regulatory tools have received new prominence.

Inclusionary housing ordinances requires that a given share of new housing construction be affordable to low and moderate income households. Commercial linkage fees are levied against non-residential construction to help fund affordable housing, based on the number of new jobs a development will create.

The attached report by Kathe Head, Managing Partner of Keyser Marston, Inc., explains how these programs work.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this report.

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: Inclusionary Housing & Commercial Linkage Fee Programs

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KEYSER MARSTON ASSOCIATES
ADVISORS IN PUBLIC/PRIVATE REAL ESTATE DEVELOPMENT

MEMORANDUM

ADVISORS IN:
Real Estate
Redevelopment
Affordable Housing
Economic Development

To: David Watkins, Director of Planning & Building
City of South Pasadena

SAN FRANCISCO
A. Jerry Keyser
Timothy C. Kelly
Kate Earle Funk
Debbie M. Kern
Reed T. Kawahara
David Doezeema

From: Kathleen Head

Date: March 14, 2018

LOS ANGELES
Kathleen H. Head
James A. Rabe
Gregory D. Soo-Hoo
Kevin E. Engstrom
Julle L. Romey

Subject: Inclusionary Housing & Commercial Linkage Fee Programs

SAN DIEGO
Paul C. Marra

At your request, Keyser Marston Associates, Inc. (KMA) prepared the following analysis that summarizes the characteristics of affordable housing programs that could be used by the City of South Pasadena (City). The KMA analysis is organized as follows:

1. Background information is provided on residential and commercial development trends in South Pasadena.
2. The affordable housing requirements imposed on the City are identified.
3. A summary of the primary tools that are available to attract affordable housing development is provided. This summary includes the following:
 - a. A description of the affordable housing program that are currently available for use in South Pasadena;
 - b. A description of two programs that could potentially be adopted by the City. These programs are:
 - i. An Inclusionary Housing program or a Residential Linkage Fee program; and
 - ii. A Commercial Linkage Fee program.

4. An overview of Inclusionary Housing program characteristics is presented. This overview includes:
 - a. An identification of program requirements that are typically imposed.
 - b. Structuring issues are identified.
 - c. The options for fulfilling the defined affordable housing requirements are identified.
 - d. The issues associated with the potential for affordable housing to be produced are discussed. This discussion includes:
 - i. A description of the potential development constraints; and
 - ii. The potential impacts of the density bonus provided by California Government Code Sections 65915 – 65918 (Section 65915).
 - e. Inclusionary Housing program design recommendations are provided.
5. A Commercial Linkage Fee program summary is presented, and is organized as follows:
 - a. An overview of the Commercial Linkage Fee concept is provided.
 - b. The benefits that Commercial Linkage Fees provide to commercial development are summarized.
 - c. The analytical methodology that must be used to establish Commercial Linkage Fees is described.
 - d. An order-of-magnitude estimate of the potential Commercial Linkage Fee revenue is provided.
 - e. Commercial Linkage Fee program design recommendations are provided.

BACKGROUND

Residential Development

Affordable Housing

Between 2013 and 2017, 82 residential units were developed in South Pasadena; 81 units were targeted to above-moderate income households and one accessory dwelling unit (ADU) was constructed at the moderate income level. This exceeded the City's Regional Housing Needs Assessment (RHNA) goal of 25 above-moderate income units for the period between 2014 and 2021, and reduced the moderate income target by one unit.¹

The City's RHNA goal for affordable housing during the same period is as follows:

Income Category	Number of Units	% of Total
Very-Low Income	17	45%
Low Income	10	26%
Moderate Income	11	29%
Total	38	100%

The City's 2014 General Plan Housing Element Update identified five sites that could potentially be developed with 192 residential units. Thirty-eight (38) of these units were completed in 2017, which leaves four sites with the potential for 154 units during the Housing Element period. Based on this information, approximately 25% of the units identified in the Housing Element would need to be provided to fulfill the affordable housing goals identified in the RHNA. Of this total, nearly half of the units would need to be provided to very-low income households.

It is important to note that these estimates of the potential for housing production do not include the density bonus provided under Section 65915. Projects that meet defined affordable housing requirements can achieve a density bonus of up to 35%.

¹ The RHNA is prepared by the Southern California Association of Governments (SCAG).

Long-Term Housing Growth Potential

As part of the General Plan update, the City is evaluating the potential for 500 residential units to be built between 2018 and 2040. An Inclusionary Housing program would be focused on this potential future growth in residential development.

Commercial Development

A market analysis prepared in April 2017 in support of the General Plan & Mission Street Specific Plan Update concluded that demand for retail and office space far exceeds the amount that can be physically accommodated in South Pasadena. Based in part on this analysis, the City is evaluating growth projections for the period between 2018 and 2040 of 130,000 square feet of retail space and 300,000 square feet of office space. These growth projections would be applied in a nexus analysis prepared in support of a Commercial Linkage Fee program.

TOOLS FOR ATTRACTING AFFORDABLE HOUSING UNITS

The 2012 termination of redevelopment in California eliminated the most significant financial resource used by local jurisdictions to assist in the production of affordable housing. In addition, over the past several years the amount of Federal funding for affordable housing has steadily decreased. The primary tools that are currently available to assist in the production of affordable housing are:

1. The HOME and Community Development Block Grant (CDBG) programs offered by the United States Department of Housing and Urban Development (HUD). These funding sources are appropriated to the City by the Community Development Commission of the County of Los Angeles (CDC).
2. The Low-Income Housing Tax Program (Tax Credits) offered under Internal Revenue Code Section 42.
3. State funding sources such as the Affordable Housing and Sustainable Communities (AHSC) Program.
4. Affordable housing programs offered by the CDC, which are primarily focused on permanent supportive housing and homeless populations.

5. State and local bond issues targeted to the production of affordable housing and the provision of supportive services.

As Federal and State affordable housing program resources continue to decline, it has become increasingly important to identify alternative methods for providing affordable housing. Inclusionary Housing programs and Linkage Fee programs are tools that are commonly used by communities to add to the supply of affordable housing. Inclusionary Housing programs are directly tied to new residential development. Linkage Fee programs can be imposed on both new residential and commercial development.

Inclusionary Housing Programs vs Residential Linkage Fee Programs

Both Inclusionary Housing programs and Residential Linkage Fee programs impose requirements on market rate residential development, and both have the fundamental objective of adding to the supply of affordable housing. However, the two types of programs approach the affordable housing issue in the following different ways:

1. Inclusionary Housing Programs:
 - a. Inclusionary Housing programs are focused on requiring the developers of new residential projects to fulfill affordable housing production requirements.
 - b. An Inclusionary Housing program's affordable housing requirements can be imposed in a variety of different ways, including on-site production within the market rate project, off-site production, payment of a fee in lieu of producing affordable housing, land donation, and the acquisition and rehabilitation of existing market rate units.
 - c. Inclusionary Housing programs can be used to fulfill a community's existing and future need for affordable housing.
2. Residential Linkage Fee Programs:

- a. A Residential Linkage Fee must comply with the requirements imposed by the "Mitigation Fee Act".² This means that the Fee must be directly tied to the increased need for affordable housing created by new market rate residential development.
- b. The affordable housing need created by market rate housing is directly tied to the demand for goods and services created by the residents in the new residential development projects. The concept is as follows:
 - i. As the needs for goods and services increases, the demand for low and moderate income workers increases.
 - ii. The increased number of low and moderate income households creates demand for housing that is affordable to those households.
- c. Residential Linkage Fees are revenue based. They do not include an affordable housing production option.
- d. Residential Linkage Fees cannot be used to fulfill existing affordable housing needs within a community.

It is not advisable to adopt both an Inclusionary Housing program and a Residential Linkage Fee program, because that would likely impose an untenable financial burden on residential development. It is KMA's opinion that it would be more advantageous to create an Inclusionary Housing program than a Residential Linkage Fee program for the following reasons:

1. Inclusionary Housing programs have the flexibility to be structured to meet current and future unmet needs for affordable housing, without regard for the cause of the shortfall.
2. Inclusionary Housing programs typically include an in-lieu fee option. In-lieu fee revenues can be structured to generate more revenue than could be produced by a Residential Linkage Fee.

² The Mitigation Fee Act is codified in California Government Code §66000 et seq.

Commercial Linkage Fee Programs

A Commercial Linkage Fee is directly tied to the development of new commercial uses in a community. The fundamental concept is that the development of new commercial uses will generate new employment, and that a percentage of the new employees will create an increased demand for affordable housing units.

The purpose of a Commercial Linkage Fee is to apportion the financial responsibility for a part of the increased need for affordable housing to the commercial uses that create that additional demand. As is the case with Residential Linkage Fee programs, Commercial Linkage Fee revenue can only be used to meet the community's future needs for affordable housing. It is therefore necessary to identify the nexus between new commercial development and the increased need for affordable housing.

It is important to note that Commercial Linkage Fee programs are primarily found in Northern California jurisdictions. Currently, only four Southern California jurisdictions have enacted Commercial Linkage Fee programs.³

INCLUSIONARY HOUSING PROGRAMS

Over 170 jurisdictions in California currently include an Inclusionary Housing program as a component in their overall affordable housing strategy. While the unifying foundation of these programs is the objective to attract affordable housing development, the characteristics of these programs vary widely from jurisdiction-to-jurisdiction. The following sections of this analysis describe typical characteristics of Inclusionary Housing programs.

Basic Inclusionary Housing Program Parameters

1. The vast majority of the California Inclusionary Housing programs impose affordable housing requirements on a mandatory basis. However, some programs limit the requirements to projects that are requesting a General Plan modification, a zone change, a density bonus, and/or other variances from the jurisdiction's zoning code requirements.

³ The City of Los Angeles recently adopted a Commercial Linkage Fee program. The cities of Santa Monica, West Hollywood and San Diego have existing programs.

2. Recognizing that Inclusionary Housing programs are intended to reduce the unmet need for affordable housing, it is useful to base the requirements on the need for affordable housing identified by tools such as the RHNA.
3. As a result of the following court rulings and recent State legislation, Inclusionary Housing requirements can be imposed on both ownership housing and rental housing:
 - a. In 2015, the California Supreme Court ruled that Inclusionary Housing obligations that are imposed on ownership housing developments are land use restrictions that are a valid exercise of a jurisdiction's zoning powers.⁴
 - b. Rental Housing Development:
 - i. In 2009, the California Court of Appeal ruled that affordable housing requirements being imposed by the City of Los Angeles on rental housing development violated the Costa-Hawkins Rental Housing Act.⁵ That ruling effectively acted to prohibit the imposition of Inclusionary Housing requirements on rental housing developments.
 - ii. Assembly Bill (AB) 1505, which is otherwise known as the "Palmer Fix", was signed into law in September 2017.⁶ This new legislation provides jurisdictions with the ability to adopt ordinances that impose Inclusionary Housing requirements on rental projects.
4. Historically, the courts have determined that the affordable housing requirements imposed by an Inclusionary Housing program cannot deprive property owners of "all economically beneficial use" of their property. However, since the courts have not defined all economically beneficial use, it is advisable to apply standards that are similar to those applied by other California jurisdictions that have implemented Inclusionary Housing programs.

⁴ *California Building Industry Association v. City of San Jose*, 61 Cal 4th 435 (*San Jose*).

⁵ *Palmer/Sixth Street Properties L.P. v. City of Los Angeles*, 175 Cal. App. 4th 1396 (*Palmer*).

⁶ AB 1505 amends California Government Code Section 65850 and adds Section 65850.01.

Inclusionary Housing Program Structuring Issues

1. In California, the majority of Inclusionary Housing programs include a threshold project size below which projects are not subject to the affordable housing production requirements. Common thresholds fall between three and 10 units.
2. It can be advantageous to establish different affordable housing requirements for ownership and rental development:
 - a. The income and affordability restrictions for ownership housing projects are generally set at the moderate income level. This is done as a reflection of the fact that moderate income households are likely to have more discretionary income to devote to the ongoing costs associated with home ownership than that of lower income households.
 - b. Rental housing developments are well suited for affordable housing requirements that are set at the very-low and low income levels.
3. The affordability standards imposed by Inclusionary Housing programs vary widely throughout California. The majority of programs have established standards in the range of 10% to 20% of the units in projects that will be subject to the requirements. However, the following policy issues must be considered:
 - a. For rental projects, AB 1505 provides the California Housing and Community Development Department (HCD) with a review right if the program imposes requirements that exceeds 15% percent of the units in the project, and/or the income level is set at a more stringent standard than 80% of the area median income.
 - b. An Inclusionary Housing program's income and affordability standards should be set at levels that do not constrain residential development. As a best practice, a financial feasibility analysis should be prepared as part of the Inclusionary Housing program's adoption process.
 - c. Inclusionary Housing requirements have a disproportionate impact on smaller projects, because there are fewer market rate units available to spread the impact created by the income and affordability standards. A sliding scale requirement can mitigate these impacts.

4. The length of the covenant period imposed on Inclusionary Housing units varies from jurisdiction-to-jurisdiction. The California Health and Safety Code Section 33413 standard of 45 years for ownership housing units and 55 years for rental units is commonly used. However, both shorter and longer covenant periods are imposed on Inclusionary Housing programs throughout California.

Inclusionary Housing Program Options

Inclusionary Housing programs focus on the production of affordable housing units by imposing specific requirements on new development. To comply with the findings in the *San Jose* case, and the requirements imposed by AB 1505, Inclusionary Housing programs must offer developers a range of options for fulfilling the affordable housing requirements. The following options are commonly provided:

1. For the on-site production of Inclusionary Housing units, the following wide range of requirements are imposed by jurisdictions throughout the State:
 - a. On-site affordable housing units are sometimes required to be indistinguishable from the market rate units.
 - b. In some programs, the comparability is limited to the exterior improvements and the number of bedrooms included in the unit.
2. AB 1505 requires Inclusionary Housing requirements imposed on rental units to include an option to fulfill the affordable housing requirement in an off-site location. This option may be difficult to use in South Pasadena due to the built-out nature of the city. However, it is useful to understand the requirements commonly imposed under this option:
 - a. The site for the affordable housing units are required to be located within a defined distance from the market rate project.
 - b. Specific scope, design, building quality and maintenance standards are imposed on all off-site affordable housing development. The off-site development is required to reflect the housing needs of the local low and moderate income population.

- c. Recognizing that the affordable housing product type will likely vary significantly from the market rate housing development, the required percentage of affordable housing units is sometime increased by a defined amount for projects that exercise an off-site option.
3. A fee can be paid in lieu of producing any affordable housing units. In some communities the in-lieu fee option is provided by right, while other communities require the developer to prove that producing the affordable housing units would create an untenable financial burden.
4. A land donation option is sometimes provided. For this to be successful, the land should be required to be located in an area that is conducive to residential development, and that does not already have an over concentration of affordable housing units.
5. Some Inclusionary Housing programs allow developers to fulfill the affordable housing requirements by acquiring an existing apartment project, rehabilitating the units, and then imposing income and affordability covenants. This option should only be allowed under the following circumstances.
 - a. The existing units in the project should be subject to substantial building code violations;
 - b. All of the units should be required to have been vacant for a defined time period;
 - c. The direct rehabilitation costs should be required to exceed 25% of the market value of the units after the rehabilitation is completed;⁷ and
 - d. The rents charged for the designated affordable units in the project should be a defined percentage less the achievable market rents for the units.

⁷ Based on the California Health and Safety Code Section 33413(2)(A)(iv) definition of substantial rehabilitation.

Inclusionary Housing Production Potential

Development Constraints

There is a commonly held theory that the adoption of an Inclusionary Housing program will have a negative impact on the production of residential units. To test this theory KMA compiled building permit data from Pasadena, Santa Monica, West Hollywood and San Diego for the 10 years preceding and following the adoption of an Inclusionary Housing program.

The result of that analysis was that there is no evidence that the adoption of an Inclusionary Housing program had any impact on development activity. Housing production increased and decreased before and after Inclusionary Housing requirements were adopted. These swings are clearly attributable to factors unrelated to the imposition of affordable housing requirements.

Section 65915 Density Bonus

General Requirements

Section 65915 provides density bonuses based on the percentage of income-restricted units proposed to be included in a project. The affordability percentage is calculated against the number of units permitted under the property's base zoning standards.

The density bonuses and affordability requirements are shown in the following table:

	Income Standard		
	Very-Low	Low	Moderate ⁸
Minimum Density Bonus	20%	20%	5%
Affordable Housing %	5%	10%	10%
Maximum Density Bonus	35%	35%	35%
Affordable Housing %	11%	20%	40%

⁸ Section 65915 only allows moderate income units to be used to obtain a density bonus for ownership housing projects.

Section 65915 requires the affordable rents and sales prices to be set using the calculation methodologies defined in California Health and Safety Code Sections 50053 and 50052.5, respectively. The net affordable rents and sales prices that are currently applicable to Section 65915 density bonus projects are as follows:

	Income Standard		
	Very-Low	Low	Moderate
<u>Rental Units</u>			
Two-Bedroom Units	\$680	\$826	N/A
Three-Bedroom Units	\$750	\$912	N/A
<u>Ownership Units</u>			
Two-Bedroom Units	\$67,400	\$118,100	\$266,300
Three-Bedroom Units	\$73,200	\$129,600	\$294,200

Section 65915 Density Bonus Coupled with an Inclusionary Housing Requirement

South Pasadena is a largely built-out city. As discussed previously, the City is currently evaluating the potential for 500 residential units to be built between 2018 and 2040. For reference purposes, if it is assumed that a 15% Inclusionary Housing requirement is applied, upwards of 75 affordable units could be generated. However, it is important to take the following issues into account:

1. If an Inclusionary Housing program is enacted, it is very likely that some developers will use the Section 65915 density bonus to mitigate the impact created by the program's requirements. If the 35% maximum bonus is applied to the 500 unit growth estimate, residential development would total 675 units.
2. An Inclusionary Housing production requirement must be calculated against the number of units permitted under the property's base zoning standards. The affordable housing requirement cannot be applied to density bonus units.⁹ Thus, under the production scenario being discussed, residential production would include 600 new market rate units and 75 affordable housing units.

⁹ *Latinos Unidos del Valle de Napa y Solano v. County of Napa*, 217 Cal. App. 4th 1160 (Napa).

It is important to note that even if the City does not enact an Inclusionary Housing program, it is possible that some developers may apply for Section 65915 density bonuses. For analysis purposes, if it is assumed that the developers of all 500 units being evaluated in the growth projection apply for the 35% maximum Section 65915 density bonus, the following production of residential units would occur:

1. A total of 675 residential units would be developed.
2. To meet the affordability standards imposed by Section 65915, the following number of affordable units would need to be provided within the 675 unit total:
 - a. 55 very-low income rental or ownership units; or
 - b. 100 low income rental or ownership units; or
 - c. 200 moderate income ownership units.

Inclusionary Housing Program Recommendations

The following concepts should be considered in designing an Inclusionary Housing program:

1. The public good created by the provision of affordable housing should be balanced against the economic impact that will be experienced by property owners.
2. Any alternatives offered to the provision of on-site affordable housing units should be economically comparable to the net cost associated with providing the Inclusionary Housing units on site within proposed market rate projects.
3. A phase-in period should be provided to mitigate the impacts experienced by developers that purchased properties before the Inclusionary Housing program was adopted. For example:
 - a. The City of Pasadena phased in the Inclusionary Housing Ordinance under the following terms:

- i. Projects that had received discretionary approvals prior to the adoption of the Inclusionary Housing Ordinance were exempted from the affordable housing requirements if the project was completed within the timeline identified in the discretionary approval.
- ii. For the 12 months following the effective date of the Inclusionary Housing Ordinance, the affordable housing requirement was reduced from 15% to 6%.
- b. The Linkage Fees recently adopted in the City of Los Angeles provided the following phase-in provisions:
 - i. All projects that had filed a complete entitlement application when the program was adopted were exempted from the Fee payment requirement.
 - ii. The requirement is being phased in over a six-month period. This provides developers with lead time to negotiate land prices with full knowledge of the program requirements.

The key components that should be included in an Inclusionary Housing program are:

1. The minimum project size that will trigger the Inclusionary Housing requirements should be identified. As mentioned previously, minimum project size requirements commonly fall within the range of three to 10 units.
2. The income and affordability covenants that will be imposed on ownership and rental housing projects should be identified.
3. The length of the covenant periods that will be imposed on ownership and rental units should be established.
4. The options to the on-site production of the Inclusionary Housing units should be defined, and parameters for use of the options should be identified.

5. The most successful Inclusionary Housing programs are based on a clear set of administrative procedures. Consistent application of clear guidelines allows developers to factor in the programs' impacts as part of the due diligence process related to property acquisition:
 - a. An administrative procedures manual should be created and updated periodically to reflect changes in economic and demographic characteristics that occur over time.
 - b. Economic and demographic conditions will change over time. The parameters imposed by an Inclusionary Housing program should be reviewed and updated periodically. It may be advisable to time the updates to coincide with each Housing Element update.
6. A staffing plan should be created for managing the development process and the ongoing monitoring of the Inclusionary Housing units once they are built.

COMMERCIAL LINKAGE FEE PROGRAMS

Overview

As discussed previously, a Commercial Linkage Fee is an Impact Fee that is subject to the requirements imposed by the Mitigation Fee Act. To adopt and implement a Commercial Linkage Fee program, it is necessary to document the linkages among:

1. The construction of new commercial uses;
2. The employees that work in the new commercial uses; and
3. The increased demand for affordable housing.

Since the jobs in commercial projects cover a range in compensation levels, and the workers' households range in size, housing needs are generated at all affordability levels. To fulfill the Mitigation Fee Act requirements, a nexus analysis must be prepared that quantifies the need for affordable housing created by each type of commercial use.

Benefits of Affordable Housing to Commercial Projects

The primary objective for adopting and implementing a Commercial Linkage Fee program is to increase the amount of affordable housing within South Pasadena. This increase in affordable housing benefits commercial projects by strengthening the local jobs-housing balance. With a larger and more diverse pool of South Pasadena residents to draw upon, employers will have increased ability to fill job openings.

A lack of local affordable housing can result in overcrowded living conditions, or workers that must endure long commutes. Both of these conditions affect a worker's quality of life, which may ultimately force a worker to quit their job. Giving workers access to affordable housing opportunities close to their place of employment can result in greater workplace stability, and less worker turnover for the employer. It has been estimated that it can cost between 15% and 30% of a worker's annual salary to replace that worker. As such, reducing worker turnover through the development of affordable housing can produce meaningful cost savings for employers.

Nexus Analysis Methodology

A nexus analysis must be prepared to determine the maximum Commercial Linkage Fee amount that can be assessed to each commercial building type. Some other key concepts that must be considered in a nexus analysis prepared in support of a Commercial Linkage Fee are:

1. An Impact Fee can only address the housing needs of a new population. It cannot be used to mitigate existing needs for affordable housing.
2. Commuting patterns influence the locations where the new employees will choose to live.
3. The development of new commercial uses can generate indirect employment growth, which in turn generates the need for additional affordable housing units.
4. Labor force participation can change over time. This impacts the number of persons per household that are members of the workforce.
5. Economic cycles influence the amount and type of commercial growth that will occur in an area over time.

A nexus analysis prepared in support of a Commercial Linkage Fee to be imposed by the City would be based on prototype retail and office developments of types that are anticipated to be developed in South Pasadena. The analysis methodology can be described as follows:

1. An estimate of the total number of employees working in each prototype project is made based on data pertaining to average employment densities.
2. Occupation and income information is compiled for the typical job types in the retail and office uses being studied, and then the information is used to calculate how many of those jobs pay compensation at the Extremely Low to Moderate Income levels.¹⁰
3. Many workers are members of households where more than one person is employed, and household sizes vary. To account for this, factors are derived from the United States Census to translate the number of workers into households of various sizes in each income category.
4. The number of Extremely Low, Very-low, Low and Moderate Income households associated with the project is estimated. These numbers are divided by the prototype project's size to arrive at coefficients of housing units per square foot of building area.
5. In the last step, the identified number of households is multiplied times the net cost per square foot associated with producing housing units affordable to these income groups. This represents the maximum Commercial Linkage Fee amounts that can be charged for retail and office uses.

Commercial Linkage Fee Recommendations

If the City decides to adopt a Commercial Linkage Fee, the following structuring issues should be considered:

¹⁰ The data is provided for Los Angeles County by the California Employment Development Department and the United States Bureau of Labor Statistics.

1. The Commercial Linkage Fee amounts for retail and office projects should be set at the lesser of the following amounts:
 - a. The amounts supported by a nexus analysis prepared under the applicable requirements of the Mitigation Fee Act; or
 - b. Amounts that are deemed financially feasible based on analyses prepared as an adjunct to the nexus analysis; or
 - c. Amounts that do not constrain the competitiveness of South Pasadena to attract desired development types. In evaluating this factor, it is important to remember that only four Southern California jurisdictions currently impose Commercial Linkage Fee requirements.
2. The allowable uses of the Commercial Linkage Fee revenues should be identified when the program is adopted. One potential use of the funds is to provide financial assistance to the housing developed under the requirements imposed by an Inclusionary Housing program.
3. As a practical matter, the amount of Commercial Linkage Fee revenue that will be collected is completely dependent on the timing of commercial development. It may take an extended time period to collect sufficient revenue to be able to assist in the production of affordable housing units. However, it should be noted that the Mitigation Fee Act does not impose a specific deadline on the expenditure of Impact Fees that are collected.
4. For example, the Commercial Linkage Fee that was recently adopted by the City of Los Angeles is set at a maximum of \$5 per square foot of building area. If that amount is applied to the 130,000 square feet of retail and 300,000 square feet of office development projected to be developed in South Pasadena by 2040, the cumulative Commercial Linkage Fee revenue would total \$2.15 million.
5. A phase-in period should be provided to mitigate the impacts experienced by developers that purchased property before the obligations were adopted. The phase-in should mirror the period used in an Inclusionary Housing program.

6. The Commercial Linkage Fee amounts should be adjusted annually to keep pace with upward and downward changes in economic conditions. Commonly used adjustment indexes are:
 - a. The Building Cost Index published by the Engineering News Record;
 - b. The Construction Cost Index published by the Engineering News Record;
and
 - c. The Consumer Price Index published by the United States Bureau of Labor Statistics.

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