



**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, June 6, 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 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: 2

B. Anticipated Litigation

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

Number of Anticipated Cases: 2

C. Existing Litigation

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

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

D. 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, Terms

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.

6/1/2018

Date

Natalie Haworth
Natalie Haworth, CMC



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

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

Wednesday, June 6, 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:** Councilmember Mahmud
**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*
- PLEDGE OF ALLEGIANCE:** Councilmember Mahmud
- A. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately

PRESENTATIONS

- 1. Fire Department Badge Pinning of Firefighters/Paramedics Corbin Cutshaw and Adam Tregenza**
- 2. Certificate of Recognition to James Reynolds for Winning a Daytime Emmy Award and Invaluable Contributions to the South Pasadena Arts Council**
- 3. Announcement of 5th Grade Winners of the Festival of Balloons 4th of July Poster Contest Depicting the Theme "Our Schools – Pride of South Pasadena"**

COMMUNICATIONS

4. 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.

5. City Manager Communications

6. Reordering of and Additions to the Agenda

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

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

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

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

CONSENT CALENDAR

7. Minutes of the City Council Meeting of May 16, 2018

Recommendation

Approve the minutes of the May 16, 2018 City Council Meeting.

8. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 202885 through 202959 in the amount of \$186,376.18; General City Warrants Nos. 202960 through 20372 in the amount of \$568,226.62; Payroll dated May 18, 2018, in the amount of \$564,479.64; and Payroll dated June 1, 2018, in the amount of \$721,159.14.

9. Approval of City Memberships to Regional, State, and National Organizations

Recommendation

Approve the City's membership to various regional, State, and national organizations for Fiscal Year 2018-19.

10. Adoption of a Resolution in Support of the South Pasadena Preservation Foundation Holding the Historical Covenants for the Caltrans Surplus Properties

Recommendation

Adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, in support of the South Pasadena Preservation Foundation to hold the Historical Covenants for the California Department of Transportation Surplus Properties."

11. Approve a Lease of 700 Acre-Feet of Unused Fiscal Year 2017-18 Water Production Rights with Valley County Water District in an Amount of \$513,912

Recommendation

1. Authorize the City Manager to execute the lease agreement between the City of South Pasadena and Valley County Water District to lease 700 acre-feet of unused Fiscal Year 2017-18 water production rights in an amount of \$513,912.
2. Authorize the City Manager to execute and file the Temporary Assignment or Lease of Water Rights between the City of South Pasadena and Valley County Water District with the Main San Gabriel Basin Watermaster.

12. Adoption of a Resolution Approving a Grant for State Funded Project No. 00141S for the Systemic Safety Analysis Report Program for the City of South Pasadena Awarded by California Department of Transportation

Recommendation

Authorize the City Manager to execute a grant for State funded Project No. 00141S for the Systemic Safety Analysis Report Program for the City of South Pasadena awarded by California Department of Transportation.

13. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Arroyo Seco Bicycle and Pedestrian Trail Project and Authorization to Release Retention Payment to Sully-Miller Contracting Company in the Amount of \$85,331.17

Recommendation

1. Accept the Arroyo Seco Bicycle and Pedestrian Trail Project 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 Sully-Miller Contracting Company in the amount of \$85,331.17.

PUBLIC HEARING**14. Public Hearing for Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2018-19**Recommendation

After receiving testimony at the Public Hearing, adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, confirming the Fiscal Year 2018-19 annual levy and collection of assessments certain maintenance in an existing District pursuant to the Provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California.”

15. Approval of a Resolution Adopting the Fiscal Year 2018-19 Budget and Capital Improvement PlanRecommendation

Adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, adopting the Fiscal Year 2018-19 Budget” and the Capital Improvement Plan.

ACTION/DISCUSSION**16. Award of Contract to R C Foster Corporation for Design Build Construction of the Wilson Reservoir Wellhead Treatment System in an Amount Not-to-Exceed \$2,348,000**Recommendation

1. Accept a proposal dated May 17, 2018, from R C Foster Corporation for design build construction of the Wilson Reservoir Wellhead Treatment System Project.
2. Reject all other proposals received.
3. Authorize the City Manager to enter into a contract for an amount not-to-exceed \$2,348,000 for the design build Project.

17. Receive Input on the 2018-2021 Draft South Pasadena Plan to Prevent and Combat HomelessnessRecommendation

Provide input and receive public comment on the 2018-2021 Draft South Pasadena Plan to Prevent and Combat Homelessness. The final Plan will be presented for adoption at the June 20, 2018 City Council Meeting.

18. Approval of South Pasadena Chamber of Commerce Request for One-Time Allocation of Business Improvement Tax Funds in the Amount of \$22,000 for the 2019 Eclectic Music Festival

Recommendation

Approve a request from the South Pasadena Chamber of Commerce for a one-time allocation in the amount of \$22,000 of Business Improvement Tax funds to support the 2019 Eclectic Music Festival.

19. Adoption of a Resolution Proclaiming Ronald Koertge as Poet Laureate for the City of South Pasadena

Recommendation

Adopt a resolution entitled “A resolution of the City Council of the City of South Pasadena, California, proclaiming Ronald Koertge as Poet Laureate for the City of South Pasadena.”

20. First Reading and Introduction of an Ordinance Reauthorizing the City’s Public, Educational, and Governmental (PEG) Access Support Fee

Recommendation

Read by title only for first reading, waiving further reading, of an ordinance entitled “An ordinance of the City Council of the City of South Pasadena, California, reauthorizing the City’s Public, Educational, and Governmental (PEG) Access Support Fee.”

REPORTS

21. Update on Compliance with California State Water Resources Control Board 1,2,3-TCP Water Regulations, Water Quality Reports, and Review of Interim Water Discoloration Mitigation Measures

Recommendation

Receive and file the update on compliance with California State Water Resources Control Board 1,2,3-TCP water regulations, water quality reports, and review of interim water discoloration mitigation measures.

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

June 20, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
July 4, 2018	CANCELED		
July 18, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
August 1, 2018	CANCELED		

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.

6/1/2018

Date

Natalie Haworth
Natalie Haworth, CMC

ITEM NO. 7

Wednesday, May 16, 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, May 16, 2018, at 7:34 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: City Manager DeWolfe; City Attorney Highsmith; City Clerk Zneimer; and Chief City Clerk Donohue were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

INVOCATION

Councilmember Cacciotti gave the invocation.

PLEDGE OF ALLEGIANCE

Outgoing Youth Commissioners Dawson Galluzzi and Will Hoadley-Brill, led the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS**1. Closed Session Announcements**

The Regular Closed Session of the City Council of May 16, 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)(2):

Number of Anticipated Cases: 2

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

Property: Temporary Lease of 700 a/f of City 2017/2018 water rights

Agency Negotiators: City Manager Stephanie DeWolfe

Negotiating Party: Valley County Water District
City of Arcadia

Under Negotiation: Price and Terms

D. 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, Terms

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

Properties: 307 San Pascual Avenue, South Pasadena, CA 91030
(APN Nos. 5716-021-005, 5716-021-005 & 5716-022-039)

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

Negotiating Party: Melinda Blue

Under Negotiation: Price and Terms

Melinda Blue & Tom Sherman, South Pasadena Residents, spoke on Item E.

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 Certificates of Appreciation to Outgoing Youth Commissioners Sofie Dreskin, Dawson Galluzzi, Will Hoadley-Brill, and Luke Quezada for service on the South Pasadena Youth Commission**

Mayor Schneider presented Certificates of Appreciation to Outgoing Youth Commissioners, Dawson Galluzzi and Will Hoadley-Brill, for their service on the South Pasadena Youth Commission. He noted outgoing Commissioners Sofie Dreskin and Luke Quezada were unable to attend the City Council meeting.

3. Presentation of a Proclamation Declaring May 20-26, 2018 as "Public Works Week" in the City of South Pasadena

Mayor Schneider presented a Proclamation to Acting Public Works Director Casillas, representing the City of South Pasadena, declaring May 20-26, 2018 as "Public Works Week" in the City of South Pasadena.

Mayor Schneider requested that Item No. 25 be the next item on the agenda.

ACTION/DISCUSSION**25. Update on Compliance with State 1,2,3-TCP Water Regulations, Including Allocation of Funds for Water Purchase from MWD, and Review of Interim Water Discoloration Measures**

Acting Deputy Public Works Director Courdy, Water Operations Manager Tesfaye, Issam Najm, PhD, P.E., Water Quality & Treatment Solutions, Inc., and Andy Eaton, PhD, Technical Director/Vice President from Eurofins Eaton Analytical, LLC, presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the Public Comment period.

The following speakers expressed concern for the water quality in their homes, asked the City to remedy the situation as quickly as possible, asked City staff to look into potential rebates for water customers who are affected by the water discoloration, and encouraged all those effected by the water discoloration to report it to the Public Works Department:

1. Jessica Dawlaty, South Pasadena resident
2. Vu Nguyen, South Pasadena resident
3. Charles Raggio, South Pasadena resident
4. Alisa Kimble, South Pasadena resident
5. John Peters, South Pasadena resident
6. Bianca Richards, South Pasadena resident
7. Zhen Tao, South Pasadena resident
8. Linda Krausen, South Pasadena resident
9. Shlomo Nitzani, South Pasadena resident

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

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, BY CITY COUNCIL CONSENSUS, to look into a potential rebate for water customers who are affected by the water discoloration.

Councilmember Joe requested an additional water quality update at the next City Council meeting.

COMMISSION APPOINTMENTS

4. Commission Appointments

MOTION BY COUNCILMEMBER MAHMUD, SECONDED BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to appoint Deborah Howell-Ardila to the Cultural Heritage Commission for a partial term ending November 16, 2018 and Luther Luedtke to the Library Board of Trustees for a partial term ending December 31, 2018.

COMMUNICATIONS

5. Councilmembers Communications

Mayor Pro Tem Khubesrian discussed the history of 1,2,3-TCP and how different chemicals are effecting people's lives.

Councilmember Mahmud discussed recent complaints of speeding in the community and requested that the City look into purchasing an additional speed radar truck. She noted the public comment period is now open for the City's Local Hazardous Mitigation Plan.

Councilmember Joe discussed recent recognitions from the 4th of July/Festival of Balloons Committee and displayed photos from his recent attendance at the Mother's Day celebration at the South Pasadena Senior Center.

Councilmember Cacciotti displayed photos from the City receiving the Southern California Association of Governments Sustainability Award for Collaborative Partnership, South Pasadena Police Officers and Councilmembers testing out the new electric-assist bicycles, a tree being removed in the Southwest Hills area, and shared a video from the 626 Golden Streets event.

6. City Manager Communications

None.

7. Reordering of and Additions to the Agenda

Mayor Schneider requested that Item No. 26 take place before Item No. 24.

PUBLIC COMMENTS

Daniel Johnson, Managing Partner, 635 Prospect, LLC, discussed his recent claim to the City related to 635 Prospect Avenue.

Shlomo Nitzani, South Pasadena resident, shared the business card of Daniel J. Lafferty, County of Los Angeles Department of Public Works, who could potentially assist with the water quality issues in South Pasadena, requested a left turn lane on Diamond Avenue, requested to speak with Councilmember Mahmud about the Clean Power Alliance, and submitted a letter suggesting a parcel tax to help the City with street maintenance and repairs.

Beverly Biber, South Pasadena resident, discussed the upcoming Operation Cookie event at the Woman's Club of South Pasadena that benefits hospitalized, homeless, and special needs veterans.

CONSENT CALENDAR

City Manager DeWolfe stated Item No. 14 has an additional document regarding the resolution with a minor correction, minor additional contract language for Item Nos. 17 and 18 and an additional document for Item No. 21 which contains a minor change to the lease agreement.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM KHUBESRIAN, CARRIED 5-0, to approve the Consent Calendar Item Nos. 8-10, 12-15, 17-18, and 20-22, with Item Nos. 11, 16, 19, and 23 pulled for separate discussion.

8. Minutes of the City Council Meeting of May 2, 2018

Approved the minutes of the May 2, 2018 City Council Meeting.

9. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 202690 through 202733 in the amount of \$146,931.86; General City Warrants Nos. 202734 through 202884 in the amount of \$640,634.09; Payroll dated May 4, 2018, in the amount of \$593,353.31.

10. Withdrawal of Discretionary Fund Appropriation from Councilmember Joe for the Ray Bradbury Mural at the South Pasadena Public Library

Approved a request by Councilmember Joe to withdraw his discretionary fund appropriation in the amount of \$500, originally approved for the Ray Bradbury Mural at the South Pasadena Public Library.

12. Adoption of a Resolution Opposing the California Business Roundtable Tax Fairness, Transparency, and Accountability Act of 2018

Adopted Resolution No. 7553, opposing the Tax Fairness, Transparency, and Accountability Act of 2018 and consider endorsing "Committee to Protect Our Communities", a coalition opposing the ballot initiative.

13. Approval of Letters Opposing Senate Bill 831 (Wieckowski); Senate Bill 1469 (Skinner); and Assembly Bill 2890 (Ting) Relating to Accessory Dwelling Units

Approved letters opposing Senate Bill 831 (Wieckowski), Senate Bill 1469 (Skinner), and Assembly Bill 2890 (Ting) relating to Accessory Dwelling Units.

14. Adoption of a Resolution Supporting Assembly Bill 2538 (Rubio) Relating to Municipal Separate Storm Sewer Systems: Financial Capability Analysis: Pilot Project

Adopted Resolution No. 7554, supporting Assembly Bill 2538 (Rubio), as amended April 26, 2018, relating to Municipal Separate Storm Sewer Systems: Financial Capability Analysis: Pilot Project.

15. Memorandum of Agreement for Implementing the Coordinated Integrated Monitoring Program and Enhanced Watershed Management Plan for the Upper Los Angeles River Watershed Management Area

Authorized the City Manager to execute a Memorandum of Agreement with participating agencies to administer contracts related to the Coordinated Integrated Monitoring Program and Enhanced Watershed Management Plan for the Upper Los Angeles River Watershed Management Area.

17. Award of Contract to NV5 for Construction Management Services and Inspection Services for the Graves Reservoir Replacement Project in an Amount Not-to-Exceed \$705,424

1. Accepted a proposal dated February 7, 2017, from NV5 for construction management and inspection services for the Graves Reservoir Replacement Project and authorize the City Manager to execute the agreement with NV5 for an amount not-to-exceed \$705,424.
2. Rejected all other proposals received.

18. Authorize the Third Amendment with Arcadis US, Inc., for the Garfield Reservoir Replacement Project Construction Management and Inspection Services in an Amount Not-to-Exceed \$55,000 for a Total Not-to-Exceed Contract Amount of \$772,325.08

Authorized the City Manager to execute the third Contract Amendment with Arcadis U.S., Inc., in an additional not-to-exceed amount of \$55,000, for providing continued Construction Management and Inspection Services required through Garfield Reservoir Replacement Project completion and closeout.

20. Approval of a First Contract Amendment with Rangwala Associates for Additional Outreach and Extended Timeline for the General Plan and Downtown Specific Plan Update in an Amount Not-to-Exceed \$19,300

Approved a first contract amendment, subject to the approval by the City Attorney, with Rangwala Associates in an amount not-to-exceed \$19,300 for additional outreach and extended timeline for the General Plan and Downtown Specific Plan Update.

21. Approval of the Third Amendment to the Lease Agreement with All-Star Baseball School for the Batting Cage Facility to be Extended for a Three-Year Term, Plus Two Optional One-Year Extensions

Approved the Third Amendment to the Lease Agreement with All-Star Baseball School for the Batting Cage Facility to be extended for a three-year term, plus two optional one-year extensions.

22. Adoption of a Resolution Supporting Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018

Adopted Resolution No. 7555, supporting the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 and consider endorsing "Californians for Clean Water and Safe Parks" a coalition supporting the ballot initiative.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

11. Second Reading and Adoption of an Ordinance Amending South Pasadena Municipal Code Chapter 17 (Health and Sanitation) Article V (Smoking-Prohibited), Sections 17.52 (Definitions), 17.53 (Application to City-Owned Vehicles, Buildings and Facilities), 17.54 (Prohibition of Smoking in Public Parks), 17.56 (Prohibition of Smoking in Public Places), 17.57 (Reasonable Distance Required), 17.58-1 (Purchaser Identification), and Adding a New Section 17.56-1 (Smoking Prohibited on Public Sidewalks) and Amending Sections 17.80 (Purpose) and 17.92 (Smoking and Smoke Generally), of Article VIII (Smoke-Free Housing)

Mayor Schneider opened the Public Comment period.

Jessica Dawlaty, South Pasadena Resident, asked where individuals who live in apartments and don't have a vehicle can smoke.

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

Councilmembers and staff briefly responded to Ms. Dawlaty's comments.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to read by title only for second reading, waiving further reading, and adopt Ordinance No. 2322 amending the South Pasadena Municipal Code Chapter 17 Article V Sections 17.52, 17.53, 17.54, 17.56, 17.57 and 17.58-1 and adding a new Section 17.56-1, and amending Article VIII Sections 17.80 and 17.92 to:

1. Prohibit smoking in all public sidewalks, walkways, parkways, curbs and gutters;
2. Conform certain sections of the chapter to be consistent with state law;
 - a. The legal age to purchase tobacco and smoking products to 21, consistent with state law;
 - b. Clarify that "smoking" prohibitions apply to cannabis, consistent with state law (Health & Safety Code Section 11362.3); and
3. Add minor clean-up items such as clarification of definitions.

16. Award of Contract to Pacific Hydrotech Corporation for Construction of the Graves Reservoir Replacement Project in an Amount Not-to-Exceed \$9,312,400

Councilmembers discussed the item and Acting Deputy Public Works Director Courdy responded to questions.

Mayor Schneider opened and closed the Public Comment period, there being no one desiring to speak on this item.

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

1. Accept a bid dated February 13, 2018, from Pacific Hydrotech Corporation for construction of the Graves Reservoir Replacement Project.
2. Reject all other bids received.
3. Authorize the City Manager to enter into a contract for an amount not-to-exceed \$9,312,400.

19. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Garfield Reservoir Replacement Project and Authorization to Release Retention Payment to Pacific Hydrotech Corporation.

Councilmembers discussed the item and Acting Public Works Director Casillas responded to questions.

Mayor Schneider opened and closed the Public Comment period, there being no one desiring to speak on this item.

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

1. Accept the Garfield Reservoir Replacement Project 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 Pacific Hydrotech Corporation, in the amount of \$919,223.37.

23. Approve an Agreement with EVgo Services, LLC for the Installation of Two Publicly Available Electric Vehicle DC Fast Chargers, at the Hope and Mound Public Parking Lot

Councilmembers discussed the item and Principal Management Analyst Aceves responded to questions.

Mayor Schneider opened and closed the Public Comment period, there being no one desiring to speak on this item.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to conceptually approve an agreement with EVgo Services, LLC for the installation of two publicly available Electric Vehicle DC Fast Chargers, at the Hope and Mound Public Parking Lot and authorize the sole use of three parking spaces for the operation of the EV chargers for a ten-year term, with the delegation of authority to City Attorney Highsmith in consultation with Councilmember Mahmud, and City Manager DeWolfe, to review the final terms of the contract.

Mayor Schneider called for a brief recess at 9:50 p.m.

The meeting reconvened at 10:00 p.m.

REPORTS

26. Receive and File a Report on the Community Opinion Survey

Timothy McLarney, PhD, True North Research, presented the staff report and responded to City Council inquiries.

Mayor Schneider opened and closed the Public Comment period, there being no one desiring to speak on this item.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to receive and file a report on the recent Community Opinion Survey conducted by True North Research.

PUBLIC HEARING

24. Presentation Regarding Proposed Budget for Fiscal Year 2018-19

Principal Management Analyst Aceves introduced the item.

City Department Heads presented their individual department budgets and responded to City Council inquiries.

Mayor Schneider opened the Public Comment period.

Laurie Wheeler, South Pasadena Chamber of Commerce President & CEO, requested additional funding in the amount of \$22,000 from the Business Improvement Tax (BIT) Reserve Fund that would go towards improving future Eclectic Music Festivals.

Councilmembers discussed President Wheeler's comments and staff responded to City Council inquiries.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY MAYOR PRO TEM KHUBESRIAN, BY CITY COUNCIL CONSENSUS, to bring back a proposal at the next City Council meeting for the additional funds requested by the South Pasadena Chamber of Commerce.

Kim Hughes, Public Works Commissioner, thanked the City Council for including funds towards street improvements in the Fiscal Year 2018-19 Budget.

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

The City Council thanked City staff for their presentations.

ADJOURNMENT

Mayor Schneider adjourned the City Council Meeting at 11:46 p.m.

Evelyn G. Zneimer
City Clerk

Richard D. Schneider, M.D.
Mayor

Minutes approved by the South Pasadena City Council on June 6, 2018.



**City Council/
Redevelopment Successor Agency/
Public Financing Authority
Agenda Report**

ITEM NO. 8

DATE: June 6, 2018
FROM: Stephanie DeWolfe, City Manager *SD*
PREPARED BY: Mariam Lee Ko, Interim Finance Director *MLK*
SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$186,376.18, General City Warrants in the Amount of \$568,226.62 and Payroll in the Amount of \$1,285,638.78**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 202885 – 202959 \$ 186,376.18

General City Warrants:

Warrant # 202960 – 203072 \$ 568,226.62

Payroll 05-18-18 \$ 564,479.64

Payroll 06-01-18 \$ 721,159.14

Wire Transfers \$ -

RSA:

Prepaid Warrants \$ -

General City Warrants \$ -

Total \$ 2,040,241.58

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 05-18-18 and Payroll 06-01-18
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

	Fund No.	Date 06.06.18 Amounts		
		Prepaid	Written	Payroll
General Fund	101	76,430.74	149,678.39	608,972.24
Insurance Fund	103	50,000.00	10,230.00	
Street Improvement Program	104		41,009.31	
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205	2,000.00	942.81	16,216.92
Local Transit Return "C"	207	871.82	3,384.54	12,306.53
TEA/Metro	208			
Sewer Fund	210	358.60	589.12	21,813.50
CTC Traffic Improvement	211			
Street Lighting Fund	215	14,580.88	59,687.01	11,737.00
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220		27.00	
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		804.13	
Housing Authority Fund	228	2,755.60		
State Gas Tax	230	177.41	5,921.25	28,358.68
County Park Bond Fund	232		617.31	
Measure R	233		32,775.00	
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Streets Grant	249			
Capital Growth Fund	255			
CDBG	260			
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277		2,155.00	
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	7,999.84	260,405.75	93,010.35
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550	2,000.00		
Payroll Clearing Fund	700	29,201.29		493,223.56
Wire Transfer - Various Funds				
Column Totals		186,376.18	568,226.62	1,285,638.78
City Report Totals			2,040,241.58	

Recap by fund	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227	-	-	-
Column Totals		-	-	-
RSA Report Totals			-	
			Amounts	
		Prepaid	Written	Payroll
		186,376.18	568,226.62	1,285,638.78
Grand Report Total			2,040,241.58	

Richard D. Schneider M.D., Mayor


Mariam Lee Ko, Interim Finance Director

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

<u>Voided Checks</u>	
202338	\$55.00
202632	\$310.00

Accounts Payable

Check Detail

User: mfestejo
 Printed: 05/31/2018 - 11:44AM



Check Number	Check Date		Amount
AME0229 - Ameritas Line Item Account			
202953	05/31/2018		
Inv	P/R/E 5/27/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	Vision Ins. Jun-18	700-0000-0000-2268-000	2,967.12
Inv P/R/E 5/27/18 Total			2,967.12
202953 Total:			2,967.12
AME0229 - Ameritas Total:			2,967.12
ATCN9011 - AT & T Line Item Account			
202885	05/09/2018		
Inv	000011246388		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	CLAPDSOPAS 3/27-4/26/18	101-2010-2032-8150-000	318.42
Inv 000011246388 Total			318.42
Inv 000011264515			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	9391036942 3/27-4/26/18	101-2010-2032-8150-000	183.18
Inv 000011264515 Total			183.18
Inv 000011264516			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	9391036943 3/27-4/26/18	101-2010-2032-8150-000	183.37
Inv 000011264516 Total			183.37
202885 Total:			684.97
ATCN9011 - AT & T Total:			684.97
AT&T5011 - AT&T Line Item Account			
202909	05/18/2018		
Inv	248 134-6100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
05/01/2018	5/1-31/18	101-2010-2032-8150-000	9.36
Inv 248 134-6100 Total			9.36
Inv 331 841-0756			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	5/7 - 6/6/18	101-2010-2032-8150-000	33.12
Inv 331 841-0756 Total			33.12
Inv 331 841-0802			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	5/7 - 6/6/18	101-2010-2032-8150-000	33.12
Inv 331 841-0802 Total			33.12
202909 Total:			75.60
202927	05/23/2018		
Inv 626 405-0051			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	5/13 - 6/12/18	101-2010-2032-8150-000	598.86
Inv 626 405-0051 Total			598.86
Inv 626 441-6497			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2018	5/13 - 6/12/18	101-2010-2032-8150-000	226.86
Inv 626 441-6497 Total			226.86
Inv 626 577-6657			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2018	5/13 - 6/12/18	101-2010-2032-8150-000	53.65
Inv 626 577-6657 Total			53.65
202927 Total:			879.37
AT&T5011 - AT&T Total:			954.97
CIN4011 - AT&T --Cingular Wireless Line Item Account			
202895	05/17/2018		
Inv 287014917916x03			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2018	City Mobile Devices 2/9-3/8/18	500-6010-6710-8150-000	53.59
03/08/2018	City Mobile Devices 2/9-3/8/18	101-2010-2032-8150-000	320.54
Inv 287014917916x03 Total			374.13

Check Number Check Date **Amount**

Inv 287014917916x04

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/08/2018	City Mobile Devices 3/9-4/8/18	500-6010-6710-8150-000	54.06
04/08/2018	City Mobile Devices 3/9-4/8/18	101-2010-2032-8150-000	340.04

Inv 287014917916x04 Total 394.10

Inv 287014917916x09

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	City Mobile Devices 8/9-9/8/17	101-2010-2032-8150-000	420.00
09/08/2017	City Mobile Devices 8/9-9/8/17	500-6010-6710-8150-000	53.35

Inv 287014917916x09 Total 473.35

202895 Total: 1,241.58

202910 05/18/2018

Inv 287258938988x04

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	PW Cell Phones 3/20-4/19/18	500-6010-6711-8020-000	165.29
04/19/2018	PW Cell Phones 3/20-4/19/18	101-2010-2032-8150-000	597.36
04/19/2018	PW Cell Phones 3/20-4/19/18	500-6010-6710-8020-000	116.95

Inv 287258938988x04 Total 879.60

202910 Total: 879.60

202928 05/23/2018

Inv 287014917916x05

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	City Mobile Devices 4/9-5/8/18	500-6010-6710-8150-000	54.06
05/08/2018	City Mobile Devices 4/9-5/8/18	101-2010-2032-8150-000	325.04

Inv 287014917916x05 Total 379.10

Inv 287269956155x04

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/07/2018	Police Mobile Devices 3/7-4/6/18	101-2010-2032-8150-000	1,440.60

Inv 287269956155x04 Total 1,440.60

Inv 287269956155x05

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Police Mobile Devices 4/7-5/6/18	101-2010-2032-8150-000	1,617.49

Inv 287269956155x05 Total 1,617.49

202928 Total: 3,437.19

Check Number	Check Date		Amount
CIN4011 - AT&T --Cingular Wireless Total:			5,558.37
ATSS6010 - Athens Services Line Item Account			
202929	05/23/2018		
Inv	4978953		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Bus Stop Bench Trash Pick Up Services 4/18	205-8030-8024-8180-000	2,000.00
Inv 4978953 Total			2,000.00
202929 Total:			2,000.00
ATSS6010 - Athens Services Total:			2,000.00
BCCC2011 - BankCard Center Line Item Account			
202930	05/23/2018		
Inv	5082		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2018	CM Meeting Expenses - Briganti	101-1010-1011-8090-000	38.25
Inv 5082 Total			38.25
Inv	5082A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	CM Meeting Expenses - Mike & Anne's	101-1010-1011-8090-000	84.08
Inv 5082A Total			84.08
Inv	5082B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	CM Meeting Expenses - Briganti	101-1010-1011-8090-000	46.32
Inv 5082B Total			46.32
202930 Total:			168.65
202931	05/23/2018		
Inv	3513		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Training 4/26 - LA County Parks	101-8030-8031-8090-000	25.00
Inv 3513 Total			25.00
Inv	3513A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Job Posting Ads - American Public Works	101-2010-2013-8040-000	325.00
Inv 3513A Total			325.00

Check Number	Check Date		Amount
Inv 3513B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Job Posting Ads - CSMFO	101-2010-2013-8040-000	275.00
Inv 3513B Total			275.00
Inv 3513C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Annual Conf. Registration - M. Donohue CCAC	101-1020-1021-8090-000	485.00
Inv 3513C Total			485.00
Inv 3513D			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Library Bookmarks - GotPrint.com	101-8010-8011-8050-000	90.11
Inv 3513D Total			90.11
Inv 3513E			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2018	CA County Directory Book - CA Court Assn.	101-4010-4011-8020-000	36.00
Inv 3513E Total			36.00
Inv 3513F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	PD Coin Counter Repair - Cassida	101-4010-4011-8110-000	66.82
Inv 3513F Total			66.82
Inv 3513G			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	Library DVD's - Tugg.com	101-8010-8011-8080-000	110.00
Inv 3513G Total			110.00
Inv 3513H			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Sr. Center Supplies - Smart N Final	101-0000-0000-2994-001	185.44
Inv 3513H Total			185.44
Inv 3513I			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Sr. Center Supplies - Pavilions	101-0000-0000-2994-001	55.42
Inv 3513I Total			55.42
Inv 3513J			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2018	Membership - Hugo Houston - WEFTEC	210-6010-6501-8020-000	255.00

Check Number	Check Date		Amount
Inv 3513J Total			255.00
Inv 3513K			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	Metro, Caltrans & City Staff Lunch - Subway	101-6010-6011-8090-000	38.00
Inv 3513K Total			38.00
Inv 3513L			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	Metro, Caltrans & City Staff Lunch - Vons	101-6010-6011-8090-000	21.79
Inv 3513L Total			21.79
Inv 3513M			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	2018 NcoGov Conf. 10/10-12/18 Regist- M.Ko, R. Herrera & J. Chi	101-2010-2013-8090-000	2,835.00
Inv 3513M Total			2,835.00
Inv 3513N			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	16th Annual Park Summit 4/26/18 - LAC Parks	101-8030-8032-8200-000	25.00
04/12/2018	16th Annual Park Summit 4/26/18 - LAC Parks	207-8030-8025-8200-000	25.00
Inv 3513N Total			50.00
Inv 3513O			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	Council Meals 4/18/18 - Tomatoe Pie	101-1010-1011-8090-000	121.73
Inv 3513O Total			121.73
Inv 3513P			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Cities & the Arts Handbook - Downtown Dev. Center	101-2010-2011-8020-000	47.45
Inv 3513P Total			47.45
Inv 3513Q			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/21/2018	CCAC Conf. Hotel - M. Donohue - Double Tree Berkeley	101-1020-1021-8090-000	594.30
Inv 3513Q Total			594.30
Inv 3513R			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	HR Raters Lunch - Gus's BBQ	101-2010-2013-8020-000	79.44
Inv 3513R Total			79.44

Check Number	Check Date		Amount
Inv	3513S		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Passport Application Fees	101-0000-0000-5255-000	134.00
Inv 3513S Total			134.00
202931 Total:			5,830.50
202932	05/23/2018		
Inv	0236		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2018	Sr. Center Monthly NetFlix Fee	101-8030-8021-8020-000	30.40
Inv 0236 Total			30.40
Inv	0236A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Spring Camp Med Field Trip Tickets - Knotts Berry Farm	101-8030-8032-8268-000	960.00
Inv 0236A Total			960.00
202932 Total:			990.40
202933	05/23/2018		
Inv	0244		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	PD Det. Patrick Zamora Fuel Expenses	101-4010-4011-8020-000	103.26
Inv 0244 Total			103.26
Inv	0244A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2018	PD Det. Patrick Zamora Expenses - Marriott Gaslamp Quart	101-4010-4011-8020-000	233.38
Inv 0244A Total			233.38
202933 Total:			336.64
202934	05/23/2018		
Inv	5074		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	PD Fuel for Motor Officers	101-4010-4011-8100-000	200.30
Inv 5074 Total			200.30
202934 Total:			200.30
BCCCM401 - BankCard Center Total:			7,526.49

CAL0629 - CA Franchise Tax Board Line Item Account

202896	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 5/15/18 Total			200.00
202896 Total:			200.00

202954	05/31/2018		
Inv	P/R/E 5/27/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 5/27/18 Total			200.00
202954 Total:			200.00

CAL0629 - CA Franchise Tax Board Total: 400.00

CALI8020 - CA Science Center Foundation Line Item Account

202886	05/09/2018		
Inv	761662		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Middle School Sum Field Trip 7/11 CA Science Center - King Tut	101-8030-8032-8268-000	25.00
Inv 761662 Total			25.00
202886 Total:			25.00

CALI8020 - CA Science Center Foundation Total: 25.00

CSD3010 - Ca. State Disbursement Unit Line Item Account

202897	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Garnishment	700-0000-0000-2264-000	400.50
Inv P/R/E 5/15/18 Total			400.50
202897 Total:			400.50

202898	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Garnishment	700-0000-0000-2264-000	861.23

Check Number	Check Date		Amount
		Inv P/R/E 5/15/18 Total	861.23
			<hr/>
202898		Total:	861.23
202899	05/17/2018		
		Inv P/R/E 5/15/18	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/15/2018	Garnishment
			<u>Line Item Account</u>
			700-0000-0000-2264-000
			105.23
		Inv P/R/E 5/15/18 Total	105.23
			<hr/>
202899		Total:	105.23
202955	05/31/2018		
		Inv P/R/E 5/27/18	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/29/2018	Garnishment
			<u>Line Item Account</u>
			700-0000-0000-2264-000
			400.50
		Inv P/R/E 5/27/18 Total	400.50
			<hr/>
202955		Total:	400.50
202956	05/31/2018		
		Inv P/R/E 5/27/18	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/29/2018	Garnishment
			<u>Line Item Account</u>
			700-0000-0000-2264-000
			861.23
		Inv P/R/E 5/27/18 Total	861.23
			<hr/>
202956		Total:	861.23
202957	05/31/2018		
		Inv P/R/E 5/27/18	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/29/2018	Garnishment
			<u>Line Item Account</u>
			700-0000-0000-2264-000
			105.23
		Inv P/R/E 5/27/18 Total	105.23
			<hr/>
202957		Total:	105.23
			<hr/>
CSD3015		- Ca. State Disbursement Unit Total:	2,733.92
CAN0607		- Cantu Graphics Line Item Account	
202911	05/18/2018		
		Inv 5217	
		<u>Line Item Date</u>	<u>Line Item Description</u>
			<u>Line Item Account</u>

Check Number	Check Date		Amount
05/10/2018	Business Cards for CM S. DeWolfe	101-2010-2011-8050-000	74.46
Inv 5217 Total			74.46
Inv 5219			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	Duplication of Master Gold Foil Cards for Council & CM	101-1010-1011-8020-000	410.63
Inv 5219 Total			410.63
202911 Total:			485.09
CAN0607 - Cantu Graphics Total:			485.09
COSP2000 - City of South Pasadena Line Item Account			
202926	05/22/2018		
Inv # 041603283			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Risk Management Settlement Account# 041603283	103-2010-2501-8020-000	25,000.00
Inv # 041603283 Total			25,000.00
202926 Total:			25,000.00
COSP2000 - City of South Pasadena Total:			25,000.00
SOU5402 - City of South Pasadena PD Petty Cash Line Item Account			
202887	05/09/2018		
Inv 5/8/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Reimb. Petty Cash	101-4010-4011-8200-000	149.74
05/08/2018	Reimb. Petty Cash	101-4010-4011-8105-000	39.44
05/08/2018	Reimb. Petty Cash	101-4010-4011-8000-000	21.51
05/08/2018	Reimb. Petty Cash	101-4010-4011-8020-000	105.85
Inv 5/8/18 Total			316.54
202887 Total:			316.54
SOU5402 - City of South Pasadena PD Petty Cash Total:			316.54
SOU5454 - City of South Pasadena-City Clerk Line Item Account			
202888	05/09/2018		
Inv 4/20/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Reimb. Petty Cash	101-1020-1021-8020-000	22.05
04/20/2018	Reimb. Petty Cash	101-1010-1011-8090-000	205.37
04/20/2018	Reimb. Petty Cash	101-1020-1021-8090-000	49.07

Check Number	Check Date	Amount
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Inv 4/20/18 Total		276.49
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202888 Total:		276.49
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SOU5454 - City of South Pasadena-City Clerk Total:		276.49
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SOU5340 - City of South Pasadena-Library Petty Cash Line Item Account

202935 05/23/2018

Inv 5/8/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Reimb. Petty Cash	101-8010-8011-8020-000	104.21
05/08/2018	Reimb. Petty Cash	101-8010-8011-8010-000	9.50
05/08/2018	Reimb. Petty Cash	101-8010-8011-8080-000	49.28
05/08/2018	Reimb. Petty Cash	101-8010-8011-8257-000	28.10
05/08/2018	Reimb. Petty Cash	101-8010-8011-8000-000	9.00

Inv 5/8/18 Total		200.09
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202935 Total:		200.09
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SOU5340 - City of South Pasadena-Library Petty Cash Total:		200.09
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SOU5343 - City of South Pasadena-Recreation Line Item Account

202936 05/23/2018

Inv 5/23/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	Reimb. Petty Cash	101-8030-8032-8020-000	149.46
05/23/2018	Reimb. Petty Cash	101-8030-8032-8264-000	91.53
05/23/2018	Reimb. Petty Cash	101-8030-8032-8268-000	389.41

Inv 5/23/18 Total		630.40
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202936 Total:		630.40
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SOU5343 - City of South Pasadena-Recreation Total:		630.40
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SOU5401 - City of South Pasadena-Sr.Center Line Item Account

202937 05/23/2018

Inv 5/22/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Reimb. Petty Cash	101-8030-8021-8264-000	90.00
05/22/2018	Reimb. Petty Cash	207-8030-8025-8020-000	25.00
05/22/2018	Reimb. Petty Cash	101-0000-0000-2994-001	22.39
05/22/2018	Reimb. Petty Cash	101-8030-8021-8020-000	225.02

Inv 5/22/18 Total		362.41
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202937 Total:	362.41
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SOU5401 - City of South Pasadena-Sr.Center Total:	362.41
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CHWP2010 - Colantuono,Highsmith & Whatley,PC Line Item Account

202889 05/09/2018

Inv 32734 CR

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - CREDIT for Duplicate Invoice	101-2010-2501-8160-000	-352.00

Inv 32734 CR Total	-352.00
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Inv 35074

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 General	101-2010-2501-8160-000	9,570.85

Inv 35074 Total	9,570.85
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Inv 35075

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Adv. Benzoni	101-2010-2501-8160-000	517.00

Inv 35075 Total	517.00
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Inv 35076

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Transportation	101-2010-2021-8160-000	728.50

Inv 35076 Total	728.50
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Inv 35077

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Labor & Employment	101-2010-2013-8160-000	540.50

Inv 35077 Total	540.50
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Inv 35078

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Misc. Litigation	101-2010-2501-8160-000	3,407.50

Inv 35078 Total	3,407.50
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Inv 35079

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Special Projects	101-2010-2501-8160-000	2,055.00

Inv 35079 Total	2,055.00
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Inv 35080

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
03/05/2018		Legal Svcs - 2/18 Gardena v. RWQCB	101-2010-2501-8160-000 456.00
Inv 35080 Total			456.00
Inv 35081			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	Legal Svcs - 2/18 Water & Utilities	101-2010-2501-8160-000	117.50
Inv 35081 Total			117.50
Inv 35624			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Adv. Benzoni	101-2010-2501-8160-000	2,550.00
Inv 35624 Total			2,550.00
Inv 35625			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Transportation	101-2010-2021-8160-000	282.00
Inv 35625 Total			282.00
Inv 35626			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Labor & Employment	101-2010-2013-8160-000	2,937.50
Inv 35626 Total			2,937.50
Inv 35627			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Misc. Litigation	101-2010-2501-8160-000	1,862.00
Inv 35627 Total			1,862.00
Inv 35628			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Special Projects	101-2010-2501-8160-000	1,480.00
Inv 35628 Total			1,480.00
Inv 35629			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Tax & Assesment	101-2010-2501-8160-000	188.00
Inv 35629 Total			188.00
Inv 35630			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Gardena v. RWQCB	101-2010-2501-8160-000	258.50
Inv 35630 Total			258.50

Check Number	Check Date		Amount
Inv 35633			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 General	101-2010-2501-8160-000	9,674.78
Inv 35633 Total			9,674.78
Inv 35634			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Legal Svcs - 4/18 Water & Utilities	101-2010-2501-8160-000	329.00
Inv 35634 Total			329.00
202889 Total:			36,602.63
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			36,602.63
CRDA1021 - Corodata Records Management Line Item Account			
202912	05/18/2018		
Inv DN1189038			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Records Mgmt Svcs 4/18	101-1020-1021-8180-000	52.50
Inv DN1189038 Total			52.50
Inv RS4403734			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Records Mgmt Svcs 4/18	101-1020-1021-8180-000	637.38
Inv RS4403734 Total			637.38
202912 Total:			689.88
CRDA1021 - Corodata Records Management Total:			689.88
CPR0551 - CPRS District XIII Line Item Account			
202938	05/23/2018		
Inv 1512			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	2018 Camp Med Rec Leader Training 5/19/18	101-8030-8032-8268-000	390.00
Inv 1512 Total			390.00
202938 Total:			390.00
CPR0551 - CPRS District XIII Total:			390.00
DEL0771 - Delta Dental Line Item Account			

Check Number	Check Date		Amount
202958	05/31/2018		
Inv	P/R/E 5/27/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	Dental Ins. Jun-18	700-0000-0000-2267-000	10,219.06
Inv P/R/E 5/27/18 Total			10,219.06
202958 Total:			10,219.06
DEL0771 - Delta Dental Total:			10,219.06
DIG0800 - Digital Telecommunications Corp Line Item Account			
202900	05/17/2018		
Inv	29897		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Garfield Reservoir Telephone Line Svcs	500-6010-6710-8180-000	696.19
Inv 29897 Total			696.19
202900 Total:			696.19
202939	05/23/2018		
Inv	29944		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2018	Telephone Line Svcs 4/18	101-2010-2032-8150-000	875.00
Inv 29944 Total			875.00
Inv	30034		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/05/2018	FD EOC Telephone Line Service	101-5010-5012-8020-000	195.00
Inv 30034 Total			195.00
202939 Total:			1,070.00
DIG0800 - Digital Telecommunications Corp Total:			1,766.19
DDL8010 - Dr. Detail Ph.D Line Item Account			
202940	05/23/2018		
Inv	1553		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	Emergency Fleet Cleaning Van# 78	207-8030-8025-8100-000	195.00
Inv 1553 Total			195.00
202940 Total:			195.00

○ DLP8010 - Dr. Detail Ph.D Total: 195.00

ELL1017 - Ellen's Silkscreening Line Item Account

202913 05/18/2018

Inv S66887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	2018 Summer Camp Med T-Shirts Deposit	101-8030-8032-8268-000	867.24

Inv S66887 Total 867.24

202913 Total: 867.24

202941 05/23/2018

Inv 66887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	2018 Summer Camp Med T-Shirts	101-8030-8032-8268-000	642.24

Inv 66887 Total 642.24

Inv E66866

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Transit Staff Uniforms	207-8030-8025-8132-000	447.20

Inv E66866 Total 447.20

202941 Total: 1,089.44

ELL1017 - Ellen's Silkscreening Total: 1,956.68

COBR7131 - Flex Advantage Line Item Account

202914 05/18/2018

Inv 103946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	Administration Cost	101-3010-3041-7131-000	60.00

Inv 103946 Total 60.00

Inv P/R/E 5/13/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2018	Retiree Health Reimbursement June 2018	101-3010-3041-7131-000	802.62

Inv P/R/E 5/13/18 Total 802.62

202914 Total: 862.62

○ COBR7131 - Flex Advantage Total: 862.62

Check Number	Check Date		Amount
GEN1207 - General Pump Company Line Item Account			
202890	05/09/2018		
Inv	26290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2018	Maint. for City's Well Booster Pump	500-6010-6711-8110-000	571.50
Inv 26290 Total			571.50
202890 Total:			571.50
GEN1207 - General Pump Company Total:			571.50
HLBK8021 - Holyland Bible Knowledge Society Line Item Account			
202891	05/09/2018		
Inv	5/17/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Entrance Fee for Excursion 5/17/18	101-8030-8021-8264-000	92.50
Inv 5/17/18 Total			92.50
202891 Total:			92.50
HLBK8021 - Holyland Bible Knowledge Society Total:			92.50
HOM1515 - Home Depot Credit Services Line Item Account			
202915	05/18/2018		
Inv	1232855		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Supplies	215-6010-6310-8020-000	541.02
Inv 1232855 Total			541.02
Inv 1971787			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Supplies	101-6010-6601-8020-000	874.47
Inv 1971787 Total			874.47
Inv 2011723			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Supplies	101-6010-6601-8180-000	61.50
Inv 2011723 Total			61.50
Inv 2022091			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2018	Supplies	101-6010-6410-8020-000	686.38

Check Number	Check Date		Amount
Inv 2022091	Total		686.38
Inv 231142			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	Supplies	101-6010-6410-8020-000	28.90
Inv 231142	Total		28.90
Inv 3313849			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2018	Supplies	500-6010-6710-8020-000	424.55
Inv 3313849	Total		424.55
Inv 4022786			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Supplies	101-6010-6601-8020-000	382.48
Inv 4022786	Total		382.48
Inv 5093183			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	Supplies	215-6010-6310-8130-000	31.22
Inv 5093183	Total		31.22
Inv 5192375			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	Supplies CREDIT	215-6010-6310-8130-000	-27.35
Inv 5192375	Total		-27.35
Inv 7221891			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	Supplies	101-6010-6410-8180-000	74.59
Inv 7221891	Total		74.59
Inv 9092425			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	Supplies	215-6010-6310-8130-000	59.06
Inv 9092425	Total		59.06
Inv 972776			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	Supplies	500-6010-6710-8130-000	54.73
Inv 972776	Total		54.73

Check Number	Check Date		Amount
202915 Total:			3,191.55
HOM1515 - Home Depot Credit Services Total:			3,191.55
HRCS2011 - Housing Rights Center Line Item Account			
202892	05/09/2018		
Inv #06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2018	Housing Mediation Educational Outreach Svcs 12/17	228-7200-7220-8180-000	1,073.57
Inv #06 Total			1,073.57
Inv #07			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2018	Housing Mediation Educational Outreach Svcs 1/18	228-7200-7220-8180-000	875.07
Inv #07 Total			875.07
Inv #08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Housing Mediation Educational Outreach Svcs 2/18	228-7200-7220-8180-000	806.96
Inv #08 Total			806.96
202892 Total:			2,755.60
HRCS2011 - Housing Rights Center Total:			2,755.60
ITCR2501 - Intercare Holdings Insurance Svcs Line Item Account			
202942	05/23/2018		
Inv #1895245262			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	Risk Mgmt Workers Comp. Account# 1895245262	103-2010-2501-8020-000	25,000.00
Inv #1895245262 Total			25,000.00
202942 Total:			25,000.00
ITCR2501 - Intercare Holdings Insurance Svcs Total:			25,000.00
DSJZ1021 - Jimenez, Desiree Line Item Account			
202943	05/23/2018		
Inv 5/22/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Reimb. City Council Beverage & Reception Items	101-1010-1011-8090-000	86.33
Inv 5/22/18 Total			86.33

202943 Total:			86.33
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DSJZ1021 - Jimenez, Desiree Total: 86.33

LEMA5011 - L.A.C. EMS Agency Line Item Account

202916 05/18/2018

Inv E007842

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Dues EMT Renewals - Chief Paul Riddle	101-5010-5011-8060-000	120.00

Inv E007842 Total 120.00

Inv E036115

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Dues EMT Renewals - Captain Kristopher Saxon	101-5010-5011-8060-000	120.00

Inv E036115 Total 120.00

Inv E048258

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Dues EMT Renewals - Division Chief Christopher Szenci	101-5010-5011-8060-000	120.00

Inv E048258 Total 120.00

202916 Total:			360.00
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LEMA5011 - L.A.C. EMS Agency Total: 360.00

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

202901 05/17/2018

Inv P/R/E 5/15/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Garnishment	700-0000-0000-2264-000	100.00

Inv P/R/E 5/15/18 Total 100.00

202901 Total:			100.00
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LAC3032 - L.A.C. Sheriff's Dept. Total: 100.00

ANH05270 - Lo, Angela Line Item Account

202917 05/18/2018

Inv R90779

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	Refund Dropped Kindermusik Class	101-0000-0000-5270-002	55.00

Check Number	Check Date		Amount
Inv R90779	Total		55.00
			<hr/>
202917	Total:		55.00
			<hr/>
ANHOS270	- Lo, Angela	Total:	55.00
			<hr/>
CRMZ2920	- Mendoza, Carlos Line Item Account		
202918	05/18/2018		
Inv	R91330		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Refund WMB Deposit Rental 4/28/18	101-0000-0000-2920-000	500.00
Inv R91330	Total		500.00
			<hr/>
202918	Total:		500.00
			<hr/>
CRMZ2920	- Mendoza, Carlos	Total:	500.00
			<hr/>
MLSM4010	- MIL-SPEC MONKEY Line Item Account		
202944	05/23/2018		
Inv	MSM0100880		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Police Patches for PD 's Rifle Plate Carriers	101-4010-4011-8020-000	176.88
Inv MSM0100880	Total		176.88
			<hr/>
202944	Total:		176.88
			<hr/>
MLSM4010	- MIL-SPEC MONKEY	Total:	176.88
			<hr/>
JSMO5010	- Monticone, Joseph Line Item Account		
202945	05/23/2018		
Inv	5/22/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Reimb. FD EOC Supplies	101-5010-5012-8020-000	324.37
05/22/2018	Reimb. FD EOC Supplies	101-5010-5012-8020-000	573.90
05/22/2018	Reimb. FD EOC Supplies	101-5010-5012-8020-000	1,143.84
Inv 5/22/18	Total		2,042.11
			<hr/>
202945	Total:		2,042.11
			<hr/>
JSMO5010	- Monticone, Joseph	Total:	2,042.11
			<hr/>
VRMZ7000	- Munoz, Valerie Line Item Account		
202902	05/17/2018		

Check Number	Check Date		Amount
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 5/15/18 Total			750.00
202902 Total:			750.00
202959	05/31/2018		
Inv	P/R/E 5/27/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 5/27/18 Total			750.00
202959 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			1,500.00
PEG4590 - NUFIC Line Item Account			
202903	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	A. D & D Insurance	700-0000-0000-2256-000	1,009.70
Inv P/R/E 5/15/18 Total			1,009.70
202903 Total:			1,009.70
PEG4590 - NUFIC Total:			1,009.70
OSHS6101 - Orchard Business/SYNCB Line Item Account			
202946	05/23/2018		
Inv	021905		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2018	Supplies	101-6010-6601-8120-000	27.43
Inv 021905 Total			27.43
Inv	022197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Supplies	500-6010-6710-8020-000	46.68
Inv 022197 Total			46.68
Inv	023213		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	Supplies	101-4010-4011-8110-000	268.34

Check Number	Check Date		Amount
Inv 023213	Total		268.34
Inv 024851			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	Supplies	230-6010-6116-8020-000	73.81
Inv 024851	Total		73.81
Inv 039462			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	Supplies	101-4010-4011-8020-000	19.29
Inv 039462	Total		19.29
Inv 039870			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Supplies	101-6010-6601-8120-000	37.72
Inv 039870	Total		37.72
Inv 051913			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	Supplies	215-6010-6310-8130-000	51.96
Inv 051913	Total		51.96
Inv 053062			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	Supplies	101-6010-6601-8020-000	62.36
Inv 053062	Total		62.36
Inv 054933			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Supplies	101-8030-8032-8020-000	24.97
Inv 054933	Total		24.97
Inv 150970			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Supplies	101-6010-6601-8020-000	54.53
Inv 150970	Total		54.53
Inv 155200			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	Supplies	101-6010-6601-8020-000	104.52
Inv 155200	Total		104.52

Check Number	Check Date		Amount
Inv	155464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2018	Supplies	101-6010-6601-8120-000	95.17
Inv 155464 Total			95.17
Inv	155937		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2018	Supplies	500-6010-6710-8020-000	24.11
Inv 155937 Total			24.11
Inv	158456		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Supplies	215-6010-6115-8020-000	269.16
Inv 158456 Total			269.16
Inv	159794		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Supplies	101-8030-8032-8120-000	22.17
Inv 159794 Total			22.17
202946 Total:			1,182.22
OSHS6101 - Orchard Business/SYNCB Total:			1,182.22
POA4011 - P.O.A.L.A.C. Line Item Account			
202947	05/23/2018		
Inv	6/8/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	PD Training Registration-Cpl. Manukian & Det. Palmieri	101-4010-4011-8200-000	150.00
Inv 6/8/18 Total			150.00
202947 Total:			150.00
POA4011 - P.O.A.L.A.C. Total:			150.00
PWP4465 - Pasadena Water & Power Line Item Account			
202919	05/18/2018		
Inv	80176-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	Water Usage 60 E. State Street 3/12-4/12/18	500-6010-6711-8231-000	2,816.82
Inv 80176-1 Total			2,816.82

Check Number	Check Date		Amount
202919 Total:			2,816.82
PWP4465 - Pasadena Water & Power Total:			2,816.82
SOU5230 - S.P.Firefighters L-3657 Line Item Account			
202904	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Assn. Dues	700-0000-0000-2250-000	2,625.00
Inv P/R/E 5/15/18 Total			2,625.00
Inv	P/R/E 5/15/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Assn. Ins	700-0000-0000-2252-000	180.74
Inv P/R/E 5/15/18* Total			180.74
202904 Total:			2,805.74
SOU5230 - S.P.Firefighters L-3657 Total:			2,805.74
SOU5435 - S.P.P. O. A. Line Item Account			
202905	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Assn. Dues & Ins.	700-0000-0000-2246-000	4,633.25
Inv P/R/E 5/15/18 Total			4,633.25
202905 Total:			4,633.25
SOU5435 - S.P.P. O. A. Total:			4,633.25
SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account			
202906	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Assn. Dues & Svc Fee	700-0000-0000-2248-000	1,467.00
Inv P/R/E 5/15/18 Total			1,467.00
202906 Total:			1,467.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,467.00

SOU6666 - So. CA Edison Co. Line Item Account

202893 05/09/2018

Inv 3-002-4472-77

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	101-8010-8011-8140-000	1,879.74

Inv 3-002-4472-77 Total 1,879.74

Inv 3-002-4472-78

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	101-6010-6601-8140-000	876.94

Inv 3-002-4472-78 Total 876.94

Inv 3-003-6653-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	101-6010-6410-8140-000	695.35

Inv 3-003-6653-57 Total 695.35

Inv 3-011-4089-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	215-6010-6115-8140-000	53.00

Inv 3-011-4089-57 Total 53.00

Inv 3-022-6898-28

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	3/29-4/30/18	215-6010-6115-8140-000	26.50

Inv 3-022-6898-28 Total 26.50

Inv 3-023-6580-86

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	215-6010-6201-8140-000	28.01

Inv 3-023-6580-86 Total 28.01

Inv 3-023-7844-31

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	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>	
04/26/2018	3/26-4/25/18	215-6010-6115-8140-000	29.93

Inv 3-023-8283-79 Total 29.93

Check Number	Check Date		Amount
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	3/27-4/26/18	215-6010-6115-8140-000	34.97
Inv 3-026-3223-65 Total			34.97
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	101-6010-6410-8140-000	115.91
Inv 3-028-7013-82 Total			115.91
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	3/26-4/25/18	500-6010-6711-8152-000	1,920.20
Inv 3-028-7594-32 Total			1,920.20
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	3/27-4/26/18	101-6010-6601-8140-000	56.24
Inv 3-029-2458-05 Total			56.24
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	3/27-4/26/18	215-6010-6201-8140-000	55.93
Inv 3-032-4192-98 Total			55.93
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	3/28-4/27/18	215-6010-6115-8140-000	48.10
Inv 3-035-3494-19 Total			48.10
202893 Total:			5,846.12
202920	05/18/2018		
Inv	3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/1 - 5/1/18	215-6010-6201-8140-000	3,907.40
Inv 3-008-8091-11 Total			3,907.40
Inv	3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/1 - 5/1/18	215-6010-6115-8140-000	871.53
Inv 3-008-8091-12 Total			871.53

Check Number	Check Date		Amount
Inv	3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/1 - 5/1/18	215-6010-6201-8140-000	7,750.61
Inv 3-008-8091-13 Total			7,750.61
Inv	3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/1 - 5/1/18	215-6010-6201-8140-000	11.71
Inv 3-008-8091-14 Total			11.71
Inv	3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	122.94
Inv 3-008-8091-16 Total			122.94
Inv	3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	50.64
Inv 3-008-8091-17 Total			50.64
Inv	3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	47.68
Inv 3-008-8091-18 Total			47.68
Inv	3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	40.26
Inv 3-008-8091-19 Total			40.26
Inv	3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	64.70
Inv 3-008-8091-20 Total			64.70
Inv	3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	70.63
Inv 3-008-8091-21 Total			70.63
Inv	3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	38.00

Check Number	Check Date		Amount
Inv 3-008-8091-22	Total		38.00
Inv 3-008-8091-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	67.48
Inv 3-008-8091-23	Total		67.48
Inv 3-008-8091-24			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	61.70
Inv 3-008-8091-24	Total		61.70
Inv 3-008-8436-55			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6201-8140-000	124.85
Inv 3-008-8436-55	Total		124.85
Inv 3-025-4910-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6115-8140-000	91.37
Inv 3-025-4910-19	Total		91.37
Inv 3-026-6343-40			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/5 - 5/4/18	215-6010-6115-8140-000	16.57
Inv 3-026-6343-40	Total		16.57
Inv 3-045-0630-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	4/1 - 5/1/18	215-6010-6201-8140-000	16.00
Inv 3-045-0630-89	Total		16.00
202920 Total:			13,354.07
SOU6666 - So. CA Edison Co. Total:			19,200.19
SOGA6501 - So. Cal. Gas Co. Line Item Account			
202921	05/18/2018		
Inv 196-493-8529 1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2018	CNG for City Vehicles 4/18	230-6010-6116-8020-000	103.60
05/04/2018	CNG for City Vehicles 4/18	101-6010-6410-8020-000	103.60
05/04/2018	CNG for City Vehicles 4/18	500-6010-6710-8020-000	103.60

Check Number	Check Date		Amount
05/04/2018	CNG for City Vehicles 4/18	500-6010-6711-8020-000	103.60
05/04/2018	CNG for City Vehicles 4/18	210-6010-6501-8020-000	103.60
05/04/2018	CNG for City Vehicles 4/18	207-8030-8025-8105-000	103.60
Inv 196-493-8529 1 Total			621.60

202921 Total: 621.60

SOGA6501 - So. Cal. Gas Co. Total: 621.60

CEAP7000 - South Pasadena Part Time Employees Assn. Line Item Account

202907	05/17/2018		
Inv	P/R/E 5/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Assn. Dues	700-0000-0000-2249-000	488.00
Inv P/R/E 5/15/18 Total			488.00

202907 Total: 488.00

CEAP7000 - South Pasadena Part Time Employees Assn. Total: 488.00

STA5219 - Staples Business Advantage Line Item Account

202922	05/18/2018		
Inv	3363632890		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2017	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	511.05
Inv 3363632890 Total			511.05

Inv 3374777515

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	9.63

Inv 3374777515 Total 9.63

Inv 3374928587

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2018	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	23.53

Inv 3374928587 Total 23.53

Inv 3375083173

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/14/2018	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	155.70
04/14/2018	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	508.61

Inv 3375083173 Total 664.31

Check Number Check Date Amount

Inv 3375083179

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/14/2018	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	56.76

Inv 3375083179 Total 56.76

Inv 3375534390

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	151.87

Inv 3375534390 Total 151.87

202922 Total: 1,417.15

STA5219 - Staples Business Advantage Total: 1,417.15

SPWS8020 - SupplyWorks Line Item Account

202894 05/09/2018

Inv 432497386

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2018	Sr. Center Janitorial Supplies	101-6010-6601-8020-000	638.25

Inv 432497386 Total 638.25

202894 Total: 638.25

SPWS8020 - SupplyWorks Total: 638.25

SOU5030 - The Gas Company Line Item Account

202948 05/23/2018

Inv 072 519 1300 5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-6010-6410-8140-000	16.13

Inv 072 519 1300 5 Total 16.13

Inv 080 919 2900 3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-6010-6601-8140-000	206.24

Inv 080 919 2900 3 Total 206.24

Inv 080 919 3600 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-6010-6601-8140-000	11.83

Inv 080 919 3600 8 Total 11.83

Check Number	Check Date		Amount
Inv 083 019 3600 4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	500-6010-6710-8140-000	36.42
Inv 083 019 3600 4 Total			36.42
Inv 135 519 3700 9			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-8010-8011-8140-000	2.53
Inv 135 519 3700 9 Total			2.53
Inv 137 619 3700 5			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-6010-6601-8140-000	59.23
Inv 137 619 3700 5 Total			59.23
Inv 148 220 0900 8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	4/13 - 5/14/18	101-6010-6410-8140-000	92.74
Inv 148 220 0900 8 Total			92.74
202948 Total:			425.12
SOU5030 - The Gas Company Total:			425.12
HAFR7000 - The Hartford Line Item Account			
202908	05/17/2018		
Inv P/R/E 5/15/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Life Insurance	700-0000-0000-2254-000	877.50
Inv P/R/E 5/15/18 Total			877.50
202908 Total:			877.50
HAFR7000 - The Hartford Total:			877.50
TIM4011 - Time Warner Cable Line Item Account			
202923	05/18/2018		
Inv 008 0224964			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	Internet Upgrade 5/8-6/7/18	101-2010-2032-8150-000	368.46
Inv 008 0224964 Total			368.46

Check Number Check Date Amount

Inv 008 0269985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	City Hall 2nd Modem Svcs 5/17-6/16/18	101-2010-2032-8150-000	167.16

Inv 008 0269985 Total 167.16

Inv 008 0311688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	1100 Oxley St. Ethernet Fiber 5/11-6/10/18	101-2010-2032-8150-000	1,226.30

Inv 008 0311688 Total 1,226.30

Inv 008 0311704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Yard Ethernet Fiber 5/11-6/10/18	101-2010-2032-8150-000	1,226.30

Inv 008 0311704 Total 1,226.30

Inv 008 0311712

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	City Hall Ethernet Fiber 5/11-6/10/18	101-2010-2032-8150-000	1,190.00

Inv 008 0311712 Total 1,190.00

202923 Total: 4,178.22

202949 05/23/2018

Inv 008 0251967

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2018	1102 Oxley St. 5/22-6/21/18	101-8030-8021-8110-000	195.14

Inv 008 0251967 Total 195.14

Inv 008 0345504

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	Water Operations 416 Garfield Ave. Internet 5/21-6/20/18	500-6010-6710-8150-000	360.00

Inv 008 0345504 Total 360.00

202949 Total: 555.14

TIM4011 - Time Warner Cable Total: 4,733.36

NCTM2920 - Tom, Nancy Line Item Account

202924 05/18/2018

Inv R91329

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Refund Youth House Deposit Rental 4/28/18	101-0000-0000-2920-000	250.00

Check Number	Check Date		Amount
		Inv R91329 Total	250.00
		202924 Total:	250.00
		NCTM2920 - Tom, Nancy Total:	250.00
		VERW6711 - Verizon Wireless Line Item Account	
202925	05/18/2018		
Inv		9804117381	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2018	City Busn 2/24-3/23/18	101-2010-2032-8150-000	16.03
		Inv 9804117381 Total	16.03
Inv		9805698091	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	Internet Svc for Water Distribution Tablet & Ipad	500-6010-6710-8150-000	149.14
		Inv 9805698091 Total	149.14
Inv		9805964950	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	City Busn 3/24-4/23/18	101-2010-2032-8150-000	16.11
		Inv 9805964950 Total	16.11
		202925 Total:	181.28
202950	05/23/2018		
Inv		9804280782	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/26/2018	Transit Data 2/27-3/26/18	207-8030-8025-8180-000	38.01
03/26/2018	Mgmt Svcs, Fire Mobile 2/27-3/26/18	101-2010-2032-8150-000	380.10
		Inv 9804280782 Total	418.11
Inv		9804280783	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/26/2018	Police West Covina Task Force 2/27-3/26/18	101-2010-2032-8150-000	459.41
03/26/2018	Police West Covina Task Force 2/27-3/26/18	101-4010-4011-8180-000	38.01
		Inv 9804280783 Total	497.42
Inv		9806127978	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Transit Data 3/27-4/26/18	207-8030-8025-8180-000	38.01
04/26/2018	Mgmt Svcs, Fire Mobile 3/27-4/26/18	101-2010-2032-8150-000	532.14
		Inv 9806127978 Total	570.15

Check Number	Check Date		Amount
Inv	9806127979		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Police West Covina Task Force 3/27-4/26/18	101-4010-4011-8180-000	38.01
04/26/2018	Police West Covina Task Force 3/27-4/26/18	101-2010-2032-8150-000	524.92
Inv 9806127979 Total			562.93
202950 Total:			2,048.61
VERW6711 - Verizon Wireless Total:			2,229.89
WWCI3012 - WaterWise Consulting Inc. Line Item Account			
202951	05/23/2018		
Inv	5644		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Residential Water Audit Survey Program 4/18	500-3010-3012-8032-000	195.00
Inv 5644 Total			195.00
202951 Total:			195.00
WWCI3012 - WaterWise Consulting Inc. Total:			195.00
WFGO6712 - Wells Fargo Bank Line Item Account			
202952	05/23/2018		
Inv	1564329		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	PFA 09 Water Revenue Bonds 5/21/18 - 5/20/19	550-6010-6712-8232-000	2,000.00
Inv 1564329 Total			2,000.00
202952 Total:			2,000.00
WFGO6712 - Wells Fargo Bank Total:			2,000.00
Total:			186,376.18

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 05/31/2018 - 11:43AM



Check Number	Check Date		Amount
ADDS5010 - Addison Distributing Inc. Line Item Account			
202960	06/06/2018		
Inv	2316		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	FD EOC 100 24-Pack Cases of Blue Can Pure Drinking Water	101-5010-5012-8020-000	2,515.00
Inv	2316 Total		2,515.00
202960 Total:			2,515.00
ADDS5010 - Addison Distributing Inc. Total:			2,515.00
ASOP8030 - Aire Serv of Pasadena Line Item Account			
202961	06/06/2018		
Inv	54806401		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	Maint of HVAC Systems	101-6010-6601-8120-000	79.00
Inv	54806401 Total		79.00
Inv	Q54697475		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ Library	101-6010-6601-8120-000	250.00
Inv	Q54697475 Total		250.00
Inv	Q54697729		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ Iron Works Museum	101-6010-6601-8120-000	175.00
Inv	Q54697729 Total		175.00
Inv	Q54784863		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ Garfield Youth House	101-6010-6601-8120-000	125.00
Inv	Q54784863 Total		125.00
Inv	Q54785311		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ WMB	101-6010-6601-8120-000	200.00

Check Number	Check Date		Amount
Inv Q54785311		Total	200.00
Inv Q54786306			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ Yard	101-6010-6601-8120-000	150.00
Inv Q54786306		Total	150.00
Inv Q54786315			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Maint of HVAC Systems @ Orange Grove Bldg	101-6010-6601-8120-000	200.00
Inv Q54786315		Total	200.00
202961 Total:			1,179.00
ASOP8030 - Aire Serv of Pasadena Total:			1,179.00
ALH0179 - Alhambra Car Wash Line Item Account			
202962	06/06/2018		
Inv	April 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2018	PD Car Washes	101-4010-4011-8100-000	372.00
Inv April 2018		Total	372.00
202962 Total:			372.00
ALH0179 - Alhambra Car Wash Total:			372.00
ACMT2920 - All City Management Line Item Account			
202963	06/06/2018		
Inv	54701		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	PD School Crossing Guard Services 4/22-5/5/18	101-4010-4011-8180-000	7,144.55
Inv 54701		Total	7,144.55
202963 Total:			7,144.55
ACMT2920 - All City Management Total:			7,144.55
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
202964	06/06/2018		
Inv	207057		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
05/09/2018	FD Safety Equipment	101-5010-5011-8134-000	71.18
Inv 207057 Total			71.18
202964 Total:			71.18
ALL0197 - All Star Fire Equipment, Inc. Total:			71.18
AMZN8030 - Amazon/SYNCB Line Item Account			
202965	06/06/2018		
Inv 433478647978			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2018	Supplies	101-8030-8032-8264-000	42.95
Inv 433478647978 Total			42.95
Inv 435894987376			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Supplies	101-8030-8032-8020-000	29.35
Inv 435894987376 Total			29.35
Inv 467436736356			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Supplies	101-8030-8032-8000-000	59.12
Inv 467436736356 Total			59.12
Inv 945779664473			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	Supplies	101-8030-8032-8264-000	204.28
Inv 945779664473 Total			204.28
Inv 954933398774			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2018	Supplies	101-8030-8032-8020-000	67.30
Inv 954933398774 Total			67.30
202965 Total:			403.00
AMZN8030 - Amazon/SYNCB Total:			403.00
ARA0260 - Aramark Uniform Services Line Item Account			
202966	06/06/2018		
Inv 533342328			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2018	Uniform Svc	215-6010-6310-8132-000	24.28

Check Number	Check Date		Amount
05/17/2018	Uniform Svc	500-6010-6710-8132-000	50.34
05/17/2018	Uniform Svc	215-6010-6201-8132-000	15.98
05/17/2018	Uniform Svc	230-6010-6116-8132-000	38.85
05/17/2018	Uniform Svc	210-6010-6501-8132-000	11.20
05/17/2018	Uniform Svc	101-6010-6601-8132-000	11.21
05/17/2018	Uniform Svc	500-6010-6711-8132-000	22.87
Inv 533342328 Total			174.73
202966 Total:			174.73
ARA0260 - Aramark Uniform Services Total:			174.73
ARC6011 - ARC Line Item Account			
202967	06/06/2018		
Inv	9667072		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	Corplast Sign - Notice of Public Hearing	101-7010-7011-8050-000	118.50
Inv 9667072 Total			118.50
202967 Total:			118.50
ARC6011 - ARC Total:			118.50
BAK0369 - Baker & Taylor Books Line Item Account			
202968	06/06/2018		
Inv	3022142170		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	Books	101-8010-8011-8080-000	55.00
Inv 3022142170 Total			55.00
Inv	3022153950		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Books	101-8010-8011-8080-000	99.57
Inv 3022153950 Total			99.57
Inv	3022164681		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	Books	101-8010-8011-8080-000	113.79
Inv 3022164681 Total			113.79
Inv	4012191221		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	Books	101-8010-8011-8080-000	447.98
Inv 4012191221 Total			447.98

Inv 4012197434

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2018	Books	101-8010-8011-8080-000	113.12

Inv 4012197434 Total 113.12

Inv 4012198094

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Books	101-8010-8011-8080-000	774.57

Inv 4012198094 Total 774.57

Inv 4012199488

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Books	101-8010-8011-8080-000	50.06

Inv 4012199488 Total 50.06

Inv 4012199489

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	Books	101-8010-8011-8080-000	702.86

Inv 4012199489 Total 702.86

Inv 4012201352

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Books	101-8010-8011-8080-000	756.06

Inv 4012201352 Total 756.06

Inv 4012202619

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	Books	101-8010-8011-8080-000	15.20

Inv 4012202619 Total 15.20

Inv 4012203709

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Books	101-8010-8011-8080-000	485.58

Inv 4012203709 Total 485.58

Inv 4012208912

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Books	101-8010-8011-8080-000	1,410.60

Inv 4012208912 Total 1,410.60

Inv 4012208913

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
	04/26/2018	Books	101-8010-8011-8080-000 112.27
	Inv 4012208913	Total	112.27
	Inv 4012209911		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/27/2018	Books	101-8010-8011-8080-000 179.30
	Inv 4012209911	Total	179.30
202968 Total:			5,315.96
BAK0369 - Baker & Taylor Books Total:			5,315.96
BAK0366 - Baker & Taylor Entertainment Line Item Account			
	202969	06/06/2018	
	Inv B87553070		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/16/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 386.75
	Inv B87553070	Total	386.75
	Inv B88085450		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/20/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 157.59
	Inv B88085450	Total	157.59
	Inv T79210140		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/16/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 16.41
	Inv T79210140	Total	16.41
	Inv T79210740		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/16/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 16.41
	Inv T79210740	Total	16.41
	Inv T79210810		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/16/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 221.51
	Inv T79210810	Total	221.51
	Inv T79363060		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	04/17/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000 118.88

Check Number	Check Date		Amount
Inv T79363060	Total		118.88
Inv T79467820			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	108.41
Inv T79467820	Total		108.41
Inv T79602980			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	13.76
Inv T79602980	Total		13.76
Inv T79694040			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	68.85
Inv T79694040	Total		68.85
Inv T79694100			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	9.71
Inv T79694100	Total		9.71
Inv T79791440			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	24.61
Inv T79791440	Total		24.61
Inv T80081440			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	95.93
Inv T80081440	Total		95.93
Inv T80145350			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	1,423.18
05/03/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	587.21
04/03/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	1,649.95
Inv T80145350	Total		3,660.34
202969	Total:		4,899.16
BAK0366	- Baker & Taylor Entertainment Total:		4,899.16

Check Number	Check Date		Amount
RYBR3012 - Bard, Ryan Line Item Account			
202970	06/06/2018		
Inv	5/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	Refund Rebate	500-3010-3012-8032-000	150.00
Inv 5/11/18 Total			150.00
202970 Total:			150.00
RYBR3012 - Bard, Ryan Total:			150.00
WON6400 - Bob Wondries Ford Line Item Account			
202971	06/06/2018		
Inv	1152123		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	PD Unit# 1102 Hubcap & Hub Cap Piece	101-4010-4011-8100-000	286.99
Inv 1152123 Total			286.99
Inv	558594		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	PD Unit# 1406 Wheel Alignment, Replace Strut/Plates & Brakes	101-4010-4011-8100-000	2,257.19
Inv 558594 Total			2,257.19
202971 Total:			2,544.18
WON6400 - Bob Wondries Ford Total:			2,544.18
BUR4018 - Burro Canyon Shooting Park Line Item Account			
202972	06/06/2018		
Inv	1597		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	PD Range Fees for 5/7/18	101-4010-4011-8200-000	60.00
Inv 1597 Total			60.00
202972 Total:			60.00
BUR4018 - Burro Canyon Shooting Park Total:			60.00
CBSC5200 - CA Building Standards Commission Line Item Account			
202973	06/06/2018		
Inv	1/1-3/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Bldg Standards Administration Special Revolving Fund 1/1-3/31/18	101-0000-0000-5200-004	188.10

Check Number	Check Date		Amount
Inv 1/1-3/31/18 Total			188.10
202973 Total:			188.10
CBSC5200 - CA Building Standards Commission Total:			188.10
CAL0100 - CA Dental Buying Group Line Item Account			
202974	06/06/2018		
Inv	R04180682		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	FD Oxygen Cylinder Rental	101-5010-5011-8025-000	142.50
Inv R04180682 Total			142.50
202974 Total:			142.50
CAL0100 - CA Dental Buying Group Total:			142.50
CAL5236 - CA Linen Services Line Item Account			
202975	06/06/2018		
Inv	1512042		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1512042 Total			111.98
Inv	1514673		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1514673 Total			111.98
Inv	1516921		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	FD Dept. Supplies	101-5010-5011-8020-000	111.98
Inv 1516921 Total			111.98
202975 Total:			335.94
CAL5236 - CA Linen Services Total:			335.94
CAME2015 - CA Maintenance & Environmental Line Item Account			
202976	06/06/2018		
Inv	27602		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Underground Storage Tank Monthly Inspection 4/18 @ Yard	101-6010-6015-8180-000	100.00

Check Number	Check Date		Amount
Inv 27602 Total			100.00
Inv 27603			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Underground Storage Tank Monthly Inspection 4/18 @ FD/PD	101-6010-6015-8180-000	100.00
Inv 27603 Total			100.00
Inv 27633			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Monitor Cert. @ LAC PW - Fuel Tank - 825 Mission Street Svc Yar	101-6010-6015-8180-000	495.17
Inv 27633 Total			495.17
Inv 27634			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Monitor Cert. @ LAC PW - Fuel Tank - 817 Mound Ave PD/FD	101-6010-6015-8180-000	495.17
Inv 27634 Total			495.17
202976 Total:			1,190.34
CAME2015 - CA Maintenance & Environmental Total:			1,190.34
CRCT4011 - Camino Real Chevrolet Line Item Account			
202977	06/06/2018		
Inv CVCS138652			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	PD Unit# 1201 Disarm Alarm System & Replace Left Front Turn Si	101-4010-4011-8100-000	619.57
Inv CVCS138652 Total			619.57
202977 Total:			619.57
CRCT4011 - Camino Real Chevrolet Total:			619.57
CAN0607 - Cantu Graphics Line Item Account			
202978	06/06/2018		
Inv 5198			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	PVC Signs	101-7010-7011-8050-000	51.25
Inv 5198 Total			51.25
Inv 5199			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Sr. Center May/June Newsletter Printing	101-8030-8021-8050-000	500.96

Check Number	Check Date		Amount
Inv 5199 Total			500.96
Inv 5200			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Laminated Glossy Signs	101-7010-7011-8050-000	73.14
Inv 5200 Total			73.14
Inv 5216			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Coroplast	101-7010-7011-8050-000	118.26
Inv 5216 Total			118.26
Inv 5221			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	PW Business Cards	101-6010-6011-8020-000	131.24
Inv 5221 Total			131.24
202978 Total:			874.85
CAN0607 - Cantu Graphics Total:			874.85
DGCR2021 - Carstens, Douglas P. Line Item Account			
202979	06/06/2018		
Inv 5/9/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Transportation Planning Legal Services	101-2010-2021-8160-000	2,302.67
Inv 5/9/18 Total			2,302.67
202979 Total:			2,302.67
DGCR2021 - Carstens, Douglas P. Total:			2,302.67
CAT0700 - Catering Systems Inc. Line Item Account			
202980	06/06/2018		
Inv 4698			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2018	Sr. Center Meals w/ 4/30-5/4/18	101-8030-8021-8180-000	1,600.94
Inv 4698 Total			1,600.94
Inv 4705			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2018	Sr. Center Meals w/ 5/7-11/18	101-8030-8021-8180-000	2,018.94
Inv 4705 Total			2,018.94

Inv 4711

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2018	Sr. Center Meals w/ 5/14-18/18	101-8030-8021-8180-000	1,584.22

Inv 4711 Total 1,584.22

202980 Total: 5,204.10

CAT0700 - Catering Systems Inc. Total: 5,204.10

CBE5011 - CBE Los Angeles Line Item Account

202981 06/06/2018

Inv 2003820

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	PW Copier Overages 3/20-4/19/18	101-6010-6011-8020-000	46.21

Inv 2003820 Total 46.21

202981 Total: 46.21

CBE5011 - CBE Los Angeles Total: 46.21

CBMC8011 - Cerebellum Corp. Line Item Account

202982 06/06/2018

Inv 201473

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Books	101-8010-8011-8080-000	116.31

Inv 201473 Total 116.31

202982 Total: 116.31

CBMC8011 - Cerebellum Corp. Total: 116.31

COM0699 - Compressed Air Specialties Inc Line Item Account

202983 06/06/2018

Inv 00033125

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	FD Annual Svcs Air Compressor & Parts	101-5010-5011-8120-000	895.21

Inv 00033125 Total 895.21

202983 Total: 895.21

COM0699 - Compressed Air Specialties Inc Total: 895.21

Check Number	Check Date			Amount
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CONN6711 - Conney Safety Line Item Account

202984 06/06/2018

Inv 05510545

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/22/2018	Water Dept. Safety Vests	500-6010-6710-8134-000		120.33

Inv 05510545 Total 120.33

202984 Total: 120.33

CONN6711 - Conney Safety Total:

120.33

CORE6011 - CoreLogic Information Solutions, Inc. Line Item Account

202985 06/06/2018

Inv 81884773

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/30/2018	PW Realquest.com Svcs 4/18	101-6010-6011-8020-000		300.00

Inv 81884773 Total 300.00

202985 Total: 300.00

CORE6011 - CoreLogic Information Solutions, Inc. Total:

300.00

ANCR5270 - Cruz, Anna Line Item Account

202986 06/06/2018

Inv R91426

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/09/2018	Refund Cancelled Park Rsvp	101-0000-0000-5270-005		37.50

Inv R91426 Total 37.50

202986 Total: 37.50

ANCR5270 - Cruz, Anna Total:

37.50

DSP0755 - D & S Printing Line Item Account

202987 06/06/2018

Inv 7742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/05/2018	Water Door Hanger Notification	500-6010-6710-8050-000		312.08

Inv 7742 Total 312.08

Inv 7791

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
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Check Number	Check Date			Amount
05/07/2018	05/07/2018	Comm. Svcs Envelopes	101-8030-8031-8050-000	54.75
05/07/2018	05/07/2018	Comm. Svcs Envelopes	101-8030-8021-8050-000	54.75
		Inv 7791 Total		109.50
202987 Total:				421.58
DSP0755 - D & S Printing Total:				421.58
DBEL5010 - dB Electronics Line Item Account				
202988	06/06/2018			
		Inv 535		
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/03/2018	FD Bldg Maint.		101-5010-5011-8120-000	378.99
		Inv 535 Total		378.99
202988 Total:				378.99
DBEL5010 - dB Electronics Total:				378.99
DPSI7101 - Desktop Publishing Supplies Inc. Line Item Account				
202989	06/06/2018			
		Inv 382550		
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2018	Public Notice Postcard Paper		101-7010-7011-8050-000	369.44
04/30/2018	Public Notice Postcard Paper		101-0000-0000-2700-000	-27.33
		Inv 382550 Total		342.11
202989 Total:				342.11
DPSI7101 - Desktop Publishing Supplies Inc. Total:				342.11
DDL8010 - Dr. Detail Ph.D Line Item Account				
202990	06/06/2018			
		Inv 1548		
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/15/2018	Library Balcony, Rear Entrance & Carpet Cleaning Svcs		101-8010-8011-8120-000	1,500.00
		Inv 1548 Total		1,500.00
		Inv 1549		
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/15/2018	Community Room Carpet Cleaning		101-8010-8011-8120-000	350.00
		Inv 1549 Total		350.00

Check Number	Check Date		Amount
202990 Total:			1,850.00
DDL8010 - Dr. Detail Ph.D Total:			1,850.00
DUB0187 - DuBois, Andrew Line Item Account			
202991	06/06/2018		
Inv	5/15-16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	Reimb. PD Training Expenses	101-4010-4011-8200-000	57.42
Inv 5/15-16/18 Total			57.42
Inv	5/17/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	Reimb. PD Training Expense	101-4010-4011-8210-000	27.08
Inv 5/17/18 Total			27.08
202991 Total:			84.50
DUB0187 - DuBois, Andrew Total:			84.50
DBAR3011 - Dunbar Armored Inc. Line Item Account			
202992	06/06/2018		
Inv	4193671		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Armored Car Svc for 5/18	101-3010-3041-8180-000	837.00
05/01/2018	Armored Car Svc for 5/18	500-3010-3012-8180-000	837.00
Inv 4193671 Total			1,674.00
Inv	4193671*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Armored Car Svc for Excess Svcs 4/18	101-3010-3041-8180-000	192.96
Inv 4193671* Total			192.96
202992 Total:			1,866.96
DBAR3011 - Dunbar Armored Inc. Total:			1,866.96
DUNN9257 - Dunn Edwards Paints Line Item Account			
202993	06/06/2018		
Inv	4000001821		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2017	Traffic Signal Cabinet Paint Preparation for Artwork	215-6010-6201-8020-000	249.66
Inv 4000001821 Total			249.66

Inv 5170000478

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2017	Paint CREDIT	215-6010-6201-8020-000	-88.30

Inv 5170000478 Total -88.30

202993 Total: 161.36

DUNN9257 - Dunn Edwards Paints Total: 161.36

ECC9000 - E.C.Construction Line Item Account

202994 06/06/2018

Inv #1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	El Centro Street Improvement Project	500-9000-9300-9300-000	142,039.25
03/31/2018	El Centro Street Improvement Project	104-9000-9203-9203-000	19,787.31

Inv #1 Total 161,826.56

202994 Total: 161,826.56

ECC9000 - E.C.Construction Total: 161,826.56

ENGK5012 - Emergencykits.com Line Item Account

202995 06/06/2018

Inv 38618

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	FD EOC Classroom Lockdown Toilet, Bath Pack & Waste Bags	101-5010-5012-8020-000	1,056.51

Inv 38618 Total 1,056.51

202995 Total: 1,056.51

ENGK5012 - Emergencykits.com Total: 1,056.51

EMSA5011 - EMSAR Line Item Account

202996 06/06/2018

Inv 72024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	FD Gurney Equipment Maint.	101-5010-5011-8110-000	1,037.44

Inv 72024 Total 1,037.44

202996 Total: 1,037.44

Check Number	Check Date	Amount
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EMSA5011 - EMSAR Total: 1,037.44

KSES4610 - Espinosa, Kassandra Line Item Account

202997 06/06/2018

Inv 233125800

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	Refund Citation	101-0000-0000-4610-000	10.00

Inv 233125800 Total 10.00

202997 Total: 10.00

KSES4610 - Espinosa, Kassandra Total: 10.00

EWEM6010 - Ewing Irrigation El Monte Line Item Account

202998 06/06/2018

Inv 5064157

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2018	Irrigation Citywide Supplies	215-6010-6310-8020-000	280.45
04/05/2018	Citywide Irrigation Supplies	215-6010-6416-8180-000	102.58

Inv 5064157 Total 383.03

Inv 5248203

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Tree Watering Bags	500-3010-3012-8032-000	2,553.54

Inv 5248203 Total 2,553.54

202998 Total: 2,936.57

EWEM6010 - Ewing Irrigation El Monte Total: 2,936.57

FDBC8025 - Fast Deer Bus Charter Inc. Line Item Account

202999 06/06/2018

Inv 138517

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Sr. Center Field Trip Queen Mary & Shoreline Village 6/21/18 Bus	205-8030-8024-8180-000	942.81

Inv 138517 Total 942.81

202999 Total: 942.81

FDBC8025 - Fast Deer Bus Charter Inc. Total: 942.81

FED1109 - Federal Express Line Item Account

203000 06/06/2018

Check Number	Check Date		Amount
Inv	6-164-88872		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	PW Overnight Shipping	500-6010-6711-8010-000	56.60
Inv 6-164-88872 Total			56.60
Inv	6-164-88872*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	PW Overnight Shipping	500-6010-6711-8010-000	69.43
Inv 6-164-88872* Total			69.43
203000 Total:			126.03
FED1109 - Federal Express Total:			126.03
GALSS010 - Galls Line Item Account			
203001	06/06/2018		
Inv	009849325		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	PD Bike Uniform & Accessories	101-4010-4011-8134-000	478.50
Inv 009849325 Total			478.50
Inv	009849326		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	PD Bike Uniform & Accessories	101-4010-4011-8134-000	307.45
Inv 009849326 Total			307.45
Inv	009849331		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	PD Bike Uniform & Accessories	101-4010-4011-8134-000	132.05
Inv 009849331 Total			132.05
Inv	009888367		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	FD Safety Clothing & Equipment	101-5010-5011-8134-000	442.60
Inv 009888367 Total			442.60
Inv	009896064		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	FD Safety Clothing & Equipment	101-5010-5011-8134-000	266.85
Inv 009896064 Total			266.85
203001 Total:			1,627.45

GALS5010 - Galls Total: 1,627.45

GAR5011 - Garvey Equipment Co Line Item Account

203002 06/06/2018

Inv 110598

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Street Div. Supplies	230-6010-6116-8020-000	413.66

Inv 110598 Total 413.66

203002 Total: 413.66

GAR5011 - Garvey Equipment Co Total:

413.66

THR5910 - George L.Throop Co. Line Item Account

203003 06/06/2018

Inv 01-755425-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Concrete	215-6010-6201-8020-000	43.69

Inv 01-755425-00 Total 43.69

203003 Total: 43.69

THR5910 - George L.Throop Co. Total:

43.69

GOL6652 - Golden West Electric Line Item Account

203004 06/06/2018

Inv 3183

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Emergency Pwr Connection SCADA System-Pwr Outage Alarm	500-6010-6711-8170-000	600.94

Inv 3183 Total 600.94

203004 Total: 600.94

GOL6652 - Golden West Electric Total:

600.94

ASGM2920 - Gomez, Ashley Line Item Account

203005 06/06/2018

Inv R91328

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Refund WMB Deposit Rental 10/20/18	101-0000-0000-2920-000	375.00

Inv R91328 Total 375.00

Check Number	Check Date		Amount
203005 Total:			375.00
ASGM2920 - Gomez, Ashley Total:			375.00
GPPT9090 - Gopher Patrol Line Item Account			
203006	06/06/2018		
Inv	288648		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Gopher Abatement Svcs @ Arroyo Soccer Field	101-6010-6410-8020-000	183.00
Inv 288648 Total			183.00
Inv	289090		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Gopher Abatement Svcs @ Pasadena Ave./Median & ArroyoPark	101-6010-6410-8020-000	95.00
Inv 289090 Total			95.00
203006 Total:			278.00
GPPT9090 - Gopher Patrol Total:			278.00
GRA6601 - Grainger Line Item Account			
203007	06/06/2018		
Inv	9758611686		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2018	City Hall Mens Restroom Light Repair Supplies	101-6010-6601-8020-000	227.17
Inv 9758611686 Total			227.17
Inv	9762573641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2018	Citywide Clocks Double AA Batteries	101-6010-6601-8020-000	31.54
Inv 9762573641 Total			31.54
203007 Total:			258.71
GRA6601 - Grainger Total:			258.71
GRE6116 - Great Match Consulting Line Item Account			
203008	06/06/2018		
Inv	1690003824		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Street Dept. Temp Staff w/ 4/8/18	230-6010-6116-8180-000	493.92
Inv 1690003824 Total			493.92

Inv 1690003828

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Facility Dept. Maint. Temp Staff w/ 4/15/18	101-6010-6601-8180-000	658.56

Inv 1690003828 Total 658.56

Inv 1690003829

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Street Dept. Temp Staff w/ 4/15/18	230-6010-6116-8180-000	493.92

Inv 1690003829 Total 493.92

Inv 1690003834

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Street Dept. Temp Staff w/ 4/22/18	230-6010-6116-8180-000	658.56

Inv 1690003834 Total 658.56

Inv 1690003838

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Facility Dept. Maint. Temp Staff w/ 4/29/18	101-6010-6601-8180-000	658.56

Inv 1690003838 Total 658.56

Inv 1690003839

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Street Dept. Temp Staff w/ 4/29/18	230-6010-6116-8180-000	823.20

Inv 1690003839 Total 823.20

203008 Total: 3,786.72

GRE6116 - Great Match Consulting Total: 3,786.72

GRE1270 - Greg's Automotive Services Line Item Account

203009 06/06/2018

Inv 13302

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Yard Unit# 360 Repair Air Valves on Front Water Lines	230-6010-6116-8100-000	176.98

Inv 13302 Total 176.98

Inv 13307

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Water Truck Unit# 8 Replace Wheel Bearings & Oil Change	500-6010-6711-8100-000	186.82

Inv 13307 Total 186.82

Check Number	Check Date		Amount
Inv	13309		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Water Truck Unit# 12 Repair Air Break Leak	500-6010-6710-8100-000	186.90
Inv 13309 Total			186.90
203009 Total:			550.70
GRE1270 - Greg's Automotive Services Total:			550.70
HATC8025 - Halls Auto Tech Center Line Item Account			
203010	06/06/2018		
Inv	271204559		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Transit Van#75 New Tires	207-8030-8025-8100-000	438.21
Inv 271204559 Total			438.21
203010 Total:			438.21
HATC8025 - Halls Auto Tech Center Total:			438.21
HEN6201 - Henry's Towing Line Item Account			
203011	06/06/2018		
Inv	4823		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Yard Unit# 8 Tow Svcs 5/8/18	500-6010-6711-8100-000	65.00
Inv 4823 Total			65.00
203011 Total:			65.00
HEN6201 - Henry's Towing Total:			65.00
HDLC3010 - Hinderliter deLlamas & Associates Line Item Account			
203012	06/06/2018		
Inv	0029021		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	Contract Svcs Sales Tax 2nd Qrt & Audit Svcs Sales Tax	101-3010-3011-8170-000	2,115.84
Inv 0029021 Total			2,115.84
203012 Total:			2,115.84
HDLC3010 - Hinderliter deLlamas & Associates Total:			2,115.84

Check Number Check Date Amount

HIST7000 - Historic Resources Group Line Item Account

203013	06/06/2018			
Inv	10244			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/31/2018	10244-2060 Meridian Hist. Assess 18-0042 2/18	101-0000-0000-2990-034		1,403.98
Inv 10244 Total				1,403.98
				1,403.98
203013 Total:				1,403.98
HIST7000 - Historic Resources Group Total:				1,403.98

HDUA5412 - Home Depot USA, Inc. Line Item Account

203014	06/06/2018			
Inv	R00401280			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/09/2018	Refund Duplicate Business License Payment	101-0000-0000-4405-000		4.00
05/09/2018	Refund Duplicate Business License Payment	220-0000-0000-5412-000		27.00
05/09/2018	Refund Duplicate Business License Payment	101-0000-0000-4400-000		72.00
Inv R00401280 Total				103.00
				103.00
203014 Total:				103.00
HDUA5412 - Home Depot USA, Inc. Total:				103.00

ITCR2501 - Intercare Holdings Insurance Svcs Line Item Account

203015	06/06/2018			
Inv	76-003849			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/31/2017	Worker's Comp Claims Administration Fee 7/17	103-2010-2501-8020-000		320.00
Inv 76-003849 Total				320.00
Inv	76-004037			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/30/2017	Worker's Comp Claims Administration Fee 9/17	103-2010-2501-8020-000		25.00
Inv 76-004037 Total				25.00
Inv	76-004253			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/30/2017	Worker's Comp Claims Administration Fee 11/17	103-2010-2501-8020-000		2,775.00
Inv 76-004253 Total				2,775.00
Inv	76-004453			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/31/2018	Worker's Comp Claims Administration Fee 1/18	103-2010-2501-8020-000		2,750.00

Check Number	Check Date		Amount
Inv 76-004453		Total	2,750.00
Inv 76-004676			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Worker's Comp Claims Administration Fee 3/18	103-2010-2501-8020-000	2,480.00
Inv 76-004676		Total	2,480.00
Inv 76-004780			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Worker's Comp Claims Administration Fee 4/18	103-2010-2501-8020-000	1,880.00
Inv 76-004780		Total	1,880.00
203015 Total:			10,230.00
ITCR2501 - Intercare Holdings Insurance Svcs Total:			10,230.00
INT4896 - Inter-Con Security Systems Inc Line Item Account			
203016	06/06/2018		
Inv 426706			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	PD Parking Enforcement Svcs 4/18	101-4010-4011-8180-000	7,332.33
Inv 426706		Total	7,332.33
203016 Total:			7,332.33
INT4896 - Inter-Con Security Systems Inc Total:			7,332.33
JSAR4011 - Jack's Auto Repair Line Item Account			
203017	06/06/2018		
Inv 15866			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	PD Unit# 0908 Replace Battery & Freon	101-4010-4011-8100-000	334.35
Inv 15866		Total	334.35
Inv 15896			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	PD Unit# 0604 Replace Battery	101-4010-4011-8100-000	330.84
Inv 15896		Total	330.84
Inv 15900			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Transit Van#79 45 Day Inspection Svcs	207-8030-8025-8100-000	55.00

Check Number	Check Date		Amount
Inv 15900 Total			55.00
Inv 15904			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Transit Van#78 45 Day Inspection Svcs	207-8030-8025-8100-000	55.00
Inv 15904 Total			55.00
Inv 15909			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	PD Unit# 1201 New Water Pump, Replace Several Belts	101-4010-4011-8100-000	748.35
Inv 15909 Total			748.35
Inv 15914			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2018	Transit Van# 80 45-Day Inspection	207-8030-8025-8100-000	55.00
Inv 15914 Total			55.00
Inv 15917			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Transit Van# 75 Oil Change & Maint. Svc	207-8030-8025-8100-000	74.79
Inv 15917 Total			74.79
Inv 15921			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Transit Van# 78 Oil Change	207-8030-8025-8100-000	66.03
Inv 15921 Total			66.03
Inv 15924			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	Transit Van# 75 45 Day Inspection	207-8030-8025-8100-000	55.00
Inv 15924 Total			55.00
203017 Total:			1,774.36
JSAR4011 - Jack's Auto Repair Total:			1,774.36
JCRS5011 - Jones Coffee Roasters Line Item Account			
203018	06/06/2018		
Inv 43139			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	FD Dept. Supplies	101-5010-5011-8020-000	92.70
Inv 43139 Total			92.70

Check Number	Check Date		Amount
Inv	43290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	FD Dept. Supplies	101-5010-5011-8020-000	139.05
Inv 43290 Total			139.05
203018 Total:			231.75
JCRS5011 - Jones Coffee Roasters Total:			231.75
KEN7788 - Kennedy/Jenks Consultants Line Item Account			
203019	06/06/2018		
Inv	120200		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2018	Const. Engineering Svcs 2/18	500-9000-9266-9266-000	12,057.50
Inv 120200 Total			12,057.50
203019 Total:			12,057.50
KEN7788 - Kennedy/Jenks Consultants Total:			12,057.50
KOAC6010 - KOA Line Item Account			
203020	06/06/2018		
Inv	JB73058-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Engineering Design Svcs-Fair Oaks Ave. Traffic Signal 4/18	277-9000-9192-9192-000	2,155.00
Inv JB73058-10 Total			2,155.00
Inv	JB86064-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Construction Mgmt & Inspection Svcs Monterey Rd Improvement 4	104-9000-9203-9203-000	18,180.00
Inv JB86064-1 Total			18,180.00
203020 Total:			20,335.00
KOAC6010 - KOA Total:			20,335.00
LIFE822 - Life-Assist Inc. Line Item Account			
203021	06/06/2018		
Inv	853478		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	FD Medical Supplies	101-5010-5011-8025-000	459.44
Inv 853478 Total			459.44

Check Number Check Date Amount

Inv 855281CR

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	FD Medical Supplies CREDIT	101-5010-5011-8025-000	-208.05

Inv 855281CR Total -208.05

203021 Total: 251.39

LIFE822 - Life-Assist Inc. Total: 251.39

LSEN4011 - Lifesaver Education Line Item Account

203022 06/06/2018

Inv Spring 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Instructor CPR/AED Classes	101-8030-8032-8267-000	168.00

Inv Spring 2018 Total 168.00

203022 Total: 168.00

LSEN4011 - Lifesaver Education Total: 168.00

MNTG4011 - Magnatag Visible Systems Line Item Account

203023 06/06/2018

Inv 544780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2018	FD EOC Shadeline Row Printed & Magnetic Whiteboards	101-5010-5012-8020-000	2,894.84

Inv 544780 Total 2,894.84

203023 Total: 2,894.84

MNTG4011 - Magnatag Visible Systems Total: 2,894.84

MMV9126 - Mission Meridian Village POA Line Item Account

203024 06/06/2018

Inv COM001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2018	POA Dues Hospital Utility 6/18	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>	
05/24/2018	POA Dues Parking 6/18	207-2010-2260-8061-000	1,730.17

Check Number	Check Date		Amount
		Inv COM002 Total	1,730.17
		203024 Total:	2,534.30
		MMV9126 - Mission Meridian Village POA Total:	2,534.30
		MMSC2011 - MMASC Line Item Account	
203025	06/06/2018	Inv 2018	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	Transportation Planning Dues & Membership - Margaret Lin	101-2010-2021-8060-000	85.00
	Inv 2018 Total		85.00
		203025 Total:	85.00
		MMSC2011 - MMASC Total:	85.00
		NGSI6010 - Natural Gas Systems Inc. Line Item Account	
203026	06/06/2018	Inv 5179	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Monthly Maint. CNG Station 4/18	101-6010-6601-8020-000	375.00
	Inv 5179 Total		375.00
		203026 Total:	375.00
		NGSI6010 - Natural Gas Systems Inc. Total:	375.00
		NFPA5011 - NFPA Line Item Account	
203027	06/06/2018	Inv 7248965Y	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	FD Books	101-5010-5011-8080-000	83.68
	Inv 7248965Y Total		83.68
		203027 Total:	83.68
		NFPA5011 - NFPA Total:	83.68
		NIMO9203 - Ninyo & Moore Line Item Account	
203028	06/06/2018	Inv 217258	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
04/27/2018	Geotechnical & Material Testing Svcs 3/18	104-9000-9203-9203-000	3,042.00
Inv 217258	Total		3,042.00
203028 Total:			3,042.00
NIMO9203 - Ninyo & Moore Total:			3,042.00

OREI6711 - O' Reilly Automotive Inc. Line Item Account

203029	06/06/2018		
Inv 3213-475587			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2018	Water Dept. Vehicle Maint. Supplies	500-6010-6710-8100-000	36.49
Inv 3213-475587	Total		36.49
Inv 3213-475956			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Water Dept. Vehicle Maint. Supplies	500-6010-6710-8100-000	76.78
Inv 3213-475956	Total		76.78
Inv 3213-475971			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Transit Vehicle Maint. Part	207-8030-8025-8100-000	3.91
Inv 3213-475971	Total		3.91
Inv 3213-476240			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Transit Vehicle Maint Supplies	207-8030-8025-8100-000	71.84
Inv 3213-476240	Total		71.84
203029 Total:			189.02
OREI6711 - O' Reilly Automotive Inc. Total:			189.02

OFF4011 - Office Solutions Line Item Account

203030	06/06/2018		
Inv I-01361374			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	PD Office Supplies	101-4010-4011-8000-000	106.05
Inv I-01361374	Total		106.05
Inv I-01362870			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	PD Office Supplies	101-4010-4011-8000-000	205.45

Check Number	Check Date		Amount
		Inv I-01362870 Total	205.45
		Inv I-01364639	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		05/03/2018 PD Office Supplies 101-4010-4011-8000-000	61.40
		Inv I-01364639 Total	61.40
		Inv I-01367135	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		05/08/2018 PD Office Supplies 101-4010-4011-8000-000	376.69
		Inv I-01367135 Total	376.69
		203030 Total:	749.59
		OFF4011 - Office Solutions Total:	749.59
		PHS4011 - Pasadena Humane Society Line Item Account	
		203031 06/06/2018	
		Inv DEC2017SoPas	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		12/05/2017 PD Animal Control Svcs 12/17 & 50% Licensing Credit 11/17 101-4010-4011-8180-000	10,124.50
		Inv DEC2017SoPas Total	10,124.50
		203031 Total:	10,124.50
		PHS4011 - Pasadena Humane Society Total:	10,124.50
		PAW7777 - Pasadena Weekly Line Item Account	
		203032 06/06/2018	
		Inv 388862	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		04/12/2018 William Holden Centennial Event Ads 101-8010-8011-8040-000	212.50
		Inv 388862 Total	212.50
		203032 Total:	212.50
		PAW7777 - Pasadena Weekly Total:	212.50
		PCRI7101 - Personal Court Reporters Inc. Line Item Account	
		203033 06/06/2018	
		Inv 109558	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
01/25/2018	Transcribing Svcs - SP PC Mtg 1/22/18	101-7010-7011-8170-000	553.44
Inv 109558 Total			553.44
Inv 112828			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/13/2018	Transcribing Svcs - SP CC Mtg 3/7/18	101-7010-7011-8170-000	507.00
Inv 112828 Total			507.00
Inv 113996			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2018	Transcribing Svcs - SP CC Mtg 3/21/18	101-7010-7011-8170-000	679.50
Inv 113996 Total			679.50
Inv 114551			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	Transcribing Svcs - SP PC Mtg 3/26/18	101-7010-7011-8170-000	571.50
Inv 114551 Total			571.50
Inv 116044			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2018	Transcribing Svcs - SP CC Mtg 4/18/18	101-7010-7011-8170-000	502.50
Inv 116044 Total			502.50
Inv 116382			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Transcribing Svcs - SP PC Mtg 4/23/18	101-7010-7011-8170-000	520.50
Inv 116382 Total			520.50
Inv 117177			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Transcribing Svcs - SP CC Mtg 5/2/18	101-7010-7011-8170-000	540.00
Inv 117177 Total			540.00
203033 Total:			3,874.44
PCRI7101 - Personal Court Reporters Inc. Total:			3,874.44
AMPH5270 - Philips, Amanda Line Item Account			
203034	06/06/2018		
Inv R91750			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Refund Sum Camp Med Fees	101-0000-0000-5270-001	247.00

Check Number Check Date Amount

Inv R91750 Total 247.00



203034 Total: 247.00

AMPH5270 - Philips, Amanda Total: 247.00

PHOE4610 - Phoenix Group Information Systems Line Item Account

203035 06/06/2018

Inv 042018184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	PD Citation/Permit Processing for 4/18	101-0000-0000-4610-000	925.36
05/15/2018	PD Citation/Permit Processing for 4/18	101-0000-0000-4460-000	424.80

Inv 042018184 Total 1,350.16

203035 Total: 1,350.16

PHOE4610 - Phoenix Group Information Systems Total: 1,350.16

PBPP8010 - Pitney Bowes Reserve Account Line Item Account

203036 06/06/2018

Inv 21706007



<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Reserve Postage Account Meter #21706007	101-8010-8011-8010-000	500.00

Inv 21706007 Total 500.00

203036 Total: 500.00

PBPP8010 - Pitney Bowes Reserve Account Total: 500.00

TNPL8267 - Plasil, Anton Line Item Account

203037 06/06/2018

Inv 3/23/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Instructor Sr. Prom Tango Dance Class	101-8030-8021-8267-000	50.00

Inv 3/23/18 Total 50.00

203037 Total: 50.00

TNPL8267 - Plasil, Anton Total: 50.00

PLU4589 - Plumbing Wholesale Outlet Inc Line Item Account

203038 06/06/2018



Check Number	Check Date		Amount
Inv	S100253328.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Drinking Water Filters	101-6010-6601-8020-000	128.57
Inv S100253328.001 Total			128.57
Inv	S100253328.002		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	Drinking Water Filters & Toilet Vacuum Breaker Repair Kit	101-6010-6601-8020-000	152.62
Inv S100253328.002 Total			152.62
203038 Total:			281.19
PLU4589 - Plumbing Wholesale Outlet Inc Total:			281.19
POSS265 - Post Alarm Systems Line Item Account			
203039	06/06/2018		
Inv	1068558		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	Monitoring Fee WMB & Orange Grove Bldg 6/18	101-8030-8032-8180-000	48.77
05/07/2018	Monitoring Fee WMB & Orange Grove Bldg 6/18	101-8030-8031-8180-000	38.77
Inv 1068558 Total			87.54
203039 Total:			87.54
POSS265 - Post Alarm Systems Total:			87.54
PEDS6010 - Prime Electric Distributors Line Item Account			
203040	06/06/2018		
Inv	S1363775.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2017	Electrical Supplies	215-6010-6201-8020-000	381.11
Inv S1363775.001 Total			381.11
Inv	S1372090.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	Electrical Supplies	101-6010-6601-8020-000	82.67
Inv S1372090.001 Total			82.67
Inv	S1372167.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Electrical Supplies	101-6010-6601-8020-000	202.51
Inv S1372167.001 Total			202.51

Inv S1372239.001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	Electrical Supplies	101-6010-6601-8020-000	173.60

Inv S1372239.001 Total 173.60

203040 Total: 839.89

PEDS6010 - Prime Electric Distributors Total: 839.89

PGXI4011 - Prime Graphix Inc. Line Item Account

203041 06/06/2018

Inv 2239

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2018	PD 4 Sets of Decals for PD Bike Battery	101-4010-4011-8100-000	175.20

Inv 2239 Total 175.20

203041 Total: 175.20

PGXI4011 - Prime Graphix Inc. Total: 175.20

PSSX3012 - PSSixth LLC Line Item Account

203042 06/06/2018

Inv 5/21/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	Refund Rebate	500-3010-3012-8032-000	100.00

Inv 5/21/18 Total 100.00

203042 Total: 100.00

PSSX3012 - PSSixth LLC Total: 100.00

SJRJ5270 - Ravulapati, Sailaja Line Item Account

203043 06/06/2018

Inv R91428

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2018	Refund Cancelled Sum Camp Med	101-0000-0000-5270-001	247.00

Inv R91428 Total 247.00

203043 Total: 247.00

SJRJ5270 - Ravulapati, Sailaja Total: 247.00

Check Number	Check Date		Amount
RIN7777 - Rincon Consultants Inc Line Item Account			
203044	06/06/2018		
Inv	4100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2018	Consulting Svcs 3/18	101-0000-0000-2990-035	15,432.19
Inv 4100 Total			15,432.19
Inv	4820		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2018	Consulting Svcs 4/18	101-0000-0000-2990-035	8,182.50
Inv 4820 Total			8,182.50
203044 Total:			23,614.69
RIN7777 - Rincon Consultants Inc Total:			23,614.69
RIPU8540 - Roadline Products Inc. USA Line Item Account			
203045	06/06/2018		
Inv	14077		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Swr Dept. USA Marking Chalk	210-6010-6501-8020-000	500.05
Inv 14077 Total			500.05
Inv	14078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	Street Dept. Signs & Maint. Hardware	230-6010-6116-8020-000	493.48
Inv 14078 Total			493.48
203045 Total:			993.53
RIPU8540 - Roadline Products Inc. USA Total:			993.53
ROB1111 - Robledo, Shannon Line Item Account			
203046	06/06/2018		
Inv	5/7-11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2018	Reimb. PD Training Expense	101-4010-4011-8210-000	155.54
Inv 5/7-11/18 Total			155.54
203046 Total:			155.54
ROB1111 - Robledo, Shannon Total:			155.54

BENR8021 - Rushing, Ben Line Item Account

203047 06/06/2018
 Inv 5/24/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Entertainment for SP Healthy Aging Fair 5/24/18	101-0000-0000-2994-001	150.00

Inv 5/24/18 Total 150.00

Inv 6/15/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Entertainment for Father's Day BBQ 6/15/18	101-0000-0000-2994-001	150.00

Inv 6/15/18 Total 150.00

203047 Total: 300.00

BENR8021 - Rushing, Ben Total:

300.00

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

203048 06/06/2018
 Inv 2018 SPR50

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2018	Camp Med Annual Subscription S.P. Review	101-8030-8032-8040-000	30.00

Inv 2018 SPR50 Total 30.00

Inv D64780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	Comm. Svcs Ads	101-8030-8021-8040-000	252.00

Inv D64780 Total 252.00

203048 Total: 282.00

SOU5250 - S.P.Review & The Quarterly Magazine Total:

282.00

SAEV2990 - Sapphos Environmental Inc. Line Item Account

203049 06/06/2018
 Inv 1699001-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2018	Historic Evaluation for 1435 Oak Crest Ave.	101-0000-0000-2990-036	1,628.95

Inv 1699001-01 Total 1,628.95

203049 Total: 1,628.95

Check Number	Check Date	Amount
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SAEV2990 - Sapphos Environmental Inc. Total: 1,628.95

KSSN2920 - Serna, Keseh Line Item Account

203050 06/06/2018

Inv R91666

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Refund Youth House Deposit Rental 5/12/18	101-0000-0000-2920-000	250.00

Inv R91666 Total 250.00

203050 Total: 250.00

KSSN2920 - Serna, Keseh Total: 250.00

SER6856 - Service Pro Pest Mgmt Company Line Item Account

203051 06/06/2018

Inv 14383

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2018	Citywide Pest Control Svc 4/18	101-6010-6601-8120-000	389.17

Inv 14383 Total 389.17

203051 Total: 389.17

SER6856 - Service Pro Pest Mgmt Company Total: 389.17

ANQS5270 - Singh, Angelique Line Item Account

203052 06/06/2018

Inv R91751

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Refund Sum Camp Med Week 2	101-0000-0000-5270-001	135.00

Inv R91751 Total 135.00

203052 Total: 135.00

ANQS5270 - Singh, Angelique Total: 135.00

JFSL5270 - Soloman, Jeffrey Line Item Account

203053 06/06/2018

Inv R91864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Refund Dropped Specialty Class Camp	101-0000-0000-5270-002	145.00

Inv R91864 Total 145.00

Check Number	Check Date		Amount
203053 Total:			145.00
JFSL5270 - Soloman, Jeffrey Total:			145.00
SOU5132 - South Coast A.Q.M.D Line Item Account			
203054	06/06/2018		
Inv	3255688		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	AQMD Annual Fee for Boiler Hot Water Heater @ Various Locatio	101-6010-6015-8020-000	378.28
Inv 3255688 Total			378.28
Inv	3258941		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2018	AQMD Annual Fee for Emissions	101-6010-6015-8020-000	127.46
Inv 3258941 Total			127.46
203054 Total:			505.74
SOU5132 - South Coast A.Q.M.D Total:			505.74
SPOH8032 - Spohn Ranch, Inc. Line Item Account			
203055	06/06/2018		
Inv	SP012		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	Skate Park Replacement of Skatelite Sheets	101-8030-8032-8180-000	1,834.85
Inv SP012 Total			1,834.85
203055 Total:			1,834.85
SPOH8032 - Spohn Ranch, Inc. Total:			1,834.85
STA5219 - Staples Business Advantage Line Item Account			
203056	06/06/2018		
Inv	3374777516		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2018	Library Office Supplies	101-8010-8011-8000-000	525.81
Inv 3374777516 Total			525.81
Inv	3375295432		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Sr. Center Office Supplies	101-8030-8021-8120-000	59.85
04/17/2018	Sr. Center Office Supplies	101-8030-8021-8000-000	196.58
Inv 3375295432 Total			256.43

Inv 3375830047

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2018	Library Office Supplies	101-8010-8011-8000-000	7.65

Inv 3375830047 Total 7.65

Inv 3375830048

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2018	Library Office Supplies	101-8010-8011-8000-000	41.15

Inv 3375830048 Total 41.15

Inv 3376080564

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Library Office Supplies	101-8010-8011-8000-000	313.15

Inv 3376080564 Total 313.15

Inv 3376080565

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Yard Office Supplies	500-6010-6711-8000-000	72.38
04/26/2018	Yard Office Supplies	101-6010-6601-8000-000	10.81
04/26/2018	Yard Office Supplies	230-6010-6116-8000-000	49.51
04/26/2018	Yard Office Supplies	215-6010-6201-8000-000	10.81
04/26/2018	Yard Office Supplies	500-6010-6710-8000-000	10.81
04/26/2018	Yard Office Supplies	210-6010-6501-8000-000	74.52
04/26/2018	Yard Office Supplies	101-6010-6410-8000-000	10.81
04/26/2018	Yard Office Supplies	215-6010-6310-8000-000	10.81

Inv 3376080565 Total 250.46

Inv 3376080566

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Transit Office Supplies	207-8030-8025-8000-000	772.97
04/26/2018	Transit Office Supplies	207-8030-8025-8100-000	6.62

Inv 3376080566 Total 779.59

Inv 3376866716

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Plan/Bldg Office Supplies	101-7010-7011-8000-000	82.81
05/02/2018	Finance Office Supplies	101-3010-3011-8000-000	235.02

Inv 3376866716 Total 317.83

Inv 3376866718

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Library Office Supplies	101-8010-8011-8000-000	22.75

Inv 3376866718 Total 22.75

Check Number Check Date Amount

Inv 3376940681

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	Water Dept. Office Supplies	500-6010-6711-8000-000	39.18

Inv 3376940681 Total 39.18

Inv 3376940682

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2018	Yard Office Supplies	210-6010-6501-8000-000	3.35

Inv 3376940682 Total 3.35

Inv 3377333487

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2018	Plan/Bldg Office Supplies	101-7010-7011-8000-000	15.10

Inv 3377333487 Total 15.10

Inv 3377333488

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2018	Plan/Bldg Office Supplies CREDIT	101-7010-7011-8000-000	-10.39

Inv 3377333488 Total -10.39

Inv 3377333491

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2018	Plan/Bldg Office Supplies	101-7010-7011-8000-000	10.39

Inv 3377333491 Total 10.39

Inv 3377981775

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2018	Plan/Bldg Office Supplies CREDIT	101-7010-7011-8000-000	-15.10

Inv 3377981775 Total -15.10

203056 Total: 2,557.35

STA5219 - Staples Business Advantage Total: 2,557.35

STE4845 - Stetson Engineers Inc Line Item Account

203057 06/06/2018

Inv 2676-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2018	Blending Plan for Div of Drinking Water	500-6010-6710-8170-000	9,796.84

Inv 2676-01 Total 9,796.84

203057 Total: 9,796.84

STE4845 - Stetson Engineers Inc Total: 9,796.84

STSM1020 - Studio Spectrum Line Item Account

203058 06/06/2018

Inv 18919

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	AV Services 4/18	101-1020-1021-8180-000	2,640.00

Inv 18919 Total 2,640.00

203058 Total: 2,640.00

STSM1020 - Studio Spectrum Total: 2,640.00

SSSG6116 - Sundays Silk Screening Line Item Account

203059 06/06/2018

Inv 2066

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2018	Yard Temp Staff Safety Shirts	230-6010-6116-8134-000	173.83
04/17/2018	Yard Temp Staff Safety Shirts	101-6010-6601-8134-000	173.83

Inv 2066 Total 347.66

203059 Total: 347.66

SSSG6116 - Sundays Silk Screening Total: 347.66

SPWS8020 - SupplyWorks Line Item Account

203060 06/06/2018

Inv 438996282

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2018	Janitorial Supplies	101-6010-6601-8020-000	1,234.64
05/08/2018	Janitorial Supplies	232-6010-6417-8020-000	617.31

Inv 438996282 Total 1,851.95

Inv 440017325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2018	Library Janitorial Supplies	101-8010-8011-8120-000	385.31

Inv 440017325 Total 385.31

203060 Total: 2,237.26

SPWS8020 - SupplyWorks Total: 2,237.26

Check Number	Check Date		Amount
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SWOR8032 - Swords Fencing Studio Line Item Account

203061 06/06/2018

Inv Spring 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2018	Instructor Fencing Class	101-8030-8032-8267-000	301.60

Inv Spring 2018 Total 301.60

203061 Total: 301.60

SWOR8032 - Swords Fencing Studio Total: 301.60

TES1111 - Tesfaye, Anteneh Line Item Account

203062 06/06/2018

Inv 5/2/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Reimb. Renewal Certification Fee & Required Education Fee	500-6010-6711-8200-000	355.00

Inv 5/2/18 Total 355.00

203062 Total: 355.00

TES1111 - Tesfaye, Anteneh Total: 355.00

TREI9382 - Toro Enterprises Inc. Line Item Account

203063 06/06/2018

Inv 11486

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Monterey Road Street Improvement Project 4/18	500-9000-9300-9300-000	90,164.50
04/30/2018	Monterey Road Street Improvement Project 4/18	233-9000-9354-9354-000	32,775.00

Inv 11486 Total 122,939.50

203063 Total: 122,939.50

TREI9382 - Toro Enterprises Inc. Total: 122,939.50

TRA5998 - Transtech Engineers Inc. Line Item Account

203064 06/06/2018

Inv 20181737

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Bldg & Safety Services 3/18	101-7010-7011-8180-000	20,090.46

Inv 20181737 Total 20,090.46

Inv 20181738

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
03/31/2018	Bldg & Safety Services - Plan Check Svcs 3/18	101-7010-7011-8180-000	8,480.98
Inv 20181738 Total			8,480.98
Inv 20181739			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Soils Review Report - 1256 Via Del Rey	101-0000-0000-2970-001	1,483.00
Inv 20181739 Total			1,483.00
Inv 20181740			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2018	Soils Review Report - 1446 Oak Crest	101-0000-0000-2970-001	1,978.00
Inv 20181740 Total			1,978.00
203064 Total:			32,032.44
TRA5998 - Transtech Engineers Inc. Total:			32,032.44
TRE9241 - Trench Shoring Line Item Account			
203065	06/06/2018		
Inv 1094126-0013			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2018	K-Rail for Hanscom & Illinois Dr.	230-6010-6116-8020-000	126.00
Inv 1094126-0013 Total			126.00
Inv 1094126-0017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	K-Rail for Hanscom & Illinois Dr.	230-6010-6116-8020-000	126.00
Inv 1094126-0017 Total			126.00
203065 Total:			252.00
TRE9241 - Trench Shoring Total:			252.00
POR4707 - United Site Services, Inc. Line Item Account			
203066	06/06/2018		
Inv 114-6693290			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Portable Toilet Svc Skate Park 4/24-5/21/18	101-8030-8032-8180-000	318.67
Inv 114-6693290 Total			318.67
Inv 114-6701543			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Portable Toilet Svc Nelson Field 4/30-5/27/18	101-8030-8032-8180-000	217.93

Check Number	Check Date		Amount
		Inv I14-6701543 Total	217.93
		203066 Total:	536.60
		POR4707 - United Site Services, Inc. Total:	536.60
		VALD4011 - Valdez, Catalina Line Item Account	
		203067 06/06/2018	
		Inv 5/14/18	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		05/18/2018 Reimb. PD Training Expense 101-4010-4011-8210-000	45.06
		Inv 5/14/18 Total	45.06
		203067 Total:	45.06
		VALD4011 - Valdez, Catalina Total:	45.06
		VEWI8020 - Vision Electric Wholesale Inc. Line Item Account	
		203068 06/06/2018	
		Inv 30683	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		05/23/2018 Recessed LED Light Bulbs 101-6010-6601-8020-000	70.00
		Inv 30683 Total	70.00
		Inv 31129	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		01/30/2018 8 Gauge Black Wire/Blue Wire Spool - Street Lighting 215-6010-6201-8020-000	400.77
		Inv 31129 Total	400.77
		Inv 31130	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		02/20/2018 Street Lights Breaker Housing Replacements Mission/Grand 215-6010-6201-8020-000	66.17
		Inv 31130 Total	66.17
		203068 Total:	536.94
		VEWI8020 - Vision Electric Wholesale Inc. Total:	536.94
		VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account	
		203069 06/06/2018	
		Inv 71812190	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
05/09/2018	Crushed Aggregate Base & Concrete Sand	500-6010-6710-8020-000	425.17
Inv 71812190 Total			425.17
Inv 71823618			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Crushed Aggregate Base & Concrete Sand	230-6010-6116-8020-000	1,853.34
Inv 71823618 Total			1,853.34
203069 Total:			2,278.51
VUL6601 - Vulcan Materials Co. & Affiliates Total:			2,278.51
WES4152 - West Coast Arborists, Inc. Line Item Account			
203070	06/06/2018		
Inv 135378			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Arborists Svcs 3/16-31/18	215-6010-6310-8180-000	275.00
Inv 135378 Total			275.00
Inv 136234			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2018	Street Tree Maint. Removal & Replacement Svcs 4/16-30/18	215-6010-6310-9181-000	19,014.00
04/30/2018	Street Tree Maint. Svcs 4/16-30/18	215-6010-6310-8180-000	38,900.00
Inv 136234 Total			57,914.00
203070 Total:			58,189.00
WES4152 - West Coast Arborists, Inc. Total:			58,189.00
YTI1023 - Y Tire Sales Line Item Account			
203071	06/06/2018		
Inv 0007038			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	Water Dept. Unit# 19 Tire Patch	500-6010-6710-8100-000	20.00
Inv 0007038 Total			20.00
203071 Total:			20.00
YTI1023 - Y Tire Sales Total:			20.00
HYYI5270 - Yi, Hyejin Line Item Account			
203072	06/06/2018		

Check Number Check Date Amount

Inv R91752

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2018	Refund Dropped Super Soccer Stars Class	101-0000-0000-5270-001	80.00

Inv R91752 Total 80.00

203072 Total: 80.00

HYYI5270 - Yi, Hyejin Total: 80.00

Total: 568,226.62

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ATTACHMENT 4
Payroll 05-18-18
Payroll 06-01-18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 05.18.18

Account Number	Account Name	06.06.18
101-0000-0000-1010-000	General Fund - Payroll cash	515,626.80
	Other Withholding Payables	\$ 227,752.53
101-0000-0000-1010-000	Net General Fund - Payroll Cash	287,874.27
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,637.39
207-0000-0000-1010-000	Prop C - Payroll Cash	5,638.43
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	9,942.61
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	5,216.35
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	12,933.84
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	42,478.50
700-0000-0000-2210-000	Internal Revenue Service	55,939.53
700-0000-0000-2220-000	Employment Development Dept.	21,571.55
700-0000-0000-2230-000	Internal Revenue Service	16,599.50
700-0000-0000-2240-000	PERS Pension	86,157.95
700-0000-0000-2260-000	Deferred Comp - Empower	12,489.72
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		564,479.64
Checks		15,703.02
Direct Deposits		356,018.37
I.R.S Payments		72,539.03
E.D.D. - State of CA		21,571.55
PERS Pension		86,157.95
Deferred Comp - Empower		12,489.72
PERS Health		
		564,479.64
To 700		583,770.90
Other PR Payable		227,752.53
ACH Payable		356,018.37

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 06.01.18

Account Number	Account Name	06.06.18
101-0000-0000-1010-000	General Fund - Payroll cash	610,140.04
	Other Withholding Payables	\$ 335,352.03
101-0000-0000-1010-000	Net General Fund - Payroll Cash	<u>274,788.01</u>
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	8,579.53
207-0000-0000-1010-000	Prop C - Payroll Cash	6,668.10
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,870.89
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aesessment - PR Ca	6,520.65
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	15,424.84
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	50,531.85
700-0000-0000-2210-000	Internal Revenue Service	53,810.92
700-0000-0000-2220-000	Employment Development Dept.	20,320.20
700-0000-0000-2230-000	Internal Revenue Service	16,932.26
700-0000-0000-2240-000	PERS Pension	88,451.72
700-0000-0000-2260-000	Deferred Comp - Empower	12,726.14
700-0000-0000-2262-000	PERS Health - Actives	108,224.07
101-3011-3041-7131-000	PERS Health - Retirees	46,309.96
Total Checks & Direct Deposits		<u>721,159.14</u>
Checks		20,702.24
Direct Deposits		353,681.63
I.R.S Payments		70,743.18
E.D.D. - State of CA		20,320.20
PERS Pension		88,451.72
Deferred Comp - Empower		12,726.14
PERS Health		154,534.03
		<u>721,159.14</u>
To 700		689,033.66
Other PR Payable		335,352.03
ACH Payable		<u>353,681.63</u>

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ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **06.06.18**

<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



Mariam Lee Ko, Interim Agency Treasurer



City Council Agenda Report

ITEM NO. 9

DATE: June 6, 2018
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Lucy Demirjian, Assistant to the City Manager
SUBJECT: Approval of City Memberships to Regional, State, and National Organizations

Recommendation Action

It is recommended that the City Council approve the City's membership in various regional, State and national organizations for Fiscal Year (FY) 2018-19.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Membership in regional, State, and national organizations provides many benefits to the City. They offer significant resources to inform and educate leaders and policymakers, from specialized programming to advocacy services. Members also receive discounts on registration to conferences and seminars which allow City officials to be part of the dialogue on current and relevant issues facing the City. Benefits specific to each organization are outlined in an attachment to this report.

Funding for membership dues are accounted for in the budget and approved by the City Council through the annual budget process. Staff is seeking confirmation from the City Council to continue membership to these organizations.

Background

On October 5, 2016, the City Council considered establishing a policy to address City membership to outside organizations. The City Council agreed that: 1) staff will annually update the City Council on the City's membership to regional, State, and national organizations during the budget season; and 2) new requests for City membership to regional, State, and national organizations be submitted to the City Council for consideration.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Membership dues vary yearly. The majority of dues are based on population. Funding is included in the FY 2018-19 Budget to cover the cost of membership.

Organization	Membership Cost
League of CA Cities	\$10,118.00
League of CA Cities - LA County Division	\$1,181.25
San Gabriel Valley Council of Governments	\$14,030.74
Arroyo Verdugo Communities Joint Powers Authority	\$3,775.00
Southern California Association of Governments	\$2,810.00
California Contract Cities Association	\$3,309.00
San Gabriel Valley Economic Partnership (<i>partially funded by BIT</i>)	\$2,625.00

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: List of Regional, State, and National Organizations

League of CA Cities

The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. Membership benefits include:

- Advocacy at the ballot box, in the Legislature, and in the courts.
- Communication on the latest advocacy efforts with news about legislative developments that affect cities. Vehicles include CA Cities Advocate, social media, and e-mail updates. In addition, *Western City* magazine, the League's monthly publication, provides substantive analysis of broader statewide policy issues for local officials.
- Member-Driven Priorities developed by local leaders. Regional divisions, professional departments, caucuses, and policy committees meet throughout the year to address policy issues.
- Best Practices and practical tools for local officials are provided by the Institute for Local Government on topics including public engagement, sustainability, ethics, Local Government 101, and more. These valuable resources can save your city time and money by offering expert information in a concise format, reducing the need for city staff research.
- Professional Development offered through the League's educational conferences and events is geared to the unique needs of local government officials and city staff. Meetings and webinars present essential information from experts and provide a forum for exploring solutions to the challenges facing California's cities.

The League's 2018 Strategic Goals are:

1. Address Public Safety Concerns of California Cities.
2. Ensure Sustainability of Public Pension and Retirement Health Benefits.
3. Protect Existing Transportation Funding for Local Priorities.
4. Improve Housing Affordability and Support Additional Resources to Address the Homelessness Crisis.

League of CA Cities - LA County Division

The Los Angeles County Division is made up of 86 cities within Los Angeles County, and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.

Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento.

Division members also participate in the development of League policy through representation on:

- The League Board of Directors;
- Policy Committees;
- The Annual Conference Resolution Committee; and
- The Annual Conference Program Committee.

San Gabriel Valley Council of Governments

The San Gabriel Valley Council of Governments (SGVCOG) is a joint powers authority made up of representatives from 31 cities, three Los Angeles County Supervisorial Districts, and the three Municipal Water Districts located in the San Gabriel Valley. The SGVCOG serves as a regional voice for its member agencies and works to improve the quality of life for the more than two million residents living in the San Gabriel Valley. The SGVCOG works on issues of importance to its member agencies, including transportation, housing, economic development, the environment, and water, and seeks to address these regionally. The City of South Pasadena became a member in 1994 when the organization was established and before that with its predecessor, the San Gabriel Valley Association of Cities.

Arroyo Verdugo Communities Joint Powers Authority

The Arroyo Verdugo Steering Committee (AVSC) was assembled in 1993 as an informal policy body to coordinate information and provide a forum for discussion on issues of mutual interest and concern, to consider regional programs and initiatives, and conduct studies, primarily related to transportation. The Committee included the cities of Burbank, Glendale, La Cañada Flintridge, Pasadena, and South Pasadena. The respective City Councils of the AVSC have approved receiving Measure R2 funds via the AVSC. The expressed reason for this preference is to maintain local control over these funds.

On February 13, 2017, the AVSC agreed to move forward to formalize the existing relationship of the Arroyo Verdugo cities through a Joint Powers Agreement (JPA). The JPA would be comprised of the existing five member cities and add the Los Angeles County Supervisor's Office representing the La Crescenta/Montrose unincorporated areas for a total of six members with representatives serving on a governing board. The JPA will focus on transportation policy and coordination at this time but may expand to other issues in the future.

The JPA will enable the Arroyo Verdugo Cities:

- Greater ability to determine how the funds are to be used.
- Better management and control in directing the use of the funds.
- More focused and coordinated use of the funds for the benefit of the subregion members.
- Less competition with other agencies for use of the funds.
- Direct benefit to the subregion (rather than to the SGVCOG communities overall).
- More commonalities of interest amongst the member agencies.
- Greater understanding of the needs and priorities for the subregion.

Southern California Association of Governments

The Southern California Association of Governments (SCAG) takes a role as liaison among city and county elected officials, urban planners and community organizations. Elected officials from member agencies are eligible to serve on SCAG's Regional Council and Policy Committees. SCAG's 86 Regional Councilmembers have the key responsibility for representing the Southern California region on issues such as transportation investments, growth strategies and the allocation of future housing needs. Regional Councilmembers have an important voice in short- and long-term planning and access to the insight provided on ongoing State activities affecting constituents.

Through active participation, SCAG members know they are providing a voice for their community and their region. Since 1965, SCAG has conceptualized many regionally significant projects and programs, including the Alameda Corridor, Metrolink, Heal the Bay, the Salton Sea Authority and the High Occupancy Vehicle (HOV system). SCAG is a place to introduce, test and nurture new ideas.

Staff closely monitors legislation in the State Legislature and Congress and informs the Regional Council about key legislative and administrative agency developments. SCAG also coordinates regular Regional Councilmember visits with elected and appointed officials of the executive and legislative branches of the federal and state governments. Members receive SCAG's e-alert, SCAG Update and the monthly e-newsletter, SCAG Spotlight. Members also receive free and/or discounted entry to SCAG-sponsored conferences and summits featuring the latest information and insights on issues of regional significance (e.g., the Southern California Economic Recovery & Job Creation Strategy). In addition, members receive a password to access the resources of the National Association of Regional Councils (NARC) through SCAG's primary membership. Members can learn from each other's policies and experiences through numerous networking opportunities, including the annual Regional Conference & General Assembly and Regional Council Retreat.

California Contract Cities Association

The California Contract Cities Association (CCCA) represents over 75 cities throughout Southern California. For 50 years, CCCA has served as an advocate and unified voice for its member cities on both the local and state level. Through collaborative government, CCCA has successfully protected and enhanced the quality of life for eight million residents.

CCCA provides education through seminars and information on relevant local governance topics; advocacy efforts to be vigilant to any challenges to local control in communities; networking platform to connect and engage members, fostering relationships with elected officials and staff at the local, county, and state levels; and access to help forge public, private and not-for-profit partnerships to promote collaborative governance across sectors. These collaborations provide unprecedented opportunities for efficiencies in better serving the public at reduced costs.

CCCA 2018 Legislative Priorities include:

- Community Choice Aggregation;
- Pension Reform;
- Overconcentration of Licensed Rehabilitation Facilities;
- Right-of-way Agreements for Utility Facilities;
- Public Safety;
- Housing; and
- Water Infrastructure.

San Gabriel Valley Economic Partnership

The San Gabriel Valley Economic Partnership is a regional, non-profit corporation supported and directed by its members and committed to the continued successful economic development of the San Gabriel Valley. A collaboration of business, local government, institutions of higher education and non-profit organizations, the Partnership pursues this commitment by engaging in public policy, marketing the San Gabriel Valley, fostering the success of business, and connecting people, companies, and organizations in the San Gabriel Valley. The Partnership is primarily funded by membership dues and special events. Membership dues invest in the long term success of the region and provide member companies and organizations with strategic partnerships throughout the community, up-to-date information on business and political issues, economic data and resources, and many other member benefits. The Partnership Board of Directors is comprised of key member representatives from businesses, colleges, universities and cities who have a stake in the economic vitality of the region.

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City Council Agenda Report

ITEM NO. 10

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Margaret Lin, Principal Management Analyst *[Signature]*

SUBJECT: **Adoption of a Resolution in Support of the South Pasadena Preservation Foundation Holding the Historical Covenants for the Caltrans Surplus Properties**

Recommendation Action

It is recommended that the City Council adopt a resolution in support of the South Pasadena Preservation Foundation (SPPF) holding the Historical Covenants for the California Department of Transportation (Caltrans) surplus properties.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Caltrans is currently working on completing Phase 1 of the Affordable Sales Program, which includes the sale of 42 surplus properties within the State Route 710 (SR-710) corridor. Five of the Phase I properties within South Pasadena are considered historic:

1. 816 Bonita Drive
2. 1131 Glendon Way
3. 400 Prospect Circle
4. 495 Prospect Avenue
5. 511 Prospect Avenue

The sale of these properties would require the use of a historical covenant to avoid any potential impacts to cultural resources and protect the historic character of the properties. Future Affordable Sales Program phases will also require the use of historical covenants. SPPF currently holds six historical covenants of Caltrans properties that were sold in the early 1990s:

1. 1109 Buena Vista Street
2. 1133 Buena Vista Street
3. 1127 Columbia Street
4. 221 Fremont Avenue
5. 631 Meridian Avenue
6. 1119 Meridian Avenue

Caltrans has requested that the Los Angeles Conservancy (LAC) hold the historical covenants for these properties in an effort to create a standardized template for historical covenants. SPPF contacted the City Manager's Office for a letter of support for their request to hold the historical covenants. On May 15, 2018, the City Manager's Office submitted a letter to Caltrans in support of SPPF holding the historical covenants on behalf of the City due to their local expertise and experience. SPPF obtained support from the LAC for their request to hold the historical covenants for future Caltrans sales in South Pasadena. In addition, SPPF will participate in future discussions with Caltrans, LAC, and Pasadena Heritage regarding the standardized template for historical covenants. With the adoption of this resolution, the City Council will further declare their support for SPPF to hold the historical covenants on behalf of the City.

Alternatives Considered

1. Allow the LAC to hold the historical covenants for the sale of Caltrans surplus properties in South Pasadena. The LAC is a nonprofit organization that works through education and advocacy to recognize, preserve, and revitalize the historical architecture and cultural resources in Los Angeles County. The LAC has more than 35 years of experience working on preservation issues throughout the County and has the expertise necessary to hold the historical covenants. However, the LAC lacks the local experience and connection to the community that SPPF has demonstrated.

Next Steps

1. Continue to support and work with SPPF to obtain the historical covenants for the SR-710 surplus property sales.

Background

Following the withdrawal of the surface route freeway for the SR-710 North Project, Caltrans determined that the properties within the SR-710 were surplus and have made them available for sale. On January 4, 2018, the Office of Administrative Law approved regulations for the Affordable Sales Program/Sale of Historic Homes for the sale of surplus Caltrans properties within the SR-710 corridor. The 398 properties located in Los Angeles, Pasadena, and South Pasadena will be made available in three phases. The first phase includes properties that are not within the scope of the remaining project objectives. The second phase includes properties that are within the scope of the remaining project alternatives but can still be sold. The third phase includes properties that will be declared excess after the completion of the approved preferred project alternative in the environmental document.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Adoption of a Resolution in Support of the SPPF Holding the Historic Covenants for the Sale of
Caltrans Surplus Properties

June 6, 2018

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Public Notification of Agenda Item

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

Attachments:

1. Draft Historical Covenants Resolution
2. Letter of Support Submitted to Caltrans on Behalf of SPPF

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ATTACHMENT 1
Draft Historical Covenants Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
IN SUPPORT OF THE SOUTH PASADENA PRESERVATION
FOUNDATION TO HOLD THE HISTORICAL COVENANTS FOR
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION
SURPLUS PROPERTIES**

WHEREAS, the City of South Pasadena (City) prides itself on the quality and historic character of its neighborhoods and its small-town ambiance; and

WHEREAS, maintaining these qualities is considered key for retaining residents and businesses and historic preservation; and

WHEREAS, the City has a long tradition of historic preservation and conservation; and

WHEREAS, the California Department of Transportation (Caltrans) is selling surplus properties; and

WHEREAS, many of the Caltrans surplus properties may be eligible for inclusion in the National Register of Historic Places or the City's Inventory of Historic Places and a historical covenant is needed to preserve the exterior and interior architectural features and fixtures; and

WHEREAS, the South Pasadena Preservation Foundation (SPPF) was created to foster awareness and appreciation of the historic heritage of South Pasadena and to advocate and facilitate preservation of significant examples of that heritage; and

WHEREAS, the SPPF is uniquely qualified to hold the historical covenants on behalf of the City due to its local expertise and experience.

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

SECTION 1. The City does hereby declare its support for SPPF's request to fill the role of long-term stewards of the historical, cultural, and architectural character of these homes for the benefit of the community at large, now and in the future; and hold the historical covenants for the sale of the Caltrans surplus properties.

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

PASSED, APPROVED AND ADOPTED ON this 6th day of June, 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 6th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
Letter of Support Submitted to Caltrans
on Behalf of SPFF



CITY OF SOUTH PASADENA

OFFICE OF THE CITY MANAGER
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7210 • FAX: (626) 403-7211
WWW.SOUTHPASADENACA.GOV

May 15, 2018

Kelly Ewing-Toledo
Caltrans, District 7
100 South Main Street
Los Angeles, CA 90012

Dear Ms. Ewing-Toledo,

On behalf of the City of South Pasadena (City), I would like to offer my support for the South Pasadena Preservation Foundation (SPPF) to hold the historical covenants for the sale of the California Department of Transportation (Caltrans) Surplus Properties. SPPF has previously demonstrated their expertise and passion for the preservation of historic resources in the City and holds the historic covenants for six properties that were previously sold by Caltrans. SPPF is uniquely qualified to hold the covenants on behalf of the City due to its local expertise and experience. The SPPF board members are made up of dedicated and local experts that are engaged in the preservation of the City's neighborhoods and small-town atmosphere.

The City is eager for the expedient release of these properties to the current residents and looks forward to working with Caltrans to ensure our historic heritage is appropriately protected. If you have any questions or comments please feel free to contact Margaret Lin, Principal Management Analyst, at MLin@SouthPasadenaCA.gov or (626) 403-7236.

Sincerely,

Stephanie DeWolfe
South Pasadena City Manager

cc: South Pasadena City Council





City Council Agenda Report

ITEM NO. 11

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *J.*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director *ROC*
Kristine Courdy, P.E., Acting Deputy Public Works Director *KC*
Anteneh Tesfaye, Water Operations Manager

SUBJECT: **Approve a Lease of 700 Acre-Feet of Unused Fiscal Year 2017-18 Water Production Rights with Valley County Water District in an Amount of \$513,912**

Recommendation Action

It is recommended that the City Council:

1. Authorize the City Manager to execute the lease agreement between the City of South Pasadena and Valley County Water District (VCWD) to lease 700 acre-feet (af) of unused Fiscal Year (FY) 2017-18 water production rights in an amount of \$513,912; and
2. Authorize the City Manager to execute and file the Temporary Assignment or Lease of Water Rights between the City of South Pasadena and Valley County Water District with the Main San Gabriel Basin Watermaster.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The City of South Pasadena (City) has adjudicated water rights in the Main San Gabriel Basin (Basin). The Main San Gabriel Basin Watermaster (Watermaster) is in charge of administering the Basin adjudicated water rights. The City's pumping rights is 1.8052% of the Basin operating safe yield (OSY).

Beginning in March 2018, the City was required to reduce its pumping by 95% due to the 1,2,3 TCP regulation adopted by the State of California. Currently, the City is blending its limited production of well water with water purchased from Metropolitan Water District (MWD). This reduction in pumping will result in less water rights used in the FY 2017-18. Therefore, it is projected that 700 af of the City's FY 2017-18 carryover water rights will remain unused and expire in June 2018. Below is a summary of the Basin's OSY, City's pumping rights, and City's actual pumping over the last three years and a projection for the FY 2018-19:

Approve a Lease of 700 Acre-Feet of Unused FY 2017-18 Water Production Rights with Valley County Water District in an Amount of \$513,912

June 6, 2018

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Fiscal Year	Basin OSY (af)	City's Pumping Rights (af)	City's Actual Pumping (af)
2015-16	150,000	2,708	3,303
2016-17	150,000	2,708	3,451
2017-18	150,000	2,708	2,650
2018-19 (Projection)	130,000	2,347	2,000

Annually the City's actual pumping exceeds its pumping rights therefore supplemental water must be purchased at the rate established by the Upper San Gabriel Valley Water District (District). The City has the option to lease water rights from another member agency at a negotiated rate. Previously, the City has leased water from Azusa Valley Water Company which has resulted in a cost savings compared to purchasing water from the District. The City can carry over excess water rights but they must be used within one fiscal year.

During the FY 2016-17, on May 16, 2017, 1,000 af of water was leased from Azusa Valley Water Company in the amount of \$707.48 per af. The lease rate was based on 92% of the FY 2016-17 rate (\$769/af) established by the District. This transaction was authorized under Resolution No. 7279 adopted by the City Council on March 20, 2013 that states the following:

"The City Manager or his/her designee is hereby authorized to pre-purchase or lease water and execute all necessary agreements to complete the transaction, whenever it is financially beneficial to do so."

Therefore, the City is recommending that 700 af of the City's water rights be leased to another member agency. It is being recommended to lease 700 af to VCWD at a rate of \$734.16 per af. VCWD supplies water to a portion of the following San Gabriel Valley Cities: Azusa, Baldwin Park, Irwindale, and West Covina. This reflects 92% of the FY 2017-18 District rate of \$798 per af. The total revenue for leasing these water rights is \$513,912 which can be used to offset the purchase cost for water from MWD to mitigate the 1,2,3-TCP.

To complete the transaction both agencies must sign to execute the "Temporary Assignment or Lease of Water Rights" and "Lease of Water Rights Production Rights" forms (see Attachments 1 and 2).

Background

The City owns and operates a water utility supplying potable water to over 25,000 residents. The City operates under a permit from the State Water Resources Control Board Division of Drinking Water and is required to comply with all Federal and State water quality requirements. The City has pumping rights in the Basin and water supply is obtained from four City-owned ground water wells; three wells at the Wilson Reservoir site in the City of San Gabriel and one well at the Graves Reservoir site in the City of San Marino. The City's system has an overall water storage capacity of 13.2 million gallons in five reservoirs and two tanks. Water is delivered

Approve a Lease of 700 Acre-Feet of Unused FY 2017-18 Water Production Rights with Valley County Water District in an Amount of \$513,912

June 6, 2018

Page 3 of 3

through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the City.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Leasing 700 af of unused water rights to Valley County Water District will result in \$513,912 of revenue for the Water Fund. This revenue can be used to offset the additional cost of purchasing the MWD water required for the City to comply with the State of California 1,2,3 TCP regulation.

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. Temporary Assignment or Lease of Water Rights
2. Lease of Water Production Rights

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ATTACHMENT 1
Temporary Assignment or
Lease of Water Rights

TEMPORARY ASSIGNMENT OR LEASE OF WATER RIGHT

For valuable consideration, receipt of which is hereby acknowledged, **CITY OF SOUTH PASADENA** ("Assignor") does hereby assign and transfer to **VALLEY COUNTY WATER DISTRICT** ("Assignee") commencing on **JULY 1, 2017** and terminating on **JUNE 30, 2018**, the following water right(s):

(Check the following appropriate category)

- | | |
|---|--|
| <input checked="" type="checkbox"/> <u>Production Right</u> <u>700</u> AF | <input type="checkbox"/> <u>Integrated Production Right</u> (consisting of _____ acre-feet of "Prescriptive Pumping Component" and _____ acre-feet of "Diversion Component") |
| <input type="checkbox"/> <u>Prescriptive Pumping Right</u> _____ AF | |
| <input type="checkbox"/> <u>Base Annual Diversion Right</u> _____ AF | <input type="checkbox"/> <u>Carry-over Right</u> _____ AF |

adjudicated to Assignor or his predecessor in the Judgment in the case of "Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al." Los Angeles Superior Court No. 924128.

Said assignment is made upon condition that:

- (1) Assignee shall exercise said right on behalf of Assignor for the period described hereinabove and the first water produced by Assignee from the Relevant Watershed of the Main San Gabriel Basin after the date hereof shall be that produced hereunder;
- (2) Assignee shall put all waters utilized pursuant to said transfer to reasonable beneficial use; and
- (3) Assignee shall pay all Watermaster assessments on account of the water production hereby assigned or leased.

DATED: _____

ASSIGNEE

ASSIGNOR

VALLEY COUNTY WATER DISTRICT

CITY OF SOUTH PASADENA

(Signature) *Jose Martinez, General Manager*

(Signature) *Stephanie DeWolfe, City Manager*

Name of Designee (of Assignee) to receive service of Processes & Notice:

Name of Designee (of Assignor) to receive service of Processes & Notices:

Jose Martinez

Stephanie DeWolfe

14521 Ramona Blvd.

1414 Mission Street

Baldwin Park, CA 91706
Address

South Pasadena, CA 91030
Address

Telephone No. of Designee: 626-338-7301

Telephone No. of Designee: 626-403-7240

To be executed by both Assignee and Assignor and, if separately requested by Watermaster, be accompanied by a map of the service area where the water was used by Assignor and a map of the service area where the water is intended to be used by the Assignee.

(Have the appropriate individual(s) or corporate attached acknowledgments completed as part of the temporary transfer.)

A TRUE COPY HEREOF MUST BE FILED WITH WATERMASTER WITHIN 15 DAYS OF EXECUTION.

(To be accompanied by completed Exhibit "E" if Assignee is not a party to the Judgment.)

ATTACHMENT 2
Lease of Water Production Rights

LEASE OF WATER RIGHTS

PRODUCTION RIGHT

THIS LEASE OF WATER RIGHTS (the "Lease") is entered into on this 6th day of June, 2018 by and between the City of South Pasadena ("Lessor") and the Valley County Water District ("Lessee"), a California municipal corporation with respect to the following:

RECITAL

This Agreement is made with respect to the following facts:

Lessor owns of record and beneficially or otherwise controls, or is the duly authorized and acting agent for the owners of 700 acre-feet of Production Rights in the Main San Gabriel Basin as adjudicated in the case of "Upper San Gabriel Valley Municipal Water District vs. City of Alhambra, et al" LASC No. 92418. The ownership of said Rights entitle Lessor to take delivery or otherwise produce from the Main San Gabriel Basin said 700 acre-feet of water on an annual basis or in such amount as is determined from time to time by the Main San Gabriel Groundwater Basin Watermaster ("Watermaster"). As of the date hereof, the Rights associated with said Production Right are 700 acre-feet for the 2017-18 water year.

AGREEMENT

IN CONSIDERATION of the foregoing recital and the mutual promises set forth herein, Lessor and Lessee agree as follows:

1. Leasing of Production Rights. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, 700 acre-feet of Production Rights ("Leased Production Rights") for the term and upon the terms and conditions set forth in this Lease.
2. Term. The term of this Lease shall be for a period commencing July 1, 2017 and ending June 30, 2018.
3. Lease Rate, Payment and Adjustment.

The prevailing Pre-purchased Supplemental Water Rate (SWR) was set by Upper San Gabriel Valley Municipal Water District's (USGVMWD) Board of Directors in the amount of \$798 per acre foot for the current year.

The gross rental amount payable for the lease of the Leased Production Rights under this Lease for the term as listed in paragraph 2 above shall be \$513,912. This amount has been calculated on the basis of 92% of the Pre-purchased

SWR of \$798 per acre foot set by the USGVMWD Board of Directors. If the SWR set by the USGVMWD Board is revised or otherwise changed, to be effective prior to June 30, 2018, from the current SWR set forth herein, a reconciling payment adjustment will be made by the Lessee or the Lessor to the other party within 30 days from the date of the SWR approval by the USGVMWD Board. Upon execution of this Lease, Lessor will send an invoice and the Lessee will make the full payment of \$513,912 within 30 days of Watermaster's acknowledgement of the lease.

All payments due Lessor pursuant to this Lease shall be made and sent as follows:

City of South Pasadena
Attn: Finance Department
1414 Mission Street
South Pasadena, CA 91030

4. Agreement Re: Main San Gabriel Basin Watermaster.

- (a) Lessor agrees to execute and deliver to Lessee all documents which, from time to time, may be required by the Watermaster to reflect the lease to Lessee of the Leased Production Rights which are the subject of this Lease. All such documents shall be in such form and substance as shall be reasonably satisfactory to Lessor, Lessee and the Watermaster. If for any reason, the Watermaster elects not to honor this Lease, the Lessor agrees to refund prior payments to the Lessee within 30 days from the date of refund request by the Lessee and substantiation of said refusal by Watermaster.
- (b) Lessee shall, at its expense, prepare and submit all reports required by the Watermaster in connection with the exercise by Lessee of the Leased Production Rights.
- (c) Lessee shall pay all assessments required by the Watermaster and San Gabriel Valley Water Association in connection with the exercise by Lessee of the Leased Production Rights.
- (d) This Lease entitles Lessee to the use only of the Leased Production Rights (i.e., lease of water rights) associated with the Production Rights. Lessor retains and does not convey to Lessee any other rights associated with said Production Rights.

5. Other Provisions.

- (a) In the event any dispute shall arise between the parties to this Lease, the same shall be resolved by arbitration conducted by the American Arbitration Association in accordance with the Commercial

Arbitration Rules of the American Arbitration, as then in affect. Such arbitration shall be conducted in a site within Los Angeles County, California agreeable to both parties before three (3) arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of arbitrators within fifteen days, then each of the parties shall select an arbitrator and the two (2) arbitrators so selected shall select a third. The provisions of the Commercial Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration except that the prevailing party shall be entitled to recover from the other party its attorney's fees actually incurred in such amount as may be determined by the arbitrators.

- (b) All communications, notices and demands (collectively "Notices") of any kind shall be made in writing and personally served or sent by registered or certified mail, postage prepaid to the following:

Lessor: Stephanie DeWolfe, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

Lessee: Jose Martinez, General Manager
Valley County Water District
14521 Ramona Blvd.
Baldwin Park, CA 91706

Any Notice personally served shall be effective upon service. Any Notice sent by mail, and properly addressed, shall be effective upon date of receipt, or refusal as indicated on the return receipt. Either party may change its address for Notices by notice to the other given in a manner provided in this subparagraph.

- (c) This Lease shall inure to the benefit of and be binding upon the heirs, successors and assigns of both parties hereto.
- (d) Each party shall, upon request of the other party, take such further actions and execute and deliver such further instruments as shall be reasonably required to carry out the purpose and intent of this Lease.
- (e) This Lease is executed in the State of California and shall be governed by and construed in accordance with California law. Venue for any action arising out of or related to the Lease shall be placed in any court of the State of California with appropriate jurisdiction and located in the County of Los Angeles, with service of process to be in accordance with the then provisions of the California Code of Civil Procedure.

- (f) This Lease may be executed in two or more counterparts, each of which shall be an original but all of which, together, shall constitute a single instrument. It shall not be necessary for both parties to execute the same counterpart(s) of this Lease for this Lease to become effective.
- (g) This Lease constitutes the entire agreement of the Lessor and Lessee with respect to the subject matter hereof. This Lease supersedes all prior discussions and understandings with respect to the subject matter hereof. There are no representations, warranties, promises or covenants as to the subject matter hereof except as expressly set forth in this Lease.
- (h) This Lease may be amended only by a written instrument executed by the party to be charged.
- (i) The paragraph headings contained in this Lease are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.
- (j) Lessor represents and acknowledges that it is executing this Lease either as the beneficial and recorded owner of certain of the Production Rights or as the duly authorized representative of the beneficial and recorded owner of all Production Rights not beneficially owned by Lessor.

IN WITNESS WHEREOF, Lessor and Lessee have executed and delivered this Lease of Water Rights as of the day first above written:

LESSOR

LESSEE

City of South Pasadena
A California Municipal Corporation

Valley County Water District

Stephanie DeWolfe
City Manager

Jose Martinez
General Manager

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City Council Agenda Report

ITEM NO. 12

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director *RC*
Alex Chou, Associate Civil Engineer *ACE*

SUBJECT: **Adoption of a Resolution Approving a Grant for State Funded Project No. 00141S for the Systemic Safety Analysis Report Program for the City of South Pasadena Awarded by California Department of Transportation**

Recommendation Action

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute a grant for State Funded Project No. 00141S (Project) for the Systemic Safety Analysis Report Program (SSARP) for the City of South Pasadena (City) awarded by California Department of Transportation (Caltrans).

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The City submitted a grant application to fund an engineering study that encompasses the entire roadway system in the City, focused primarily on regulatory signage. The study will determine if signs are in compliance with the latest edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD). The study will analyze retro-reflectivity levels are adequate, signage visibility is not obstructed, existing sign/pavement marking locations are justified, recommend locations for new or relocated signs/pavement markings, and identify worn and damaged signs/pavement markings for replacement. The report includes, but is not limited to evaluation of the traffic signage near the school zones, Senior Center area, crosswalks, truck routes, speed limit areas, and bicycle roads in the City.

Background

Prior to receiving any federal-aid or state funds from the SSARP Program for a local project, it is required that the City execute an Administering Agency – State Agreement for State Funded Project. A Supplemental Agreement must be executed prior to processing of any invoices seeking reimbursement.

Resolution to Approve a Grant for State Funded Project No. 00141S for the Systemic Safety
Analysis Report Program for the City
June 6, 2018
Page 2 of 2

Caltrans requires the City to adopt a resolution identifying the Project and the official authorized to execute the Supplemental Agreement. This Supplemental Agreement is only for the engineering study phase for the Project.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

On April 2, 2018, the City received a finance letter granting award in the amount of \$180,000 (with a local match requirement of \$20,000) and the authorization to proceed to pursue the engineering study for the Project. Ten percent matching funds for the Project will be funded through Capital Fund Account No. 104-9000-9203-9203-000.

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. Resolution
2. Program Supplement Agreement No. Q78

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING PROGRAM SUPPLEMENT NO. Q78 TO
ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE
FUNDED PROJECT NO. 00141S FOR THE SYSTEMIC SAFETY
ANALYSIS REPORT PROGRAM FOR THE CITY OF SOUTH
PASADENA**

WHEREAS, on January 29, 2018, the City of South Pasadena (City) submitted a Systemic Safety Analysis Report Program (SSARP) grant application to California Department of Transportation (Caltrans) for the engineering study of SSARP for the Project; and

WHEREAS, on April 2, 2018, the City received authorization to proceed with the engineering study for the Project; and

WHEREAS, this Funding Agreement must be executed prior to processing any invoices seeking reimbursement on the Project.

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

SECTION 1. The City, as a condition to the payment by Caltrans any funds for this Project, accepts and will comply with the special covenant or remarks set forth on Program Supplement Agreement No. Q78.

SECTION 2. The City Manager, or his/her designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned Project.

SECTION 3. 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 6th day of June, 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 6th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
Program Supplement Agreement No. Q78

PROGRAM SUPPLEMENT NO. Q78
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00141S

Adv Project ID **Date:** March 14, 2018
0718000240 **Location:** 07-LA-0-SPAS
 Project Number: SSARPL-5071(022)
 E.A. Number:
 Locode: 5071

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00141S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 06/11/08 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION:

Entire roadway system in the City of South Pasadena

TYPE OF WORK: sYSTEMEIC Safety Analysis Report Program (SSARP): Traffic
Related - Other

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$200,000.00		\$180,000.00	\$20,000.00	\$0.00

CITY OF SOUTH PASADENA

STATE OF CALIFORNIA
Department of Transportation

By _____
Title _____
Date _____
Attest _____

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee Date 3/15/18 \$180,000.00

SPECIAL COVENANTS OR REMARKS

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
4.
 1. This PROJECT is funded with State-Only funding from the Systemic Safety Analysis Report Program (SSARP). ADMINISTERING AGENCY agrees to administer PROJECT in accordance with the SSARP Guidelines under which the project was selected.
 2. The ADMINISTERING AGENCY agrees to follow all relevant State laws and requirements including the California Environmental Quality Act (CEQA).
 3. This PSA allows reimbursement of eligible PROJECT expenditures to the ADMINISTERING AGENCY for which the SSARP State funds are allocated. The effective State allocation date establishes the eligibility date for the ADMINISTERING AGENCY to start reimbursable work. Any work performed prior the effective allocation date is not eligible for reimbursement from the SSARP funds.
 4. ADMINISTERING AGENCY agrees that SSARP funds available for reimbursement will be limited to the amount allocated and encumbered by the STATE consistent with the

SPECIAL COVENANTS OR REMARKS

scope of work in the STATE approved application. Funds encumbered may not be used for a modified scope of work after a project is awarded unless approved by the Statewide SSARP Coordinator prior to performing work.

5. ADMINISTERING AGENCY agrees to the program delivery and reporting requirements established by the SSARP Guidelines. The study and the Systemic Safety Analysis Report (SSAR) must be completed within thirty-six (36) months of the funding allocation. The Final Report of Expenditure, the final invoice and the SSAR report must be submitted to the DLAE within six (6) months of the report completion.

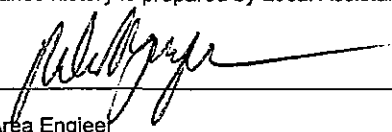
Attention: City of South Pasadena

Period of Performance End Date:
 Agreement End Date:

FINANCE ITEMS	PRO RATA OR LUMP SUM	TOTAL COST OF WORK	PART. COST	STATE(SSARP)	LOCAL
Agency Preliminary Engineering		\$200,000.00	\$200,000.00	\$180,000.00	\$20,000.00
Totals:		\$200,000.00	\$200,000.00	\$180,000.00	\$20,000.00

Participation Ratio: 100.00%

This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature: 
 Title: HQ Sr. Area Engineer

For questions regarding finance letter, contact:

Printed Name : Robert Nguyen
 Telephone No: 916-651-8913

Remarks: This Finance Letter is based on City's Finance Letter dated on 02/14/2018
 SSARP ID: P3026

ACCOUNTING INFORMATION									SSARPL-5071(022)		Cooperative Work Agreement	
ADV. PROJECT ID	APPROP. UNIT	STATE PROG.	FED/STATE	ENCUMBRANCE AMOUNT	APPROP YEAR	EXPENDITURE AMOUNT	ENCUMBRANCE BALANCE	REVERSION DATE	APPROVED AMOUNT	EXPIRATION DATE		
0718000240	17102	2030010550		\$180,000.00	1617	\$0.00	\$180,000.00	06/30/22				

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City Council Agenda Report

ITEM NO. 13

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director *RC FOR*

SUBJECT: **Acceptance of Project Completion and Authorization to File a Notice of Completion for the Arroyo Seco Bicycle and Pedestrian Trail Project and Authorization to Release Retention Payment to Sully-Miller Contracting Company in the Amount of \$85,331.17**

Recommendation Action

It is recommended that the City Council:

1. Accept the Arroyo Seco Bicycle and Pedestrian Trail Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to Sully-Miller Contracting Company (Contractor), in the amount of \$85,331.17.

Commission Review and Recommendation

This matter was reviewed by the Parks and Recreation Commission on several occasions (October 15, 2012, November 3, 2012, and December 17, 2012) and Special Meetings to tour the trail site were held on October 23, 2012 and November 17, 2012. In addition, a Joint Meeting was held with the Natural Resources and Environmental Commission on November 17, 2012.

Discussion/Analysis

The Project was originally awarded at \$2,086,255 to the Contractor. At the time of the award of contract, the City Council directed staff to initiate value engineering prior to start of construction to optimize the use of available grant funds. The final construction cost for the Project is \$1,706,623. The overall total hard and soft costs associated with the Project are \$1,866,817.96 and the Project was substantially complete as of May 16, 2018. The final punchlist items are the monument and trail marker sign installations which is expected to be complete by June 15, 2018 and the ninety (90) day landscape maintenance period through September 4, 2018. The Contractor is working with the Public Works Department to complete the punch list within the dates outline.

Background

On June 7, 2017, the City Council awarded a construction contract to Sully-Miller Contracting Company for the construction of the Arroyo Seco Bicycle and Pedestrian Trail Improvements Project. The scope of work for the Project consisted of construction of a new bi-directional Bicycle and Pedestrian Trail approximately 2,900 lineal feet. The Trail improvements run parallel to Lohman Lane from Stoney Drive to the southerly City limits adjacent to the Arroyo Seco riverbed. The Trail features various pedestrian amenities such as signage, bicycle pavement legends, drought tolerant landscape improvements, modifications to existing parking lots, construction of retaining walls, fencing improvements, ADA access improvements, golf course driving range fencing relocation, and golf course parking lot improvements. The Trail is an extension of the Arroyo Seco Bicycle Trail from the City of Los Angeles to the City of Pasadena.

At Project award, staff was directed to value engineering the Project scope and optimize the use of available grant funds. The Project scope was value engineered prior to start of construction based on the available Project funding and to ensure funding was available for unforeseen field conditions encountered during construction. During the course of construction, the Project experienced a number of unforeseen field conditions and materials quantity adjustments. The Project change orders consisted of retaining wall heights, finish site grades, discrepancies between field measurements and estimated quantities, unmarked buried foundation removals, drainage modifications, tee-box elevations, miscellaneous curb and pavement removals, and soil export from pole placement of driving range netting.

The City has fully expended grant funds and submitted final invoices meeting grant requirements. However, unauthorized work is being disputed which will dictate the total final project savings. If the dispute is resolved in the City's favor the project will have a savings of \$442,755 in unrestricted monies that could be dedicated to a safety cover for the trail. Staff continues to evaluate alternatives and will present a recommendation to Council on June 20, 2018. Because it is unclear how long the dispute resolution may last, temporary options and alternate funding sources will be explored in order to expedite the opening of the trail.

Next Steps

1. Notify Granting Agencies of Project Completion.
2. Present for consideration at the June 20, 2018 City Council Meeting, available options to construct a safety trellis that will protect Trail patrons from being struck by driving range golf balls.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Upon value engineering and resolving unforeseen construction change orders, the City denied an amount of \$355,039 for unauthorized work performed by the Contractor. The Contractor is contesting the City's decision.

Below is a summary of the final Project construction costs:

• Original Construction Contract:	\$ 2,086,255
• Value Engineered Project Savings:	(\$ 379,632)
• Final Project Change Orders: (Unforeseen conditions resolved during construction)	\$ 152,541
FINAL CONSTRUCTION CONTRACT AMOUNT	\$ 1,706,623

Below is a summary of the final Project soft costs:

• Professional Services:	\$ 116,655
• Regulatory Oversight and Testing Services:	\$ 43,539
FINAL PROJECT SOFT COSTS	\$ 160,194

The approved funding for the Project is listed as follows:

General Fund Reserve	\$ 347,404
General Fund (AB 2766 – Match)	\$ 90,000
General Fund (LACP – Match)	\$ 62,500
Proposition C	\$ 500,000
Trans-ortation Development Act (TDA) Fund	\$ 17,000
Mobile Source Air Pollution Reduction Review Committee (MSRC) Grant	\$ 142,096
Assembly Bill 2766 Subvention Match	\$ 52,000
Santa Monica Mountains Conservancy	\$ 410,000
Los Angeles County Parks	\$ 250,000
Park Impact Fee	\$ 95,351

Additional appropriation requested State Transportation Program Local (STPL)	\$ 380,000
TOTAL PROJECT FUNDING:	\$2,346,351

Unrestricted Fund Balance:	\$ 442,755
Restricted Fund Balance:	\$ 36,778
PROJECT FUND BALANCE:	\$ 479,533

Environmental Analysis

This Project environment impact analysis was completed during the design phase. A Mitigation Negative Declaration (MND) was prepared for the Project and all measures identified in the MND were faithfully executed.

Public Notification of Agenda Item

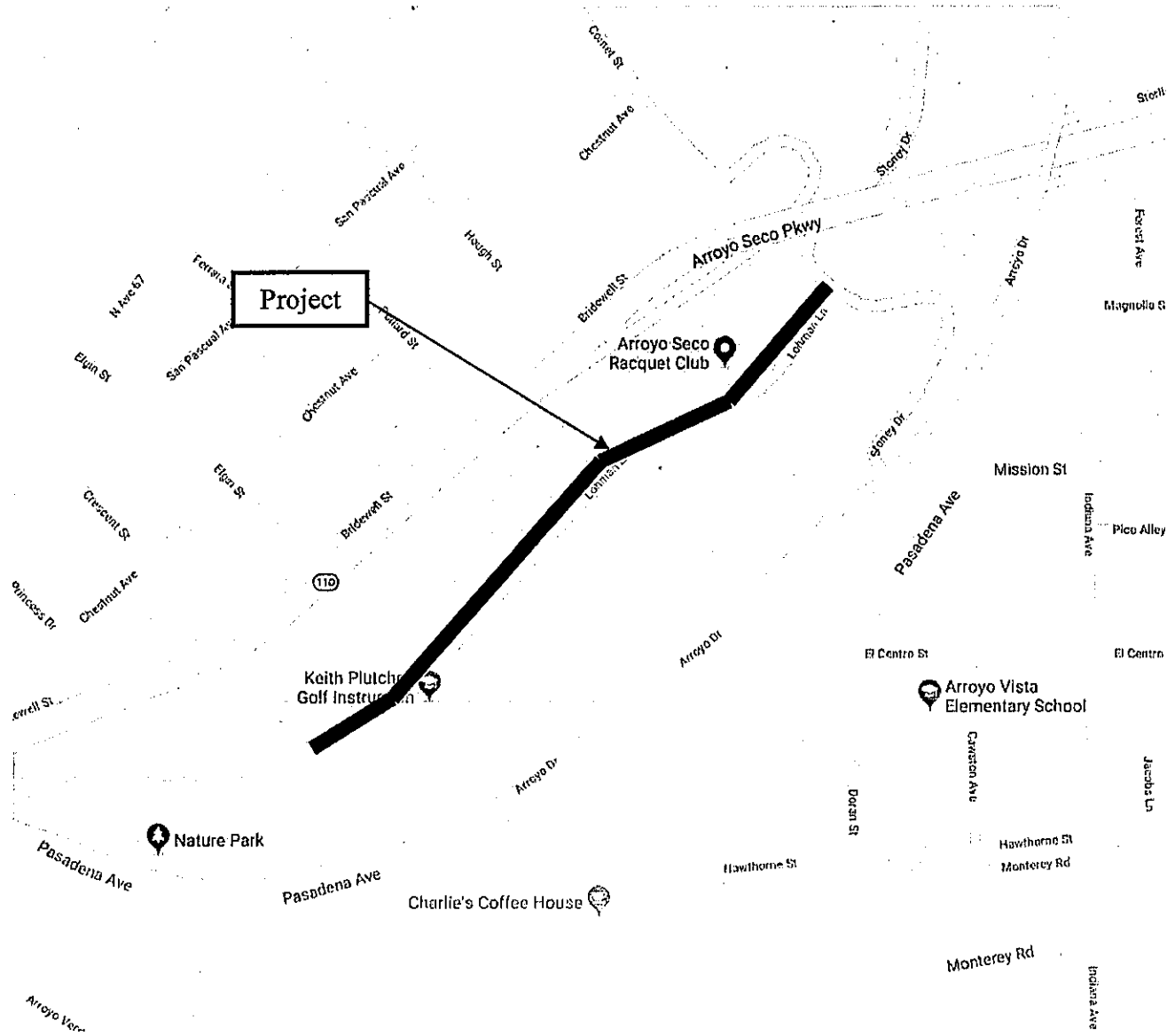
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Project Location Map
2. Notice of Completion

ATTACHMENT 1
Project Location Map

Arroyo Seco Bicycle and Pedestrian Trail Project Location Map



ATTACHMENT 2
Notice of Completion

RECORDING REQUESTED BY:

Rafael O. Casillas, P.E. PW Director

AND WHEN RECORDED MAIL TO:

Public Works Department

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.:

Order No.:

Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
- 2. The FULL NAME of the OWNER is City of South Pasadena
- 3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030
- 4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: Public Works Director (Agent) in fee.

- 5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES	ADDRESSES
N/A	
N/A	
N/A	

- 6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES	ADDRESSES
N/A	
N/A	
N/A	

- 7. A work of improvement on the property hereinafter described was COMPLETED June 6, 2018

- 8. The work of improvement completed is described as follows:

The scope of the work for the Arroyo Seco Bicycle and Pedestrian Trail consist of construction of a new bi-directional bicycle and pedestrian trail approximately 2,900 lineal feet. The improvements are various pedestrian amenities, signage, bicycle pavement legends, landscape improvements, modifications to existing parking lots, construction of retaining walls, fencing improvements, ADA access improvements, golf course driving range fencing relocation, and parking improvements

- 9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: Sully Miller Contracting Company

- 10. The street address of said property is Lohman Lane, South Pasadena, CA 91030

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

Date: June 6, 2018

(Signature of Owner or agent of owner)
Rafael O. Casillas, P.E. (Agent)

Verification for INDIVIDUAL owner _____:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place (Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the **Agent** _____ ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

June 6, 2018 South Pasadena
Date and Place

(Signature of person signing on behalf of owner)
Rafael O. Casillas, P.E. (Agent)

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City Council Agenda Report

ITEM NO. 14

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *J.*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director *ROC*
Kristine Courdy, P.E., Acting Deputy Public Works Director *KC*

SUBJECT: **Public Hearing for Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2018-19**

Recommendation Action

It is recommended that the City Council, after receiving public testimony at the Public Hearing, adopt the attached resolution confirming the annual, levy and collection of assessments for the Lighting and Landscaping Maintenance District (District) for Fiscal Year (FY) 2018-19.

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 tonight's Public Hearing. Copies of the Engineer's Report (Attachment 2) are available for viewing at the Public Works Department and City Clerk's Office.

Discussion/Analysis

The attached resolution confirms an annual levy and collection of assessment for the LLMD for FY 2018-19. The Public Hearing allows for property owners to comment on the assessments and is legally required to annually re-establish LLMD revenues. Attachment 1 provides the proposed resolution and Attachment 2 provides a draft of the Engineer's Report.

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 annual process to levy the assessments requires an Engineer's Report that provides the details of the LLMD including the maintenance cost estimate, the method of assessment, the assessment diagram and the assessment roll. The maintenance costs are distributed equitably by assessing properties in accordance with special benefits received. Revenues generated by the LLMD will substantially cover the maintenance costs within the LLMD's service area, which coincides with

the City of South Pasadena (City) boundaries. The City Council has previously approved the methodology for the assessments and such methodology will continue this year.

On March 21, 2018, the City Council approved Resolution No. 7547 authorizing the preparation of the Engineer’s Report for the LLMD for FY 2018-19. On May 2, 2018, the City Council adopted Resolution No. 7551 approving the Engineer’s Report, declaring the intention to levy and collect the assessments and setting the Public Hearing for the LLMD for June 6, 2018 at 7:30 p.m. At tonight’s meeting City Council may confirm the levy and collection of assessments for FY 2018-19 by adopting the attached Resolution (see Attachment 1).

Next Steps

In July 2018, Harris & Associates will submit the assessments to the Los Angeles County (County) Auditor-Controller’s Office so that the assessments are included on the property tax bills that are mailed to property owners in the fall.

Background

Assessments are computed based on the number of equivalent single-family dwelling units (EDU) in the LLMD. The equivalent dwelling unit methodology includes adjustments to commercial, vacant, and multi-residential property in a manner detailed on pages six to eight in the Engineer’s Report. Local benefits are divided into four zones depending upon the type of street lighting in the neighborhood.

- Zone 1 – Properties are adjacent to major thoroughfares, which are served by higher levels of lighting compared to residential areas.
- Zone 2 – Properties are primarily residential served by streetlights owned and maintained by the City.
- Zone 3 – Properties are primarily residential served by streetlights owned and maintained by Southern California Edison.
- Zone 4 – Properties are in areas without local street lighting, and which pay no local benefit assessment.

The annual assessment rates for a single-family property in each of these zones are as follows:

Zone	Assessment (\$/EDU)		
	Citywide	Local Benefits	Total
1	\$71.26	\$25.85	\$97.11
2	\$71.26	\$32.83	\$104.09
3	\$71.26	\$7.66	\$78.92
4	\$71.26	None	\$71.26

Properties owned by the City (parks, municipal facilities, etc.), the South Pasadena Unified School District, the State (Caltrans properties), or the U.S. Government (post office) are currently exempt from LLMD assessments as the LLMD was “grandfathered” when Proposition

218 (Prop 218) passed in 1996. If the assessment rates are ever increased, such properties would no longer be exempt if they receive special benefit from the maintenance provided for the LLMD to be in compliance with Prop 218. Furthermore, a proposed increase in the LLMD assessment rates requires property owner approval by way of mailed balloting. The City Council has supported staff's recommendation to rely on the "grandfather" exemption of Prop 218 that allows the renewal of the LLMD assessments as long as assessment rates are not increased.

In January 2017, a proposed increase in assessment rates was presented to the property owners by way of mailed ballot. 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 as proposed.

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 LLMD estimated cost for FY 2018-19 is \$1,164,900 (refer to page five of the Engineer's Report). The difference is funded by a General Fund transfer. The consulting services of Harris & Associates have 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
2. LLMD Engineer's Report for FY 2018-19

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ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
CONFIRMING THE FISCAL YEAR 2018-19 ANNUAL LEVY AND
COLLECTION OF ASSESSMENTS CERTAIN MAINTENANCE IN
AN EXISTING DISTRICT 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 (City Council), California, has previously formed a Street Lighting and Landscaping Maintenance District pursuant to the terms and provision of the "Landscaping and Lighting Act of 1972," in what is known and designated as City of South Pasadena (City), Lighting and Landscaping Maintenance District (District) for Fiscal Year (FY) 2018-19; and

WHEREAS, on May 2, 2018, the City Council approved the Engineer's Report and adopted the Resolution of Intention for the annual levy and collection of assessments for FY 2018-19 to provide for the costs and expenses necessary for continued maintenance of improvements within said District, and set a time and place for a Public Hearing on June 6, 2018; and

WHEREAS, the proposed assessment rates for 2018-19 shall not increase over FY the assessments levied in FY 2017-18; and

WHEREAS, the Public Works Department did proceed to give notice of the time and place for the Public Hearing on all matters relating to said annual levy of the proposed assessment; and

WHEREAS, at this time, the City Council has heard all testimony and evidence and is desirous of proceeding with said annual levy of assessments.

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 upon the conclusion of the Public Hearing, written protest filed, and not withdrawn, are overruled and denied.

SECTION 3. That the estimates of costs, the assessment diagram, the assessments, and all other matters, as set forth in the Engineer's Report, pursuant to said

“Landscaping and Lighting Act of 1972,” as submitted, are hereby approved, adopted by the City Council and hereby confirmed.

SECTION 4. That the maintenance work of improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor-Controller shall enter on the County Tax Roll the amount of the Assessment and said Assessment shall then be collected at the same time and in the same manner as the County ad valorem property taxes are collected.

SECTION 5. That the City has previously established a special fund known as:

CITY OF SOUTH PASADENA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

into which the City shall place all monies collected by the Tax Collector pursuant to the provisions of the resolution and the law and said transfer shall be made and accomplished as soon as said monies have been made available to the City.

SECTION 6. That the Public Works Department is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this resolution upon its adoption.

SECTION 7. That a certified copy of the assessment and diagram shall be filed in the Office of the Public Works Department, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

SECTION 8. 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.

(SIGNATURES TO FOLLOW ON THE NEXT PAGE)

PASSED, APPROVED AND ADOPTED ON this 6th day of June, 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 6th day of June, 2018, by the following vote:

AYES:

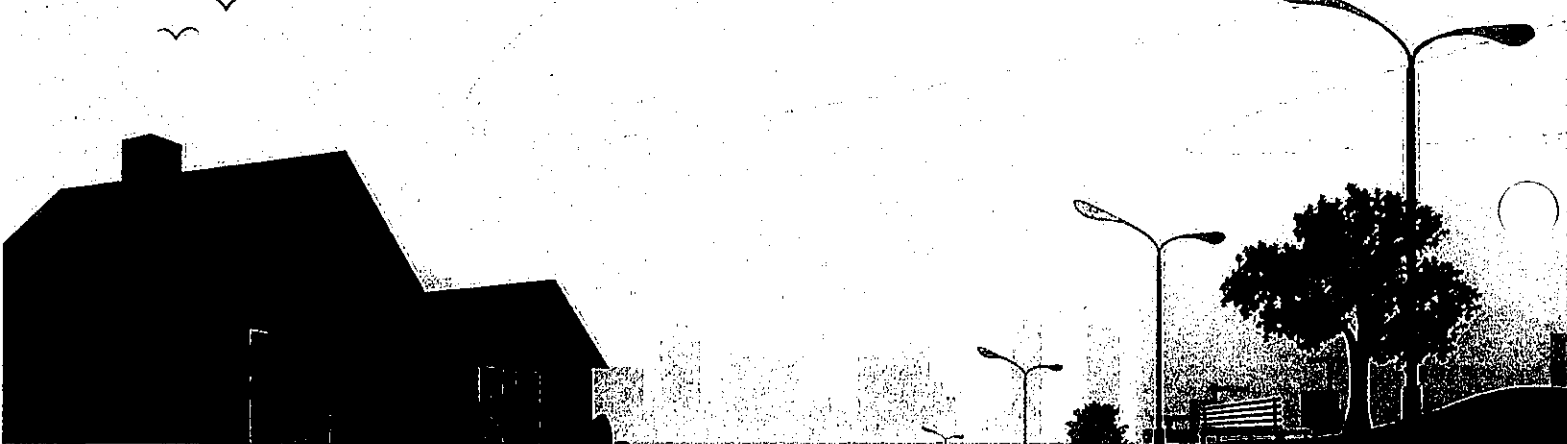
NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
LLMD Engineer's Report for FY 2018-19



ENGINEER'S REPORT

CITY OF SOUTH PASADENA

**STREET LIGHTING AND LANDSCAPING
MAINTENANCE DISTRICT**

Fiscal Year 2018-19

**City of South Pasadena
Los Angeles County, California**

May 2, 2018



Harris & Associates

ENGINEER'S REPORT

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A Assessment Diagram

B Assessment Roll

ENGINEER'S REPORT

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

The undersigned acting on behalf of Harris & Associates, respectfully submits the enclosed Engineer's Report as directed by City Council pursuant to the provisions of Section 4 of Article XIII D of the California Constitution, and provisions of the Landscaping and Lighting Act of 1972, Section 22500 et seq. of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

DATED: May 2, 2018

K. Dennis Klingelhofer
BY: K. Dennis Klingelhofer, P.E.

R.C.E. No. 50255



HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was filed with me on the 2nd day of MAY, 2018.

Evelyn G. Zneimer, City Clerk
City of South Pasadena
Los Angeles County, California

By *Evelyn G. Zneimer*

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the 2nd day of MAY, 2018.

Evelyn G. Zneimer, City Clerk
City of South Pasadena
Los Angeles County, California

By *Evelyn G. Zneimer*

CITY OF SOUTH PASADENA

FISCAL YEAR 2018-19

**ENGINEER'S REPORT
PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE,
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION, AND
THE PROPOSITION 218 OMNIBUS IMPLEMENTATION ACT
(GOVERNMENT CODE SECTION 53750 ET SEQ.)**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, Article XIID of the California Constitution (Proposition 218), and the Proposition 218 Omnibus Implementation Act and in accordance with the Resolution of Initiation, adopted by the City Council of the City of South Pasadena, State of California, in connection with the proceedings for:

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Hereinafter referred to as the "Assessment District" or "District", I, K. Dennis Klingelhofer, P.E., the authorized representative of Harris & Associates, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five (5) parts as follows:

**PART A
PLANS AND SPECIFICATIONS**

Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Engineer and are incorporated herein by reference.

**PART B
ESTIMATE OF COST**

An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk and incorporated herein by reference.

**PART C
METHOD OF APPORTIONMENT OF ASSESSMENTS**

The method of apportionment of assessments, indicating the proposed assessment of the net amount of the costs and expenses of the improvements to be assessed upon the several lots and parcels of land within the District, in proportion to the estimated benefits to be received by such lots and parcels.

**PART D
ASSESSMENT DIAGRAM**

The Diagram of the District Boundaries showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the fiscal year to which this Report applies. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

**PART E
ASSESSMENT ROLL**

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the District.

PART A
Plans and Specifications

The facilities, which have been constructed within the City of South Pasadena, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
FISCAL YEAR 2018-19

The proposed improvements for Fiscal Year 2018-19 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows::

Landscaping and Appurtenant Facilities. Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and sidewalk rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.

Lighting and Appurtenant Facilities. Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public street and sidewalk rights-of-way and easements within the boundaries of said Assessment District. Servicing of the Southern California Edison Company-owned lights shall be furnished by Southern California Edison Company or its successors or assignees and shall be adequate for the intended purpose. Rates for power and maintenance shall be authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Clerk and are incorporated herein by reference

**PART B
Estimate of Cost**

Estimated costs for Fiscal Year 2018-19 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

Estimate of Cost

Budget Item	Local	Citywide	District Total
I. Landscape Maintenance			
Street Tree Maintenance	\$0	\$450,000	\$450,000
Street Tree Removal and Replacement	\$0	\$75,000	\$75,000
Tree Related Sidewalk Repairs	\$0	\$50,000	\$50,000
Median Landscape Maintenance	\$0	<u>\$64,000</u>	<u>\$64,000</u>
Total Landscape Maintenance	\$0	\$639,000	\$639,000
II. Street Lighting and Traffic Signals ^{1,2}			
Major Thoroughfare Street Lighting ²	\$48,750	\$146,250	\$195,000
City-Owned Street Lighting	\$81,250	\$0	\$81,250
Edison-Owned Street Lighting	\$48,750	\$0	\$48,750
Traffic Signals	<u>\$0</u>	<u>\$180,900</u>	<u>\$180,900</u>
Total Street Lighting & Traffic Signals	\$178,750	\$327,150	\$505,900
III. Other Costs			
Capital Improvements	\$0	\$0	\$0
Damage to City Property	\$0	\$0	\$0
Administrative Costs	<u>\$0</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total Other Costs	\$0	\$20,000	\$20,000
Total Costs	\$178,750	\$986,150	\$1,164,900
Revenue			
Assessment Revenue FY 2018-19	\$161,536	\$732,791	\$894,327
Contribution from Other Sources	<u>\$17,214</u>	<u>\$253,359</u>	<u>\$270,573</u>
Total Revenue	\$178,750	\$986,150	\$1,164,900

¹ Total street lighting costs (\$325,000) are allocated 60% to Major Thoroughfare (\$195,000), 25% to City-Owned (\$81,250) and 15% to Edison-Owned (\$48,750)

² Major thoroughfare street lighting costs (\$195,000) are allocated 25% to Zone 1 (\$48,750) and 75% to Citywide (\$146,250)

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments or to fund costs which are greater than revenue from the assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year. Estimated beginning and ending fund balances for Fiscal Year 2018-19 are shown in the following table.

Fiscal Year 2017-18		Fund Balance
Beginning Balance (July 1, 2017)		\$80,613
FY 2017-18 Budget Surplus/(Deficit)		(\$204,506)
Contribution from Other Sources		<u>\$123,893</u>
Estimated Ending Balance (June 30, 2018)		\$0
Fiscal Year 2018-19		Fund Balance
Estimated Beginning Balance (July 1, 2018)		\$0
FY 2018-19 Budget Surplus/(Deficit)		(\$270,573)
Contribution from Other Sources		<u>\$270,573</u>
Estimated Ending Balance (June 30, 2019)		\$0

PART C Method of Apportionment of Assessments

General

The 1972 Act permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include the construction, maintenance and servicing of street lights, traffic signals and landscaping facilities.

Street and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:

The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

The 1972 Act permits the designation of areas of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will received different degrees of benefit from the improvements." (Sec. 22574). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

In November 1996, the voters of California adopted Proposition 218, which has been codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 imposed a number of substantive and procedural requirements on taxes, assessments, and property-related fees imposed by local governments in California. Since the District Assessments were imposed prior to November 5, 1996, they are "grandfathered" under Article XIII D, Section 5(a) of the Constitution, which permits the continuation of assessments existing prior to the effective date of Proposition 218 so long as the assessments are imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. The Assessments may continue to be levied annually by the City without additional property-owner approval at the rates that existed when Proposition 218 went into effect. Any increase above such rates must be in compliance with Proposition 218 and requires property-owner approval.

Equivalent Dwelling Units

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land; Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-use code are assessed 1 EDU.

Multi-Family Residential. Multiple family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multiple residential factor of 80 percent is determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.4785) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property. Vacant property is described as parcels with no improved structures. Property values in a community increase when public infrastructure is in place, improved, operable, safe, clean and maintained, all properties, including vacant parcels, receive benefits as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in South Pasadena, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, we recommend that vacant property be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels will be assessed at the rate of 25% of the developed non-residential properties, or 1.4520 EDU per acre or any portion thereof, with a minimum of .25 EDU per parcel.

Landlocked parcels and small parcels vacated by the City are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels. The land-use classification for each parcel has been based on the Los Angeles County Assessor's Roll. A summary of EDU Rates by Land Use Category is shown in the following table.

Land Use Category	Basic Unit x EDU Factor	EDU Rates
0 Exempt	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
1 Single Family Residential (SFR)	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
2 Multi-Family Residential/Condominiums	1 Dwelling Unit x 0.8	0.80 EDU per Dwelling Unit
3 Commercial/Industrial Based on the average size for SFR lots in the City of 7,500 SF which equals 5.808 Dwelling Units / Acre	1 Acre x 5.808	5.808 EDU per Acre (first acre, minimum 1.00 EDU per Parcel)
	1 Acre x 1.452	1.452 EDU per Acre (after first acre)
4 Vacant - SFR	1 Parcel x 0.25	0.25 EDU per Parcel
5 Vacant - Non-SFR	1 Acre x 1.452	1.452 EDU per Acre (minimum 0.25 EDU per Parcel)

Inventory of Parcels

Land Use Classification	No. of Parcels	Dwelling Units	Acres	EDUs
1 Single Family Residential (SFR)	4,369	4,369	N/A	4,369.00
2 Multi-Family Residential/Condominiums	1,982	6,477	N/A	5,181.60
3 Commercial/Industrial	321	N/A	121.95	677.34
4 Vacant - SFR	195	N/A	N/A	48.75
5 Vacant - Non-SFR	20	N/A	3.51	6.66
District Totals	6,887	10,846	125.46	10,283.35

Information from the Los Angeles County Assessor's Roll, Assessor's Parcel Maps, and the City of South Pasadena's Planning Department was utilized to create the inventory of parcels in the District. The total number of parcels; residential units; commercial, industrial and vacant acreage and calculated EDUs for each land use category are shown in the following table.

District Benefits

Parcels within the District receive benefit from the maintenance and operation of District improvements. Benefits received by parcels within the District are described below:

Landscaping. All parcels in the City receive benefit from the landscaping maintenance funded by the District. The City maintains trees and miscellaneous shrubbery throughout the City. The trees and shrubbery are located within the public street and sidewalk rights-of-way, including in medians and parkways.

The trees and shrubbery provide an aesthetically pleasing environment, shade, beautification, air purification and sound attenuation. These positive attributes increase the desirability of, and are special and direct benefits to, all properties throughout the City. Furthermore, trees and landscaping, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increases property value.

Lighting. The proper functioning of street lighting is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Proper operation of the street light system is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety.

Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are directly related to public safety and property protection and therefore increase desirability and property values.

The City costs to administer the maintenance and operations of the improvements, including administration of the District, also provide benefit to all properties in the District.

Types of Benefit

There are two types of benefits parcels receive from the maintenance and operation of the improvements as described below.

Citywide Benefits. Benefits which are received by all parcels in the City are considered to be Citywide Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to all parcels within the District. Citywide Benefits enhance the value of all properties within the District.

The maintenance of street trees and leaf debris removal, sidewalk, curb and gutter repair adjacent to trees throughout the City, medians on Huntington Drive, Monterey Avenue and Fair Oaks are Citywide Benefits. All of the landscaping maintenance budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Street lighting on the major thoroughfares provide Citywide Benefits, as all property in the City derive benefit from the convenience, safety and protection of people and property they provide. 75% of the Major Thoroughfare Street Lighting budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Local Benefits. Benefits which are not received by all parcels in the City are considered to be Local Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to only those parcels within the District receiving such benefits. Property value is enhanced for those parcels that receive Local Benefits.

Parcels that receive their local street lighting from the Edison owned street lights within the City receive the same amount of Local Benefit and the budget for the Edison street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Similarly, parcels that receive their local street lighting from the City owned street lights within the City receive the same amount of Local Benefit and the budget for the City street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Parcels that receive their local street lighting from the major thoroughfare street lights receive the same amount of Local Benefit and 25% of the budget for the major thoroughfare street light system allocated to such benefit, the amount of which is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Zones of Benefit

There are four types of local lighting benefits within the City associated with the intensity or degree of illumination provided within the various sections of the District. These costs vary with the type of street, spacing of streetlights and owning agency. These zones of benefit are described below:

Zone 1. This zone consists of all property which is adjacent to the major thoroughfares in the District. Local Benefit received from the major thoroughfare street lights, equal to 25% of the major thoroughfare street lighting budget is allocated to Zone 1 parcels.

Zone 2. This zone consists primarily of residential property which is served by the City street lighting system. Local Benefit received from the City street lights, equal to 100% of the City street lighting budget is allocated to Zone 2 parcels.

Zone 3. This zone consists primarily of residential property which is served by the Edison street lighting

system. Local Benefit received from the Edison street lights, equal to 100% of the Edison street lighting budget, is allocated to Zone 3 parcels.

Zone 4. This zone consists of parcels which do not have Local Benefits from street lighting and, therefore, receive only the Citywide Benefits.

EDUs per Zone

Citywide Benefits are allocated to all assessable parcels in the City pro rata based on the total number of Citywide EDUs. Local Benefits are allocated to parcels in their respective Zones pro rata based on the total number of Zone EDUs. The distribution of EDUs per Zone is shown below.

Benefit Zone	EDUs
Zone 1	1,880.35
Zone 2	2,050.16
Zone 3	5,953.24
Zone 4	399.60
District Total	10,283.35

Assessments

Citywide Benefits. All parcels within the City receive Citywide Benefits. The total amount of Citywide Benefits is shown below.

Budget Item	Amount
Street Tree Maintenance	\$450,000
Street Tree Removal and Replacement	\$75,000
Tree Related Sidewalk Repairs	\$50,000
Median Landscape Maintenance	\$64,000
Major Thoroughfare Street Lighting	\$146,250
Traffic Signals	\$180,900
Capital Improvements	\$0
Damage to City Property	\$0
Administrative Costs	\$20,000
Total Citywide Benefit	\$986,150

The calculated assessment rate and the maximum assessment rate for Citywide Benefits are shown below.

Total Citywide Benefit	\$986,150
Divided by Total Citywide EDUs	÷ 10,283.35
Calculated Citywide Benefit Per EDU	\$95.90
Maximum Citywide Benefit Per EDU	\$71.26

Local Benefits. Parcels located within each Zone receive Local Benefits for their specific Zone. The total amount of Local Benefits for each Zone are shown below.

Budget Item	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
Major Thoroughfare	\$48,750	\$0	\$0	\$0	\$48,750
City Owned System	\$0	\$81,250	\$0	\$0	\$81,250
Edison Owned System	\$0	\$0	\$48,750	\$0	\$48,750
Total Local Benefit	\$48,750	\$81,250	\$48,750	\$0	\$178,750

The calculated assessment rate and the maximum assessment rate for Local Benefits for each Zone are shown below.

Description	Zone 1	Zone 2	Zone 3	Zone 4
Total Local Benefit	\$48,750	\$81,250	\$48,750	\$0
Divided by Total Zone EDUs	÷ 1,880.35	÷ 2,050.16	÷ 5,953.24	÷ 399.60
Calculated Local Benefit Per EDU	\$25.93	\$39.63	\$8.19	\$0.00
Maximum Local Benefit Per EDU	\$25.85	\$32.83	\$7.66	\$0.00

Assessment Summary

The calculated assessment amount and the maximum assessment amount for each Zone, including both Citywide Benefits and Local Benefits, are shown below.

Description	Zone 1	Zone 2	Zone 3	Zone 4	Total
Calculated Citywide Benefit Assessment	\$180,322	\$196,605	\$570,902	\$38,321	\$986,150
Calculated Local Benefit Assessment	<u>\$48,750</u>	<u>\$81,250</u>	<u>\$48,750</u>	<u>\$0</u>	<u>\$178,750</u>
Calculated Total Benefit Assessment	\$229,072	\$277,855	\$619,652	\$38,321	\$1,164,900
Maximum Citywide Benefit Assessment	\$133,994	\$146,094	\$424,228	\$28,475	\$732,791
Maximum Local Benefit Assessment	<u>\$48,607</u>	<u>\$67,307</u>	<u>\$45,602</u>	<u>\$0</u>	<u>\$161,516</u>
Maximum Total Benefit Assessment	\$182,601	\$213,401	\$469,830	\$28,475	\$894,307
Non-Assessed Benefit Assessment	\$46,471	\$64,455	\$149,823	\$9,845	\$270,593

The calculated assessment rates and the maximum assessment rate for each Zone, including both Citywide Benefits and Local Benefits, are shown below.

Description	Zone 1	Zone 2	Zone 3	Zone 4
Calculated Citywide Benefit Per EDU	\$95.90	\$95.90	\$95.90	\$95.90
Calculated Local Benefit Per EDU	<u>\$25.93</u>	<u>\$39.63</u>	<u>\$8.19</u>	<u>\$0.00</u>
Calculated Total Benefit Per EDU	\$121.82	\$135.53	\$104.09	\$95.90
Maximum Citywide Benefit Per EDU	\$71.26	\$71.26	\$71.26	\$71.26
Maximum Local Benefit Per EDU	<u>\$25.85</u>	<u>\$32.83</u>	<u>\$7.66</u>	<u>\$0.00</u>
Maximum Total Benefit Per EDU	\$97.11	\$104.09	\$78.92	\$71.26
Non-Assessed Benefit Per EDU	\$24.71	\$31.44	\$25.17	\$24.64

PART D

Assessment Diagram

The boundaries of the District are coterminous with the boundaries of the City of South Pasadena. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of South Pasadena, and is hereby made a part hereof by reference.

A copy of the assessment diagram for the District is included herein as Appendix A, and is part of this report.







PART E**Assessment Roll**

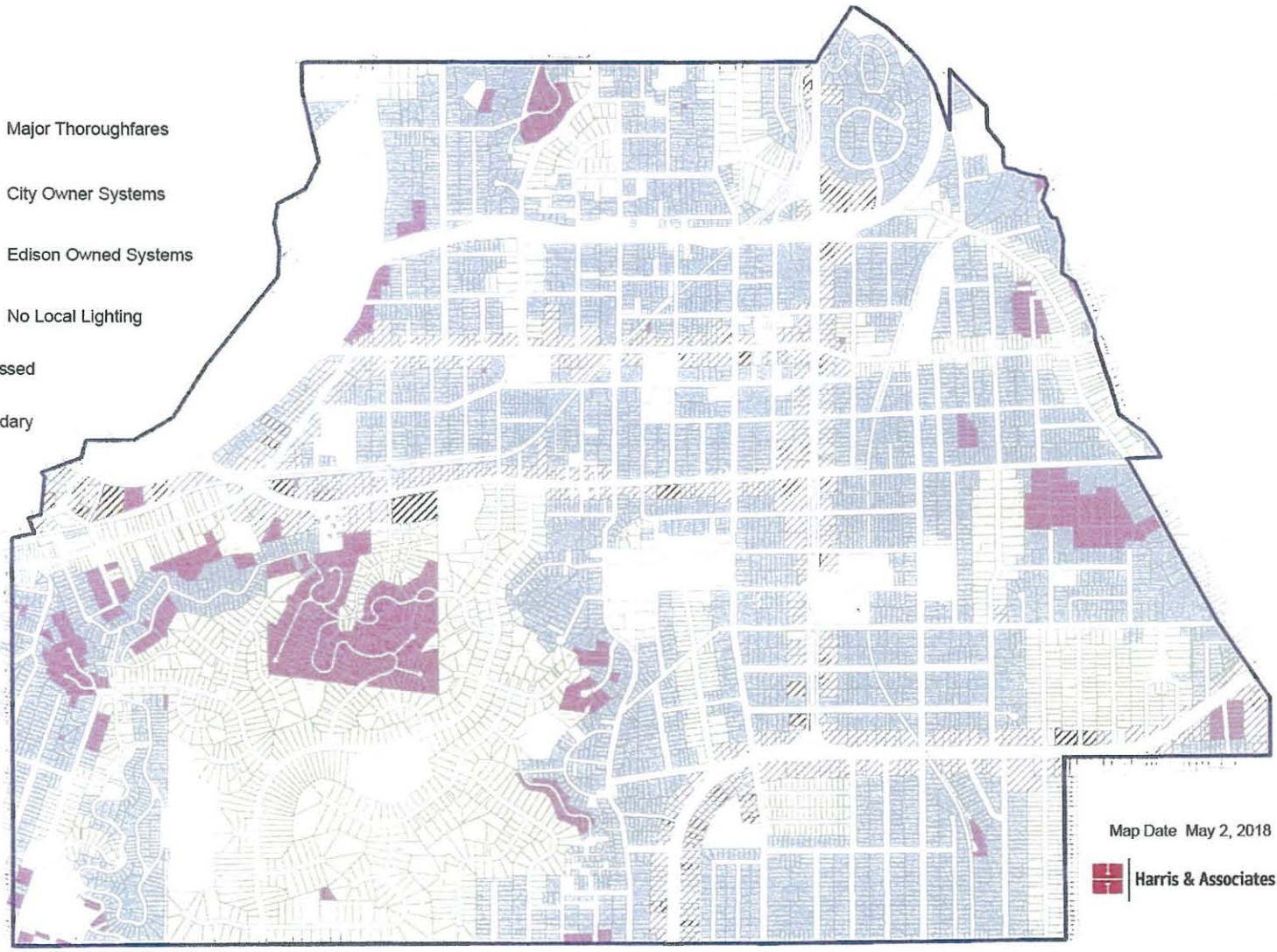
The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2018-19", which exhibit is incorporated by reference herein as Appendix B under separate cover, and is on file in the Office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part D herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of South Pasadena.

CITY OF SOUTH PASADENA Street Lighting and Landscaping Maintenance District Assessment District Diagram

- Legend**
-  Zone 1 Major Thoroughfares
 -  Zone 2 City Owner Systems
 -  Zone 3 Edison Owned Systems
 -  Zone 4 No Local Lighting
 -  Non-Assessed
 -  City Boundary



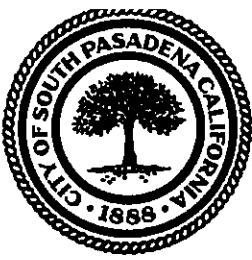
Map Date May 2, 2018



14 - 25

Appendix B
Assessment Roll

Appendix B, the Assessment Roll, is under a separate cover, and is on file in the Office of the City Clerk and in the Public Works Office.



**City Council/
Redevelopment Successor Agency/
Public Financing Authority
Agenda Report**

ITEM NO. 15

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Karen Aceves, Principal Management Analyst
Mariam Lee Ko, Interim Finance Director *[Signature]*

SUBJECT: **Approval of a Resolution Adopting the Fiscal Year 2018-19 Budget and Capital Improvement Plan**

Recommendation

It is recommended that the City Council approve the attached resolution adopting the Fiscal Year (FY) 2018-19 Operating Budget and Capital Improvement Plan (CIP).

Commission Review and Recommendation

The Finance Commission reviewed budget issues on May 22, 2018 and received and filed the report. The Capital Improvement Plan will be reviewed by the Planning Commission on June 4, 2018, to make findings of consistency with the adopted General Plan.

Executive Summary

The proposed FY 18-19 Budget is balanced with a three percent growth in expenditures matched by similar growth in revenue. The spending plan aligns with the draft strategic plan and resident priorities based on public comment and the results of a community survey. Priorities include infrastructure spending, street repair, emergency preparedness and economic development. The proposed \$27.4 million general fund budget is fiscally conservative, does not include new city staff positions, and maintains a strong reserve fund.

The City's budget projections indicate potential deficits in future years, however. The potential repeal of the Utility Users' Tax (UUT) in November would cut \$3.4 million a year (about 12% of general fund revenue) from City services. In addition, South Pasadena is facing escalating payments for retirement obligations in the coming years. A report on the potential fiscal impacts of the UUT will be presented in July. The report will include a proposed schedule of personnel and program cuts that would be necessary if the UUT is repealed. Future long-range financial planning reports will present the City's options to address the increasing demands from the State regarding pension funds.

Community Outreach

Outreach for the FY 2018-19 Budget began with the Community Survey which commenced April 16, 2018. The randomized survey was sent via email to residents and was available at several public

events. In total, nearly 600 responses were received, surpassing the minimum 400 required to be a statistically valid sample. The survey asked numerous questions regarding budget priorities and quality of City services. Results of the survey were presented during the City Council Meeting on May 16, 2018.

In addition to the survey, a specific email account was created for residents to submit comments on the draft budget document. The draft budget was presented, including detail presentations by departments, during a public hearing of the City Council on May 16th. Residents were encouraged to provide comments during the meeting or to the email address until May 31. No e-mail comments were received.

The Five Year CIP was presented to the City Council, and the public, for review on May 2, 2018. Because this is the City's first full CIP, a four week period for review and comment was built into the schedule. No comments from the public have been received on the CIP at the time of printing.

Background

The City recently initiated the development of a new strategic plan to provide a basis to focus resources on community priorities. The six goals of the draft plan were vetted and confirmed with the public through the community survey, including:

- Fiscal resiliency;
- Economic development to strengthen local business districts;
- Emergency preparedness and disaster recovery;
- Investment in infrastructure and environmental programs;
- Planning for affordable housing;
- Enhancing customer service through innovation.

Examples of community priorities in the FY18-19 proposed Budget include:

- Additional investment in street repairs;
- Fiscal sustainability studies;
- Creation of a Financial Sustainability Reserve;
- Economic development planning;
- Funding for the development of public art programs;
- More funding for trees;
- Upgrades to the Emergency Operations Center;
- Investment in solar technology and environmental improvements to City facilities;
- Seismic reinforcement regulations for soft story buildings;
- Policies to facilitate affordable housing to comply with State mandates;
- Improvements to citywide communication programs;
- Focus on Municipal Separate Storm Sewer System (MS4) regulatory requirements;

Analysis

For FY 2018-19, General Fund revenues are projected to be \$27.5 million and General Fund expenditures are proposed to be \$27.4 million. The projected expenditures include transfers out of \$1.2

Resolution Adopting the Fiscal Year 2018-19 Budget and Capital Improvement Plan

June 6, 2018

Page 3 of 5

million from reserves to fund capital projects and \$25,000 towards an annual tree planting account in the LLMD fund. Operational transfers include \$1,100,000 to the Street Improvements Program Fund (SIPF), and \$120,000 to the Insurance Fund. Additionally, there has been an increase in Designated Reserves for Renewable Energy (\$350,000), Storm Water (\$300,000) and a Financial Sustainability Reserve (\$900,000).

Capital Improvement Plan

The Five Year CIP contains 33 projects with a total cost of \$104,635,692 of which \$43,896,534 is unfunded. The FY 18-19 budget appropriates \$14,827,665 in the following categories:

Municipal Buildings and Facilities	\$424,858
Streets and Streetscapes	\$3,348,000
Street Lighting	\$150,000
Sewers and Storm Drains	\$3,500,000
Technology Projects	\$314,000

The FY 2018-19 CIP is fully funded through a combination of grants, general fund, local return funds, and rate funded projects identified in Attachment 3: Five Year CIP

FY 2018-19 General Fund – Proposed Revenues, Expenditures, and Reserves

Description	06/30/18 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/19 Year End Fund Balance
General Fund					
Revenues & Expenditures					
Operating		27,517,684	24,986,119.86	2,531,565	
Capital			-	-	
Transfers/Interfund Loans		-	1,245,000	(1,245,000)	
Reserves					
Undesignated	6,809,568			-	6,546,133
Arroyo Golf Course / Bike Trail	600,000				600,000
Legal Reserve	500,000				500,000
Maint. Yard / Comm. Ctr	317,130			-	317,130
Renewable Energy Sources Reserve	350,000				700,000
Retiree Pension Reserve	500,000				500,000
Retiree Medical Reserve	500,000				500,000
Emergency Operations Center	295,000		295,000	(295,000)	-
Library Expansion	200,000				200,000
Sidewalk Improvements	-				-
CalTrans Vacant Lot Purchases	750,000		358,000	(358,000)	392,000
Monterey Rd. Improvements	-				-
General Plan / MSSP Reserve	205,000		205,000	(205,000)	-
Storm Water	300,000				600,000
Slater Reimbursement Reserve	568,850				568,850
Financial Sustainability Reserve	-				900,000
General Fund Total	\$ 11,895,547.96	\$ 27,517,684.41	\$ 27,089,119.86	\$ 428,564.55	\$12,324,112.51

General Fund Balance Policy

The Government Accounting Standards Board has issued Statement No. 54 ("GASB 54") which clarifies the existing governmental fund types, and provides a hierarchy of components of fund balance based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The three former components - reserved, designated, and undesignated, have been replaced with the following five categories:

- 1) Nonspendable Fund Balance - That portion of fund balance that includes amounts that cannot be spent because they are either not in a spendable form, e.g., inventories, or legally or contractually required to be maintained intact, e.g., endowment principal.
- 2) Restricted Fund Balance - That portion of fund balance that reflects constraints placed on the use of resources that are either a) externally imposed by creditors (e.g., debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- 3) Committed Fund Balance - That portion of fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, e.g., by ordinance or resolution, and remain binding unless removed in the same manner.
- 4) Assigned Fund Balance - That portion of fund balance that includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent may be expressed by the City Council or by an official authorized by the City Council, e.g., the City Manager or Finance Director, to assign amounts for specific purposes.
- 5) Unassigned Fund Balance. That portion of fund balance that includes amounts that do not fall into one of the above four categories.

In accordance with GASB 54, the following reservations of General Fund Balance are designated as Committed:

Arroyo Seco Golf Course / Bicycle Trail	\$600,000
Legal Reserve	\$500,000
Maintenance Yard / Community Ctr.	\$317,130
Renewable Energy Sources	\$700,000
Retiree Pension Benefits	\$500,000
Retiree Health Benefits	\$500,000
Emergency Operations Center	\$295,000
Library Expansion	\$200,000
CalTrans Vacant Lot Purchases	\$392,000
Storm Water	\$600,000
Slater Reimbursement	\$568,850
Financial Sustainability Reserve	\$900,000

Water Fund Balance Policy

In November 2016, the City issued \$37.8 million in Water Revenue Bonds. During that process, the City's underwriters and the Standard & Poor's credit rating agency strongly recommended that the City adopt a reserve policy for the Water Enterprise Fund. Staff is recommending that an amount equal to 30% of operational revenues be maintained in a reserve account; this would amount to approximately \$2.6 million. The City currently meets this requirement.

Fiscal Impact

The proposed Budget for the Fiscal Year commencing on July 1, 2018, contains revenues and transfers in from other funds totaling \$50.5 million, and expenditures and transfers out to other funds totaling \$55.0 million. Included in this total are the Public Financing Authority (PFA) proposed revenues.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachments:

1. Resolution Adopting the FY 2018-19 Budget
2. Proposed FY 2018-19 Operating and Capital Budget
3. Five Year CIP

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ATTACHMENT 1
Resolution Adopting the FY 2018-19 Budget

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING THE FISCAL YEAR 2018-19 BUDGET**

WHEREAS, the City Manager has submitted to the City Council a proposed Budget for the Fiscal Year 2018-19 and said Budget has been considered in public sessions on May 16, 2018 and June 6, 2018.

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

SECTION 1. That the Budget proposed by the City Manager, by reference, for the Fiscal Year commencing on July 1, 2018, with proposed revenues and transfers in from other funds totaling \$50,514,488, and expenditures and transfers out to other funds totaling \$54,507,594, is hereby approved, adopted, and appropriated.

SECTION 2. The fund appropriations set forth shall be the maximum expenditures authorized for those funds.

SECTION 3. The City Council does hereby authorize and approve the commitment of General Fund Balance for the following specific purposes: Arroyo Seco Bicycle and Pedestrian Trail, Legal Services, Maintenance Yard/Community Center, Renewable Energy Sources, Retiree Pension Benefits, Retiree Health Benefits, Emergency Operations Center, Public Library Expansion, CalTrans Vacant Lot Purchases, General Plan/Mission Street Specific Plan, and Storm Water, Slater Reimbursement Reserve, Financial Sustainability Reserve and that committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action to establish the commitment.

SECTION 4. The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2018-19 Budget.

SECTION 5. 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 6th day of June, 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 6th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

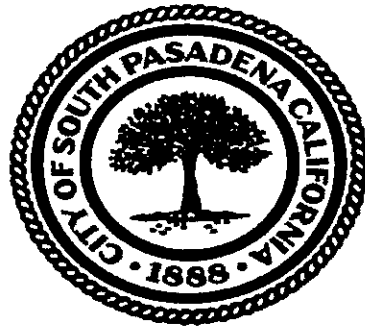
ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
Proposed FY 2018-19 Operating and Capital
Budget

City of South Pasadena California



Adopted Budget For the 2018-2019 Fiscal Year

Mayor

Richard D. Schneider, M.D.

Mayor Pro Tempore

Marina Khubesrian, M.D.

Councilmember

Michael A. Cacciotti

Councilmember

Robert S. Joe

Councilmember

Diana Mahmud

City Clerk

Evelyn G. Zneimer

City Treasurer

Gary E. Pia

City Manager

Stephanie DeWolfe

Population 25,913



MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our small town character.

CORE VALUES

not in priority order

The City of South Pasadena values. . .

- ♦ *Honesty and Integrity*
 - ♦ *Teamwork*
- ♦ *Outstanding customer service*
 - ♦ *Responsiveness*
- ♦ *Open and accessible government*
 - ♦ *Community participation*
 - ♦ *Fiscal responsibility*

THREE-YEAR GOALS

not in priority order

- 1. Develop and Implement strong fiscal policies to ensure a resilient financial future.*
- 2. Create and Implement a Strong Economic Development Strategy to Strengthen the Local Business Districts.*
- 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.*
- 4. Enhance Community Stability through Investment in Infrastructure and Environmental Management Programs.*
- 5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.*
- 6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.*

DRAFT

FY 2017/18 PROJECTED					05/29/18
FUND BALANCE					8:42 AM
Description	06/30/17 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/18 Year End Fund Balance
General Fund					
Revenues & Expenditures					
Operating		26,734,642	23,900,307	2,834,335	
Capital			1,620,000	(1,620,000)	
Transfers/Interfund Loans		-	1,900,000	(1,900,000)	
Reserves					
Undesignated	6,570,233			-	6,809,568
Arroyo Golf Course / Bike Trail	1,100,000				600,000
Legal Reserve	500,000				500,000
Maint. Yard / Comm. Ctr	442,720				442,720
Renewable Energy Sources Reserve	350,000				350,000
Retiree Pension Reserve	500,000				500,000
Retiree Medical Reserve	500,000				500,000
Emergency Operations Center	300,000				400,000
Library Expansion	200,000				200,000
Sidewalk Improvements	-				-
CalTrans Vacant Lot Purchases	750,000				350,000
Monterey Rd. Improvements	-				-
General Plan / MSSP Reserve	205,000				205,000
Storm Water	300,000				300,000
Library Park Drainage	125,000				-
General Fund Total	11,842,953	26,734,642	27,420,307	(685,665)	11,157,288
Insurance Fund	290,000	275,000	65,000	210,000	500,000
Street Improvements Program	(241,000)	1,450,000	1,550,000	(100,000)	(341,000)
Facilities & Equip. Replacement	900,973	385,000	859,280	(474,280)	426,693
MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
Prop "A"	478,329	508,086	469,144	38,942	517,272
Prop "C"	722,275	446,036	926,190	(480,154)	242,121
TEA/Metro	383,517	2,000	380,000	(378,000)	5,517
Sewer	2,843,206	1,498,000	869,599	628,401	3,471,607
CTC Traffic Improvement	(109)	200	-	200	91
Street Light & Landscape	(43,897)	940,000	1,105,126	(165,126)	(209,023)
Public, Educ. & Gov't. Fund	127,773	24,000	-	24,000	151,773
Clean Air Act	141,622	33,700	52,000	(18,300)	123,322
Business Improvement Tax	117,030	155,000	138,000	17,000	134,030
Gold Line Mitigation Fund	40,381	-	40,381	(40,381)	-
Mission Meridian Public Garage	(321,903)	990	26,000	(25,010)	(346,913)
Housing Authority	41,903	21,098	-	21,098	63,001
State Gas Tax	760,589	716,190	636,608	79,582	840,171
County Park Bond	(15,431)	43,500	43,500	-	(15,431)
Measure R	392,378	303,158	686,760	(383,602)	8,776
Measure M	-	325,741	300,000	25,741	25,741
RMRA					
MSRC Grant	-	322,000	322,000	-	-
Bike & Pedestrian Paths	-	79,298	79,198	100	100
BTA Grants	(207)	418,500	462,500	(44,000)	(44,207)
Golden Streets Grant	(351,065)	-	-	-	(351,065)
Capital Growth	270,060	33,000	-	33,000	303,060
CDBG	(3,600)	140,835	140,835	-	(3,600)
Asset Forfeiture	-	-	-	-	-
Police Grants - State (COPS)	134,523	116,500	75,000	41,500	176,023
Police Subventions - CLBEP	-	-	-	-	-
Homeland Security Grant	(9,167)	-	-	-	(9,167)
Park Impact Fees	355,586	40,000	-	40,000	395,586
Historic Preservation Grant	-	-	-	-	-
HSIP Grant	(927)	315,900	315,900	-	(927)
Public Library Funds Grant	-	-	-	-	-
Arroyo Seco Golf Course	486,158	1,258,114	1,045,495	212,619	698,777
Sewer Capital Projects	-	808,884	808,884	-	-
2000 Tax Allocation Bonds	911,333	7,000	901,436	(894,436)	16,897
Water	9,560,761	11,593,000	15,554,997	(3,961,997)	5,598,764
2016 Water Revenue Bonds	-	2,611,838	2,611,838	-	-
Water & Sewer Impact Fees	600,000	122,000	577,000	(455,000)	145,000
Public Financing Authority	6,153	562,238	564,738	(2,500)	3,653
Redev. Obligations Trust Fund	-	197,945	197,945	-	-
City Total	30,390,246	52,489,393	59,225,661	(6,736,268)	23,653,979

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FY 2018/19 PROJECTED						05/29/18
FUND BALANCE						DUSSAN
Fund	Description	06/30/18	Year End	Year End	Revenues Minus	06/30/19
		Fund Balance	Revenues	Expenditures	Expenses	Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		27,517,684	24,986,119.86	2,531,565	
	Capital					
	Transfers/Interfund Loans		-	1,245,000	(1,245,000)	
	Reserves					
	Undesignated	6,809,568				6,546,133
	Arroyo Golf Course / Bike Trail	600,000				600,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	317,130				317,130
	Renewable Energy Sources Reserve	350,000				700,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	295,000		295,000	(295,000)	-
	Library Expansion	200,000				200,000
	Sidewalk Improvements	-				-
	CalTrans Vacant Lot Purchases	750,000		358,000	(358,000)	392,000
	Monterey Rd. Improvements	-				-
	General Plan / MSSP Reserve	205,000		205,000	(205,000)	-
	Storm Water	300,000				600,000
	Slater Reimbursement Reserve	568,850				568,850
	Financial Sustainability Reserve	-				900,000
101	General Fund Total	\$ 11,895,547.96	\$ 27,517,684.41	\$ 27,089,119.86	\$ 428,564.55	\$ 12,324,112.51
103	Insurance Fund	500,000	200,000	95,000	105,000	605,000
104	Street Improvements Program	(341,000)	1,100,000	1,100,000	-	(341,000)
105	Facilities & Equip. Replacement	426,693	-	225,000	(225,000)	201,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	517,272	514,935	605,782	(90,847)	426,426
207	Prop "C"	242,121	421,982	303,286	118,696	360,817
208	TEA/Metro	5,517	-	-	-	5,517
210	Sewer	3,471,607	-	928,921	(928,921)	2,542,686
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	(209,023)	965,000	1,047,283	(82,283)	(291,306)
217	Public, Educ. & Govt. Fund	151,773	18,000	-	18,000	169,773
218	Clean Air Act	123,322	32,000	15,000	17,000	140,322
220	Business Improvement Tax	134,030	160,000	139,500	20,500	154,530
223	Gold Line Mitigation Fund	-	-	-	-	-
226	Mission Meridian Public Garage	(346,913)	-	93,000	(93,000)	(439,913)
228	Housing Authority	63,001	-	10,000	(10,000)	53,001
230	State Gas Tax	840,171	661,659	617,252	44,407	884,578
232	County Park Bond	(15,431)	400,000	63,500	336,500	321,069
233	Measure R	8,776	316,493	300,000	16,493	25,269
236	Measure M	25,741	358,685	350,000	8,685	34,426
238	MSRC Grant	-	-	-	-	-
245	Bike & Pedestrian Paths	100	17,630	-	17,630	17,730
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	303,060	-	-	-	303,060
260	CDBG	(3,600)	143,995	140,834	3,161	(439)
270	Asset Forfeiture	-	-	-	-	-
272	Police Grants - State (COPS)	176,023	115,000	75,000	40,000	216,023
273	Police Subventions - CLEEP	-	-	-	-	-
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	395,586	65,000	-	65,000	460,586
276	Historic Preservation Grant	-	-	-	-	-
277	HSIP Grant	(927)	-	-	-	(927)
280	Public Library Funds Grant	-	-	-	-	-
295	Arroyo Seco Golf Course	698,777	1,164,101	1,088,377	75,724	774,501
310	Sewer Capital Projects	-	160,000	5,500	154,500	154,500
327	2000 Tax Allocation Bonds	16,897	-	800,000	(800,000)	(783,103)
500	Water	5,598,764	12,294,000	15,570,451	(3,276,451)	2,322,313
505	2016 Water Revenue Bonds	-	2,438,588	2,438,588	-	-
510	Water & Sewer Impact Fees	-	-	-	-	-
550	Public Financing Authority	3,653	556,038	556,038	-	3,653
927	Redev. Obligations Trust Fund	-	195,570	195,570	-	-
	City Total	24,247,239	49,816,360	53,853,002	(4,036,641)	20,210,599

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
4000-000	Property Tax - Current Secured	8,791,225	9,281,790	9,757,452	10,185,044	4,214,257	10,200,000	10,350,000
4010-000	Property Tax - Unsecured	360,840	367,703	375,920	345,000	345,947	375,000	345,000
4020-000	Property Tax - Prior Years	(16,958)	(19,676)	(14,953)	-	(14,144)	(19,000)	(25,000)
4030-000	Property Tax - Int & Pen	44,325	37,557	34,608	33,000	15,812	30,000	35,000
4040-000	Highway Rental	129,862	131,986	126,236	127,000	-	123,316	130,000
4050-000	Homeowners Exemption	65,423	64,301	63,495	66,000	9,463	31,543	60,000
4060-000	Supplemental - Sec/Unsec	246,382	270,736	269,974	200,000	68,095	220,000	250,000
5002-000	Motor Vehicle In Lieu Adj.	2,368,975	2,498,587	2,624,200	2,708,935	1,396,241	2,700,000	2,710,000
Property Tax		11,990,074	12,632,984	13,236,932	13,664,979	6,035,671	13,660,859	13,855,000
4150-000	Library Special Tax	232,388	231,645	309,886	312,120	127,295	312,120	318,000
Assessments & Special Taxes		232,388	231,645	309,886	312,120	127,295	312,120	318,000
4200-000	Sales & Use Tax	1,597,717	1,916,945	2,173,347	2,350,000	679,189	2,792,482	2,625,000
4200-001	Sales Tax "In Lieu"	541,455	443,497	-	-	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	275,325	275,525	283,319	275,000	125,345	295,000	300,000
Sales Tax		2,414,498	2,635,968	2,456,666	2,625,000	804,534	3,087,482	2,925,000
4230-001	Utility Tax - Water	615,133	576,531	609,009	620,000	352,433	640,000	645,000
4230-002	Utility Tax - Electric	1,312,071	1,295,323	1,244,417	1,300,000	654,212	1,245,000	1,300,000
4230-003	Utility Tax - Gas	347,058	370,356	401,278	360,000	102,940	400,000	385,000
4230-004	Utility Tax - Telephone	744,390	769,388	776,352	750,000	199,288	760,000	750,000
4230-006	Utility Tax - Cable	404,565	403,230	350,892	400,000	107,495	350,000	350,000
Utility Users Tax		3,423,217	3,414,827	3,381,948	3,430,000	1,416,368	3,395,000	3,430,000
4210-001	Franchise - Refuse	415,079	424,775	420,498	420,000	200,186	420,000	420,000
4210-002	Franchise - Cable TV	298,666	294,533	259,910	280,000	60,956	260,000	260,000
4210-003	Franchise - Electric	98,131	99,680	90,840	90,000	-	97,964	100,000
4210-004	Franchise - Gas	66,456	56,316	47,476	50,000	-	48,486	50,000
4220-000	Real Property Transfer	146,567	125,360	200,483	120,000	76,693	180,000	200,000
Other Taxes		1,024,898	1,000,664	1,019,207	960,000	337,836	1,006,450	1,030,000
4400-000	Business License	372,130	383,950	393,578	400,000	196,995	400,000	425,000
4420-000	Bus Lic Penalties & Trans	13,561	13,812	19,016	12,000	2,160	12,000	15,000
4440-000	Tobacco Retail Permit	1,440	1,440	1,080	1,440	-	1,200	1,400
4445-000	Filming Permits	116,290	116,960	96,840	100,000	38,020	95,000	100,000
4460-000	Parking Permits	464,379	459,405	441,935	450,000	212,560	420,000	440,000
4465-001	Fire Permits	3,025	4,033	4,845	2,500	2,562	4,000	4,000
4470-002	Street / Curb Permits	25,975	35,849	87,160	30,000	22,463	41,621	45,000
4470-004	Street Closure Permits	2,457	6,197	2,164	2,500	3,557	6,000	3,000
4470-005	Newsrack Permits	820	800	-	-	-	-	-
4480-000	FOG Wastewater Permit	10,703	6,138	7,845	8,000	5,445	7,000	8,000
Licenses & Permits		1,010,779	1,028,583	1,054,463	1,006,440	483,762	986,821	1,041,400
4600-000	Vehicle Code Fines	73,383	61,912	70,174	57,000	27,131	70,263	70,000
4610-000	Parking Citations	267,840	366,096	309,492	300,000	200,292	294,000	300,000
4620-000	Other Court Fines	6,362	16,549	18,072	10,000	5,303	13,000	10,000
Fines & Forfeitures		347,585	444,556	397,738	367,000	232,726	377,263	380,000
4800-000	Interest Income	48,309	136,294	162,400	125,000	68,640	150,000	130,000
4802-000	Gain / Loss on Investments	3,360	9,461	3,216	-	(445)	(445)	-
4805-000	Unrealized Gain / Loss	(6,459)	29,897	(120,484)	-	(50,546)	(50,546)	-
4815-000	Chamber Farmers Mkt Cap Impr	3,683	3,879	4,184	3,800	-	3,800	3,800
4820-000	Rental - Stables	52,511	53,214	54,217	55,650	27,594	56,500	88,404
4825-000	Rental - Tennis	39,000	39,430	68,560	84,000	35,788	84,000	84,000
4830-002	Rental - Cell Phone Site	39,028	40,198	41,404	42,120	21,060	42,120	42,646
4830-003	Rental - Cell Site - AT&T	30,301	30,748	30,830	31,693	13,592	31,693	32,643
4830-004	Cell Phone - CW/Bilicke	33,974	34,993	36,043	42,120	18,411	38,237	39,384
4830-005	Cell Phone - Verizon - San Pascual	25,427	26,190	26,976	28,195	13,687	28,195	29,040
4830-006	Cell Phone - Cingular OG	29,448	29,860	30,085	30,755	14,902	30,755	31,677
4830-009	Cell Phone - Metro PCS	35,723	36,979	38,107	38,961	19,193	38,961	40,129
4830-010	Cell Phone - Verizon - MH	-	30,266	22,322	22,877	11,439	22,877	23,563
4835-000	Rental - TWC	1,516	-	-	-	-	-	-
4840-000	Rental - War Memorial Building	86,882	71,328	55,270	40,000	21,934	40,000	40,000
4850-000	Rental - Eddie Park	3,633	3,745	4,347	1,500	277	1,200	3,600
4860-000	Rental - Library Comm Room	27,290	24,430	14,055	15,000	7,040	14,040	15,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	75	-	-
4885-000	Rental - Sr Citizen Ctr	2,648	2,160	1,635	2,000	1,335	2,000	2,000
4890-000	Rental - Farmer's Market	5,892	9,697	10,801	8,500	-	8,500	9,000
4891-000	Rental - Orange Grove	1,400	3,266	4,985	5,500	5,314	6,000	4,000
4892-000	Rental - Misc	38,550	49,663	31,290	40,000	11,525	28,000	30,000
4893-000	Rental - Batting Cages	16,056	12,637	15,488	10,000	4,101	11,000	12,000
4894-000	Rental - Youth House	2,705	2,739	6,018	5,000	2,778	5,000	5,250
Use of Money & Property		520,879	681,073	541,749	632,671	247,693	591,887	666,136
5000-000	Motor Vehicle In Lieu	16,845	10,561	11,660	-	-	13,681	-
5020-000	State Reimb - Police Training	12,471	1,104	4,631	5,000	-	12,463	5,000
5030-000	State Mandated Cost	356,398	24,055	80	5,000	-	250,000	5,000
5071-003	Miscellaneous Grants	35,153	71,307	60,014	-	-	-	-
5071-005	Non-Federal Grants - Pub. Works	-	29,302	-	660,000	-	660,000	-
5073-001	Grants-Police	12,912	-	-	-	-	25,000	35,000
5073-002	Grants-Fire	5,954	-	-	-	-	-	-

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Revenue From Other Agencies	439,733	136,328	76,385	670,000	-	961,144	45,000
5150-001 Business License App Fee	14,057	15,091	18,393	15,000	14,464	26,182	30,000
4405-000 Business License SB1186 Fee	1,845	1,913	1,894	2,000	1,008	5,500	5,000
5150-002 Non Sufficient Fund Chg	243	135	297	200	162	300	200
Current Services-Finance	16,145	17,139	20,584	17,200	15,634	31,982	35,200
5200-001 Community Development Misc Fee	870	175	305	150	1,115	1,300	750
5200-002 Planning Fees	134,395	108,808	93,555	105,000	91,168	140,000	150,000
5200-003 Plan Check	234,024	234,716	261,258	225,000	110,414	225,000	225,000
5200-004 Building Permits	539,993	393,792	407,549	370,000	254,962	470,000	420,000
5200-007 Administrative Citations	1,100	1,300	400	1,000	1,100	1,600	1,500
Current Services-Planning & Building	910,382	738,791	763,067	701,150	458,758	837,900	797,250
5220-001 Engineering Fees - Misc	53,982	87,444	101,789	50,000	60,420	97,160	90,000
5220-002 Engineering Plan Check	4,075	1,600	2,320	3,000	300	1,320	2,000
5221-000 Public Works Plan Check Fees	1,200	-	-	-	-	-	-
5223-000 NPDES	123,988	136,354	134,313	124,000	67,104	100,000	120,000
Current Services-Public Works	183,244	225,398	238,422	177,000	127,824	198,480	212,000
5230-001 Police Special Svcs	3,081	5,070	8,656	2,000	1,098	1,800	2,000
5230-004 Vehicle Impound Fees	22,725	19,855	23,210	20,000	11,770	21,390	20,000
5230-005 Police Svcs - Filming	196,858	214,645	229,127	200,000	76,263	190,000	200,000
5280-001 Animal Control Fees	1,253	1,367	1,043	1,000	351	550	550
Current Services-Police	223,916	240,937	262,036	223,000	89,481	213,740	222,550
5255-000 Passport Services	-	-	9,059	15,000	8,711	18,229	20,000
Current Services-Clerk	-	-	9,059	15,000	8,711	18,229	20,000
5260-002 Library Fines	67,666	63,131	58,700	62,000	26,413	50,000	60,000
5260-003 Library Replacements	5,339	5,183	4,046	5,000	1,919	3,500	5,000
Current Services-Library	73,004	68,315	62,746	67,000	28,332	53,500	65,000
5265-002 Sr. Citizens Classes	14,143	17,816	23,964	28,000	11,493	23,000	28,000
5265-003 Sr. Citizens Membership	10,026	9,888	9,456	9,500	3,249	8,000	9,000
5265-004 Sr. Citizens Bus Trips	3,733	5,617	6,849	10,700	2,805	4,500	7,000
5265-005 Snr. Citizens Center Programs	1,860	910	2,438	3,300	1,171	2,500	3,700
5265-006 Bingo - Coffee - Med. I.D.	1,425	1,535	1,258	1,500	592	1,000	1,600
5270-001 Camp Med Fees	312,582	304,615	363,806	320,000	157,452	320,000	320,000
5270-002 Recreation Classes	204,294	196,207	165,901	190,000	76,799	140,000	190,000
5270-003 Special Events	5,082	10,181	11,067	9,500	2,870	8,000	9,500
5270-004 MTA Bus Pass - General	(1,190)	-	-	-	-	-	-
5270-005 Park/Field Reservations	38,648	48,374	63,128	40,000	22,912	40,000	40,000
5270-007 Adult Sports	855	366	150	-	-	-	-
5270-008 Concerts in the Park	12,949	9,734	10,301	13,000	1,700	13,000	13,000
5270-009 War Memorial Kitchen	-	-	2,400	1,200	1,200	1,500	1,500
Current Services-Community Services	604,407	605,243	660,718	626,700	282,244	561,500	622,700
5289-001 Fire Dept - Filming	164,863	178,955	154,683	140,000	55,910	120,000	140,000
5289-002 Fire Dept - Plan Check	19,491	16,389	14,898	18,000	10,730	17,000	18,000
5290-001 Paramedic Fees	525,660	522,738	535,971	380,000	196,764	480,000	480,000
5300-000 Paramedic Subscriptions	22,745	16,629	19,100	21,000	13,565	20,295	21,000
5302-000 Fire Command Reimbursements	230,267	174,647	174,591	-	-	70,000	70,000
5305-001 Fire Miscellaneous	-	300	-	-	-	-	-
Current-Services-Fire	963,026	909,658	899,243	559,000	276,969	707,295	729,000
Current-Services-ALL	2,974,124	2,805,481	2,915,875	2,386,050	1,287,953	2,622,626	2,703,700
5400-000 Sale of Property	1,177	6,371	16,745	6,000	5,068	5,336	6,000
5420-000 Workers Comp Reimb	122,953	25,638	34,996	20,000	8,856	26,323	25,000
5425-000 Gen. Liability Insurance Reimb	2,646	129,199	278,824	20,000	12,892	12,892	20,000
5430-000 Damage to City Property	1,973	-	6,817	-	8,006	47,000	-
5440-000 Candidate Filing Fee	200	684	-	-	-	-	-
5450-000 Commissions	-	-	-	-	-	-	-
5460-000 Recycling Revenue	67,252	63,038	119,810	80,000	29,587	50,608	60,000
5460-001 Recycling Container	7,067	14,469	2,626	7,000	-	7,155	7,000
5490-000 Cash Over/Short Fin.	(5)	113	0	-	(1)	(1)	-
5490-001 Over/Short - Library	-	(1)	(0)	-	-	-	-
5490-002 Over/Short - Police	(10)	65	96	-	74	74	-
5490-003 Over/Short - Sr. Ctr & Rec	(2)	1	1	-	-	-	-
5490-004 Over Short - Senior Center	7	15	4	-	(0)	-	-
5490-005 Cash Over/Short - Clerk	-	-	-	-	-	-	-
5490-006 Cash Over/Short - Pub. Works	-	-	-	-	-	-	-
5490-007 Cash Over/Short - Fire	-	-	1	-	-	-	-
5501-001 Donations - Misc	666	21	51	-	26	76	-
5501-003 Donations - Senior Meals	10,223	10,727	2,962	10,000	188	8,416	10,000
5501-005 Donations - Library	(44)	125	-	-	7,746	8,195	-
5505-000 Miscellaneous	135,786	809,034	41,357	50,000	31,949	36,619	40,000
5505-001 Duplication Fees	3,877	4,300	4,182	4,000	1,613	3,419	4,000
5530-000 Rubbish Billing Fees	-	-	-	-	-	-	60,000
5550-000 Prior Year Adjustment	(1,792)	(69,238)	(26,522)	-	(307)	-	-

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5400-000	Sale of Property	1,177	6,371	16,745	6,000	5,068	5,336	6,000
5420-000	Workers Comp Reimb	122,953	25,638	34,996	20,000	5,856	26,323	25,000
5425-000	Gen. Liability Insurance Reimb	2,646	129,199	278,824	20,000	12,892	12,892	20,000
5430-000	Damage to City Property	1,973	-	6,817	-	8,006	47,000	-
5440-000	Candidate Filing Fee	200	684	-	-	-	-	-
5450-000	Commissions	-	-	-	-	-	-	-
5460-000	Recycling Revenue	67,252	63,038	119,810	80,000	29,587	50,608	60,000
5460-001	Recycling Container	7,067	14,469	2,626	7,000	-	7,155	7,000
5490-000	Cash Over/Short Fin.	(5)	113	0	-	(1)	(1)	-
5490-001	Over/Short - Library	-	(1)	(0)	-	-	-	-
5490-002	Over/Short - Police	(10)	65	96	-	74	74	-
5490-003	Over/Short - Sr. Ctr & Rec	(2)	1	1	-	-	-	-
5490-004	Over Short - Senior Center	7	15	4	-	(0)	-	-
5490-005	Cash Over/Short - Clerk	-	-	-	-	-	-	-
5490-006	Cash Over/Short - Pub. Works	-	-	-	-	-	-	-
5490-007	Cash Over/Short - Fire	-	-	1	-	-	-	-
5501-001	Donations - Misc	666	21	51	-	26	76	-
5501-003	Donations - Senior Meals	10,223	10,727	2,962	10,000	188	8,416	10,000
5501-005	Donations - Library	(44)	125	-	-	7,746	8,195	-
5505-000	Miscellaneous	135,786	809,034	41,357	50,000	31,949	36,619	40,000
5505-001	Duplication Fees	3,877	4,300	4,182	4,000	1,613	3,419	4,000
5530-000	Rubbish Billing Fees	-	-	-	-	-	-	60,000
5550-000	Prior Year Adjustment	(1,792)	(69,238)	(26,522)	-	(307)	-	-
Other Revenue		351,974	994,561	481,950	197,000	102,696	206,112	232,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	-	69,022	69,022
5640-000	Reimbursement-Water Fund	389,361	414,362	414,362	414,360	-	414,360	414,360
Reimbursements From Other Funds		458,383	483,384	483,384	483,382	-	483,382	483,382
101 - GENERAL FUND TOTAL		25,188,530	26,490,054	26,356,183	26,734,642	11,076,533	27,691,146	27,484,618
9911-000	Transfers from Other Fund	303,640	46,397	81,711	275,000	-	275,000	200,000
Transfers In		303,640	46,397	81,711	275,000	-	275,000	200,000
103 - INSURANCE FUND TOTAL		303,640	46,397	81,711	275,000	-	275,000	200,000
5071-005	Non-Federal Grants - Pub. Works	-	-	-	150,000	-	-	-
Revenue From Other Agencies		-	-	-	150,000	-	-	-
9911-000	Transfers from Other Fund	-	-	3,505,451	1,300,000	-	1,300,000	1,100,000
Transfers In		-	-	3,505,451	1,300,000	-	1,300,000	1,100,000
104 - STREET IMPROVEMENTS PROGRAM		-	-	3,505,451	1,450,000	-	1,300,000	1,100,000
9911-000	Transfers from Other Fund	146,000	500,000	1,818,931	385,000	-	385,000	-
Transfers In		146,000	500,000	1,818,931	385,000	-	385,000	-
105 - FACILITIES & EQUIP REPLACEMENT		146,000	500,000	1,818,931	385,000	-	385,000	-
5077-004	MTA Grant - Pedestrian Imp	-	-	-	-	-	-	-
9911-000	Transfers from Other Fund	172,497	-	-	-	-	-	-
Revenue From Other Agencies		172,497	-	-	-	-	-	-
201 - MTA PEDESTRIAN IMPROVEMENT		172,497	-	-	-	-	-	-
4200-000	Sales & Use Tax	457,288	469,505	477,606	484,086	246,939	484,086	508,735
Sales Tax		457,288	469,505	477,606	484,086	246,939	484,086	508,735
4800-000	Interest Income	1,913	6,651	10,176	7,800	4,446	7,500	7,800
4802-000	Gain / Loss on Investments	139	516	187	-	(35)	(35)	-
4805-000	Unrealized Gain / Loss	(257)	1,234	(9,625)	-	(3,806)	(3,806)	-
Use of Money & Property		1,794	8,401	738	7,800	605	3,659	7,800
5266-000	Dial - A - Ride Charges	4,922	4,984	4,408	5,000	2,185	4,500	5,000
Charges for Current Services		4,922	4,984	4,408	5,000	2,185	4,500	5,000
5500-000	MTA Bus Pass - Senior	852	(50)	(5)	1,200	910	1,200	1,200
5504-000	Prop A - NTD Disc. Incentive	16,967	15,135	10,452	10,000	-	10,000	-
5505-000	Miscellaneous	3,720	-	-	-	1,238	1,238	-
5550-000	Prior Year Adjustment	48	-	-	-	-	-	-
Other Revenue		21,586	15,085	10,447	11,200	2,148	12,438	1,200
205 - LOCAL TRANSIT RETURN "A" TOTAL		485,591	497,975	493,199	508,086	251,877	504,683	522,735
4200-000	Sales & Use Tax	378,782	388,693	395,586	401,536	205,362	401,536	421,982
Sales Tax		378,782	388,693	395,586	401,536	205,362	401,536	421,982
4800-000	Interest Income	1,226	4,234	7,923	4,500	4,812	79,648	4,500
4802-000	Gain / Loss on Investments	87	335	125	-	(40)	(40)	-
4805-000	Unrealized Gain / Loss	(61)	889	(7,420)	-	(4,350)	(4,350)	-
Use of Money & Property		1,253	5,458	628	4,500	422	75,258	4,500
4460-001	Parking Revenue	34,915	38,526	37,508	40,000	20,756	34,387	40,000
Charges for Current Services		34,915	38,526	37,508	40,000	20,756	34,387	40,000

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207 - LOCAL TRANSIT RETURN "C" TOTAL		414,949	432,677	433,722	446,036	226,539	511,181	466,482
4800-000	Interest Income	1,198	4,305	5,188	2,000	4,470	5,752	3,000
4802-000	Gain / Loss on Investments	84	275	106	-	(40)	-	-
4805-000	Unrealized Gain / Loss	(430)	656	(5,172)	-	(4,899)	-	-
Use of Money & Property		853	5,236	122	2,000	(469)	5,752	3,000
5077-041	MTA Grant - Ped. Improv. - LTF	373,302	-	452,924	-	-	-	-
Revenue From Other Agencies		373,302	-	452,924	-	-	-	-
208 - TEA/METRO TOTAL		374,155	5,236	453,046	2,000	(469)	5,752	3,000
4800-000	Interest Income	5,541	19,685	34,189	28,000	18,747	23,644	28,000
4802-000	Gain / Loss on Investments	422	1,729	542	-	(156)	(171)	-
4805-000	Unrealized Gain / Loss	(124)	5,087	(32,479)	-	(16,580)	(18,990)	-
Use of Money & Property		5,839	26,501	2,252	28,000	2,011	4,483	28,000
5310-000	Sewer Service Charges	1,347,965	1,534,401	1,565,785	1,465,000	658,779	1,083,272	1,500,000
5315-000	Penalty - Sewer	5,267	5,335	4,800	5,000	2,222	3,464	5,000
5335-000	Water Impact Fees	-	4,188	12,774	-	-	19,224	-
Charges for Current Services		1,353,231	1,543,924	1,583,359	1,470,000	661,001	1,105,960	1,505,000
5550-000	Prior Year Adjustment	60	-	-	-	(16,996)	-	-
Other Revenue		60	-	-	-	(16,996)	-	-
210 - SEWER TOTAL		1,359,131	1,570,425	1,585,611	1,498,000	646,016	1,119,443	1,533,000
5071-006	Federal Grant - Rogan HR 5394	61	54	337	200	-	-	-
Revenue From Other Agencies		61	54	337	200	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		61	54	337	200	-	-	-
4100-000	Street Light Assessments	895,798	891,305	892,361	890,000	360,492	900,000	900,000
Assessments & Special Taxes		895,798	891,305	892,361	890,000	360,492	900,000	900,000
5425-000	Gen. Liability Insurance Reimb	1,495	2,213	-	-	-	-	-
5430-000	Damage to City Property	10,870	7,478	4,310	-	16,135	16,135	-
5501-012	Donations - Tree Dedications	1,735	1,410	55,370	-	1,085	13,260	10,000
5550-000	Prior Year Adjustment	208	(15,743)	-	-	-	-	-
Other Revenue		14,308	(4,642)	59,680	-	17,220	29,395	10,000
9911-000	Transfers from Other Fund	-	-	100,000	50,000	-	50,000	25,000
Transfers In		-	-	100,000	50,000	-	50,000	25,000
215 - STREET LIGHT & LANDSCAPE TOTAL		910,105	886,664	1,052,041	940,000	377,711	979,395	935,000
5250-000	PEG Fees	25,173	23,472	19,180	24,000	4,251	12,067	13,000
Revenue From Other Agencies		25,173	23,472	19,180	24,000	4,251	12,067	13,000
217 - PUBLIC, EDUC. & GOV'T. TOTAL		25,173	23,472	19,180	24,000	4,251	12,067	13,000
4800-000	Interest Income	362	1,189	1,730	1,700	798	798	1,500
4802-000	Gain / Loss on Investments	27	451	51	-	(3)	(3)	-
4805-000	Unrealized Gain / Loss	(27)	(84)	(1,638)	-	(418)	(418)	-
Use of Money & Property		363	1,556	143	1,700	377	377	1,500
5082-000	AB 2766 (SCAQMD) Fees	32,272	33,213	33,238	32,000	8,337	32,000	32,000
Revenue From Other Agencies		32,272	33,213	33,238	32,000	8,337	32,000	32,000
218 - CLEAN AIR ACT TOTAL		32,635	34,769	33,381	33,700	8,714	32,377	33,500
5412-000	Business Improvemt Tax	119,454	125,405	129,108	115,000	59,611	107,339	130,000
5412-001	BIT - Filming Permits	43,591	43,645	36,127	40,000	13,587	28,187	30,000
Other Revenue		163,045	169,050	165,235	155,000	73,198	135,526	160,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		163,045	169,050	165,235	155,000	73,198	135,526	160,000
4875-000	Rental - MMV Parking	-	1,155	990	990	880	1,995	2,000
Use of Money & Property		-	1,155	990	990	880	1,995	2,000
226 - MISSION MERIDIAN PUBLIC GARAGE		-	1,155	990	990	880	1,995	2,000
4800-000	Interest Income	2,399	4,047	707	-	897	897	-
4802-000	Gain / Loss on Investments	-	-	-	-	1	-	-
4880-000	Rental - Nursery Property	12,075	12,000	12,000	-	-	-	-
Use of Money & Property		14,474	16,047	12,707	-	898	897	-
5550-000	Prior Year Adjustment	-	10,239	(0)	-	-	-	-
Other Revenue		-	10,239	(0)	-	-	-	-
9911-000	Transfers from Other Fund	642,838	308,736	188,458	197,945	35,628	197,945	195,570
Transfers In		642,838	308,736	188,458	197,945	35,628	197,945	195,570
227 - SA-CRA TOTAL		657,312	335,022	201,165	197,945	36,526	198,842	195,570

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4800-000	Interest Income	64	227	433	350	258		350
4802-000	Gain / Loss on Investments	5	19	8	-	(2)	(2)	-
4805-000	Unrealized Gain / Loss	(10)	53	(413)	-	(247)	(247)	-
4810-000	Rental - Arroyo House	9,477	8,748	8,748	8,748	4,374	8,748	8,748
4880-000	Rental - Nursery Property	-	-	-	12,000	6,000	12,000	12,000
Use of Money & Property		9,536	9,047	8,776	21,098	10,382	20,499	21,098
228 - HOUSING AUTHORITY TOTAL		9,536	9,047	8,776	21,098	10,382	20,499	21,098
4800-000	Interest Income	3,240	9,491	13,504	13,000	6,239	7,774	9,000
4802-000	Gain / Loss on Investments	240	727	289	-	(50)	(54)	(54)
4805-000	Unrealized Gain / Loss	260	1,943	(13,566)	-	(5,189)	(5,930)	-
Use of Money & Property		3,740	12,161	227	13,000	1,000	1,790	8,946
5038-000	State Gas Tax - 2103	275,225	134,455	69,470	104,211	55,980	103,499	199,271
5039-000	State Gas Tax - 2105	154,187	146,954	146,249	151,281	63,300	150,575	149,643
5040-000	State Gas Tax - 2106	95,698	90,981	90,096	96,169	39,622	92,085	91,534
5050-000	State Gas Tax - 2107	198,554	191,354	185,420	195,433	82,570	185,663	185,663
5060-000	State Gas Tax - 2107.5	12,000	6,000	6,000	6,000	-	6,000	6,000
5070-000	State Gas Tax - SB1	-	-	-	150,096	-	29,548	29,548
Revenue From Other Agencies		735,663	569,743	497,235	703,190	241,471	567,370	661,659
5535-000	Loader Fee - Athens	-	-	-	-	-	65,000	-
5550-000	Prior Year Adjustment	(79,956)	-	-	-	-	-	-
Other Revenue		(79,956)	-	-	-	-	65,000	-
9911-000	Transfers from Other Fund	-	58,083	-	-	-	-	-
Transfers In		-	58,083	-	-	-	-	-
230 - STATE GAS TAX TOTAL		659,447	639,987	497,462	716,190	242,472	634,160	670,605
5084-006	County Park Bond - (Prop A)	-	-	309,028	-	-	-	400,000
5084-008	County Park Bond - Mainr	-	125,882	-	43,500	30,437	-	-
Revenue From Other Agencies		-	125,882	309,028	43,500	30,437	-	400,000
232 - COUNTY PARK BOND TOTAL		-	125,882	309,028	43,500	30,437	-	400,000
4200-000	Sales & Use Tax	284,546	292,258	297,193	301,158	153,005	301,158	316,493
Sales Tax		284,546	292,258	297,193	301,158	153,005	301,158	316,493
4800-000	Interest Income	2,639	8,266	12,436	2,000	5,653	-	-
4802-000	Gain / Loss on Investments	174	665	283	-	(45)	-	-
4805-000	Unrealized Gain / Loss	(272)	1,868	(14,190)	-	(4,790)	-	-
Use of Money & Property		2,541	10,799	(1,471)	2,000	818	-	-
233 - MEASURE R TOTAL		287,087	303,057	295,722	303,158	153,823	301,158	316,493
4200-000	Sales & Use Tax	-	-	-	324,241	104,421	324,421	358,685
Sales Tax		-	-	-	324,241	104,421	324,421	358,685
4800-000	Interest Income	-	-	-	1,500	96	96	-
4802-000	Gain / Loss on Investments	-	-	-	-	(3)	(3)	-
4805-000	Unrealized Gain / Loss	-	-	-	-	(314)	(314)	-
Use of Money & Property		-	-	-	1,500	(221)	(221)	-
236 - MEASURE M TOTAL		-	-	-	325,741	104,200	324,200	358,685
5070-000	State Gas Tax - SB1	-	-	-	-	-	148,237	431,624
Sales Tax		-	-	-	-	-	148,237	431,624
4800-000	Interest Income	-	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-	-
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		-	-	-	-	-	148,237	431,624
5071-014	MSRC Grant	-	-	30,000	322,000	-	-	-
Revenue From Other Agencies		-	-	30,000	322,000	-	-	-
9911-000	Transfers from Other Fund	90,000	90,539	-	-	-	-	-
Transfers In		90,000	90,539	-	-	-	-	-
238 - MSRC GRANT TOTAL		90,000	90,539	30,000	322,000	-	-	-

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4800-000	Interest Income	-	-	8	100	0	-	-
4802-000	Gain / Loss on Investments	-	-	(0)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	4	-	(0)	-	-
Use of Money & Property		-	-	12	100	0	-	-
5035-000	SB 821 State Grants	89,519	-	11,205	79,198	-	79,198	17,630
Revenue From Other Agencies		89,519	-	11,205	79,198	-	79,198	17,630
245 - BIKE & PEDESTRIAN PATHS TOTAL		89,519	-	11,217	79,298	0	79,198	17,630

5071-017	Mission St. Bikeway-BTA Grant	-	-	28,142	234,000	-	-	-
5071-018	Bicycle Parking-BTA Grant	-	-	-	184,500	-	-	-
Revenue From Other Agencies		-	-	28,142	418,500	-	-	-
248 - BTA GRANTS TOTAL		-	-	28,142	418,500	-	-	-

5071-045	MSRC Grant - Golden Streets	-	-	-	-	258,691	258,691	-
5077-045	Metro Grant - Golden Streets	-	-	524,099	-	-	-	-
Revenue From Other Agencies		-	-	524,099	-	258,691	258,691	-
249 - GOLDEN STREETS GRANT TOTAL		-	-	524,099	-	258,691	258,691	-

4800-000	Interest Income	667	2,122	3,433	1,000	1,894	1,894	1,000
4802-000	Gain / Loss on Investments	55	162	63	-	(17)	(17)	-
4805-000	Unrealized Gain / Loss	(39)	408	(3,341)	-	(1,716)	(1,716)	-
Use of Money & Property		684	2,692	155	1,000	161	161	1,000
5215-000	Growth Requirement - Residen	39,856	49,331	48,983	30,000	52,508	65,786	60,000
5216-000	Growth Requirement - Comm/Indus	97,127	-	1,731	2,000	13,955	13,955	5,000
Charges for Current Services		136,983	49,331	50,714	32,000	66,463	79,741	65,000
255 - CAPITAL GROWTH TOTAL		137,667	52,023	50,869	33,000	66,624	79,902	66,000

5075-032	Sr. Program - D99575	18,503	18,222	18,337	18,000	4,648	18,000	17,995
5075-049	ADA Sidewalk Repairs	106,324	64,528	116,117	101,835	-	132,049	101,000
Revenue From Other Agencies		124,827	82,750	134,454	119,835	4,648	150,049	118,995
5501-003	Donations - Senior Meals	21,613	19,117	29,149	21,000	18,763	25,000	25,000
5550-000	Prior Year Adjustment	-	(362)	-	-	-	-	-
Other Revenue		21,613	18,755	29,149	21,000	18,763	25,000	25,000
260 - CDBG TOTAL		146,440	101,505	163,603	140,835	23,411	175,049	143,995

4800-000	Interest Income	73	166	61	-	23	23	-
4802-000	Gain / Loss on Investments	5	12	1	-	(17)	(17)	-
4805-000	Unrealized Gain / Loss	7	29	(60)	-	(19)	(19)	-
Use of Money & Property		85	207	2	-	(13)	(13)	-
5075-001	Asset Forfeiture - DOJ	-	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-	-
270 - ASSET FORFEITURE TOTAL		85	207	2	-	(13)	(13)	-

4800-000	Interest Income	408	1,421	1,628	1,500	505	505	-
4802-000	Gain / Loss on Investments	29	120	8	-	(7)	(7)	-
4805-000	Unrealized Gain / Loss	12	370	(1,516)	-	(687)	(687)	-
Use of Money & Property		448	1,910	120	1,500	(189)	(189)	-
5005-000	State Grant - COPS (AB3229)	106,230	114,618	168,740	115,000	67,370	(100,000)	115,000
Revenue From Other Agencies		106,230	114,618	168,740	115,000	67,370	(100,000)	115,000
272 - POLICE GRANTS - STATE TOTAL		106,678	116,529	168,860	116,500	67,180	(100,189)	115,000

4800-000	Interest Income	20	51	23	-	-	-	-
4802-000	Gain / Loss on Investments	1	4	3	-	-	-	-
4805-000	Unrealized Gain / Loss	(1)	9	(31)	-	-	-	-
Use of Money & Property		20	64	(5)	-	-	-	-
273 - POLICE SUBVENTIONS - CLEP TOTAL		20	64	(5)	-	-	-	-

5036-000	Homeland Security Grant	47,500	-	-	-	-	-	-
Revenue From Other Agencies		47,500	-	-	-	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		47,500	-	-	-	-	-	-

5200-008	Park Impact Fees	307,786	97,901	76,588	40,000	127,893	135,000	65,000
Charges for Current Services		307,786	97,901	76,588	40,000	127,893	135,000	65,000
275 - PARK IMPACT FEE		307,786	97,901	76,588	40,000	127,893	135,000	65,000

5071-015	Historic Preservation Grant	15,000	-	-	-	-	-	-
Revenue From Other Agencies		15,000	-	-	-	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		15,000	-	-	-	-	-	-

5071-016	HSIP Grant	-	18,336	7,195	315,900	-	-	-
Revenue From Other Agencies		-	18,336	7,195	315,900	-	-	-
277 - HSIP GRANT TOTAL		-	18,336	7,195	315,900	-	-	-

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4800-000	Interest Income	711	3,923	2,678	2,800	1,176	1,397	2,000
4802-000	Gain / Loss on Investments	95	243	79	-	(5)	(10)	-
4805-000	Unrealized Gain / Loss	(876)	590	(3,035)	-	(1,017)	(280)	-
Use of Money & Property		(69)	4,756	(278)	2,800	153	1,107	2,000
5275-001	Green Fees / Mini Golf	597,539	596,524	605,775	626,965	212,063	605,100	684,500
5275-002	Range	335,826	284,421	269,987	329,365	87,112	301,589	329,745
5275-003	Golf Shop	51,143	50,097	51,626	62,709	14,765	62,540	66,580
5275-004	Food	88,711	107,926	101,083	170,225	36,727	112,050	17,226
5275-005	Filming	60,343	90,959	73,499	66,050	10,502	15,000	66,050
Charges for Current Services		1,133,562	1,129,927	1,101,970	1,255,314	361,170	1,096,279	1,164,101
295-ARROYO SECO GOLF COURSE		1,133,493	1,134,683	1,101,692	1,258,114	361,323	1,097,386	1,166,101

4800-000	Interest Income	103	99	166	-	-	-	-
4802-000	Gain / Loss on Investments	2	0	(2)	-	-	-	-
4805-000	Unrealized Gain / Loss	307	(224)	141	-	-	-	-
Use of Money & Property		413	(125)	305	-	-	-	-
5586-000	Loan Proceeds	-	-	-	808,884	-	-	-
Revenue From Other Agencies		-	-	-	808,884	-	-	-
9911-000	Transfers from Other Fund	250,000	180,000	-	-	169,250	169,250	160,000
Transfers In		250,000	180,000	-	-	169,250	169,250	160,000
310 - SEWER CAPITAL PROJECTS TOTAL		250,413	179,875	305	808,884	169,250	169,250	160,000

4800-000	Interest Income	-	-	12,274	7,000	5,862	7,310	7,000
4802-000	Gain / Loss on Investments	-	-	253	-	(45)	(49)	-
4805-000	Unrealized Gain / Loss	-	-	(11,550)	-	(4,836)	(5,551)	-
Use of Money & Property		-	-	977	7,000	981	1,710	7,000
9911-000	Transfers from Other Fund	-	-	901,436	-	-	-	-
Transfers In		-	-	901,436	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		-	-	902,413	7,000	981	1,710	7,000

4800-000	Interest Income	34,880	86,515	113,751	115,000	50,518	62,987	110,000
4802-000	Gain / Loss on Investments	2,269	5,867	2,681	-	(311)	(388)	-
4805-000	Unrealized Gain / Loss	849	14,010	(112,863)	-	(41,594)	(48,226)	-
Use of Money & Property		37,999	106,391	3,569	115,000	8,613	14,373	110,000
5320-000	Water Sales	8,437,693	7,833,943	8,285,465	8,000,000	4,142,090	8,300,000	8,300,000
5325-000	Standby Service Charge	-	-	-	14,000	6,980	14,000	14,000
5327-000	Efficiency Fee	221,584	184,134	191,831	190,000	102,519	190,000	190,000
5330-000	Private Fire Service	35,598	32,736	32,302	32,000	12,714	22,121	24,000
5335-000	Water Impact Fees	-	43,537	295,293	-	-	12,111	-
Charges for Current Services		8,694,876	8,094,351	8,804,891	8,236,000	4,264,303	8,538,232	8,528,000
5360-000	Rubbish Clearing	(11,430)	-	-	-	60,000	786,717	-
5370-000	Penalty - Water/Rubbish	62,000	55,266	63,488	60,000	35,939	60,000	60,000
5400-000	Sale of Property	-	-	-	-	14,294	14,294	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-	-
5430-000	Damage to City Property	4,695	10,500	763	-	-	-	-
5505-000	Miscellaneous	30	-	210	-	-	-	-
5510-000	Misc Service Revenue	3,375	3,240	2,962	3,000	1,420	3,275	3,000
5525-000	Yard Waste	-	-	-	-	-	18,913	-
5530-000	Rubbish Billing Fees	105,867	117,597	81,672	112,000	44,954	110,575	120,000
5540-000	Service Fees	25,693	20,451	15,402	20,000	891	5,460	20,000
5550-000	Prior Year Adjustment	(47,194)	4,176,047	(41,474)	-	(339,444)	(339,444)	-
5560-000	Sewer Billing Fees	41,690	47,456	48,429	47,000	20,375	44,739	40,000
Other Revenue		184,725	4,430,557	171,452	242,000	(161,571)	704,529	243,000
5586-000	Loan Proceeds	-	-	-	3,000,000	-	-	3,000,000
5588-000	Water Quality Authority Grant	-	-	-	-	-	-	540,000
Revenue From Other Agencies		-	-	-	3,000,000	-	-	3,540,000
9911-000	Transfers from Other Fund	6,360,379	10,782,388	9,817,440	-	2,037,412	2,813,432	-
Transfers In		6,360,379	10,782,388	9,817,440	-	2,037,412	2,813,432	-
500 - WATER TOTAL		15,277,978	23,413,686	18,797,352	11,593,000	6,148,757	12,070,566	12,421,000

4800-000	Interest Income	-	-	-	-	8,280	8,280	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	8,280	8,280	-
9911-000	Transfers from Other Fund	-	-	10,851,374	2,611,838	1,797,107	2,611,838	2,438,588
Transfers In		-	-	10,851,374	2,611,838	1,797,107	2,611,838	2,438,588
505 - 2016 WATER REVENUE BONDS TOTAL		-	-	10,851,374	2,611,838	1,805,387	2,620,118	2,438,588

4800-000	Interest Income	-	-	-	-	2,425	5,800	-
4802-000	Gain / Loss on Investments	-	-	-	-	(18)	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	(2,398)	-	-
Use of Money & Property		-	-	-	-	9	5,800	-
5335-000	Water Impact Fees	-	-	-	-	185,702	226,072	250,000
5336-000	Sewer Impact Fees	-	-	-	-	19,224	23,496	20,000
Charges for Current Services		-	-	-	-	204,926	249,568	270,000
5550-000	Prior Year Adjustment	-	-	-	-	356,440	356,440	-
Other Revenue		-	-	-	-	356,440	356,440	-
510 - WATER & SEWER IMPACT FEES TOTAL		-	-	-	-	561,375	611,808	270,000

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4800-000	Interest Income	-	-	5	-	140	140	-
4802-000	Gain / Loss on Investments	(11,974)	-	(8,656)	-	-	-	-
Use of Money & Property		(11,974)	-	(8,651)	-	140	140	-
9911-000	Transfers from Other Fund	2,832,561	2,633,392	1,818,269	-	-	-	-
9912-000	Transfers from Other Fund	536,819	554,531	554,285	562,238	453,334	551,438	556,038
Transfers In		3,369,381	3,187,923	2,372,554	562,238	453,334	551,438	556,038
550 - PUBLIC FINANCING TOTAL		3,357,407	3,187,923	2,363,903	562,238	453,474	551,578	556,038
4000-000	Property Tax - Current Secured	350,398	315,886	211,324	197,945	-	197,945	195,570
Property Tax		350,398	315,886	211,324	197,945	-	197,945	195,570
927 - REDEV. OBLIGATIONS TOTAL		350,398	315,886	211,324	197,945	-	197,945	195,570
CITYWIDE TOTAL		52,499,276	60,780,079	72,600,104	52,565,338	23,287,425	52,519,660	52,469,332

General Fund Expenditures

General Fund Analysis

Revenue Category	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
Property Taxes	11,990,074	12,632,984	13,236,932	13,664,979	6,035,671	13,660,859	13,855,000
Sales Taxes	2,414,498	2,635,968	2,456,666	2,625,000	804,533	3,087,482	2,925,000
Utility Users Taxes	3,423,217	3,414,827	3,381,948	3,430,000	1,416,368	3,395,000	3,430,000
Franchise Fees	878,331	875,303	818,724	840,000	261,142	826,450	830,000
License & Permits	1,010,779	1,028,583	1,054,463	1,006,440	483,762	986,821	1,041,400
Fines & Forfeitures	347,585	444,556	397,738	367,000	232,726	377,263	380,000
Use of Money & Property	520,879	681,073	541,749	632,671	247,693	591,887	666,136
Other Agencies	439,733	136,328	76,385	670,000	-	961,144	45,000
Current Services	2,974,124	2,805,481	2,915,875	2,386,050	1,287,953	2,622,626	2,703,700
All Other Revenues	1,189,312	1,834,950	1,475,703	1,112,502	306,684	1,181,614	1,233,382
Total GF Revenues	25,188,530	26,490,054	26,356,183	26,734,642	11,076,533	27,691,146	27,109,618

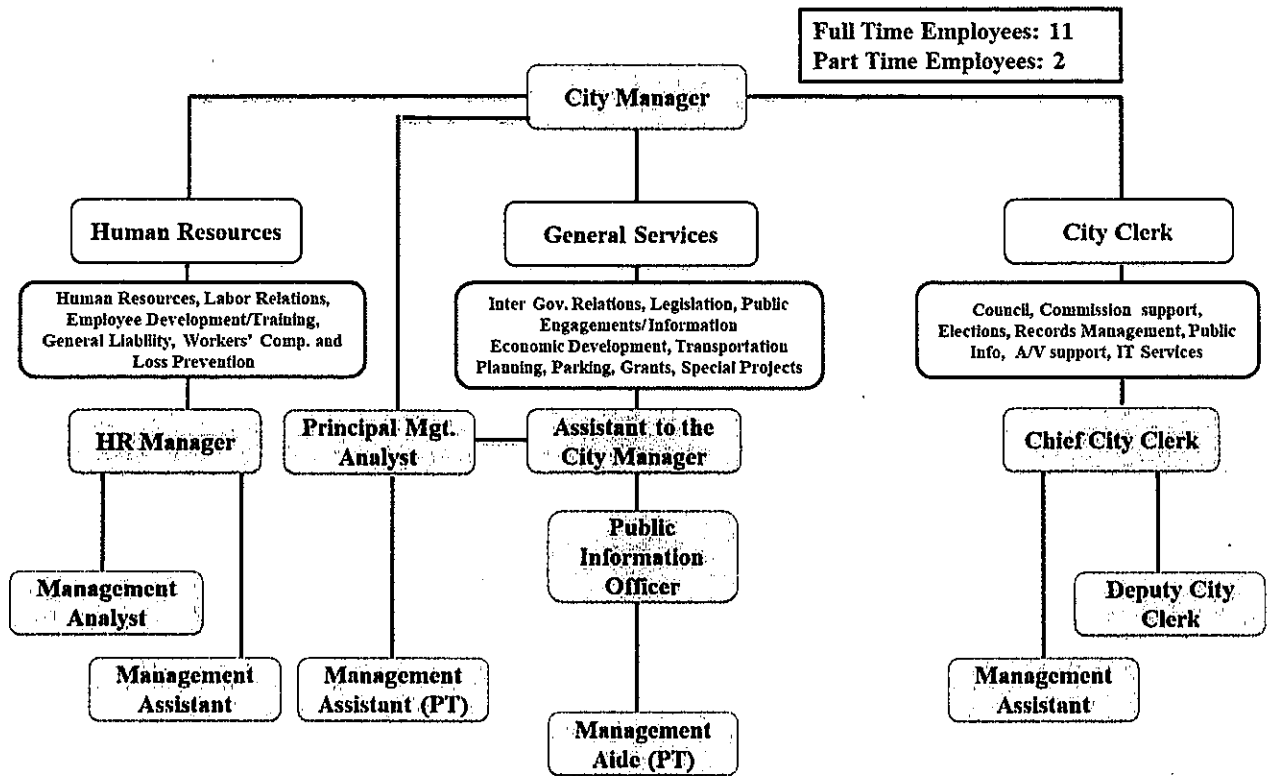
Department/Program Exp	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
City Council	51,726	53,999	42,195	66,388	25,025	37,553	58,429
Management Services							
City Manager	830,416	743,916	918,114	971,844	408,987	842,031	817,000
City Clerk	366,552	393,222	444,655	463,822	252,399	384,531	478,184
Elections	1,287	64,149	19,457	8,600	43,572	-	65,050
Human Resources	247,364	113,228	247,127	219,400	174,606	259,650	623,477
Transportation Planning	222,373	205,599	54,926	187,000	22,558	69,600	85,000
Legal Services	255,007	261,455	257,586	265,000	113,694	265,000	265,000
Information Systems	302,807	407,339	487,296	490,045	176,651	459,600	477,500
Finance							
Finance	653,960	619,109	643,953	708,802	370,679	713,469	834,879
City Treasurer	9,291	9,295	9,380	9,249	4,625	9,249	9,249
Non-Dept./Overhead	852,559	886,536	947,865	918,378	648,467	897,294	918,290
Police	7,198,511	7,529,818	8,419,495	8,620,012	4,367,458	7,990,002	8,815,924
Fire							
Fire	4,467,061	4,626,740	5,031,694	4,592,889	2,450,545	4,611,062	4,948,250
Emergency Services	-	36,516	23,505	35,000	5,135	100,000	330,000
Public Works							
Administration & Engineering	423,981	485,049	372,784	499,453	225,336	516,270	781,588
Environmental Services	148,512	176,958	210,595	304,166	101,440	320,548	-
Park Maintenance	367,340	409,997	414,864	532,230	180,937	522,081	547,550
Facilities Maintenance	660,346	654,372	683,017	739,674	343,167	764,182	820,003
Planning & Building	1,093,878	1,002,540	1,158,096	1,099,492	467,298	1,057,250	1,225,953
Library	1,533,840	1,473,447	1,525,469	1,716,477	878,791	1,658,929	1,754,789
Community Services							
Senior Services	297,272	244,462	291,590	349,487	146,550	305,861	354,820
Community Services	279,225	280,051	285,448	246,836	103,106	210,747	208,098
Recreation and Youth Services	613,593	660,451	679,960	856,063	428,927	835,731	864,109
Capital Projects	2,473,270	2,728,182	483,614	720,000	644,568	1,500,480	-
Misc/Transfers Out	596,137	676,460	5,473,409	1,465,000	-	1,900,000	1,245,000
Total GF Expenditures	23,946,308	24,742,890	29,126,094	26,085,307	12,584,521	26,231,120	26,528,142

MANAGEMENT SERVICES
Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,071,503	1,366,435	1,256,482	1,296,816	1,058,362	1,077,084
Operations & Maintenance	1,362,579	1,373,981	1,470,640	1,513,895	1,467,732	1,989,027
Capital Outlay	52,713	205,672	97,600	68,000	64,750	87,600
Total Expenses by Category	2,486,795	2,946,088	2,824,722	2,878,711	2,590,844	3,153,711
[101-2011] City Manager	830,416	743,916	955,009	971,844	842,031	817,000
[101-1021] City Clerk	366,552	393,222	443,823	463,822	384,531	478,184
[101-1022] Elections	1,287	64,149	3,600	8,600	-	65,050
[101-2013] Human Resources	247,364	113,228	171,300	219,400	259,650	623,477
[101-2021] Transportation Planning	222,373	205,599	187,000	187,000	69,600	85,000
[101-2032] Information Services	-	-	-	490,045	459,600	477,500
[101-3032] Information Services	302,807	407,339	490,990	-	-	-
[101-2501] Legal Services	255,007	261,455	265,000	265,000	265,000	265,000
[103-2501] Insurance Fund	14,207	45,830	60,000	65,000	124,987	95,000
[105-3032] Facilities & Equipment Replacement	52,205	203,032	-	-	-	200,000
[211-2011] CTC Traffic Improvement	266	-	-	-	-	-
[218-2270] Clean Air Act	429	-	40,000	-	11,246	15,000
[220-2301] Community Promotion	163,500	138,000	138,000	138,000	164,550	139,500
[226-2029] Mission Meridian Public Garage	30,382	18,938	26,000	26,000	9,650	93,000
[248-2011] BTA	-	187	44,000	44,000	-	-
[249-2011] Golden Street	-	351,193	-	-	-	-
Total Expenses by Program	2,486,795	2,946,088	2,824,722	2,878,711	2,590,844	3,353,711

City Manager	1
Assistant to the City Manager	1
Chief City Clerk	1
Human Resources Manager	1
Principal Management Analyst	2
Senior Management Analyst	
Management Analyst	1
Deputy City Clerk	1
Management Assistant	2
Total	10

MANAGEMENT SERVICES
 Department Description and Authorized Positions



The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of seven operating departments, public information and public engagement, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget. Functional areas within the Management Services Department are:

General Services:	Transportation, Parking, Legislative Affairs, Public Engagement, Economic Development, and Special Projects
Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
City Clerk:	Records Management, Elections, Public Information, Boards, Commissions, and City Council Support, Information Technology, Audio and Visual Support,

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	577,304	486,533	568,768	602,886	260,976	538,916	442,740
7010	000	Salaries - Temp / Part	25,685	41,844	40,549	70,000	7,619	55,000	70,000
7015	000	Salaries - Golden Streets	-	31	-	-	-	-	-
7020	000	Overtime	4,613	3,884	3,644	2,500	-	500	-
7055		IOD - Non Safety	-	-	-	-	271	271	-
7070	000	Leave Buyback	6,207	2,477	22,701	6,000	1,557	-	6,000
7100	000	Retirement	88,354	90,114	111,169	133,524	88,266	97,602	122,547
7108	000	Deferred Compensation	4,094	3,407	3,944	8,830	543	2,769	4,427
7110	000	Workers Compensation	17,876	14,833	20,780	9,295	4,293	9,306	6,841
7120	000	Disability Insurance	-	-	8,792	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	42,789	43,915	41,983	42,868	19,061	40,451	38,899
7140	000	Vision Insurance	1,320	1,329	1,284	1,384	526	1,088	796
7150	000	Dental Insurance	3,862	4,721	4,739	5,193	1,904	3,807	2,988
7160	000	Life Insurance	606	573	566	571	215	615	328
7170	000	FICA - Medicare	8,702	7,866	9,035	9,793	4,409	12,706	7,434
7180	000	Car/Uniform Allowance	4,400	6,600	5,081	6,000	1,010	-	6,000
		<WAGES & BENEFITS>	785,812	708,127	843,035	898,844	390,649	763,031	709,000
8000	000	Office Supplies	2,875	5,725	4,603	4,000	1,079	3,000	4,000
8010	000	Postage	291	336	555	1,500	76	1,500	1,500
8020	000	Special Department Expense	2,422	3,002	6,062	4,500	1,004	2,500	3,500
8050	000	Printing/Duplicating	1,170	541	60	1,000	-	1,000	2,000
8060	000	Dues & Memberships	7,508	2,622	1,414	2,000	255	2,000	2,000
8090	000	Conference & Meeting Expense	7,242	6,487	7,824	12,000	1,053	4,000	10,000
8100	000	Vehicle Maintenance	1,693	2,199	1,639	2,000	990	2,000	2,000
8110	000	Equipment Maintenance	375	1,169	196	1,000	194	1,000	1,000
8150	000	Telephone	76	-	-	-	-	-	-
8170	000	Professional Services	15,465	11,166	16,160	30,000	13,586	57,000	65,000
8180	000	Contract Services	546	906	10,946	4,000	-	4,000	4,000
8200	000	Training Expense	245	-	2,184	1,000	100	1,000	3,000
8272	000	CM Emergency	1,461	1,636	23,436	10,000	-	-	10,000
8300	000	Lease Payment	3,235	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	44,604	35,789	75,079	73,000	18,338	79,000	108,000
[101-2011] City Manager Total			830,416	743,916	918,114	971,844	408,987	842,031	817,000

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Principal Management Analyst and Public Information Officer. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of copy paper (\$1,000) and ordinary office supplies for the Management Services and Public Works (admin) Departments (\$3,000).
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$1,500).
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (\$1,500), including beverage and kitchen equipment and supplies (\$2,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager’s Association dues, International City Manager’s Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager’s Department Meeting, and Municipal Management Association of Southern California Annual Conference (\$10,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$2,000).

DRAFT

- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$1,000). (Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000). Funds for professional services related to City Manager's Office and citywide operations (\$20,000), Funds for Public Art Programs (\$25,000)
- 8180 Contract Services
Provides funds for contract service Constant Contact citywide email marketing tool (\$1,000), maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8200 Training
Provides funds for employee training program (\$3,000).
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	196,644	201,440	259,306	259,061	124,435	199,559	267,781
7010	000	Salaries - Temp / Part	21,316	35,553	4,560	5,000	2,477	3,329	3,600
7020	000	Overtime	3,775	2,914	4,056	2,000	4,453	4,907	-
7070	000	Leave Buyback	6,797	702	1,156	3,000	15,755	15,755	3,000
7100	000	Retirement	26,190	34,575	42,895	48,163	35,534	41,593	56,861
7108	000	Deferred Compensation	842	787	1,192	1,243	239	1,219	1,230
7110	000	Workers Compensation	4,503	5,187	8,234	4,024	2,309	3,478	4,157
7130	000	Group Health Insurance	18,822	19,588	22,053	23,580	12,479	19,979	23,580
7140	000	Vision Insurance	417	537	569	720	265	420	720
7150	000	Dental Insurance	1,793	1,546	2,120	2,700	985	1,589	2,700
7160	000	Life Insurance	314	234	299	297	149	248	297
7170	000	FICA - Medicare	3,502	3,865	4,080	4,184	2,312	3,190	4,158
<WAGES & BENEFITS>			284,915	306,928	350,520	353,972	201,389	295,266	368,084
8000	000	Office Supplies	1,057	792	981	1,750	67	380	-
8010	000	Postage	306	508	472	3,500	101	153	1,000
8020	000	Special Department Expense	1,685	2,469	1,393	3,500	571	2,815	1,500
8040	000	Advertising	3,374	2,396	3,176	4,000	1,289	1,389	4,000
8050	000	Printing/Duplicating	-	44	370	2,000	26	526	1,000
8060	000	Dues & Memberships	390	735	2,464	1,500	859	1,229	1,500
8070	000	Mileage/Auto Allowance	208	877	817	500	271	416	500
8090	000	Conference & Meeting Expense	3,695	3,601	6,131	4,000	2,682	3,000	3,000
8110	000	Equipment Maintenance	233	1,932	609	2,000	194	-	3,000
8170	000	Professional Services	66,643	62,259	17,691	-	6,400	-	-
8180	000	Contract Services	-	-	53,579	78,500	30,775	74,525	90,000
8200	000	Training Expense	595	5,167	5,625	5,000	6,896	4,483	1,000
8300	000	Lease Payment	3,234	3,104	397	-	-	-	-
<OPERATIONS & MAINTENANCE>			81,420	83,884	93,705	106,250	50,131	88,915	106,500
8520	000	Machinery & Equipment	217	2,410	430	3,600	880	350	3,600
<CAPITAL OUTLAY>			217	2,410	430	3,600	880	350	3,600
101-1021 City Clerk Total			366,552	303,222	444,655	463,822	252,399	384,531	478,184

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time Chief City Clerk, Deputy City Clerk, and Management Assistant.
- 7010 Temp/Part Time Salaries
Provides funding for stipend for elected City Clerk (\$3,600)
- 7020 Overtime

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (1,000).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).
- 8040 Advertising
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$3,200).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$1,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses (\$1,500).

DRAFT

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$3,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for document scanning services (\$15,000) and City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); additional funding for out-of-the-ordinary changes to municipal code such as adopting new building and related codes (\$1,000). Provides funds for professional minute preparation as needed (\$3,000). Provides funds for automated Form 700 filing software system (\$3,500).
- 8200 Training Expense
Provides funds for training and workshops, including mandatory training for commissioners (\$500) and City Clerk's division staff, including City Clerk training, Notary Public, Brown Act, or related seminars (\$500).

ELECTIONS

Budget Detail

101-1022

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8010	000	Postage	-	7	-	-	-	-	50
8020	000	Special Department Expense	470	880	675	5,000	161	-	5,000
8040	000	Advertising	865	3,027	756	1,600	11,335	-	5,000
8170	000	Professional Services	(48)	60,235	18,026	2,000	32,076	-	55,000
<OPERATIONS & MAINTENANCE>			1,287	64,149	19,457	8,600	43,572	-	65,050
[101-1022] Elections Total			1,287	64,149	19,457	8,600	43,572	-	65,050

Budget Detail	ELECTIONS	101-1022
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OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).

- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program (\$5,000).

- 8040 Advertising
Provides for funding for the voter outreach program (\$5,000).

- 8170 Professional Services
Provides funding for translation of election notices and election consulting services from the firm Martin & Chapman and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	-	-	-	-	-	-	219,000
7010	000	Salaries - Temp / Part	-	-	-	-	-	-	30,000
7020	000	Overtime	-	-	-	-	-	-	-
7040	000	Holiday	-	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-	3,000
7100	000	Retirement	-	-	-	-	-	-	50,785
7108	000	Deferred Compensation	-	-	-	-	-	-	984
7110	000	Workers Compensation	-	-	-	-	-	-	3,355
7120	000	Disability Insurance	-	-	-	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	-	24,758
7140	000	Vision Insurance	-	-	-	-	-	-	588
7150	000	Dental Insurance	-	-	-	-	-	-	2,205
7055	000	IOD - Non Safety	-	-	-	-	-	-	-
7160	000	Life Insurance	-	-	-	-	-	-	242
7170	000	FICA - Medicare	-	-	-	-	-	-	3,610
<WAGES & BENEFITS>			-	-	-	-	-	-	338,527
8000	000	Office Supplies	-	70	(48)	-	-	-	-
8010	000	Postage	323	467	843	350	211	300	350
8020	000	Special Department Expense	10,638	11,857	12,827	12,000	4,379	9,000	12,000
8040	000	Advertising	6,226	4,906	6,789	4,000	300	3,500	7,000
8050	000	Printing/Duplicating	275	227	227	1,100	-	1,100	1,100
8060	000	Dues & Memberships	3,557	2,940	2,875	3,550	3,050	3,550	3,600
8090	000	Conference & Meeting Expense	10,918	6,100	6,530	9,125	1,331	5,000	8,000
8110	000	Equipment Maintenance	304	151	174	200	194	200	200
8160	000	Legal Service	185,136	49,826	157,892	150,000	116,133	150,000	200,000
8170	000	Professional Services	28,197	32,965	52,175	33,075	47,994	85,000	46,700
8200	000	Training Expense	1,790	3,719	6,843	6,000	1,015	2,000	6,000
<OPERATIONS & MAINTENANCE>			247,364	113,228	247,127	219,400	174,606	259,650	284,950
[101-2013] Human Resources Total			247,364	113,228	247,127	219,400	174,606	259,650	623,477

Budget Detail	HUMAN RESOURCES	101-2013
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PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Human Resources Manager, Management Analyst and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,000) and employee appreciation luncheon (\$1,500), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$4,500).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,100).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,600).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$8,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).

DRAFT

8160 Legal Services

Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$200,000).

8170 Professional Services

Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$7,000), Fitness for Duty medical examinations (\$3,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Consulting contract (\$9,500), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$2,000), and ADA Sign Language & other ADA accommodation services (\$1,500).

8200 Employee Training

Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

TRANSPORTATION PLANNING

Budget Detail **101-2021**

Acct	TSK	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8010	000	Postage	2,162	304	224	1,500	23	100	500
8020	000	Special Department Expense	-	27	-	-	-	-	-
8050	000	Printing/Duplicating	4,437	65	-	2,000	-	1,000	1,000
8060	000	Dues & Memberships	-	170	-	1,000	-	1,000	1,000
8090	000	Conference & Meeting Expense	1,835	2,566	486	2,500	1,156	2,500	2,500
8160	000	Legal Service	81,946	85,856	14,716	80,000	329	15,000	-
8170	000	Professional Services	131,993	116,611	39,500	100,000	21,049	50,000	80,000
<OPERATIONS & MAINTENANCE>			222,373	205,599	54,926	187,000	22,558	69,600	85,000
101-2021 Transportation Planning Total			222,373	205,599	54,926	187,000	22,558	69,600	85,000

TRANSPORTATION PLANNING

Budget Detail

101-2021

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$500).

- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials related to transportation planning (\$1,000).

- 8060 Dues and Membership
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,000).

- 8090 Conference and Meeting Expense
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$2,500).

- 8170 Professional Services
Provides funds for consultant services and other services related to transportation on behalf of the City, 5-Cities Alliance, Connected Communities Coalition, and other partners (\$80,000).

Special legal counsel related to the State Route 710 and other transportation-related legal services will be paid out of the City's Designated Legal Reserve.

Budget Detail	LEGAL SERVICES	101-2501
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Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8160	000	Legal Service	255,007	261,455	257,586	265,000	113,694	265,000	265,000
8161	000	Settlements	-	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			255,007	261,455	257,586	265,000	113,694	265,000	265,000
[101-2501] Legal Services Total			255,007	261,455	257,586	265,000	113,694	265,000	265,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (\$255,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	-	-	-	1,000	58	500	1,000
8060	000	Dues & Memberships	-	-	-	200	-	200	200
8110	000	Equipment Maintenance	-	-	-	2,000	(51)	1,500	2,000
8150	000	Telephone	-	-	-	199,400	31,394	160,000	164,000
8170	000	Professional Services	-	-	-	120,200	44,784	120,200	126,000
8180	000	Contract Services	-	-	-	67,545	74,410	77,500	65,000
8300	000	Lease Payment	-	-	-	22,600	15,849	22,600	22,600
8301	000	Copier Usage Charges	-	-	-	12,700	-	12,700	12,700
<OPERATIONS & MAINTENANCE>			-	-	-	425,645	166,444	395,200	393,500
8530	000	Computer Equipment	-	-	-	64,400	10,207	64,400	84,000
<CAPITAL OUTLAY>			-	-	-	64,400	10,207	64,400	84,000
[101-2032] Information Services Total			-	-	-	490,045	176,651	459,600	477,500

INFORMATION SERVICES

Budget Detail	101-2032
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OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$2,000).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, mobile device/cellular accounts, and cable television service at City Hall (\$164,000). Includes funds for upgrade to PD/LASD network connection and upgrade for Senior Center public internet connection.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$126,000).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$400), Vision Internet website redesign 2nd installment (\$10,000) and Vision hosting/support services (\$7,900) and miscellaneous contract services (\$2,500).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$22,600).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$12,700).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$44,000), mobile device replacements (\$7,000), City Hall WiFi upgrade project (\$20,000) and Network equipment upgrades (\$13,000).

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INSURANCE FUND

Budget Detail

103-2501

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	1,291	15,667	19,237	15,000	7,632	18,518	20,000
8161	000	Settlements	12,916	30,163	63,068	50,000	75,563	106,469	75,000
<OPERATIONS & MAINTENANCE>			14,207	45,830	82,305	65,000	83,196	124,987	95,000
103 - INSURANCE FUND TOTAL			14,207	45,830	82,305	65,000	83,196	124,987	95,000

INSURANCE FUND
Budget Detail 103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Provides funds for special department expenses (\$20,000).

8161 Settlements
General liability settlements based upon actuarial data as part of the City's insurance coverage through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) (\$75,000).

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail **105-3032**

Acct	TKK	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8500	000	Building & Improvements							200,000
105 - FACILITIES & EQUIP. REPLACEMENT TOT									200,000

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

CAPITAL OUTLAY

8500 Building & Improvements
Provides funds commence upgrade to citywide VoIP (Voice over Internet Protocol) system (\$200,000).

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7080	000	Rideshare	466	-	1,751	-	65	65	-
7108	000	Deferred Compensation	1	-	-	-	-	-	-
7110	000	Workers Compensation	24	-	-	-	1	-	-
7130	000	Group Health Insurance	7	-	-	-	-	-	-
7140	000	Vision Insurance	-	-	-	-	0	-	-
7150	000	Dental Insurance	1	-	-	-	1	-	-
7160	000	Life Insurance	1	-	-	-	0	-	-
7170	000	FICA - Medicare	10	-	-	-	1	-	-
		<WAGES & BENEFITS>	510	-	1,751	-	68	65	-
8261	000	Rideshare	-	-	-	-	7,509	11,181	15,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	-	-
8540	000	Automotive Equipment	(81)	-	40,231	-	37,727	-	-
		<CAPITAL OUTLAYS>	(81)	-	40,231	-	37,727	-	-
218-2270) Clean Air Act Total			429	-	41,982	-	45,304	11,246	15,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	-	-	52,000	49,400	-	-
		<CAPITAL PROJECTS>	-	-	-	52,000	49,400	-	-
218-9000) CIP Total			-	-	-	52,000	49,400	-	-
218 - CLEAN AIR ACT TOTAL			429	-	41,982	52,000	94,704	11,246	15,000

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8540 Rideshare
Provides funds for Metro TAP card program for employees (\$15,000).

COMMUNITY PROMOTION

Budget Detail **220-2301**

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8060	000	Dues & Memberships	-	-	-	-	-	-	1,500
8185	000	Chamber of Commerce	148,500	135,500	135,500	135,500	132,950	162,050	135,500
8255	000	Public Events Promotion	15,000	2,500	49,500	2,500	2,500	2,500	2,500
<OPERATIONS & MAINTENANCE>			163,500	138,000	185,000	138,000	135,450	164,550	139,500
220-2301 Community Promotion Total			163,500	138,000	185,000	138,000	135,450	164,550	139,500
220 - BUSINESS IMPROVEMENT TAX TOTAL			163,500	138,000	185,000	138,000	135,450	164,550	139,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

- 8060 Dues and Memberships
Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).

- 8185 Chamber of Commerce
Funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$135,500).

- 8255 Public Events Promotion
Provides funds to support the Public Safety Open House in conjunction with South Pasadena Tournament of Roses' Cruz'n for Roses Classic Car Show (\$2,500).

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Task	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	643	1,776	4,432	500	875		83,000
8060	000	Dues & Memberships	25,023	15,276	9,650	10,000	4,021	9,650	10,000
8120	000	Building Maintenance	4,716	-	-	-	-	-	-
8140	000	Utilities	-	-	-	5,500	-	-	-
8170	000	Professional Services	-	1,886	1,350	10,000	-	-	-
<OPERATIONS & MAINTENANCE>			30,382	18,938	15,432	26,000	4,896	9,650	93,000
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
<CAPITAL OUTLAY>									
226-2029 Mission Meridian Public Garage Total			30,382	18,938	15,432	26,000	4,896	9,650	93,000
226 - MISSION MERIDIAN PUBLIC GARAGE TOI			30,382	18,938	15,432	26,000	4,896	9,650	93,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for a onetime installation of a replacement electrical generator (\$80,000) and additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000).

- 8060 Property Owners' Association (POA) Dues
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000).

Budget Detail			BTA GRANT						248-2011	
			Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19	
Acct	TSK	Account Title								
8020	000	Special Department Expense	-	187	60	-	-	-	-	
8170	000	Professional Services	-	-	55,579	44,000	-	-	-	
		<OPERATIONS & MAINTENANCE>	-	187	55,639	44,000	-	-	-	
9387	000	Bikeway Improvement	-	-	-	234,000	-	-	-	
9388	000	Bicycle Parking	-	-	-	184,500	-	-	-	
		<CAPITAL PROJECTS>	-	-	-	418,500	-	-	-	
[248-90000] CIP Total			-	-	-	418,500	-	-	-	
248 - BTA GRANTS TOTAL			-	187	55,639	462,500	-	-	-	

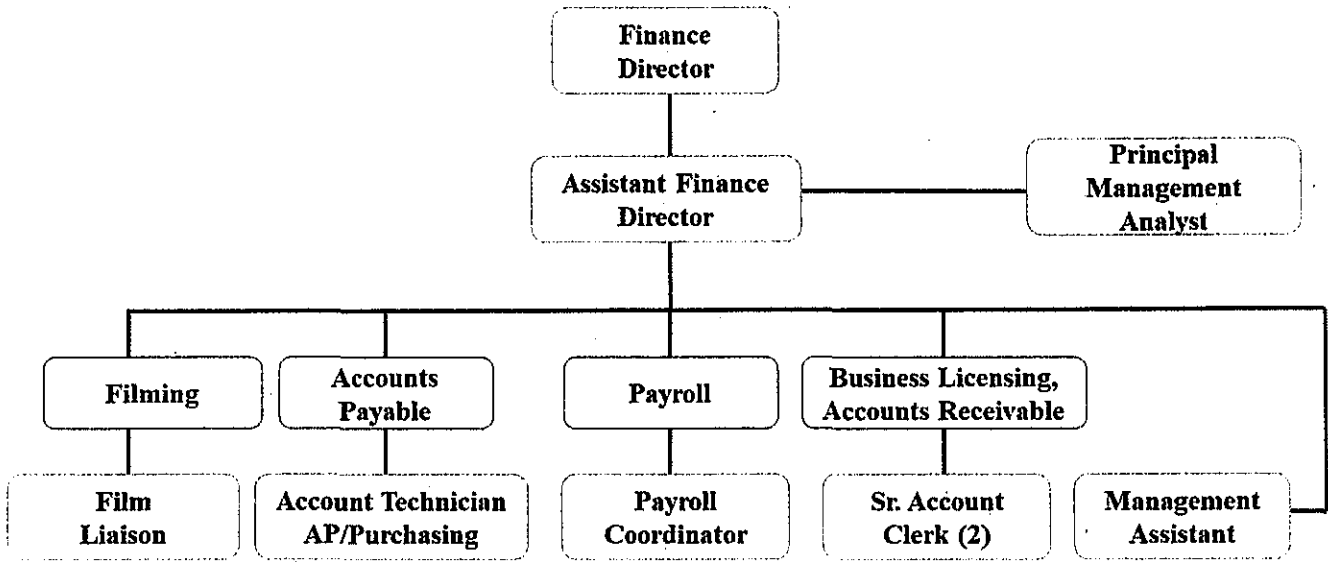
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FINANCE Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,255,938	1,307,829	1,479,985	1,510,265	1,432,948	1,638,008
Operations & Maintenance	1,154,337	1,139,864	1,101,395	1,245,923	1,150,931	1,325,560
Capital Outlay						
Total Expenses by Category	2,410,275	2,447,693	2,581,380	2,756,188	2,583,879	2,963,568
[101-3011] Finance	653,960	619,109	724,891	708,802	713,469	834,879
[101-3041] Non-Dept/Overhead	852,559	886,536	833,460	918,378	897,294	918,290
[500-3012] Utility Billing	903,756	942,048	1,023,029	1,129,008	973,116	1,210,399
Total Expenses by Program	2,410,275	2,447,693	2,581,380	2,756,188	2,583,879	2,963,568

Finance Director	1
Assistant Finance Director	1
Principal Management Analyst	1
Payroll Coordinator	1
Filing Liaison	1
Accounting Technician	1
Management Assistant	1
Senior Account Clerk	2
Total	9

FINANCE
Department Description and Authorized Positions



Full Time Employees: 9

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FINANCE

Budget Detail

101-3011

Vect	Fsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	418,413	383,963	418,181	478,469	228,123	473,627	512,473
7010	000	Salaries - Temp / Part	-	-	-	-	98	3,500	-
7020	000	Overtime	6,889	1,386	2,516	1,000	3,569	4,800	1,200
7040	000	Holiday	43	176	-	-	45	45	-
7070	000	Leave Buyback	13,967	6,043	10,760	7,500	4,865	4,865	7,500
7100	000	Retirement	56,853	67,271	76,976	80,066	60,961	81,441	106,572
7108	000	Deferred Compensation	667	739	1,078	1,133	210	1,100	1,121
7110	000	Workers Compensation	8,648	8,520	13,276	7,330	3,777	7,645	7,851
7120	000	Disability Insurance	1,685	-	-	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	43,657	45,288	42,827	48,085	26,818	49,090	58,981
7140	000	Vision Insurance	1,163	1,446	1,345	1,629	748	1,498	1,394
7150	000	Dental Insurance	4,394	4,986	4,384	6,111	2,227	4,584	5,229
7055	000	IOD - Non Safety	-	-	-	-	-	-	-
7160	000	Life Insurance	633	590	537	672	310	648	575
7170	000	FICA - Medicare	5,797	5,394	5,710	6,952	3,444	7,132	7,448
<WAGES & BENEFITS>			562,809	525,802	577,590	638,947	335,197	639,976	710,344
8000	000	Office Supplies	5,781	3,890	5,132	4,000	2,447	4,500	4,500
8010	000	Postage	5,759	6,201	4,213	5,000	6,676	8,800	6,000
8020	000	Special Department Expense	41,895	40,965	14,660	20,430	8,683	20,260	20,260
8050	000	Printing/Duplicating	3,761	2,849	3,805	2,300	2,961	3,000	2,500
8060	000	Dues & Memberships	1,055	1,045	1,045	745	635	855	745
8070	000	Mileage/Auto Allowance	104	59	139	100	-	50	100
8090	000	Conference & Meeting Expense	3,387	1,622	2,264	2,480	475	815	2,480
8110	000	Equipment Maintenance	3,872	1,798	1,019	1,300	194	700	950
8150	000	Telephone	38	-	-	-	-	-	-
8170	000	Professional Services	24,909	34,860	22,451	26,000	11,807	21,513	26,000
8180	000	Contract Services	-	-	11,635	7,000	1,604	13,000	57,000
8200	000	Training Expense	590	18	-	500	-	-	4,000
<OPERATIONS & MAINTENANCE>			91,151	93,307	66,363	69,855	35,482	73,493	124,535
101-3011 Finance Total			653,960	619,109	643,953	708,802	370,679	713,469	834,879

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Assistant Finance Director, Principal Management Analyst, Payroll Coordinator, Film Liaison, Management Assistant, Accounting Technician, and Senior Account Clerks. Refer to the Appendix for a detailed allocation list.

- 7020 Overtime
Covers the cost of overtime for non-management staff.

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$4,500).

- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$6,000).

- 8020 Special Department Expense
Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarials (\$3,250).

- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1,800) and other miscellaneous information intended for public distribution from the Finance Department (\$700).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$225), and Film Liaisons in California (FLICS, \$300).

- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$100).

- 8090 Conference and Meeting Expense
Provides funds for attendance at luncheon meetings of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director (\$480), 50% share of the annual CSMFO conference for the Finance Director (\$1,000), and annual Diehl Evans tax seminar for the Director, Assistant

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Director and Payroll Coordinator (\$1,000). Actual attendance costs will be determined by location and date.

8110 Equipment Maintenance

Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200), typewriters, currency counter

8170 Professional Services

Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). Sales tax and property tax audits (\$15,000), and other financial services (\$8,000).

8180 Contract Services

Provides funds for OpenGov contract (\$7,000). Contract to provide services for a Master Fee Study and revenue enhancement opportunities. (\$50,000)

8200 Employee Training

Provides funds for department training opportunities (\$4000).

UTILITY BILLING

Budget Detail

500-3012

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	197,289	232,497	220,115	244,770	113,600	232,234	293,086
7010	000	Salaries - Temp / Part	5,458	21,667	22,132	29,640	-	1,111	29,640
7020	000	Overtime	195	2,645	226	100	547	850	200
7070	000	Leave Buyback	325	9,588	5,297	3,000	515	1,557	3,000
7100	000	Retirement	23,839	992	38,637	42,842	31,446	41,412	69,777
7108	000	Deferred Compensation	774	1,249	1,223	1,657	219	1,115	1,521
7110	000	Workers Compensation	3,881	6,060	7,832	3,785	1,830	3,785	4,526
7120	000	Disability Insurance	198	-	567	-	-	-	-
7130	000	Group Health Insurance	15,748	20,737	14,858	18,187	9,547	19,257	27,256
7140	000	Vision Insurance	436	619	516	650	275	547	770
7150	000	Dental Insurance	1,201	2,006	1,489	2,439	899	1,899	2,889
7160	000	Life Insurance	202	275	182	268	113	244	317
7170	000	FICA - Medicare	3,090	5,074	3,560	3,980	1,706	3,542	4,682
<WAGES & BENEFITS>			252,636	303,409	316,634	351,318	160,697	307,553	437,664
8000	000	Office Supplies	-	48	(48)	-	-	-	-
8010	000	Postage	110	299	312	1,750	45	-	1,750
8020	000	Special Department Expense	147,334	160,912	158,776	160,000	66,639	160,000	160,000
8032	000	Water Efficiency Fee Projects	94,219	43,028	104,247	150,000	11,948	45,000	150,000
8060	000	Dues & Memberships	55	255	262	700	-	-	700
8070	000	Mileage/Auto Allowance	-	-	222	200	19	50	200
8090	000	Conference & Meeting Expense	2,222	485	2,753	3,000	1,247	1,425	3,000
8110	000	Equipment Maintenance	15,341	12,831	16,777	18,150	14,622	14,840	18,150
8170	000	Professional Services	324,149	328,800	337,899	342,410	125,266	342,410	337,454
8180	000	Contract Services	-	-	10,058	9,000	4,835	9,857	9,000
8200	000	Training Expense	710	-	-	500	-	-	500
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
8350	000	Bad Debt Expense	-	-	5,883	-	-	-	-
8400	000	Overhead Allocation	66,980	91,981	91,981	91,980	-	91,981	91,981
<OPERATIONS & MAINTENANCE>			651,120	638,639	729,122	777,690	224,621	665,563	772,735
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	-	-	-	-	-
[500-3012] Utility Billing Total			903,756	942,048	1,045,756	1,129,008	385,318	973,116	1,210,399

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Assistant Finance Director, Payroll Coordinator, Management Assistant, Accounting Technician, Senior Account Clerk, and Senior Management Analyst. Refer to the Appendix for a detailed allocation list.

- 7010 Salaries – Temp/Part-time
Provides for compensation for the Management Intern.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts, as well as bi-annual environmental newsletters (\$1,750).

- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000).

- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential water audits, efficiency rebates, etc. (\$150,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the American Water Works Association, as well as other various water related associations (\$700).

- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Senior Management Analyst's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$200).

- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000) and meeting expenses for the Senior Management Analyst (\$2,000).

- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).

- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Global Water, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200), and a share of Morgan Stanley/Western Asset investment management services (\$13,800).

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- 8180 Contract Services
Provides funds for share of bank armored courier services (\$9,000).
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

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NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7131	000	Retiree Health Insurance	440,493	478,618	577,889	520,000	283,530	485,419	490,000
		<WAGES & BENEFITS>	440,493	478,618	577,889	520,000	283,530	485,419	490,000
8020	000	Special Department Expense	208	-	-	-	-	-	-
8060	000	Dues & Memberships	22,738	22,602	24,311	24,338	14,669	24,787	37,000
8150	000	Telephone	14,921	9,512	-	-	-	-	-
8170	000	Professional Services	37,315	64,005	56,401	84,040	40,986	71,440	84,040
8180	000	Contract Services	-	-	11,306	11,000	5,881	12,248	12,250
8191	000	Liability & Surety Bonds	151,805	122,426	144,772	145,000	157,811	157,811	145,000
8300	000	Lease Payment	61,308	61,309	-	-	-	-	-
8335	000	Property Tax Admin. Fee	123,771	128,064	133,186	134,000	145,589	145,589	150,000
		<OPERATIONS & MAINTENANCE>	412,066	407,918	369,976	398,378	364,936	411,875	428,290
101-3041		Non-Dept/Overhead Total	852,559	886,536	947,865	918,478	648,467	897,294	918,290

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$490,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$9,907), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments (\$9,240/*partially paid by other funds*), and the Southern CA Association of Governments (\$2,810).

8170 Professional Services

Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000).

8180 Contract Services

Provides funds for share of bank armored courier services (\$12,250).

8191 Liability & Surety Bonds

General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$217,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$150,000).

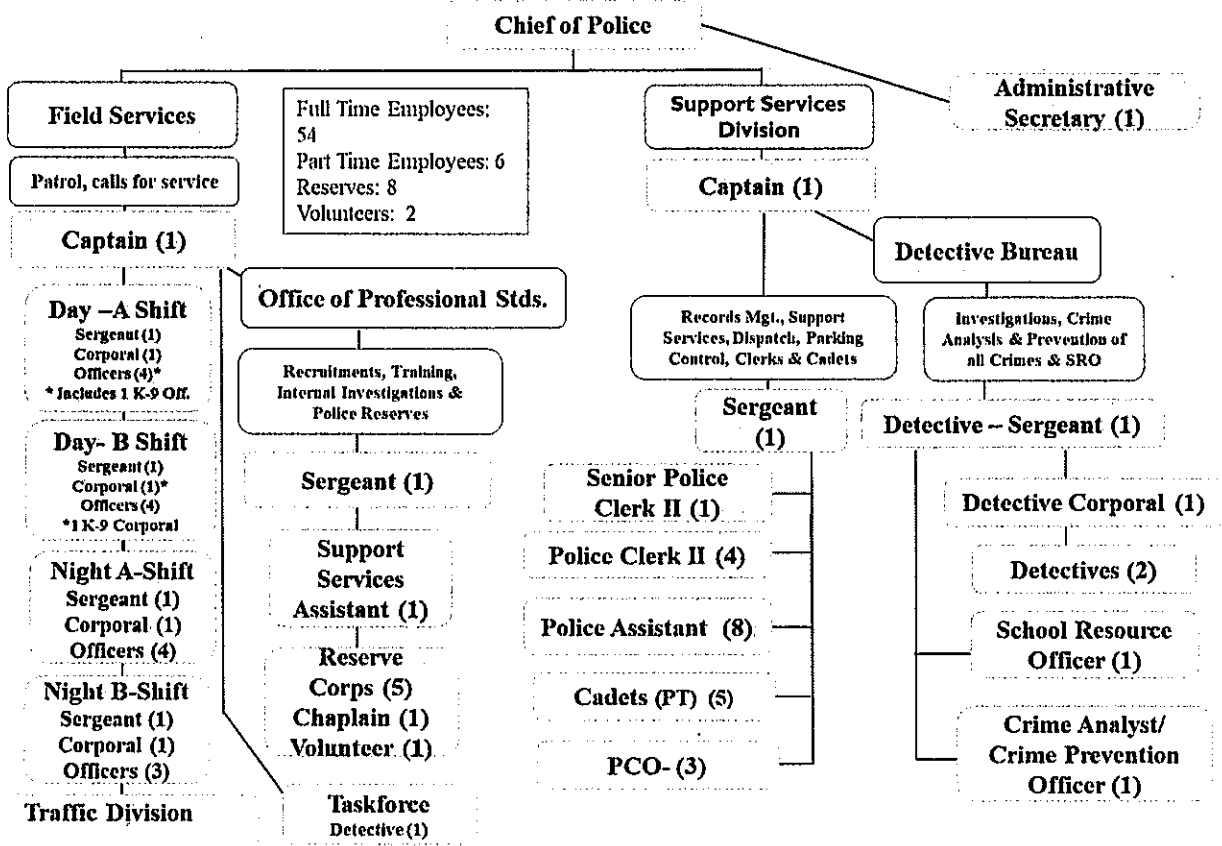
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POLICE
Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	6,358,858	6,571,263	7,299,161	7,507,792	7,090,463	7,905,897
Operations & Maintenance	857,981	949,021	995,941	1,112,220	899,539	910,027
Capital Outlay	248,006	179,620	170,000	225,000	-	-
Total Expenses by Category	7,464,845	7,699,904	8,465,102	8,845,012	7,990,002	8,815,924
[101-4011] Police	7,198,511	7,529,818	8,295,102	8,620,012	7,990,002	8,815,924
[105-4011] Facilities & Equipment Replacement	105,817	57,386	95,000	150,000	-	-
[270-4015] Police Asset Forfeiture	4,639	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	108,378	112,700	75,000	75,000	-	-
[273-4019] Police Grant	-	-	-	-	-	-
[274-4019] Police Grant	47,500	-	-	-	-	-
Total Expenses by Program	7,464,845	7,699,904	8,465,102	8,845,012	7,990,002	8,815,924

Police Chief	1
Police Captain	2
Police Sergeant	7
Corporal	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Police Assistant	8
Administrative Secretary	1
Parking Control Officer	3
Total	54

POLICE
Department Description and Authorized Positions



The South Pasadena Police Department is comprised of 36 sworn officers, including captains, sergeants, corporals and chief of police, 15 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets and crossing guards. The department is augmented with an additional 8 reserve officers and a volunteer chaplain.

Field Services	Detective Bureau	Administrative Support Unit
Internal Affairs Reserve Program Recruitment Backgrounds Projects Emergency Operations Area C Mutual Aid	Investigations Case filings with District Attorney Warrant Service Crime Analysis Crime Prevention School Programs Parolee/Probation Compliance Checks Sex/Arson/Narcotic/Gang Registrations Arson Investigations	Dispatch Center Records Parking Enforcement Contract Crossing Guard Contract Fleet Management Facilities Management Information Technology Projects Property/Evidence Court Liaison

POLICE

Budget Detail

101-4011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	3,668,850	3,519,131	4,015,167	4,320,382	1,845,376	3,836,022	4,413,859
7010	000	Salaries - Temp / Part	117,399	173,552	165,996	140,000	83,325	157,800	140,000
7020	000	Overtime	608,357	665,799	695,077	500,000	331,025	608,500	500,000
7040	000	Holiday	136,015	133,843	157,030	145,000	93,860	165,654	168,000
7045	000	Overtime - Special Detail	206,028	218,155	222,618	210,000	77,123	164,100	210,000
7050	000	Overtime - DUI Checkpoint	8,761	-	-	-	-	52,488	30,000
7055	000	IOD - Non Safety	-	128	-	-	-	5,000	-
7060	000	IOD - Safety	118,621	1,025	26,012	-	3,966	3,966	-
7070	000	Leave Buyback	80,405	63,530	65,597	61,000	57,322	57,322	65,000
7100	000	Retirement	773,185	1,034,607	1,214,600	1,431,380	1,022,530	1,328,432	1,520,944
7108	000	Deferred Compensation	3,279	4,615	4,603	4,529	887	4,529	4,485
7110	000	Workers Compensation	200,874	215,699	359,614	160,679	97,561	195,928	161,282
7120	000	Disability Insurance	6,220	59,386	7,305	-	-	-	-
7122	000	Unemployment Insurance	4,308	1,978	5,066	-	6,804	6,804	-
7130	000	Group Health Insurance	268,804	315,198	320,796	349,560	185,878	344,744	501,660
7140	000	Vision Insurance	8,925	10,647	10,446	12,240	4,995	10,094	12,960
7150	000	Dental Insurance	29,458	32,876	33,423	45,900	15,841	31,484	48,600
7160	000	Life Insurance	4,977	4,572	4,569	5,049	2,145	4,315	5,346
7170	000	FICA - Medicare	70,334	75,730	74,250	77,073	34,762	71,119	78,761
7180	000	Car/Uniform Allowance	44,058	40,792	43,702	45,000	42,162	42,162	45,000
<WAGES & BENEFITS>			6,358,858	6,571,263	7,425,871	7,507,792	3,905,563	7,090,463	7,905,897
8000	000	Office Supplies	33,687	41,504	46,283	35,000	6,173	30,000	26,000
8010	000	Postage	6,148	5,601	4,064	4,000	2,077	4,000	4,000
8020	000	Special Department Expense	117,570	90,387	89,511	72,500	55,664	76,500	76,500
8034	000	K9 Expenses	5,922	2,040	6,927	6,500	3,050	6,500	6,500
8035	000	Narco K9 Expenses	4,731	2,997	8,843	12,000	3,269	10,000	10,000
8040	000	Advertising	96	-	-	-	-	-	-
8050	000	Printing/Duplicating	4,831	6,795	6,416	11,000	4,857	11,000	12,000
8060	000	Dues & Memberships	3,931	4,972	2,685	2,000	1,887	2,700	3,700
8090	000	Conference & Meeting Expense	5,762	8,720	6,247	9,000	893	9,000	8,000
8100	000	Vehicle Maintenance	83,918	92,373	107,803	98,662	38,571	90,000	95,000
8105	000	Fuel	66,499	42,296	52,512	55,000	28,530	59,823	65,000
8110	000	Equipment Maintenance	49,613	29,069	15,368	18,000	6,143	18,000	20,000
8120	000	Building Maintenance	14,065	21,554	7,996	-	15	-	-
8134	000	Safety Clothing/Equipment	20,268	30,682	34,371	33,500	3,268	33,500	30,000
8150	000	Telephone	5,892	126	207	-	204	-	-
8170	000	Professional Services	105,140	190,028	145,392	122,516	70,018	135,000	131,816
8180	000	Contract Services	255,961	339,984	418,050	583,327	202,367	360,000	361,511
8200	000	Training Expense	38,654	18,159	15,695	27,215	17,798	29,110	30,000
8210	000	Training Expense - POST Reimb.	16,248	21,734	25,226	22,000	17,112	24,406	30,000
<OPERATIONS & MAINTENANCE>			838,936	949,021	993,596	1,112,220	461,895	899,539	910,027
8520	000	Machinery & Equipment	717	123	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	9,411	28	-	-	-	-
<CAPITAL OUTLAY>			717	9,534	28	-	-	-	-
101-4011 Police Total			7,198,511	7,529,818	8,419,495	8,620,012	4,367,458	7,990,002	8,815,924

POLICE**Budget Detail****101-4011****PERSONNEL SERVICES**

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees (\$4,413,859).
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$140,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down (\$500,000).
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays (\$168,000).
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime (\$210,000).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$65,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$4,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, and training for Reserves (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); community education programs (Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); and other miscellaneous expenditures (\$28,000).

- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,000); parking, traffic citations, and parking permits (\$8,000).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$60,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$65,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).
- 8134 Safety Equipment and Supplies
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500).

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8170 Professional Services

Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); tech support, maintenance (\$28,816).

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society (\$125,139); All City Management Crossing Guards (\$120,667); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$28,989); predictive policing (\$29,851).

8200 Training Expense

Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).

8210 P.O.S.T. Training Expense

Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).

FIRE
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	3,455,487	3,703,997	4,153,646	4,108,289	4,160,119	4,456,550
Operations & Maintenance	979,294	875,182	863,595	509,600	450,943	511,700
Capital Outlay	36,482	84,384	981,038	10,000	100,000	120,000
Total Expenses by Category	4,471,263	4,663,563	5,998,279	4,627,889	4,711,062	5,088,250
[101-5011] Fire	4,467,061	4,626,740	5,031,694	4,592,889	4,611,062	4,948,250
[101-5012] Emergency Preparedness	-	36,516	23,505	35,000	100,000	140,000
[105-5011] Facilities & Equipment Replacement	-	-	943,080	-	-	-
[274-5019] Fire Grant	4,202	307	-	-	-	-
Total Expenses by Program	4,471,263	4,663,563	5,998,279	4,627,889	4,711,062	5,088,250

Fire Chief	1
Fire Division Chief	2
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Total	21

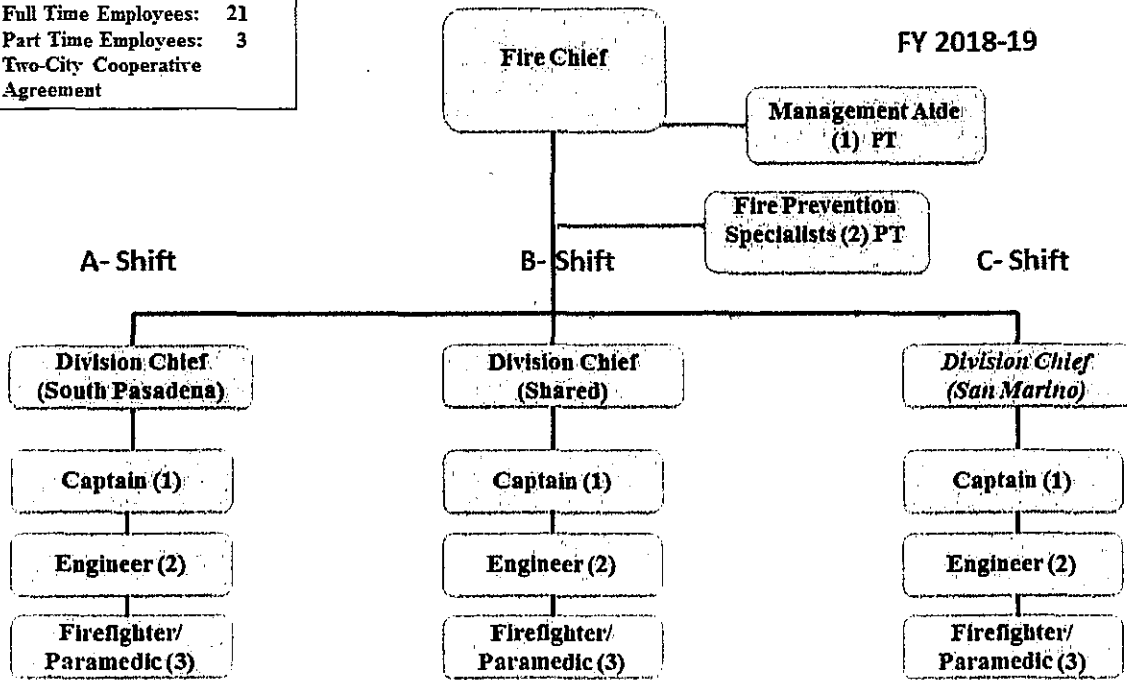
FIRE
Department Description and Authorized Positions

Fire Department

Department Description and Authorized Positions

Full Time Employees: 21
Part Time Employees: 3
Two-City Cooperative Agreement

FY 2018-19



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FIRE	101-5011
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Budget Detail

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	Salaries - Permanent	1,485,211	1,601,238	1,658,037	1,988,689	770,752	1,648,750	2,065,534
7010	Salaries - Temp / Part	48,858	48,663	42,559	60,000	25,180	47,811	60,000
7020	Overtime	570,949	525,404	763,523	530,000	523,441	957,216	530,000
7030	Overtime - FLSA	91,996	101,920	90,241	110,000	23,098	52,000	125,000
7040	Holiday	58,494	63,820	63,900	65,000	36,063	61,000	65,000
7045	Overtime - Special Detail	171,703	179,725	150,412	140,000	57,274	135,000	140,000
7060	IOD - Safety	109,616	46,890	22,880	-	9,105	25,000	-
7065	Fitness	6,200	7,500	5,700	9,000	3,100	3,100	9,000
7070	Leave Buyback	77,507	71,048	86,089	77,000	57,574	57,573	77,000
7100	Retirement	376,647	540,400	580,976	727,624	509,135	666,612	878,357
7108	Deferred Compensation	1,443	1,596	1,660	2,775	449	2,290	4,030
7110	Workers Compensation	274,358	304,017	498,017	170,203	132,279	266,277	176,780
7122	Unemployment Insurance	-	-	32	-	75	75	-
7130	Group Health Insurance	114,925	141,838	120,171	148,260	75,988	165,613	243,540
7140	Vision Insurance	3,463	4,346	3,685	4,800	1,907	4,034	5,040
7150	Dental Insurance	12,410	14,657	12,432	18,000	5,185	11,749	18,900
7160	Life Insurance	1,872	1,827	1,614	1,980	652	1,345	2,079
7170	FICA - Medicare	32,989	36,971	39,018	41,958	22,557	44,926	43,290
7180	Car/Uniform Allowance	12,644	12,137	12,700	13,000	9,748	9,748	13,000
	<WAGES & BENEFITS>	3,451,285	3,703,997	4,153,646	4,108,289	2,263,562	4,160,119	4,456,550
8000	Office Supplies	4,153	4,074	3,725	3,700	2,044	3,650	3,700
8010	Postage	820	892	965	1,000	208	800	1,000
8020	Special Department Expense	44,022	40,330	45,757	43,000	27,531	42,500	44,000
8025	Medical Supplies	25,464	21,801	27,304	25,000	11,563	25,500	31,000
8026	Hazardous Materials	1,973	2,018	1,327	1,500	-	500	700
8040	Advertising	-	-	-	-	-	-	-
8050	Printing/Duplicating	1,119	952	1,685	1,000	504	900	1,000
8060	Dues & Memberships	665	818	75	800	475	635	800
8080	Books & Periodicals	1,996	807	1,305	2,000	147	1,650	2,000
8090	Conference & Meeting Expense	527	-	79	500	750	1,500	1,500
8100	Vehicle Maintenance	45,820	47,867	52,789	37,500	24,207	38,500	37,500
8105	Fuel	-	-	-	12,500	8,930	13,000	13,500
8110	Equipment Maintenance	12,313	7,908	12,745	11,000	7,485	10,800	11,000
8120	Building Maintenance	11,844	10,889	10,523	10,000	876	9,500	10,000
8132	Uniform Expense/Cleaning	500	-	307	-	-	-	-
8134	Safety Clothing/Equipment	15,653	26,159	26,820	27,000	15,894	45,000	28,000
8150	Telephone	329	633	-	-	-	-	-
8170	Professional Services	24,584	22,819	33,546	33,600	7,712	48,600	36,000
8180	Contract Services	106,143	121,232	127,116	128,000	70,894	134,008	150,000
8183	Contract Services - Command Sharing	671,695	529,159	499,062	137,500	-	65,000	110,000
8200	Training Expense	9,674	11,354	9,195	9,000	7,424	8,900	10,000
	<OPERATIONS & MAINTENANCE>	979,294	849,712	854,325	484,600	186,646	450,943	491,700
8520	Machinery & Equipment	36,232	73,031	23,723	-	337	-	-
8530	Computer Equipment	250	-	-	-	-	-	-
	<CAPITAL OUTLAY>	36,482	73,031	23,723	-	337	-	-
101-5011	Fire Total	4,467,061	4,626,740	5,031,694	4,592,889	2,450,545	4,611,062	4,948,250

Budget Detail	FIRE	101-5011
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PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Provides funds for three part-time employees to perform fire prevention services and secretarial duties.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$3,200); cleaning supplies (\$4,500); linen services (\$7,000); department identification cards (\$300); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment, and reimbursement that does not fall within one of the other accounts (\$8,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500).

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- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$18,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$3,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$500) to maintain the department's Participating Agency inspections status Notices (\$200).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$1,500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$6,750 Diesel fuel) and (\$6,750 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility and repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC (\$4,000), and gasoline and diesel fuel distribution system (\$1,000).

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- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (\$16,000). Provides funds to purchase safety turn out gear (\$12,000).
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (28,850), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$135,000); and Black Board Connect Mass Notification System (\$15,000).
- 8183 Contract Services – San Marino
Provides funds for comprehensive shared Fire Command Staff with the City of San Marino (\$110,000).
- 8200 Training Expense
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

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EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	Special Department Expense	-	25,470	9,270	25,000	26	-	20,000
	<OPERATIONS & MAINTENANCE>	-	25,470	9,270	25,000	26	-	20,000
8520	Machinery & Equipment	-	11,046	14,235	10,000	5,109	-	15,000
8523	EOC Equipment	-	-	-	-	-	100,000	105,000
	<CAPITAL OUTLAY>	-	11,046	14,235	10,000	5,109	100,000	120,000
[101-5012]	Emergency Preparedness Total	-	36,516	23,505	35,000	5,135	100,000	140,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), EOC supplies and operations and disaster preparedness supplies (\$15,000), EOC training for Department Directors (5,000).

CAPITAL OUTLAY

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment (\$15,000).

8523 EOC Supplies

Provides funds for the remodel of the City's Emergency Operations Center. Remodel Includes updated communications, supplies, equipment and furniture (\$105,000).

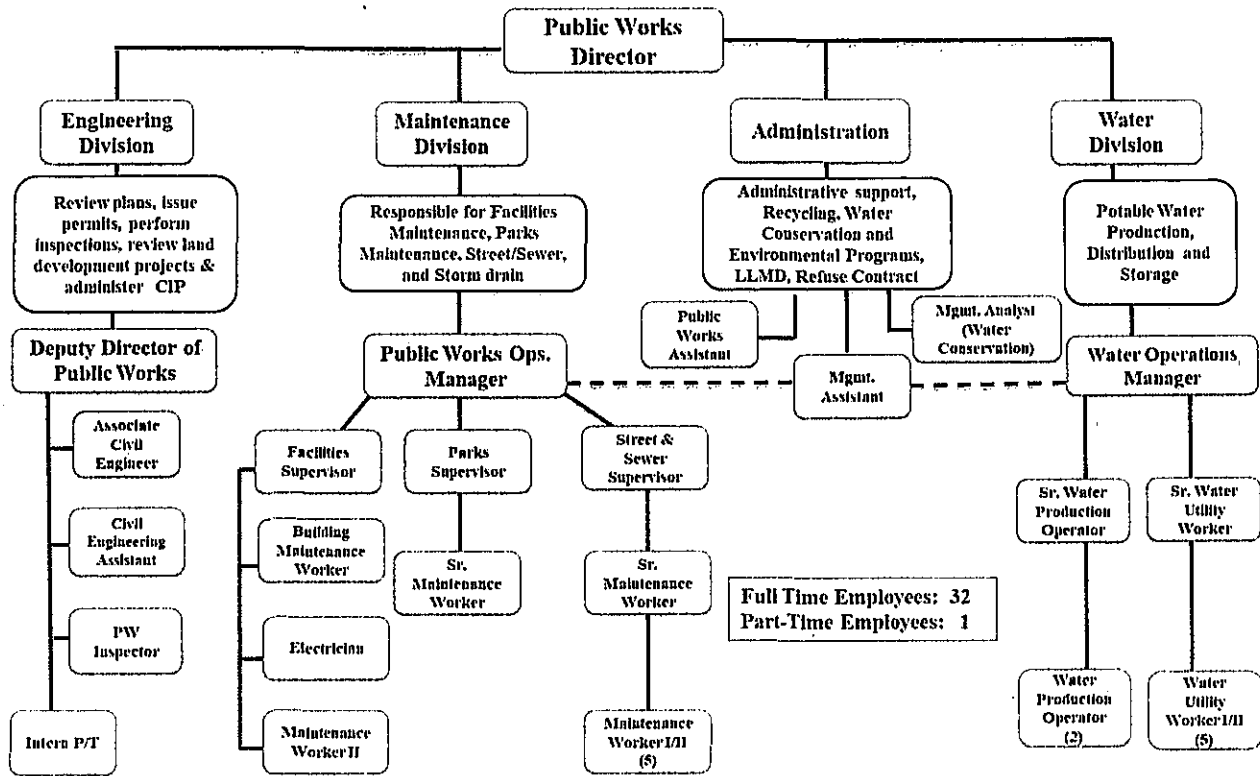
PUBLIC WORKS
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
[101-6015] Environmental Services	148,512	176,958	307,658	304,166	320,548	-
[101-6011] PW Admin & Engineering	423,981	485,049	515,878	499,453	516,270	781,588
[101-6410] Park Maintenance	367,340	409,997	513,703	532,230	522,081	547,550
[101-6601] Facilities Maintenance	660,346	654,372	695,155	739,674	764,182	820,003
[105-6116] Street Maintenance	-	-	-	50,000	-	-
[207-6011] PW Admin & Engineering	-	2,536	-	-	-	-
[210-6501] Sewer Operations	461,575	535,646	1,139,237	842,099	586,787	748,921
[210-9990] Unfunded Liabilities	199	29,599	-	-	-	-
[210-9997] Unfunded Liabilities	15,196	-	-	-	-	-
[215-6115] Traffic Signals	119,406	123,759	180,900	180,900	180,900	180,900
[215-6118] Sidewalk Maintenance	-	11,232	10,000	10,000	10,000	-
[215-6201] Street Lighting	204,541	260,207	309,800	235,700	240,186	233,100
[215-6310] Street Trees	508,678	535,130	592,985	614,526	549,319	569,283
[215-6416] Median Strips	63,523	32,462	64,000	64,000	64,000	64,000
[225-6801] Mission Oaks Parking District	-	-	-	-	-	-
[230-6116] Street Maintenance	713,449	549,729	808,225	636,608	759,832	617,252
[232-6301] Street Trees	8,390	177	-	-	-	-
[232-6417] Prop "A" Park Maintenance	15,587	39,341	3,900	43,500	45,400	63,500
[277-6011] PW Admin & Engineering	-	22,824	-	-	-	-
[310-6501] Sewer Operations	387,663	316,718	-	3,384	88,182	-
[500-6710] Water Distribution	975,179	1,018,512	1,295,271	1,325,859	1,237,860	1,169,148
[500-6711] Water Production	2,481,663	2,594,206	3,118,991	3,143,554	3,259,393	4,467,904
[500-9990] Unfunded Liabilities	-	3,913	-	-	-	-
Total Expenses by Program	7,555,228	7,802,367	9,555,702	9,225,653	9,144,939	10,263,149

Public Works Director	1
Deputy Public Works Director	1
PW Operations Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Assistant	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	2
Water Production Operator	2
Maintenance Worker I/II	6
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	32

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	239,918	248,637	246,619	266,396	136,620	288,506	353,821
7010	000	Salaries - Temp / Part	2,197	-	9,919	20,000	8,750	15,000	20,000
7020	000	Overtime	160	206	195	-	-	-	-
7070	000	Leave Buyback	1,584	9,382	2,787	3,500	3,968	4,000	3,500
7100	000	Retirement	35,127	43,523	45,404	58,668	41,853	53,744	76,340
7108	000	Deferred Compensation	1,083	1,099	488	969	149	892	1,296
7110	000	Workers Compensation	12,521	15,083	14,576	6,513	3,869	7,731	7,859
7130	000	Group Health Insurance	17,876	23,264	18,847	22,155	12,728	24,121	34,275
7140	000	Vision Insurance	450	626	580	708	340	658	936
7150	000	Dental Insurance	1,748	2,259	1,969	2,655	1,148	2,321	3,510
7160	000	Life Insurance	266	290	243	292	129	275	386
7170	000	FICA - Medicare	3,445	3,785	4,178	4,152	2,747	5,577	5,420
<WAGES & BENEFITS>			316,375	348,154	345,805	386,008	212,301	402,825	507,343
8000	000	Office Supplies	27	697	905	1,000	716	1,000	1,000
8010	000	Postage	1,810	2,160	1,223	1,500	478	1,500	2,000
8020	000	Special Department Expense	9,215	9,031	8,524	9,940	5,865	9,940	134,040
8040	000	Advertising	4,539	3,092	812	1,800	465	1,800	4,300
8050	000	Printing/Duplicating	13,908	4,105	5,090	6,000	290	6,000	7,500
8060	000	Dues & Memberships	1,182	794	408	1,715	20	1,715	1,915
8090	000	Conference & Meeting Expense	-	-	1,224	1,700	963	1,700	3,700
8100	000	Vehicle Maintenance	2,653	1,749	1,519	1,500	1,506	1,500	1,500
8110	000	Equipment Maintenance	383	839	261	290	194	290	290
8170	000	Professional Services	70,058	111,384	6,616	88,000	2,263	88,000	108,000
8180	000	Contract Services	595	-	-	-	276	-	10,000
8300	000	Lease Payment	3,236	3,044	397	-	-	-	-
<OPERATIONS & MAINTENANCE>			107,606	136,895	26,979	113,445	13,035	113,445	274,245
[101-6011] PW Admin & Engineering Total			423,981	485,049	372,784	499,453	225,336	516,270	781,588

PUBLIC WORKS ADMINISTRATION

Budget Detail	101-6011
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy Public Works Director, Public Works Operations Mgr., Public Works Assistant, Associate Engineer, Public Works Inspector, Civil Engineering Assistant, Management Assistant, and Water Conservation Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Realquest Assessor Parcel Map software subscription (\$3,600); Annual Autocad Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); Provides funds for annual NPDES storm drain permit (\$9,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Annual AQMD Generator permit fee (\$600); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance; Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).

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- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer's license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for APWA meeting (\$600); San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300); City & County Engineers Association (\$300) and other seminars (\$500). Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
Public Works share of postage machine rental (\$290).
- 8170 Professional Services
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$25,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services (\$45,000).
- 8180 Contract Services
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	88,740	92,835	71,521	98,041	41,867	93,884	97,374
7010	000	Salaries - Temp / Part	-	-	-	-	-	-	-
7020	000	Overtime	1,895	3,180	1,218	2,000	331	2,000	2,000
7040	000	Holiday	-	132	108	-	-	-	-
7055	000	IOD - Non Safety	-	-	194	-	-	-	-
7070	000	Leave Buyback	291	2,098	4,618	1,500	588	1,500	-
7100	000	Retirement	13,268	15,084	15,520	21,591	14,324	18,094	17,692
7108	000	Deferred Compensation	308	226	213	275	41	245	276
7110	000	Workers Compensation	6,871	8,341	6,773	3,506	1,809	3,892	3,476
7130	000	Group Health Insurance	6,818	9,378	6,834	10,395	5,448	12,075	16,320
7140	000	Vision Insurance	260	350	232	324	150	311	324
7150	000	Dental Insurance	775	1,006	800	1,215	296	829	1,215
7160	000	Life Insurance	131	120	93	133	35	72	133
7170	000	FICA - Medicare	1,277	1,487	1,096	1,450	614	1,324	1,440
		<WAGES & BENEFITS>	120,634	134,237	109,220	140,430	65,503	134,226	140,250
8000	000	Office Supplies	523	391	641	800	229	800	800
8020	000	Special Department Expense	23,637	21,552	29,050	25,500	16,906	31,055	25,500
8100	000	Vehicle Maintenance	1,762	2,522	1,032	1,500	541	1,500	1,500
8110	000	Equipment Maintenance	772	915	1,027	2,500	428	2,500	2,500
8140	000	Utilities	38,927	37,096	38,043	40,000	16,928	40,000	40,000
8170	000	Professional Services	19,874	-	9,115	15,000	5,060	15,000	15,000
8180	000	Contract Services	148,351	202,583	216,093	275,000	71,512	285,500	310,500
8200	000	Training Expense	120	122	-	1,500	116	1,500	1,500
8262	000	Graffiti Removal	12,740	10,579	10,643	10,000	3,714	10,000	10,000
		<OPERATIONS & MAINTENANCE>	246,706	275,760	305,644	371,800	115,434	387,855	407,300
8520	000	Machinery & Equipment	-	-	-	20,000	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	20,000	-	-	-
101-6410] Park Maintenance Total			367,340	409,997	414,864	532,230	180,937	522,081	547,550

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for a Sr. Maintenance Worker, Parks Supervisor, Management Assistant, Public Works Operations Manager and Deputy PW Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$400) and miscellaneous expenses (\$400).
- 8020 Special Department Expense
Provides for special and miscellaneous division supplies and materials (\$3,000) including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (\$2,500), and humane bee control service (\$2,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$1,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$2,500).
- 8140 Electricity
Provides funds for electrical service by Southern California Edison to City park facilities (\$40,000).
- 8170 Professional Services
Provides funds for the use of professionals such as landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$15,000), such as soil and tissue sampling services, arborists reports, and sports field consulting.

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8180 Contract Services

Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$220,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$4,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$35,500), and supplemental tree trimming and replacement (\$50,000).

8200 Training Expense

Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).

8262 Graffiti Removal

Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$10,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	212,735	206,211	243,886	247,119	121,279	253,860	235,382
7020	000	Overtime	2,566	1,874	2,912	2,500	369	2,500	2,500
7040	000	Holiday	-	-	-	-	-	-	-
7070	000	Leave Buyback	190	2,262	3,555	1,500	2,433	2,500	1,500
7100	000	Retirement	28,227	33,113	40,753	46,494	34,336	46,425	51,069
7108	000	Deferred Compensation	211	163	213	275	41	245	276
7110	000	Workers Compensation	18,191	19,615	25,076	11,363	6,234	12,493	10,778
7130	000	Group Health Insurance	20,922	25,173	26,449	28,020	15,773	33,357	35,265
7140	000	Vision Insurance	621	766	769	888	389	778	888
7150	000	Dental Insurance	2,316	2,772	3,805	3,330	1,413	2,839	3,330
7160	000	Life Insurance	354	353	362	366	181	364	366
7170	000	FICA - Medicare	2,973	3,024	3,412	3,619	1,762	3,621	3,449
		<WAGES & BENEFITS>	289,306	295,326	351,192	345,474	184,211	358,982	344,803
8000	000	Office Supplies	20	1,440	820	1,200	215	1,200	1,200
8020	000	Special Department Expense	45,059	39,411	17,693	45,000	19,858	45,000	45,000
8060	000	Dues & Memberships	-	138	-	700	-	700	700
8100	000	Vehicle Maintenance	1,767	1,403	1,491	1,500	416	1,500	1,500
8110	000	Equipment Maintenance	1,492	2,400	810	1,500	248	1,500	1,500
8120	000	Building Maintenance	73,444	75,110	79,708	70,000	13,767	70,000	70,000
8130	000	Small Tools	1,263	2,108	370	3,000	-	3,000	3,000
8132	000	Uniform Expense/Cleaning	1,503	1,559	1,171	2,000	984	2,000	2,000
8134	000	Safety Clothing/Equipment	1,027	1,279	1,211	1,200	224	1,200	1,200
8140	000	Utilities	88,991	83,646	83,705	144,600	54,700	144,600	144,600
8180	000	Contract Services	144,001	144,218	141,363	112,000	68,546	133,000	203,000
8200	000	Training Expense	-	1,333	-	1,500	-	1,500	1,500
		<OPERATIONS & MAINTENANCE>	358,567	354,045	328,342	384,200	158,957	405,200	475,200
8520	000	Machinery & Equipment	12,473	5,001	3,483	10,000	-	-	-
		<CAPITAL OUTLAY>	12,473	5,001	3,483	10,000	-	-	-
[101-6601] Facilities Maintenance Total			660,346	654,372	683,017	739,674	343,167	764,182	820,003

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for a full time Maintenance Worker II and a Building Maintenance Worker and partial compensation for the Electrician, Facility Maintenance Supervisor, Public Works Operations Manager, Deputy PW Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600) and miscellaneous expenses (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300).
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles (\$1,250) and smog certifications (\$250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$15,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700).

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- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$1,200).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$144,600).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$180,000). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	222,047	293,965	280,881	322,778	129,916	251,143	317,396
7010	000	Salaries - Temp / Part	116	-	-	-	-	-	-
7020	000	Overtime	4,228	(362)	3,762	3,000	1,203	3,000	3,000
7040	000	Holiday	-	-	662	-	450	-	-
7070	000	Leave Buyback	2,495	7,135	10,267	2,500	3,385	-	-
7100	000	Retirement	32,572	456	50,199	60,495	42,162	52,576	75,446
7108	000	Deferred Compensation	818	1,068	962	1,536	163	830	1,077
7110	000	Workers Compensation	14,707	21,059	21,293	10,551	4,553	8,572	10,348
7120	000	Disability Insurance	99	-	397	-	-	-	-
7130	000	Group Health Insurance	18,772	29,300	26,010	32,431	12,297	24,244	34,174
7131	000	Retiree Health Insurance	10,943	40,885	-	12,000	-	16,739	16,800
7140	000	Vision Insurance	498	888	734	1,058	338	655	1,058
7150	000	Dental Insurance	1,861	3,083	2,592	3,969	1,148	2,300	3,969
7160	000	Life Insurance	304	396	370	436	152	314	436
7170	000	FICA - Medicare	3,182	4,360	4,234	4,723	1,999	3,842	4,645
9997	000	OPEB Expense	15,196	-	-	-	-	-	-
9990	000	Pension Expense	199	29,599	-	-	-	-	-
<WAGES & BENEFITS>			328,037	431,832	402,363	455,477	197,766	364,215	468,349
8000	000	Office Supplies	378	600	338	600	306	600	600
8010	000	Postage	545	-	-	600	-	600	600
8020	000	Special Department Expense	20,633	18,123	12,541	27,000	5,753	27,000	27,000
8050	000	Printing/Duplicating	-	-	-	200	-	200	200
8060	000	Dues & Memberships	500	-	255	500	-	500	500
8090	000	Conference & Meeting Expense	-	-	220	800	-	800	800
8100	000	Vehicle Maintenance	14,262	17,559	6,090	15,000	1,172	7,000	15,000
8110	000	Equipment Maintenance	-	-	1,795	5,000	-	5,000	5,000
8120	000	Building Maintenance	500	1,200	-	1,200	-	1,200	1,200
8130	000	Small Tools	-	-	-	1,500	-	1,500	1,500
8132	000	Uniform Expense/Cleaning	1,665	539	570	1,200	316	1,200	1,200
8134	000	Safety Clothing/Equipment	213	646	644	1,000	-	1,000	1,000
8170	000	Professional Services	12,432	-	-	30,000	-	30,000	30,000
8180	000	Contract Services	16,167	15,486	18,112	100,000	4,380	50,000	100,000
8191	000	Liability & Surety Bonds	12,488	9,768	11,947	12,000	25,950	25,950	25,950
8200	000	Training Expense	-	470	-	1,000	312	1,000	1,000
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
8400	000	Overhead Allocation	69,022	69,022	69,022	69,022	-	69,022	69,022
<OPERATIONS & MAINTENANCE>			148,805	133,413	121,534	266,622	38,189	222,572	280,572
8540	000	Automotive Equipment	128	-	650	120,000	-	-	-
<CAPITAL OUTLAY>			128	-	650	120,000	-	-	-
[210-6501] Sewer Operations Total			476,970	565,245	524,547	842,099	235,955	586,787	748,921

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Maintenance Worker II (2), Maintenance Worker I (3), Sr. Maintenance Worker, Management Assistant, Streets Supervisor, Deputy Public Works Director, Assistant Finance Director, City Manager, Asst. to the City Manager, Public Works Operations Manager, Civil Engineering Assistant, Public Works Director, Public Works Inspector, Public Works Assistant, Director of Finance, Associate Engineer and partial compensation for Account Clerk, Accounting Technician. Refer to the Appendix for a detailed allocation list. Additional 2% incentive for obtaining California Water Environment Association certification.

- 7020 Overtime
Provides for overtime pay for afterhours emergency response to sewer main stoppages and repairs.

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).

- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartegraph software annual subscription (\$2,100). Cellular phone monthly service charge (\$2,200) and this account also pays a 25% share of City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).

- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).

- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).

- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).

- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).

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- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	9,486	24,538	9,040	30,900	900	30,900	30,900
8140	000	Utilities	42,278	37,764	43,963	60,000	14,376	60,000	60,000
8180	000	Contract Services	49,152	50,148	87,966	70,000	20,533	70,000	70,000
<OPERATIONS & MAINTENANCE>			100,916	112,450	140,969	160,900	35,808	160,900	160,900
8520	000	Machinery & Equipment	18,490	11,309	11,895	20,000	24,037	20,000	20,000
<CAPITAL OUTLAY>			18,490	11,309	11,895	20,000	24,037	20,000	20,000
(215-6115) Traffic Signals Total			119,406	123,759	152,864	180,900	59,845	180,900	180,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$60,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

CAPITAL OUTLAY

8520 Machinery & Equipment

Provides funds for traffic cabinet replacements or upgrades (\$20,000).

STREET LIGHTING

Budget Detail

215-6201

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8000	000	Office Supplies	500	1,288	380	600	170	600	600
8020	000	Special Department Expense	29,007	40,093	14,325	45,500	13,809	45,500	45,500
8100	000	Vehicle Maintenance	5,431	4,843	4,397	7,500	1,149	7,500	7,500
8110	000	Equipment Maintenance	454	-	1,050	3,000	-	3,000	3,000
8130	000	Small Tools	1,124	904	1,268	1,000	-	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,290	1,258	921	1,500	612	1,500	1,500
8134	000	Safety Clothing/Equipment	206	1,109	336	800	224	800	800
8140	000	Utilities	138,353	167,575	140,334	165,000	63,841	165,000	165,000
8170	000	Professional Services	3,200	23,600	23,181	10,000	7,086	14,486	7,400
8191	000	Liability & Surety Bonds	24,976	19,537	23,894	-	-	-	-
8200	000	Training Expense	-	-	-	800	-	800	800
<OPERATIONS & MAINTENANCE>			204,541	260,207	210,086	235,700	86,889	240,186	233,100
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	-	-	-	-	-
[215-6201] Street Lighting Total			204,541	260,207	210,086	235,700	86,889	240,186	233,100

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600).

- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500).

- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).

- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$165,000).

- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	190,029	187,703	116,227	118,292	60,619	128,886	117,784
7020	000	Overtime	2,487	5,900	2,355	3,000	830	3,000	3,000
7040	000	Holiday	-	132	260	-	86	-	-
7055	000	IOD - Non Safety	-	-	324	-	-	-	-
7070	000	Leave Buyback	2,353	3,099	3,569	3,000	1,674	-	-
7100	000	Retirement	26,729	32,107	19,762	22,653	16,550	21,840	15,832
7108	000	Deferred Compensation	194	127	100	107	16	94	106
7110	000	Workers Compensation	15,317	17,292	10,517	4,978	2,722	5,555	4,962
7130	000	Group Health Insurance	18,302	21,905	11,218	11,658	6,831	14,296	16,818
7131	000	Retiree Health Insurance	14,958	14,783	-	-	-	-	-
7140	000	Vision Insurance	577	673	377	432	208	425	432
7150	000	Dental Insurance	2,053	2,395	1,321	1,620	613	1,381	1,620
7160	000	Life Insurance	304	305	176	178	79	159	178
7170	000	FICA - Medicare	2,623	2,857	1,710	1,758	931	1,883	1,751
		<WAGES & BENEFITS>	275,926	289,278	167,916	167,676	91,157	177,519	162,483
8000	000	Office Supplies	-	246	115	500	19	500	500
8010	000	Postage	-	-	-	50	-	-	-
8020	000	Special Department Expense	8,116	5,609	938	15,000	362	15,000	25,000
8040	000	Advertising	-	-	-	200	200	200	200
8060	000	Dues & Memberships	-	-	-	400	135	400	400
8090	000	Conference & Meeting Expense	-	-	-	200	-	200	200
8100	000	Vehicle Maintenance	6,864	7,346	1,458	15,000	1,992	15,000	15,000
8110	000	Equipment Maintenance	3,842	102	164	3,000	100	3,000	3,000
8130	000	Small Tools	2,257	1,509	591	3,000	-	3,000	3,000
8132	000	Uniform Expense/Cleaning	2,749	1,783	1,614	2,100	862	2,100	2,100
8134	000	Safety Clothing/Equipment	374	219	352	1,600	454	1,600	1,600
8170	000	Professional Services	9,101	10,000	4,365	15,000	-	15,000	15,000
8180	000	Contract Services	192,021	210,703	215,473	230,000	17,671	230,000	230,000
8181	000	In-Lieu Tree Planting	7,118	8,235	475	10,000	-	10,000	10,000
8184	000	Annual Tree Planting	-	-	-	-	-	-	25,000
8200	000	Training Expense	310	100	75	800	54	800	800
		<OPERATIONS & MAINTENANCE>	232,752	245,852	225,620	296,850	21,850	296,800	331,800
9181	000	Removal/Replacement Tree Program	-	-	90,055	150,000	-	75,000	75,000
		<CAPITAL OUTLAY>	-	-	90,055	150,000	-	75,000	75,000
[215-6310] Street Trees Total			508,678	535,130	483,591	614,526	113,007	549,319	569,283

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Sr. Maintenance Worker, Parks Supervisor, Maintenance Worker I, Public Works Operations Manager, Public Works Assistant, and Facilities Maintenance Supervisor. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$7,000), ropes, sling, and pulleys (\$3,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$15,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

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- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$2,100).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).
- 8170 Professional Services
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800).
- 8180 Contract Services
Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).
- 8181 In-Lieu Tree Planting
Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8184 Annual Tree Planting
Annual Citywide tree planting (\$25,000).
- 8200 Training
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

CAPITAL OUTLAY

- 9181 Capital Outlay
Remove aged/distressed trees and plant replacement trees (\$75,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Task	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	3,375	2,388	542	3,500	189	3,500	3,500
8180	000	Contract Services	60,148	30,074	42,380	60,500	20,633	60,500	60,500
		<OPERATIONS & MAINTENANCE>	63,523	32,462	42,922	64,000	20,821	64,000	64,000
[215-6416]		Median Strips Total	63,523	32,462	42,922	64,000	20,821	64,000	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for department supplies including sprinklers, valves, fittings and plumbing (\$3,500).

8180 Contract Services

Provides partial cost of services rendered by contract with LandCare for landscape maintenance of street medians (\$60,500). The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180).

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	310,836	233,870	276,843	298,991	143,533	301,644	299,292
7020	000	Overtime	4,748	5,183	4,428	4,000	2,585	4,000	4,000
7040	000	Holiday	224	-	831	-	1,019	1,500	1,500
7055	000	IOD - Non Safety	-	-	129	-	-	-	-
7070	000	Leave Buyback	2,998	3,655	3,005	3,000	5,635	6,000	3,000
7100	000	Retirement	39,660	37,729	48,731	58,770	41,900	53,967	55,092
7108	000	Deferred Compensation	432	341	312	383	57	339	382
7110	000	Workers Compensation	25,558	21,113	26,008	12,016	7,049	14,025	12,049
7130	000	Group Health Insurance	34,757	32,533	29,878	33,153	15,711	31,383	33,288
7131	000	Retiree Health Insurance	16,388	17,672	-	17,672	-	-	-
7140	000	Vision Insurance	1,127	1,022	1,030	1,236	537	1,077	1,236
7150	000	Dental Insurance	3,817	3,306	3,254	4,635	1,829	3,803	4,635
7160	000	Life Insurance	597	439	421	509	248	498	509
7170	000	FICA - Medicare	4,299	3,504	4,078	4,393	2,302	4,582	4,419
		<WAGES & BENEFITS>	445,441	360,367	398,948	438,758	222,404	422,818	419,402
8000	000	Office Supplies	324	1,000	610	1,000	261	1,000	1,000
8020	000	Special Department Expense	101,354	81,766	66,004	80,000	28,300	80,000	80,000
8060	000	Dues & Memberships	500	-	419	300	-	300	300
8100	000	Vehicle Maintenance	34,189	24,984	13,157	20,000	3,700	10,000	20,000
8110	000	Equipment Maintenance	9,245	1,943	442	6,400	3,202	6,400	6,400
8130	000	Small Tools	-	380	260	3,000	3,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	2,361	2,400	3,665	3,000	1,450	3,000	3,000
8134	000	Safety Clothing/Equipment	1,976	1,617	866	1,750	250	1,720	1,750
8170	000	Professional Services	-	-	2,100	2,000	-	2,000	2,000
8180	000	Contract Services	22,318	75,095	29,830	80,000	35,779	80,000	80,000
8200	000	Training Expense	-	177	-	400	172	400	400
		<OPERATIONS & MAINTENANCE>	172,267	189,362	117,353	197,850	76,113	187,820	197,850
8540	000	Automotive Equipment	95,741	-	-	-	-	149,194	-
		<CAPITAL OUTLAY>	95,741	-	-	-	-	149,194	-
[230-6116] Street Maintenance Total			713,449	549,729	516,301	636,608	298,517	759,832	617,252
230 - STATE GAS TAX TOTAL			713,449	549,729	516,301	636,608	298,517	759,832	617,252

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Management Assistant, Street Supervisor, Senior Maintenance Worker (2), Public Works Operations Manager, Public Works Inspector, Engineering Assistant, and a Deputy Public Works Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for after hours emergency response.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500).
- 8020 Special Department Expense
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), and concrete, base sand and backfill soil (\$40,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000).
- 8060 Dues, Memberships, Subscriptions, and Books
This account provides funding for construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas (\$13,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$6,400).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$3,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$3,000).

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8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).

8170 Professional Services

Provides for professional services for street and roadway related topics (\$2,000).

8180 Contract Services

Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000) and weed abatement (\$9,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$36,000).

8200 Training

Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

PROP A PARK MAINTENANCE

Budget Detail **232-6417**

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	8,809	15,385	94,042	25,000	3,090	25,000	25,000
8110	000	Equipment Maintenance	139	-	5,541	5,000	3,638	5,200	5,000
8140	000	Utilities	1,717	1,101	1,119	3,500	481	1,200	3,500
8170	000	Professional Services	-	7,603	-	-	-	-	-
8180	000	Contract Services	4,922	15,252	19,860	10,000	9,312	14,000	30,000
<OPERATIONS & MAINTENANCE>			15,587	39,341	120,562	43,500	16,521	45,400	63,500
[232-6417] Prop "A" Park Maintenance Total			15,587	39,341	120,562	43,500	16,521	45,400	63,500

PROP A PARK MAINTENANCE
Budget Detail 232-6417

OPERATIONS & MAINTENANCE

- 8020 Special Department Expenses
Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000).

- 8140 Equipment Maintenance
Garfield, Orange Grove and Eddie Park playground equipment maintenance (\$5,000).

- 8140 Utilities
Provides funds for utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$3,500).

- 8180 Contract Services
Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$20,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$10,000).

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	434,558	491,433	519,985	522,946	262,030	524,141	455,663
7020	000	Overtime	39,295	28,311	24,624	-	15,410	30,000	30,000
7040	000	Holiday	356	-	592	-	461	500	-
7055	000	IOD - Non Safety	-	-	-	-	747	800	-
7070	000	Leave Buyback	5,932	5,642	12,183	-	5,434	6,000	3,000
7100	000	Retirement	66,111	2,691	94,024	113,256	79,821	101,660	105,591
7108	000	Deferred Compensation	1,431	1,836	1,911	3,239	262	1,339	1,658
7110	000	Workers Compensation	35,833	41,112	43,391	19,266	11,289	22,041	16,593
7120	000	Disability Insurance	-	-	851	-	-	-	-
7130	000	Group Health Insurance	35,699	52,215	45,227	49,110	26,239	53,450	44,874
7131	000	Retiree Health Insurance	26,561	89,914	-	28,640	-	27,900	28,000
7140	000	Vision Insurance	1,221	1,785	1,580	1,764	815	1,648	1,620
7150	000	Dental Insurance	3,939	5,014	4,971	6,615	2,041	4,176	6,075
7160	000	Life Insurance	717	723	725	727	322	631	668
7170	000	FICA - Medicare	6,940	7,891	7,986	7,582	4,228	8,159	7,042
		<WAGES & BENEFITS>	658,593	728,567	758,050	753,145	409,100	782,445	700,784
8000	000	Office Supplies	625	577	590	1,500	172	3,400	3,700
8010	000	Postage	-	-	-	200	-	200	200
8020	000	Special Department Expense	54,174	37,949	43,075	120,000	12,455	120,000	120,000
8050	000	Printing/Duplicating	572	311	540	2,000	311	2,000	2,000
8060	000	Dues & Memberships	55	-	-	700	-	700	700
8070	000	Mileage/Auto Allowance	634	1,065	1,446	1,500	655	1,500	1,500
8090	000	Conference & Meeting Expense	-	-	75	200	-	200	200
8100	000	Vehicle Maintenance	25,702	17,263	14,130	15,000	2,813	12,250	12,250
8110	000	Equipment Maintenance	3,388	2,620	4,166	10,000	3,078	10,000	10,000
8120	000	Building Maintenance	500	-	-	500	-	1,000	1,500
8130	000	Small Tools	3,872	2,415	4,128	10,000	33	10,000	10,000
8132	000	Uniform Expense/Cleaning	2,735	3,303	4,751	4,500	1,986	4,500	4,500
8134	000	Safety Clothing/Equipment	967	4,964	763	2,500	1,681	2,500	2,500
8140	000	Utilities	7,407	8,819	7,598	10,000	6,739	11,000	11,000
8150	000	Telephone	10,661	9,487	16,039	10,000	(1,074)	20,200	20,200
8170	000	Professional Services	-	-	-	20,000	-	20,000	20,000
8180	000	Contract Services	-	15,594	14,693	20,000	21,550	34,000	46,000
8191	000	Liability & Surety Bonds	62,440	48,842	59,735	60,000	77,851	77,851	78,000
8200	000	Training Expense	1,001	230	788	2,000	-	2,000	2,000
8229	000	Taxes	3,358	3,417	3,481	5,000	3,512	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	-	117,114	117,114
		<OPERATIONS & MAINTENANCE>	295,205	273,970	293,112	412,714	131,765	455,415	468,364
8530	000	Computer Equipment	-	-	8,164	-	-	-	-
8540	000	Automotive Equipment	(29)	-	-	160,000	-	-	-
8570	000	Water Sales	-	-	-	-	-	-	-
8572	000	Meters	5,074	3,903	11,524	-	-	-	-
8573	000	Fire Hydrants	12,856	11,012	-	-	-	-	-
8574	000	Valves	3,480	1,060	2,629	-	-	-	-
		<CAPITAL OUTLAY>	21,381	15,975	22,317	160,000	-	-	-
[500-6710] Water Distribution Total			975,179	1,018,512	1,073,479	1,325,859	540,865	1,237,860	1,169,148

Budget Detail	WATER DISTRIBUTION	500-6710
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 5 full-time employees and partial salary of Public Works Director, Water Operations Manager, Public Works Inspector, Civil Engineering Associate, Public Works Assistant and Management Assistant.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540.
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).

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- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies including elevator maintenance at Garfield Reservoir (\$1,500).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and Garfield Water Distribution Facility janitorial services (\$12,000) and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

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8229 Taxes

Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (\$5,000).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$117,114).

WATER PRODUCTION

Budget Detail

500-6711

Acct	Task	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries -Permanent	291,730	316,501	360,519	368,261	159,811	305,488	359,049
7020	000	Overtime	24,025	26,986	31,602	-	12,239	25,000	25,000
7040	000	Holiday	3,786	3,468	4,269	-	2,382	-	-
7070	000	Leave Buyback	3,790	3,569	7,475	-	4,428	-	-
7100	000	Retirement	44,967	1,547	67,512	81,102	56,761	69,972	83,337
7108	000	Deferred Compensation	798	981	1,049	500	183	932	1,003
7110	000	Workers Compensation	27,019	31,636	37,564	16,357	8,272	16,223	14,691
7130	000	Group Health Insurance	23,253	27,026	29,531	32,709	14,597	27,921	39,609
7131	000	Retiree Health Insurance	26,561	89,914	-	28,640	-	27,900	28,000
7140	000	Vision Insurance	843	952	943	1,236	413	791	1,236
7150	000	Dental Insurance	2,954	3,555	3,777	4,635	1,686	3,238	4,635
7160	000	Life Insurance	442	464	485	509	202	395	509
7170	000	FICA - Medicare	4,583	5,178	5,767	5,339	2,650	4,966	5,568
		<WAGES & BENEFITS>	454,751	511,777	550,493	539,288	263,623	482,826	562,637
8000	000	Office Supplies	549	1,826	1,108	1,500	178	3,000	1,500
8010	000	Postage	50	51	-	200	-	-	200
8020	000	Special Department Expense	27,441	29,744	26,723	17,000	12,116	21,000	22,500
8050	000	Printing/Duplicating	70	570	1,182	2,000	-	100	2,000
8060	000	Dues & Memberships	2,166	2,565	2,118	2,600	-	-	2,600
8070	000	Mileage/Auto Allowance	256	198	116	200	-	200	200
8080	000	Books & Periodicals	(78)	700	234	500	448	500	500
8100	000	Vehicle Maintenance	7,245	5,634	7,323	6,000	2,123	6,000	6,000
8110	000	Equipment Maintenance	9,753	23,777	13,343	10,500	15,632	23,000	32,000
8120	000	Building Maintenance	3,925	2,108	-	12,000	162	9,000	9,000
8130	000	Small Tools	-	2,803	786	1,000	-	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,802	1,547	2,194	2,000	1,068	2,000	2,000
8134	000	Safety Clothing/Equipment	1,020	549	450	800	192	800	800
8140	000	Utilities	13,447	3,039	2,985	7,000	1,258	7,000	7,000
8150	000	Telephone	565	464	2,416	1,200	230	1,200	1,200
8152	000	Pumping Power	685,402	552,643	544,220	850,000	261,744	550,000	650,000
8170	000	Professional Services	252,474	301,143	230,556	260,000	86,618	222,000	247,000
8180	000	Contract Services	-	4,765	154,460	120,000	-	10,000	10,000
8200	000	Training Expense	1,030	2,926	60	1,500	150	1,500	1,500
8231	000	Water Purchases - Resale	35,149	29,745	43,134	100,000	55,139	1,460,000	2,300,000
8233	000	Watermaster Charges	779,379	789,861	1,628,804	1,000,000	-	250,000	400,000
8400	000	Overhead Allocation	205,267	205,266	205,267	205,266	-	205,267	205,267
		<OPERATIONS & MAINTENANCE>	2,026,913	1,961,924	2,867,479	2,601,266	437,078	2,773,567	3,902,267
8520	000	Machinery & Equipment	-	119,800	-	-	-	-	-
8530	000	Computer Equipment	-	705	-	3,000	-	3,000	3,000
8540	000	Automotive Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	120,505	-	3,000	-	3,000	3,000
[500-6711] Water Production Total			2,481,663	2,594,206	3,417,972	3,143,554	700,700	3,259,393	4,467,904

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 4 full time employees and partial salary for Public Works Director, Water Operations Manager, Public Works Assistant and Electrician.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Provides funds to employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves Reservoir (\$10,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).

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- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).
- 8120 Building Maintenance
Replace cracked & falling block wall and gate at Kollie pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone
Provides telephone service to water system facilities (\$1,200).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$650,000).
- 8170 Professional Services
Provides for professional services such as water quality testing (\$23,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$35,700), consultant services for preparation of the annual Consumer Confidence Report (\$4,500), Consulting Water Project Manager (\$150,800) and a Rate Study (\$10,000). SCADA system maintenance (\$10,000).
- 8180 Contract Services
Provides for the rehabilitation of well #2 and well #4 (\$10,000).
- 8200 Training Expense
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

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8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City's well production (\$2,300,000). Additional MWD water purchase required to blend and meet the new State 1,2,3 TCP regulation.

8233 Watermaster Charges

This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$400,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

8530 Computer Equipment

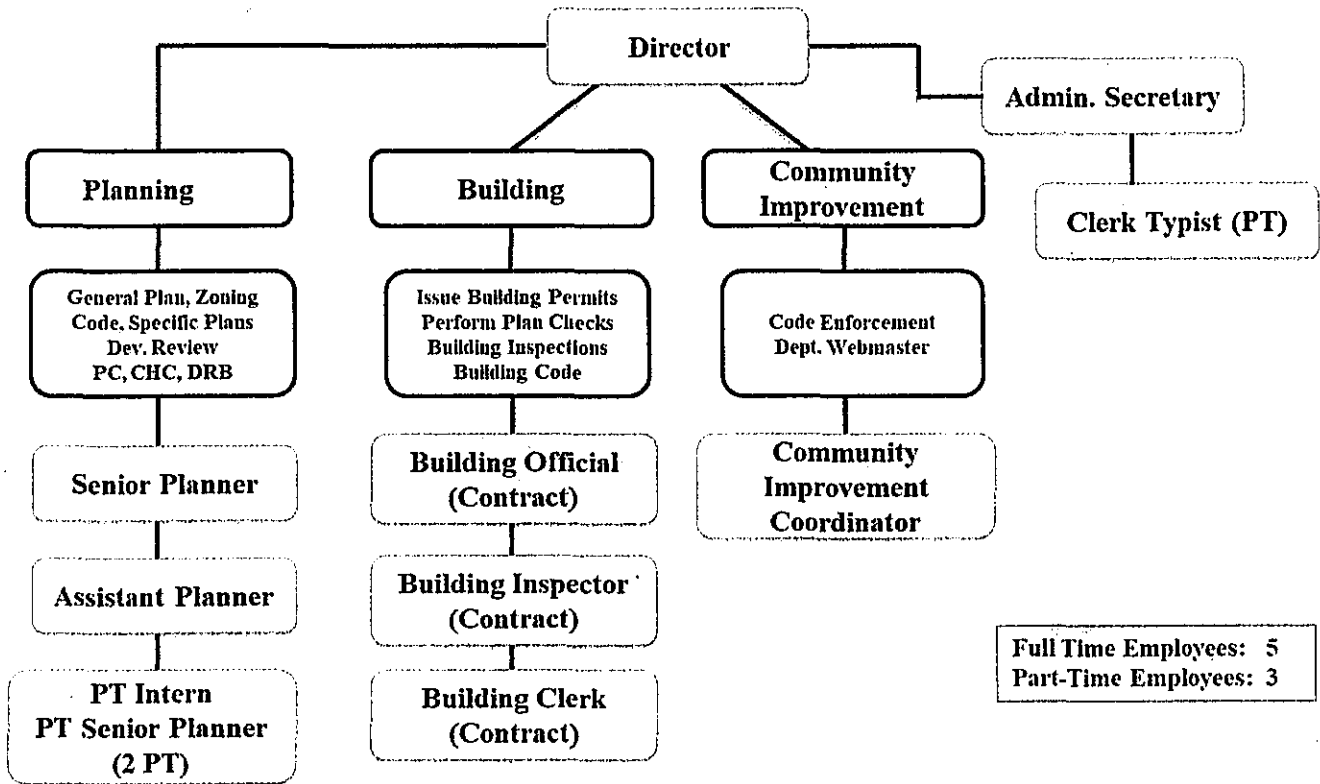
Provide computer equipment for the water division (\$3,000)

PLANNING & BUILDING
Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	531,136	579,934	652,734	623,067	562,975	680,773
Operations & Maintenance	562,581	422,606	548,600	576,425	644,275	565,180
Capital Outlay	161	-	-	-	-	-
Total Expenses by Category	1,093,878	1,002,540	1,201,334	1,199,492	1,207,250	1,245,953
[101-7011] Planning & Building	1,093,878	1,002,540	1,101,334	1,099,492	1,057,250	1,245,953
[105-7011] Facilities & Equipment Replacement	-	-	100,000	100,000	150,000	-
[260-2120] Residential Rehabilitation	-	-	-	-	-	-
[276-7101] Historic Preservation Grant	-	-	-	-	-	-
Total Expenses by Program	1,093,878	1,002,540	1,201,334	1,199,492	1,207,250	1,245,953

Planning & Building Director	1
Senior Planner	1
Assistant Planner	1
Community Improvement Coordinator	1
Administrative Secretary	1
Total	5

PLANNING & BUILDING
Department Description and Authorized Positions



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	365,982	392,724	417,552	419,840	183,397	351,578	414,526
7010	000	Salaries - Temp / Part	42,172	48,322	46,353	60,000	38,745	60,000	90,000
7020	000	Overtime	1,997	1,403	3,386	3,000	7,320	12,000	7,500
7070	000	Leave Buyback	331	294	1,579	1,600	6,855	6,855	7,000
7100	000	Retirement	61,837	75,175	85,666	86,693	63,563	82,592	100,787
7108	000	Deferred Compensation	1,213	1,296	1,355	1,360	261	1,333	1,346
7110	000	Workers Compensation	19,043	22,244	16,855	6,598	3,837	7,356	6,515
7120	000	Disability Insurance	4,455	48	-	-	-	-	-
7130	000	Group Health Insurance	23,738	26,579	27,766	30,780	15,434	28,782	39,480
7140	000	Vision Insurance	934	1,146	1,066	1,200	464	838	1,200
7150	000	Dental Insurance	2,918	3,462	2,781	4,500	1,509	2,898	4,500
7160	000	Life Insurance	509	518	449	495	214	412	495
7170	000	FICA - Medicare	6,007	6,723	7,715	7,001	4,297	8,331	7,424
		<WAGES & BENEFITS>	531,136	579,934	612,523	623,067	325,896	562,975	680,773
8000	000	Office Supplies	2,783	3,107	3,702	2,750	1,103	2,750	2,750
8010	000	Postage	9,062	6,206	5,519	6,000	3,933	6,000	6,000
8020	000	Special Department Expense	32,883	15,280	8,016	9,000	176	4,000	8,500
8040	000	Advertising	4,127	6,451	4,844	4,000	5,227	10,000	6,500
8050	000	Printing/Duplicating	2,863	3,243	4,415	4,000	942	3,000	3,000
8060	000	Dues & Memberships	1,466	2,516	1,593	1,850	135	1,200	1,850
8090	000	Conference & Meeting Expense	450	885	1,673	500	38	500	500
8100	000	Vehicle Maintenance	1,734	1,259	1,211	1,200	959	1,200	1,200
8110	000	Equipment Maintenance	6,510	1,783	2,015	1,500	279	750	1,500
8170	000	Professional Services	29,779	62,078	54,990	54,125	31,176	54,125	91,630
8180	000	Contract Services	470,924	319,798	456,595	390,000	97,434	410,000	425,000
8200	000	Training Expense	-	-	1,000	1,000	-	250	500
8257	000	Boards & Commissions	-	-	-	500	-	500	500
		<OPERATIONS & MAINTENANCE>	562,581	422,606	545,573	476,425	141,402	494,275	549,430
530	000	Computer Equipment	161	-	-	-	-	-	-
		<CAPITAL OUTLAY>	161	-	-	-	-	-	-
[101-7011] Planning & Building Total			1,093,878	1,002,540	1,158,096	1,099,492	467,298	1,057,250	1,230,203

PLANNING & BUILDING

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Building Director, one Senior Planner, one Assistant Planner, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$500), materials and supplies relating to the General Plan/Downtown Specific Plan update as well as for public outreach for other planning projects (\$8,000).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan update and facilitating and encouraging public engagement in other planning projects and programs (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials (\$3,000).

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- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Planning & Development Report (\$300). Also memberships in the American Planning Association (\$750), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$500) and the California Preservation Foundation (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for the balance of the General Plan/Downtown Specific Plan contract (\$36,630); court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); and GIS vendor (\$25,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees (\$400,000). Increase due to a slightly higher expected volume of plan check applications and their related fees. Also provides funds for developing an ordinance to remediate the earthquake hazards of "soft story" buildings (\$25,000)
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$500).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).

LIBRARY

Budget Detail

101-8011

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	681,547	578,300	585,331	745,411	312,000	672,188	761,345
7010	000	Salaries - Temp / Part	234,436	273,318	284,022	230,000	147,035	230,000	230,000
7020	000	Overtime	1,543	1,845	571	1,500	218	1,500	1,500
7040	000	Holiday	355	144	421	500	452	500	500
7070	000	Leave Buyback	2,808	19,297	3,350	10,000	2,619	10,000	10,000
7100	000	Retirement	118,588	132,119	139,245	170,996	119,996	156,305	202,021
7108	000	Deferred Compensation	1,208	1,309	1,282	2,328	372	1,899	2,356
7110	000	Workers Compensation	18,567	19,469	26,950	11,420	7,464	15,385	11,664
7120	000	Disability Insurance	4,927	-	-	-	11,242	11,242	-
7122	000	Unemployment Insurance	72	5,043	495	-	7	7	-
7130	000	Group Health Insurance	60,500	62,517	55,894	73,260	40,270	78,988	95,760
7140	000	Vision Insurance	1,761	1,999	1,769	2,400	967	1,934	2,400
7150	000	Dental Insurance	6,401	6,645	6,040	9,000	3,020	6,345	9,000
7160	000	Life Insurance	1,026	882	798	990	388	825	990
7170	000	FICA - Medicare	18,860	22,611	23,760	14,172	13,066	27,686	14,403
		<WAGES & BENEFITS>	1,152,599	1,125,498	1,129,928	1,271,977	659,117	1,214,804	1,341,939
8000	000	Office Supplies	10,532	10,659	12,064	10,000	3,424	10,000	10,000
8010	000	Postage	3,725	3,924	4,905	4,000	1,500	4,000	2,500
8020	000	Special Department Expense	27,839	27,029	30,630	30,000	14,277	30,000	30,000
8030	000	Library Periodicals	15,650	14,722	14,449	13,500	15,031	14,000	12,500
8031	000	Electronic Resources	35,714	25,908	32,796	40,000	21,195	40,000	31,000
8040	000	Advertising	1,114	3,196	3,556	4,000	1,032	4,000	4,000
8050	000	Printing/Duplicating	5,205	6,140	4,765	6,000	393	6,000	5,000
8060	000	Dues & Memberships	840	1,887	1,357	4,000	1,710	2,000	2,000
8070	000	Mileage/Auto Allowance	81	53	126	500	67	150	350
8080	000	Books & Periodicals	145,411	119,796	133,429	125,000	40,424	125,000	125,000
8083	000	E-Books	-	-	-	-	-	-	10,000
8085	000	City-wide Reading Program	1,325	-	2,217	-	-	-	-
8090	000	Conference & Meeting Expense	1,475	1,213	398	2,000	837	1,000	3,000
8110	000	Equipment Maintenance	50,564	52,562	37,278	10,000	5,457	10,000	4,000
8120	000	Building Maintenance	17,902	13,124	21,536	15,500	6,187	15,500	15,000
8140	000	Utilities	36,905	41,331	34,755	-	18,955	-	-
8151	000	CENIC WiFi Expenses	-	-	-	-	-	11,000	16,500
8155	000	Rental/Lease	1,262	1,229	303	-	305	-	-
8170	000	Professional Services	5,724	5,724	11,718	14,000	6,765	6,765	10,000
8171	000	Prof. Svcs. - Library Ops. Study	-	-	-	20,000	-	-	-
8180	000	Contract Services	16,698	18,198	30,880	60,000	31,835	31,835	87,000
8200	000	Training Expense	2,131	450	2,125	3,000	125	3,000	3,000
8257	000	Boards & Commissions	1,144	804	2,088	3,000	300	2,500	2,500
		<OPERATIONS & MAINTENANCE>	381,241	347,949	381,375	364,500	169,818	316,750	373,350
8520	000	Machinery & Equipment	-	-	-	-	46,375	46,375	-
8521	000	Mach. & Equip. - Library Ops. Study	-	-	-	60,000	-	60,000	30,000
8530	000	Computer Equipment	-	-	14,166	20,000	3,481	21,000	9,500
		<CAPITAL OUTLAY>	-	-	14,166	80,000	49,856	127,375	39,500
[101-8011] Library Total			1,533,840	1,473,447	1,525,469	1,716,477	878,791	1,658,929	1,754,789

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Director of Library, Arts, and Culture; 1 Assistant Library Director, 1 Public Services Manager, 1 Support Services Manager, 1 Digital Services Manager, 1 Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 2 Library Clerks.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$10,000)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,500)
- 8020 Special Department Expense
\$26,000 funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions. \$1,000 for the rebinding of important, out-of-print books and other materials, and \$3,000 for storage unit rental for off-site storage. (\$30,000)
- 8030 Periodicals
Provides funds for the renewal of approximately 135 hard copy magazine and newspaper subscriptions (including the *South Pasadena Review*, *Pasadena Weekly*, *Star-News*, *Los Angeles Times*, *LA Weekly*, and many others), as well as for updates of annual materials, such as motor vehicle price guides and investment newsletters. (\$12,500)
- 8031 Digital Resources
Provides funds for the purchase of electronic information databases used both inside and outside the Library. Many of them are also available to the public via our website which means these can be accessed to users from home, office, and personal computers, tablets, laptops, and smartphones. The Library subscribes to electronic databases offering a broad range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, encyclopedias, an authoritative dictionary, and others. (\$31,000)

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- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. Also covers artwork and graphic design for special project materials. (\$4,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, promotional magnets, posters, library card applications (in English, Chinese, and Spanish languages), and a host of other printed materials for the public. (\$5,000)
- 8060 Dues and Memberships
Supports membership(s) to the California Library Association, Califa, American Library Association, California Public Library Advocates, Book Club of California, and other professional organizations for the professional growth of staff and the Board of Trustees. These provide continuing education, professional development, and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries. (\$2,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$350)
- 8080 Books/CDs/DVDs
Provides funds for the purchase and outsourced physical processing of circulating books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$125,000)
- 8083 eBooks/eAudiobooks
Provides funds for the purchase of circulating digital books and digital audiobooks. Annual circulation of digital books and audiobooks exceeds 12,000. (\$10,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$3,000)
- 8110 Equipment Maintenance
For technical support, repair and maintenance of the computer system hardware and software, public computers and copiers, and support for public workstations. Includes Library's portion for digital postage meter and postal scale. (\$4,000)
- 8120 Building Maintenance
Provides for janitorial supplies, emergency janitorial service, miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,500 for miscellaneous repairs, \$3,000 for Community Room repairs. (\$15,000)

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- 8151 CENIC WiFi Expenses
Provides for out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff WiFi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount the following fiscal year. (\$16,500)
- 8170 Professional Services
Among other costs, provides funds for institutional membership in the Southern California Library Cooperative at \$2,600; \$2,625 fee for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax, \$1,500 for CSAC Excess Insurance Authority, and \$3,000 for marketing services, and \$275 for other miscellaneous services. (\$10,000)
- 8180 Contract Services
Among other costs, provides funds for security alarm, security camera, fire alarm, and emergency lighting maintenance services, and EnvisionWare computer reservation and print management services. Includes funds for cataloging records subscription, theft detection system and self-check machine maintenance, for debt collection service, as well as a book/CD/DVD ordering platform, and Integrated Library System product licensing and services. (\$87,000)
- 8200 Employee Training
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$3,000)
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at annual California Public Library Advocates workshops and the California Library Association Annual Conference in Riverside, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$2,500)

CAPITAL OUTLAY

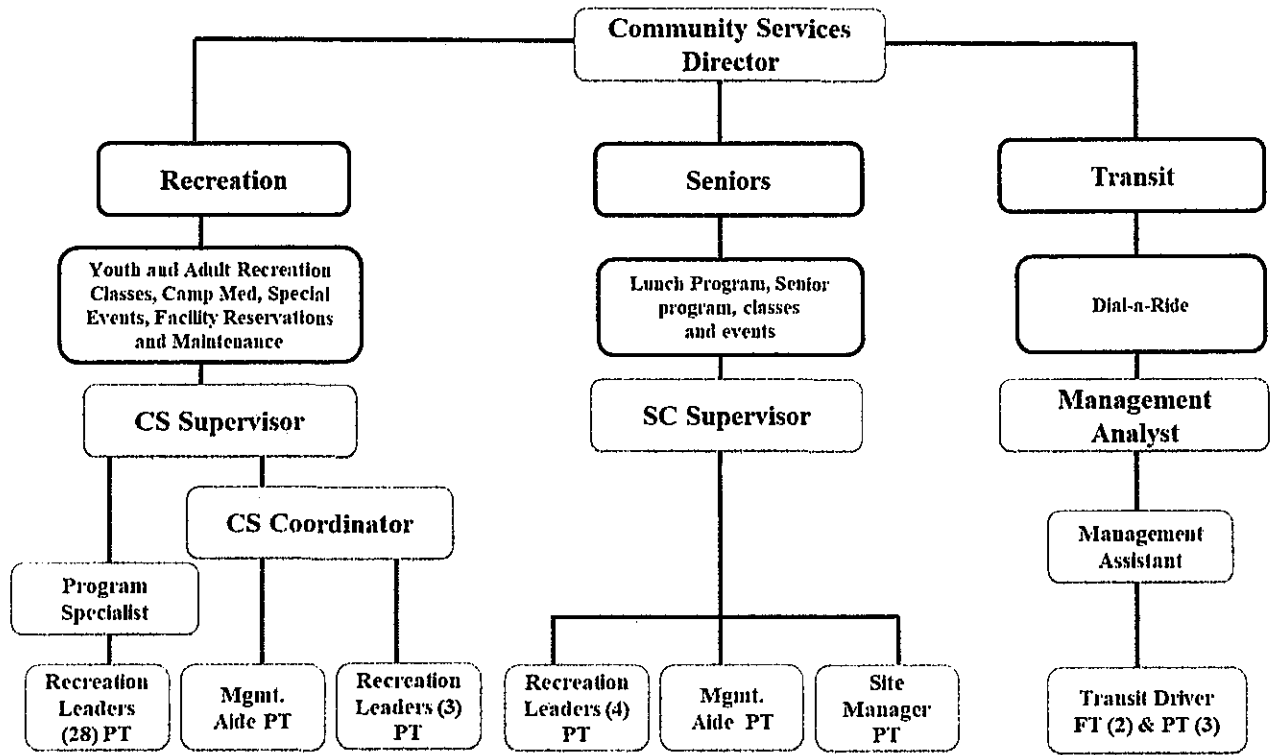
- 8521 Machinery & Equip –Library Operations Study (LOS)
Includes funds for chairs for public computer workstations, display shelving for new materials and reconfiguration of reference shelving area. (\$30,000)
- 8530 Computer Equipment
Includes \$3,700 for mobile devices for customer and staff training and demonstration: 2 iPads, 2 Kindle, 2 Android. Also includes \$750 for a laptop and accessories for off-site and Community Room presentations, \$2,500 for a flat screen display for Library announcements, and \$1,800 for Bluetooth mobile scanners and printers for making library cards and checking out materials wirelessly at off-site locations, and \$750 for other miscellaneous computer equipment. (\$9,500)

COMMUNITY SERVICES
Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,683,346	1,164,033	1,435,621	1,533,414	1,021,704	1,452,895
Operations & Maintenance	973,559	1,559,449	1,796,848	1,843,801	1,555,088	1,758,077
Capital Outlay	59,100	150,942	180,000	-	-	314,000
Total Expenses by Category	2,716,005	2,874,424	3,412,469	3,377,215	2,576,792	3,524,972
[101-8021] Senior Services	297,272	244,462	346,297	349,487	305,861	354,820
[101-8031] Community Services	279,225	280,051	301,925	246,836	210,747	208,098
[101-8032] Recreation and Youth Services	613,593	660,451	679,655	856,063	835,731	864,109
[105-8031] Facilities & Equipment Replacement	-	-	110,000	110,000	-	-
[205-2210] Prop "A" Administration	27,719	33,034	14,997	14,312	-	13,680
[205-8022] Gold Link	-	-	-	-	-	-
[205-8024] Transit Planning	-	-	336,849	156,083	119,301	335,331
[205-8025] Dial-A-Ride	260,004	330,628	314,899	298,749	75,500	278,271
[207-2260] Prop "C" Administration	35,160	80,478	6,989	30,397	-	5,860
[207-8025] Dial-A-Ride	177,779	213,679	242,782	230,793	50,320	337,426
[260-8023] CDBG Senior Nutrition Prog	39,314	37,339	31,500	39,000	39,000	39,000
[275-6410] Park Maintenance	67,178	45,478	20,000	-	-	-
[295-8041] General Administration	248,251	307,367	316,000	328,267	320,821	357,548
[295-8042] Golf Course Maintenance	371,583	369,858	397,435	388,582	332,273	415,383
[295-8043] Range	67,208	50,159	43,753	58,550	38,125	36,014
[295-8044] Golf Shop	101,001	78,518	96,389	101,947	95,000	112,707
[295-8045] Food Service	130,718	142,922	153,001	168,149	154,113	166,725
Total Expenses by Program	2,716,005	2,874,424	3,412,469	3,377,215	2,576,792	3,524,972

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Management Analyst	1
Community Services Coordinator	1
Program Specialist	1
Management Aide	1
Transit Driver	2
Total	9

COMMUNITY SERVICES
Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	Salaries - Permanent	75,807	33,849	79,199	77,079	38,424	78,557	76,316
7010	Salaries - Temp / Part	86,470	88,784	79,836	132,764	50,441	95,000	132,764
7070	Leave Buyback	30	-	-	2,100	-	2,100	2,100
7100	Retirement	18,632	15,963	18,997	26,146	19,578	26,122	29,322
7108	Deferred Compensation	722	400	766	770	148	753	763
7110	Workers Compensation	4,839	4,664	5,156	1,180	1,405	2,887	1,169
7122	Unemployment Insurance	294	-	2,223	-	-	-	-
7130	Group Health Insurance	7,865	5,005	8,580	8,580	5,490	10,980	13,380
7140	Vision Insurance	220	140	240	240	120	240	240
7150	Dental Insurance	825	525	900	900	450	900	900
7160	Life Insurance	108	54	100	99	50	99	99
7170	FICA - Medicare	4,695	4,580	6,095	9,349	2,043	4,363	9,337
	<WAGES & BENEFITS>	200,507	153,964	202,092	259,207	118,149	222,001	266,390
8000	Office Supplies	3,972	3,570	3,584	3,000	844	3,000	3,000
8010	Postage	2,741	3,876	1,466	2,000	-	2,000	2,000
8020	Special Department Expense	15,857	14,926	14,978	13,200	8,952	13,200	14,000
8040	Advertising	218	620	-	400	-	400	400
8050	Printing/Duplicating	4,265	3,144	3,637	4,200	1,724	4,200	4,200
8060	Dues & Memberships	165	180	180	500	-	180	200
8090	Conference & Meeting Expense	1,179	767	38	500	425	900	-
8110	Equipment Maintenance	4,228	2,757	2,474	3,500	974	2,700	3,500
8120	Building Maintenance	3,394	3,841	1,682	3,600	1,808	3,600	3,200
8140	Utilities	12,686	12,404	13,778	-	217	-	-
8170	Professional Services	3,500	1,750	3,500	3,000	-	-	3,000
8180	Contract Services	25,669	22,987	18,977	30,900	1,119	29,000	29,150
8200	Training Expense	591	298	239	500	-	-	500
8264	Special Events	3,247	3,536	2,971	5,000	1,587	4,700	5,000
8267	Classes	13,627	15,189	21,802	19,200	10,685	19,200	19,500
8300	Lease Payment	1,426	653	192	780	64	780	780
	<OPERATIONS & MAINTENANCE>	96,765	90,498	89,498	90,280	28,401	83,860	88,430
[101-8021] Senior Services Total		297,272	244,462	291,590	349,487	146,550	305,861	354,820

SENIOR SERVICES

Budget Detail	101-8021
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PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide, Site Manager, and Recreation Leaders (4) (\$132,764).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,100)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200).
- 8020 Special Department Expense
Provides funds for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,500), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,400), Home Delivery meal program supplies (\$2,400) mileage reimbursement for volunteers (\$800) coffee service (\$2,400), cleaning supplies (\$1,000) and health fair (\$1,500).
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds for printing of the monthly senior newsletter (\$3,000), business envelopes (\$600), printing events flyers (\$600).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400).
- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure washing of center entry (\$500), HVAC maintenance (\$500) cleaning of stainless steel surfaces in kitchen 3 times a year (\$700) cleaning of drapes (\$500).

DRAFT

- 8170 Professional Services
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).
- 8180 Contract Services
Provide funds for fire and security system (\$1,650), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$25,000).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Excursions/ Special Events
Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$5,000).
- 8267 Classes
Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members. It is estimated that leisure classes will generate \$28,000 next year. Payments to instructor for classes vary either 65/35 or 80/20 (\$19,500).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	Salaries - Permanent	172,464	169,296	171,747	108,338	58,464	117,840	107,265
7010	Salaries - Temp / Part	7,601	5,052	1,439	10,500	(215)	10,500	10,500
7020	Overtime	(3,054)	(1,941)	(1,013)	-	(1,119)	-	-
7040	Holiday	-	-	154	-	-	-	-
7070	Leave Buyback	178	783	847	3,000	-	3,000	3,000
7100	Retirement	27,012	31,384	32,868	67,415	17,895	23,220	28,418
7108	Deferred Compensation	1,153	1,230	1,086	1,083	220	1,122	1,072
7110	Workers Compensation	7,765	8,589	6,445	1,710	1,002	1,888	1,693
7122	Unemployment Insurance	-	-	-	-	-	-	-
7130	Group Health Insurance	12,363	15,728	13,778	6,435	3,277	6,784	6,435
7140	Vision Insurance	228	340	288	180	63	127	180
7150	Dental Insurance	1,076	1,261	1,069	675	235	470	675
7160	Life Insurance	206	205	175	74	39	77	74
7170	FICA - Medicare	2,840	3,108	3,134	2,221	1,075	1,984	2,206
	<WAGES & BENEFITS>	229,832	235,035	232,017	201,631	80,936	167,012	161,518
8000	Office Supplies	1,385	1,447	1,433	1,500	33	1,450	1,000
8010	Postage	1,150	864	394	1,000	-	750	650
8020	Special Department Expense	15,449	10,175	8,127	10,250	8,214	10,250	11,830
8040	Advertising	312	2,125	500	150	-	-	150
8050	Printing/Duplicating	336	375	-	400	-	-	200
8060	Dues & Memberships	770	1,105	875	640	-	640	650
8090	Conference & Meeting Expense	2,386	839	2,726	1,500	-	-	1,000
8110	Equipment Maintenance	632	6,509	6,205	6,335	6,006	7,735	7,035
8120	Building Maintenance	9,958	10,168	11,608	15,250	4,623	15,250	14,450
8140	Utilities	1,016	1,981	1,238	-	107	-	-
8180	Contract Services	4,213	6,689	19,817	7,430	3,045	7,430	9,065
8200	Training Expense	488	398	261	250	79	80	250
8264	Special Events	10,000	1,990	-	-	-	-	-
8267	Classes	-	94	-	-	-	-	-
8300	Lease Payment	1,298	257	247	500	64	150	300
	<OPERATIONS & MAINTENANCE>	49,393	45,016	53,431	45,205	22,170	43,735	46,580
	[101-8031] Community Services Total	279,225	280,051	285,448	246,836	103,106	210,747	208,098

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations (\$10,500)
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$3,000)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), War Memorial Building Sports Mats (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for Orange Grove (\$1,000) electrical cord covers for events (\$250), spider box for events (\$750) portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355).
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$170).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2018 (Southern California) (\$1,000).

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8110 Equipment Maintenance

Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), refrigerator and microwave replacement for Teen Center and Orange Grove lower level (\$2,000) War Memorial Building semi-annual range hood cleaning (\$735) Department Camera Maintenance Service (\$150), Utility carts for War Memorial Building (\$500), replacement of picnic benches at Arroyo Park (\$2,800).

8120 Building Maintenance

Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750).

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), fire and security system onetime cost for installation at Eddie Park House (\$2,000) Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170).

8200 Training Expense

Provides funds for job related training seminars and materials (\$250).

8300 Lease Payment

Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	Salaries - Permanent	116,992	98,014	134,906	192,918	87,258	188,875	194,398
7010	Salaries - Temp / Part	187,394	202,696	225,294	267,562	154,672	267,562	267,562
7020	Overtime	-	143	252	5,000	1,588	4,000	4,500
7055	IOD - Non Safety	-	42	-	-	-	-	-
7070	Leave Buyback	28	-	-	2,100	964	964	1,500
7100	Retirement	20,470	30,545	28,099	53,351	37,854	49,481	59,693
7108	Deferred Compensation	730	796	822	792	158	805	784
7110	Workers Compensation	12,877	15,244	12,823	4,692	4,040	7,046	4,814
7120	Disability Insurance	-	2,028	-	-	-	-	-
7122	Unemployment Insurance	4,306	12,676	2,383	-	(258)	(258)	-
7130	Group Health Insurance	9,136	10,834	10,336	18,600	9,056	18,375	18,600
7140	Vision Insurance	440	520	480	720	322	645	720
7150	Dental Insurance	1,500	1,950	1,800	2,700	1,205	2,410	2,700
7160	Life Insurance	189	216	200	297	149	297	297
7170	FICA - Medicare	13,246	14,464	16,079	19,696	10,573	16,989	19,686
	<WAGES & BENEFITS>	367,308	390,168	433,474	568,428	307,581	557,191	575,254
8000	Office Supplies	2,218	2,500	3,090	2,500	696	2,500	2,500
8010	Postage	628	506	-	500	-	500	500
8020	Special Department Expense	7,428	10,523	9,587	10,800	3,271	10,800	5,050
8040	Advertising	777	474	561	1,150	102	785	1,150
8050	Printing/Duplicating	-	-	57	250	-	125	250
8060	Dues & Memberships	315	315	315	555	-	555	555
8090	Conference & Meeting Expense	3,794	2,245	4,002	2,630	2,660	2,660	4,385
8110	Equipment Maintenance	2,136	1,217	248	850	-	850	850
8120	Building Maintenance	11,547	7,055	6,458	20,300	17,507	20,300	20,550
8180	Contract Services	13,712	19,609	19,983	20,215	3,254	20,000	20,150
8200	Training Expense	325	324	299	300	88	125	300
8264	Special Events	26,809	41,343	44,621	56,700	26,772	56,700	56,700
8267	Classes	139,390	136,759	112,905	123,500	52,782	115,255	123,500
8268	Camp Services	35,952	47,156	44,167	47,125	14,149	47,125	47,155
8269	Teen Center	-	-	-	-	-	-	5,000
8300	Lease Payment	1,254	257	193	260	64	260	260
	<OPERATIONS & MAINTENANCE>	246,285	270,283	246,486	287,635	121,346	278,540	288,855
8530	Computer Equipment	-	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-	-
[101-8032] Recreation and Youth Services Total		613,593	660,451	679,960	856,063	428,927	835,731	864,109

RECREATION AND YOUTH SERVICES

Budget Detail	101-8032
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PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Recreation Division Recreation Leaders and Management Aide (\$267,562).
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250).
- 8020 Special Department Expense
Cleaning supplies (\$300), Youth Commission activities (\$1,000), mileage reimbursement (\$250), and replacement of basketball court nets (\$100), staff shirts (\$500), and replenishment of first aid kits for special events (\$100), special event equipment (\$2,800).
- 8040 Advertising
Provides funds to promote recreation programs and events, staff recruitments (\$150), and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park (\$1,000).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Northern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$3,000), and annual Maintenance Management School (\$1,385).

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- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including credit card (\$250), copy (\$350) and fax machine (\$250).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), and replacement four drinking fountains on parks (\$17,250).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,170).
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
Provides funds for South Pasadena Doggy Day (\$750), Spring Eggstravaganza (\$5,000), Community Baseball Night (\$2,500), two Movies in the Park (\$6,000), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$1,450), Halloween (\$3,500), Breakfast with Santa (\$3,000), Snow Day (\$12,000), and National Night Out (\$1,500). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Five Summer Concerts in the Park Series (\$18,000).
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$190,000 next year. 65% of which is paid to the contracted instructors (\$123,500).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$10,900). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$4,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Purchase new compartment storage units (\$1,500), Provides funds for required First Aid/CPR training for staff (\$1,200), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,000), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$600), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteen Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300).

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8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150).

8300 Lease Payment

Provides for a portion of postage machine (\$260).

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PROP "A" - LOCAL TRANSIT ADMINISTRATION						
Budget Detail						205-2210

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	5,532	9,758	12,626	10,870	4,779		10,011
7020	Overtime	-	1		-	-		
7070	Leave Buyback	-	-	18	-	-		
7100	Retirement	1,185	1,618	2,180	2,279	1,616		2,581
7108	Deferred Compensation	71	92	99	101	16		100
7110	Workers Compensation	378	524	454	171	77		158
7130	Group Health Insurance	368	571	597	636	262		600
7131	Retiree Health Insurance	9,404	10,140	-	-	-		
7140	Vision Insurance	6	13	16	19	5		16
7150	Dental Insurance	30	43	44	72	19		63
7160	Life Insurance	8	8	7	7	4		6
7170	FICA - Medicare	110	141	183	157	71		145
<WAGES & BENEFITS>		18,279	22,909	16,224	14,312	6,849		13,680
8060	Dues & Memberships	1,550	3,000	-	-	-		-
8250	Bus Pass Subsidy	7,890	7,125	-	-	-		-
<OPERATIONS & MAINTENANCE>		9,440	10,125					
205-2210] Prop "A" Administration Total		27,719	33,034	16,224	14,312	6,849		13,680

PROP "A" – LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

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PROP "A" - TRANSIT PLANNING

Budget Detail

205-8024

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	-	-	22,090	21,667	9,948	-	21,453
7100	000	Retirement	-	-	4,153	4,771	3,407	-	5,531
7108	000	Deferred Compensation	-	-	211	216	36	-	214
7110	000	Workers Compensation	-	-	808	342	162	-	338
7130	000	Group Health Insurance	-	-	1,222	1,287	619	-	1,287
7140	000	Vision Insurance	-	-	24	36	12	-	36
7150	000	Dental Insurance	-	-	90	135	44	-	135
7160	000	Life Insurance	-	-	15	14	7	-	14
7170	000	FICA - Medicare	-	-	315	314	149	-	311
		<WAGES & BENEFITS>	-	-	28,928	28,782	14,383	-	29,319
8000	000	Office Supplies	-	-	-	-	-	-	-
8010	000	Postage	-	-	-	-	-	-	-
8020	000	Misc. Supplies - Parking	-	-	3,377	3,000	239	1,500	7,100
8040	000	Advertising	-	-	-	-	-	-	-
8050	000	Printing/Duplicating	-	-	-	-	-	-	-
8060	000	Dues & Memberships	-	-	4,550	6,000	-	6,000	-
8061	000	HOA Dues	-	-	20,762	32,041	-	32,041	32,041
8100	000	Vehicle Maintenance	-	-	-	-	-	-	-
8105	000	Fuel	-	-	-	-	-	-	-
8120	000	Building Maintenance	-	-	-	-	-	-	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-	5,500
8170	000	Professional Services	-	-	-	-	-	-	10,000
8180	000	Contract Services	-	-	56,670	76,260	38,607	76,260	79,871
8200	000	Training Expense	-	-	-	-	-	-	-
8250	000	Bus Pass Subsidy	-	-	6,910	10,000	530	3,500	10,000
8300	000	Lease Payment	-	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	92,269	127,301	39,376	119,301	147,512
8520	000	Machinery & Equipment	-	-	-	-	-	-	137,000
8540	000	Automotive Equipment	-	-	133,924	-	-	-	40,000
		<CAPITAL OUTLAY>	-	-	133,924	-	-	-	177,000
[205-8024] Transit Planning Total			-	-	255,121	156,083	53,759	119,301	353,831

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100) additional funding is in the Mission Meridian Public Garage account.
- 8061 Property Owners' Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041).
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000).
- 8140 Utilities
Electricity (\$5,500).
- 8170 Professional Services
Consultant Fees (\$10,000).
- 8180 Contract Services
Buses for City excursions. Increase in funds due to additional excursions (\$35,871).
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000).
Provide funds for bus stops maintenance costs (\$35,000).
- 8250 Bus Pass Subsidy
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides funds for the purchase of a charging station for the Plug-in Electric Vehicles (\$26,000) and installation (\$31,000) and Generator for Parking Structure (\$80,000).
- 8540 Automotive Equipment
Provides funds for the purchase of a Plug-in Electric Vehicle (\$40,000).

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PROP "A" - DIAL A RIDE

Budget Detail

205-8025

Acct	TSR	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	(914)	34,873	90,371	93,542	38,937		92,616
7010	000	Salaries - Temp / Part	116,808	68,262	45,924	150,000	24,505	75,000	90,000
7020	000	Overtime	-	-	187	2,000	301	500	2,000
7040	000	Holiday	-	-	117	-	100	-	-
7055	000	IOD - Non Safety	-	-	179	-	-	-	-
7070	000	Leave Buyback	-	-	267	300	-	-	-
7100	000	Retirement	4,701	19,432	17,140	23,893	17,364	-	21,521
7108	000	Deferred Compensation	-	372	-	-	-	-	-
7110	000	Workers Compensation	5,228	5,044	9,584	4,656	2,223	-	4,610
7120	000	Disability Insurance	-	-	-	-	3,562	-	-
7130	000	Group Health Insurance	-	4,290	11,086	11,100	6,450	-	18,000
7140	000	Vision Insurance	-	120	405	480	202	-	480
7150	000	Dental Insurance	-	450	610	1,800	305	-	1,800
7160	000	Life Insurance	-	54	199	198	99	-	198
7170	000	FICA - Medicare	6,340	1,504	2,016	10,780	1,052	-	7,046
		<WAGES & BENEFITS>	132,163	134,401	178,085	298,749	95,102	75,500	238,271
8000	000	Office Supplies	960	2,800	1,998	-	-	-	-
8010	000	Postage	728	371	110	-	-	-	-
8020	000	Special Department Expense	7,184	5,716	4,643	-	-	-	-
8040	000	Advertising	324	849	150	-	-	-	-
8050	000	Printing/Duplicating	2,030	1,841	582	-	-	-	-
8060	000	Dues & Memberships	-	-	625	-	-	-	-
8090	000	Conference & Meeting Expense	-	-	-	-	-	-	-
8100	000	Vehicle Maintenance	20,788	33,138	23,670	-	637	-	-
8105	000	Fuel	4,360	3,436	2,198	-	457	-	-
8132	000	Uniform Expense/Cleaning	64	1,269	750	-	-	-	-
8150	000	Telephone	-	-	-	-	-	-	-
8180	000	Contract Services	28,950	26,634	7,030	-	114	-	-
8200	000	Training Expense	2,054	2,361	1,004	-	-	-	-
8300	000	Lease Payment	1,299	855	366	-	49	-	-
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	68,741	79,270	43,126	-	1,258	-	-
8530	000	Computer Equipment	-	28,194	35,034	-	-	-	-
8540	000	Automotive Equipment	59,100	88,763	-	-	-	-	-
		<CAPITAL OUTLAY>	59,100	116,957	35,034	-	-	-	-
205-8025 Dial A Ride Total			260,004	330,628	256,245	298,749	96,359	75,500	238,271

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

7000 Full Time Salaries

Provide funds for two (2) full time Transit Drivers.

7010 Regular Salaries

Provides funds for four (4) part time Transit Drivers and Program Specialist (\$90,000).

7020 Overtime

Provides overtime pay for after-hours relating to transit (\$2,000).

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PROP "C" – LOCAL TRANSIT ADMINISTRATION	
Budget Detail	207-2260

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	3,621	4,398	5,147	5,092	1,826		4,290
7010	000	Salaries - Temp / Part	244	-	-	-	-		
7020	000	Overtime	-	1	-	-	-		
7070	000	Leave Buyback	-	-	18	-	-		
7100	000	Retirement	813	738	951	1,006	682		1,106
7108	000	Deferred Compensation	49	40	40	43	6		42
7110	000	Workers Compensation	253	229	185	80	29		67
7130	000	Group Health Insurance	215	255	248	293	92		257
7131	000	Retiree Health Insurance	2,576	8,124	-	-	-		
7140	000	Vision Insurance	4	6	8	9	4		7
7150	000	Dental Insurance	17	19	19	36	7		27
7160	000	Life Insurance	5	3	3	3	1		2
7170	000	FICA - Medicare	76	64	75	73	27		62
		<WAGES & BENEFITS>	7,873	13,877	6,694	6,635	2,673		5,860
8020	000	Misc. Supplies - Parking	-	981	124	-	-		-
8060	000	Dues & Memberships	3,000	3,000	-	3,000	-		-
8061	000	HOA Dues	18,700	20,089	-	20,762	-		-
8180	000	Contract Services	5,587	8,546	-	-	-		-
		<OPERATIONS & MAINTENANCE>	27,287	32,616	124	23,762			
8540	000	Automotive Equipment	-	33,985	-	-	-		-
		<CAPITAL OUTLAY>		33,985					
[207-2260] Prop "C" Administration Total			35,160	80,478	6,818	30,397	2,673		5,860

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PROP "C" – LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the Management Analyst and Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "C" - DIAL A RIDE

Budget Detail

207-8025

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	96,934	152,368	118,439	122,688	59,476	-	128,400
7010	000	Salaries - Temp / Part	2,713	181	-	-	-	-	-
7020	000	Overtime	777	3,216	3,756	3,000	668	-	3,000
7040	000	Holiday	105	97	-	-	74	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-	-
7070	000	Leave Buyback	1,515	583	-	-	205	-	-
7100	000	Retirement	10,723	22,964	19,052	8,475	9,276	-	9,329
7110	000	Workers Compensation	7,573	8,007	3,777	6,107	987	-	6,391
7120	000	Disability Insurance	32,515	-	-	-	-	-	-
7130	000	Group Health Insurance	20,537	22,024	12,165	11,100	5,538	-	11,100
7140	000	Vision Insurance	638	709	405	480	202	-	480
7150	000	Dental Insurance	1,587	966	1,220	1,800	610	-	1,800
7160	000	Life Insurance	234	189	190	198	99	-	198
7170	000	FICA - Medicare	1,928	2,375	1,776	1,822	930	-	1,905
		<WAGES & BENEFITS>	177,779	213,679	160,780	155,670	78,064	-	162,603
8000	000	Office Supplies	-	-	-	2,000	409	900	2,000
8010	000	Postage	-	-	-	650	-	350	650
8020	000	Special Department Expense	-	-	-	7,000	1,514	2,500	7,000
8040	000	Advertising	-	-	-	500	120	120	500
8050	000	Printing/Duplicating	-	-	-	2,000	436	500	2,000
8060	000	Dues & Memberships	-	-	-	700	-	650	700
8090	000	Conference & Meeting Expense	-	-	-	1,000	-	300	1,000
8100	000	Vehicle Maintenance	-	-	-	36,000	6,521	25,000	36,000
8105	000	Fuel	-	-	-	3,000	195	1,500	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	2,000	-	900	2,000
8140	000	Utilities	-	-	-	-	-	-	3,000
8180	000	Contract Services	-	-	-	16,575	8,824	15,000	16,275
8200	000	Training Expense	-	-	-	1,800	621	900	1,800
8300	000	Lease Payment	-	-	-	1,898	64	1,700	1,898
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	75,123	18,705	50,320	77,823
8520	000	Machinery & Equipment	-	-	-	-	-	-	57,000
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-	57,000
207-8025 Dial-A-Ride Total			177,779	213,679	160,780	230,793	96,769	50,320	297,426

PROP "C" - DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

- 7000 Full time Salaries
Provides funds for Management Analyst and Management Assistant.
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$3,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. Increase due to promotional mailers (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200).
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. Increase due to additional promotional materials (\$2,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700).
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$5,000) and van and vehicle cleaning (\$4,000).
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

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- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).
- 8140 Utilities
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).
- 8180 Contract Services
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon WiFi JetPack data plan (\$1,000).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$1,800).
- 8300 Lease Payment
Provides funds for postage machine lease (\$648) and Copier (\$1,250).

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CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Task	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8180	000	Contract Services	39,314	37,339	47,486	39,000	32,953	39,000	39,000
		<OPERATIONS & MAINTENANCE>	39,314	37,339	47,486	39,000	32,953	39,000	39,000
[260-8023]		CDBG Senior Nutrition Prog Total	39,314	37,339	47,486	39,000	32,953	39,000	39,000

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 15% of the funds for contract catering of hot lunch/nutrition program. This number varies year-to-year dependent on the actual Block Grant allocation, and number of meals served (\$39,000).

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Park Maintenance	275-6410
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Budget Detail

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8170	000	Professional Services	67,178	45,478	66,007	-	-	-	-
		<OPERATIONS & MAINTENANCE>	67,178	45,478	66,007	-	-	-	-
8500	000	Building & Improvements	-	-	6,109	-	-	-	-
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	6,109	-	-	-	-
9190	000	Dog Park	-	6,005	125,060	-	-	-	-
		<CAPITAL PROJECTS>	-	6,005	125,060	-	-	-	-
[275-6410] Park Maintenance Total			67,178	51,483	197,176	-	-	-	-
275 - PARK IMPACT FEES TOTAL			67,178	51,483	197,176	-	-	-	-

Arroyo Seco Golf Course – Administration	295-8041
Budget Detail	

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	46,000	-	-	-	-	-	-
7110	000	Workers Compensation	4,040	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	-	-
7170	000	FICA - Medicare	12,494	-	-	-	-	-	-
		<WAGES & BENEFITS>	62,534	-	-	-	-	-	-
8000	000	Office Supplies	2,019	5,132	3,268	3,800	263	3,000	3,800
8010	000	Postage	-	28	33	-	-	-	-
8020	000	Special Department Expense	40,373	46,681	43,850	39,777	15,122	37,500	46,013
8040	000	Advertising	700	135	1,854	1,200	1,082	2,500	3,420
8120	000	Building Maintenance	14,683	10,323	4,690	18,504	1,614	15,000	18,504
8140	000	Utilities	9,769	8,032	9,856	10,950	2,566	10,950	10,950
8150	000	Telephone	8,274	9,857	9,752	9,900	3,442	9,000	9,900
8160	000	Legal Service	-	-	550	-	-	-	-
8170	000	Professional Services	96,000	103,878	102,500	101,996	35,833	101,996	101,996
8180	000	Contract Services	4,000	114,053	119,761	125,135	45,214	110,000	126,640
8191	000	Liability & Surety Bonds	4,273	3,537	7,352	10,800	11,058	25,000	30,120
8229	000	Taxes	552	505	861	925	750	925	925
8300	000	Lease Payment	5,074	5,206	4,917	5,280	1,786	4,950	5,280
		<OPERATIONS & MAINTENANCES>	185,717	307,367	309,244	328,267	118,731	320,821	357,548
[295-8041] General Administration Total			248,251	307,367	309,244	328,267	118,731	320,821	357,548

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,800).
- 8020 Special Department Expense
Credit card and bank fees & charges (\$27,786), computer services (\$14,412), membership dues (\$565) and licensing fee (\$750), donations (\$2,500).
- 8040 Advertising
Promotions and ads for Golf Course (\$3,420).
- 8120 Building Maintenance
Maintenance (\$12,000) and Janitorial Supplies (\$6,000) Burglar alarm (\$504).
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$7,800).
- 8150 Telephone
Telephone and Internet services (\$9,900).
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year).
- 8180 Contract Services
Compensation for Manager and Starter (\$126,640).
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$30,120).
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

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Arroyo Seco Golf Course – Course Maintenance							295-8042	
Budget Detail								

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	207,978	-	-	-	-	-	-
7110	000	Workers Compensation	9,651	-	-	-	-	-	-
7170	000	FICA - Medicare	19,215	-	-	-	-	-	-
		<WAGES & BENEFITS>	236,844	-	-	-	-	-	-
8020	000	Special Department Expense	29,765	23,423	21,762	6,300	5,730	6,300	6,300
8100	000	Vehicle Maintenance	10,982	10,316	8,293	15,600	1,861	10,250	15,600
8120	000	Building Maintenance	24,736	29,852	38,300	41,100	3,068	39,580	41,900
8130	000	Small Tools	450	35	5,634	2,400	-	85	2,400
8132	000	Uniform Expense/Cleaning	4,469	5,459	5,619	6,000	2,049	5,000	6,000
8140	000	Utilities	62,878	53,240	56,159	60,900	22,510	59,600	59,900
8150	000	Telephone	1,459	2,068	1,198	1,200	379	1,200	1,200
8180	000	Contract Services	-	245,465	246,466	255,082	86,336	210,258	282,083
		<OPERATIONS & MAINTENANCE>	134,739	369,858	383,431	388,582	121,932	332,273	415,383
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-	-
[295-8042] Golf Course Maintenance Total			371,583	369,858	383,431	388,582	121,932	332,273	415,383

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500).
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800).
- 8120 Building Maintenance
Maintenance (\$15,700), fertilizer seed and chemicals (\$17,000), sand, gravel and top soil (\$6,800) and course irrigation repairs (\$2,400).
- 8130 Small Tools
Purchase for tools for repairs (\$2,400).
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000).
- 8140 Utilities
Funds for electricity (\$54,900) and water (\$5,000).
- 8150 Telephone
Funds for telephone (\$1,200).
- 8180 Contract Services
Compensation for maintenance staff (\$282,083).

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Budget Detail	Arroyo Seco Golf Course – Driving Range	295-8043
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Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	38,636	-	-	-	-	-	-
7110	000	Workers Compensation	1,571	-	-	-	-	-	-
7170	000	FICA - Medicare	4,696	-	-	-	-	-	-
		<WAGES & BENEFITS>	44,903	-	-	-	-	-	-
8020	000	Special Department Expense	13,509	7,204	6,448	14,400	3,976	12,000	14,400
8120	000	Building Maintenance	8,796	217	9,841	6,000	21	2,565	6,000
8180	000	Contract Services	-	42,738	40,899	38,150	13,017	23,560	15,614
		<OPERATIONS & MAINTENANCE>	22,305	50,159	57,188	58,550	17,013	38,125	36,014
[295-8043] Range Total			67,208	50,159	57,188	58,550	17,013	38,125	36,014

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$13,200) and supplies (\$1,200).

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000).

- 8180 Contract Services
Compensation for maintenance staff and starter (\$15,614).

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Budget Detail		Arroyo Seco Golf Course – Golf Shop					295-8044	
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Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	83,700	-	-	-	-	-	
7110	000	Workers Compensation	3,591	-	-	-	-	-	
7170	000	FICA - Medicare	8,572	-	-	-	-	-	
		<WAGES & BENEFITS>	95,863	-	-	-	-	-	
8020	000	Special Department Expense	5,138	1,383	2,141	6,000	2,447	5,500	6,000
8120	000	Building Maintenance	-	-	-	-	-	-	
8180	000	Contract Services	-	77,135	87,124	95,947	29,817	89,500	106,707
		<OPERATIONS & MAINTENANCE>	5,138	78,518	89,265	101,947	32,264	95,000	112,707
[295-8044] Golf Shop Total			101,001	78,518	89,265	101,947	32,264	95,000	112,707

Budget Detail

Golf Shop

295-8044

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies (\$6,000).

- 8180 Contract Services
Compensation for Starter (\$106,707).

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Arroyo Seco Golf Course – Food and Beverage							295-8045
Budget Detail							

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	94,901	-	-	-	-	-	-
7110	000	Workers Compensation	3,591	-	-	-	-	-	-
7170	000	FICA - Medicare	10,969	-	-	-	-	-	-
		<WAGES & BENEFITS>	109,461	-	-	-	-	-	-
8020	000	Special Department Expense	13,313	15,985	24,006	25,092	7,036	21,899	25,745
8120	000	Building Maintenance	7,838	4,479	4,660	6,000	2,993	4,000	6,000
8130	000	Small Tools	106	362	398	2,100	133	625	2,100
8132	000	Uniform Expense/Cleaning	-	1,997	-	-	-	-	-
8180	000	Contract Services	-	120,099	125,730	134,957	43,538	127,589	132,880
		<OPERATIONS & MAINTENANCE>	21,257	142,922	154,794	168,149	53,700	154,113	166,725
[295-8045] Food Service Total			130,718	142,922	154,794	168,149	53,700	154,113	166,725

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$600), paper products (\$2,115), linens (\$4,745), rental equipment for events (\$1,800), license and permits (\$1,625), and supplies (\$7,660) and Music and Entertainment (\$7,200).

8120 Building Maintenance

Maintenance (\$6,000).

8130 Small Tools

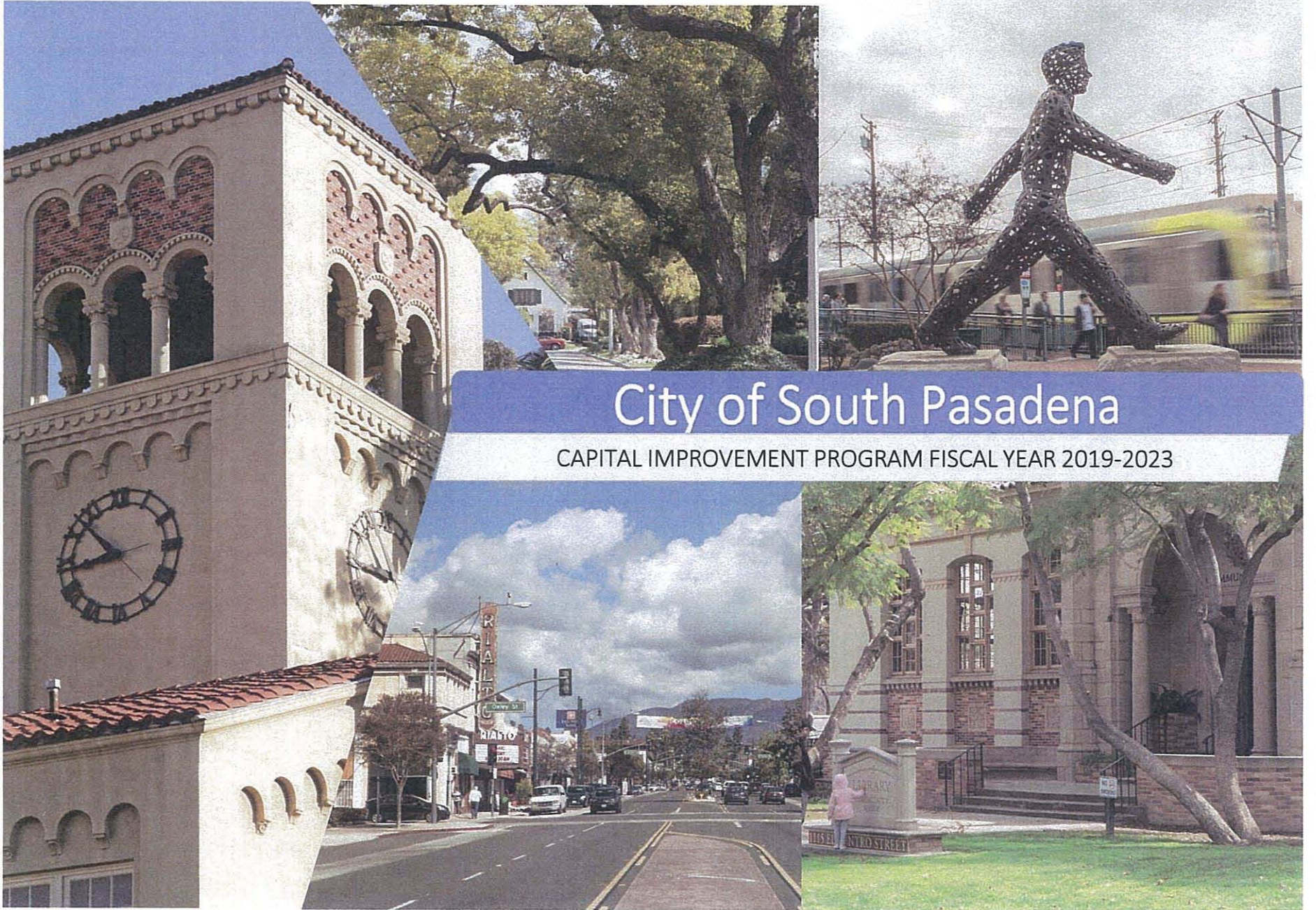
Purchase of tools for repairs (\$2,100).

8180 Contract Services

Compensation for restaurant staff (\$132,880).

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ATTACHMENT 3
Five Year CIP



City of South Pasadena

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023

**City of South Pasadena, California
Incorporated March 2, 1888**

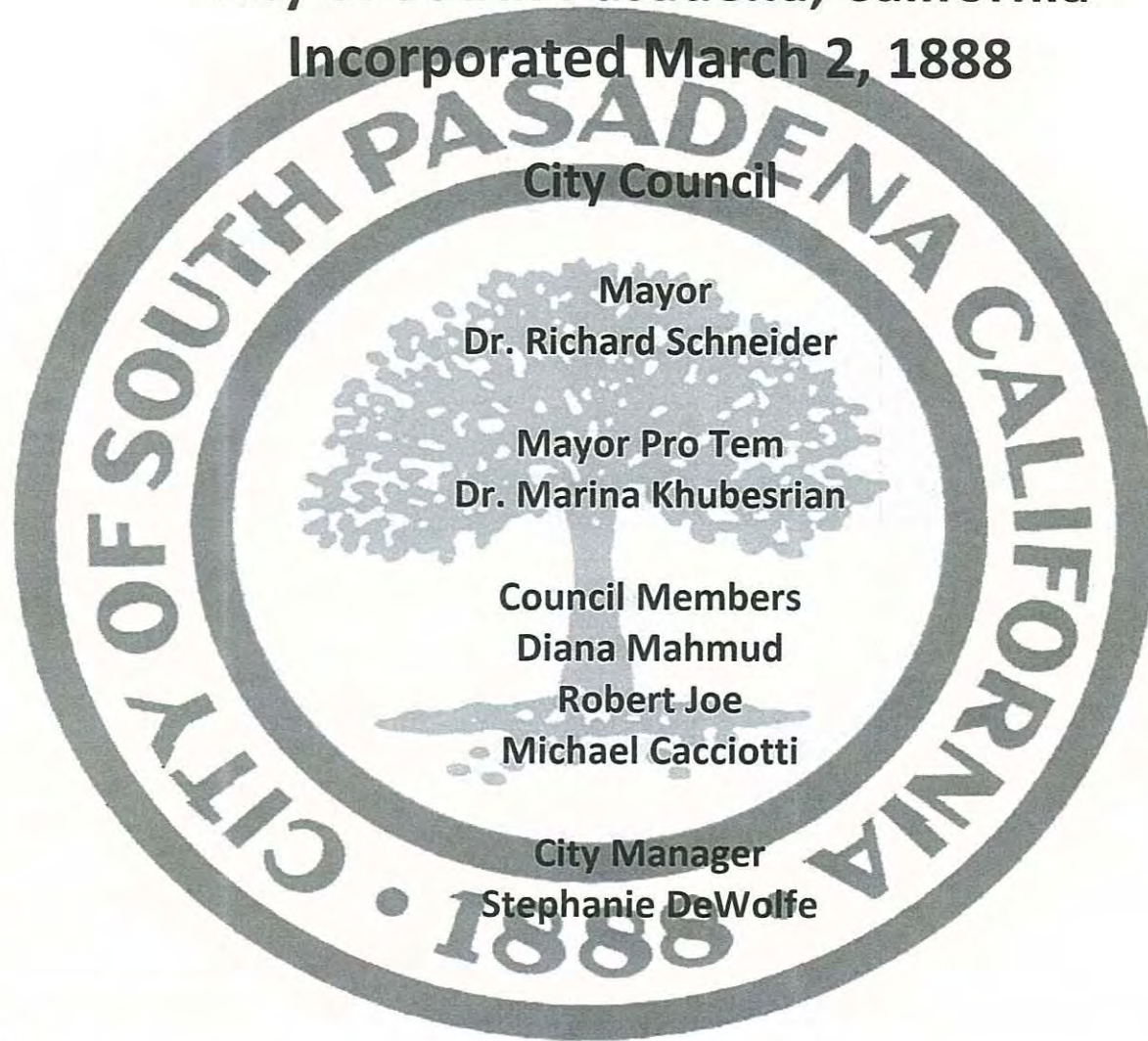
City Council

**Mayor
Dr. Richard Schneider**

**Mayor Pro Tem
Dr. Marina Khubesrian**

**Council Members
Diana Mahmud
Robert Joe
Michael Cacciotti**

**City Manager
Stephanie DeWolfe**



**Prepared by:
Management Services and Finance Division**

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PROGRAM SUMMARY

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023



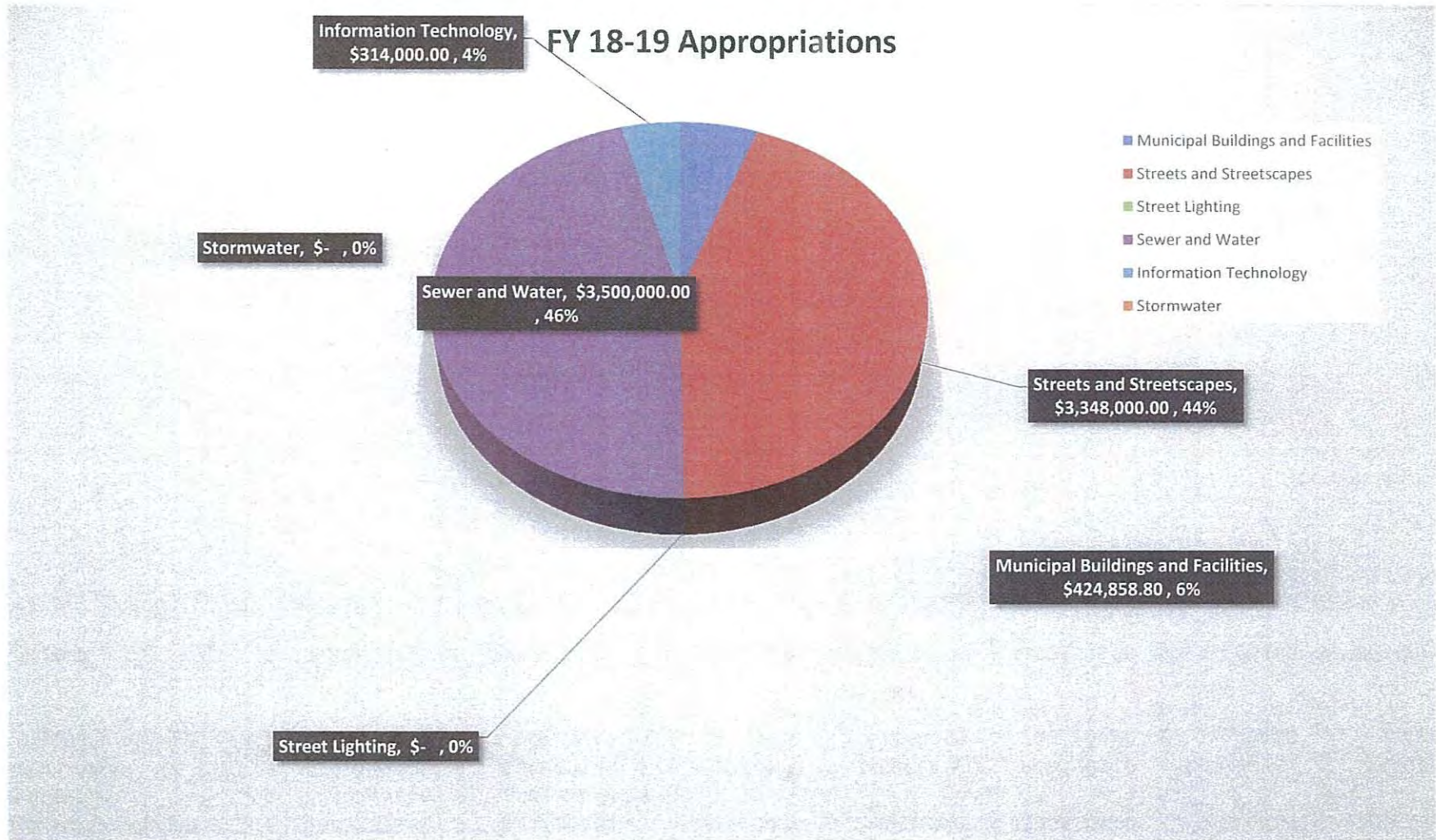
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Fund Summary

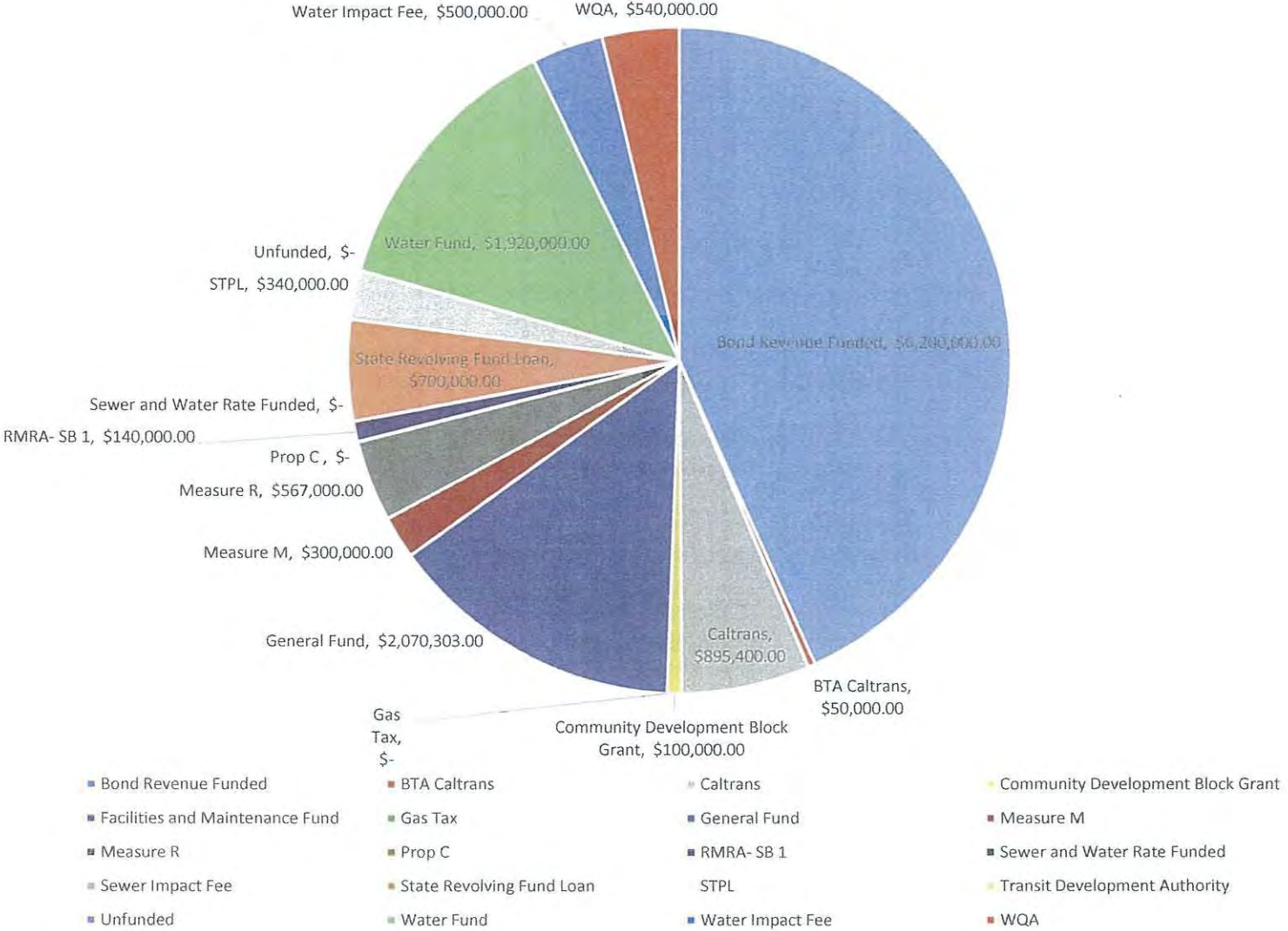
Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
Municipal Buildings and Facilities	\$ 1,673,334.65	\$ 100,000.00	\$ 424,858.80	\$ 578,900.00	\$ 569,575.85	\$ -	\$ -
Streets and Streetscapes	\$ 67,057,596.00	\$ 4,712,903.00	\$ 3,348,000.00	\$ 2,403,493.00	\$ 38,300,000.00	\$ 2,930,000.00	\$ 15,363,200.00
Street Lighting	\$ 1,500,362.00	\$ 1,500,362.00	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer and Water	\$ 33,030,000.00	\$ 8,300,000.00	\$ 3,500,000.00	\$ 6,580,000.00	\$ 5,030,000.00	\$ 3,670,000.00	\$ 5,950,000.00
Information Technology	\$ 924,400.00	\$ 64,400.00	\$ 314,000.00	\$ 174,000.00	\$ 124,000.00	\$ 124,000.00	\$ 124,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 104,185,692.65	\$ 14,677,665.00	\$ 7,586,858.80	\$ 9,736,393.00	\$ 44,023,575.85	\$ 6,724,000.00	\$ 21,437,200.00



Totals by Fund

Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
Bond Revenue Funded	\$ 8,000,000.00	\$ 6,200,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ -
BTA Caltrans	\$ 234,000.00	\$ 50,000.00	\$ 184,000.00	\$ -	\$ -	\$ -	\$ -
Caltrans	\$ 10,145,400.00	\$ 895,400.00	\$ 150,000.00	\$ 100,000.00	\$ -	\$ 9,000,000.00	\$ -
Community Development Block Grant	\$ 600,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Facilities and Maintenance Fund	\$ 360,000.00						
Gas Tax	\$ 1,072,000.00	\$ -	\$ 300,000.00	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00	\$ -
General Fund	\$ 7,356,303.00	\$ 2,070,303.00	\$ 950,000.00	\$ 1,884,000.00	\$ 1,840,000.00	\$ 1,084,000.00	\$ 84,000.00
Measure M	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -
Measure R	\$ 2,532,972.00	\$ 567,000.00	\$ 700,000.00	\$ 316,493.00	\$ 316,493.00	\$ 316,493.00	\$ -
Prop C	\$ 800,000.00	\$ -	\$ -	\$ 500,000.00	\$ -	\$ 200,000.00	\$ 100,000.00
RMRA- SB 1	\$ 1,540,000.00	\$ 140,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ -
Sewer and Water Rate Funded	\$ 1,160,000.00	\$ -	\$ -	\$ 80,000.00	\$ 680,000.00	\$ 250,000.00	\$ 150,000.00
Sewer Impact Fee							
State Revolving Fund Loan	\$ 10,700,000.00	\$ 700,000.00	\$ 6,500,000.00	\$ 3,500,000.00	\$ -	\$ -	\$ -
STPL	\$ 440,000.00	\$ 340,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
Transit Development Authority							
Unfunded	\$ 48,715,061.99	\$ -	\$ 5,324,858.80	\$ 10,418,900.00	\$ 573,303.19	\$ 29,040,000.00	\$ 3,358,000.00
Water Fund	\$ 2,920,000.00	\$ 1,920,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -
Water Impact Fee	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
WQA	\$ 540,000.00	\$ 540,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Designated Reserves							

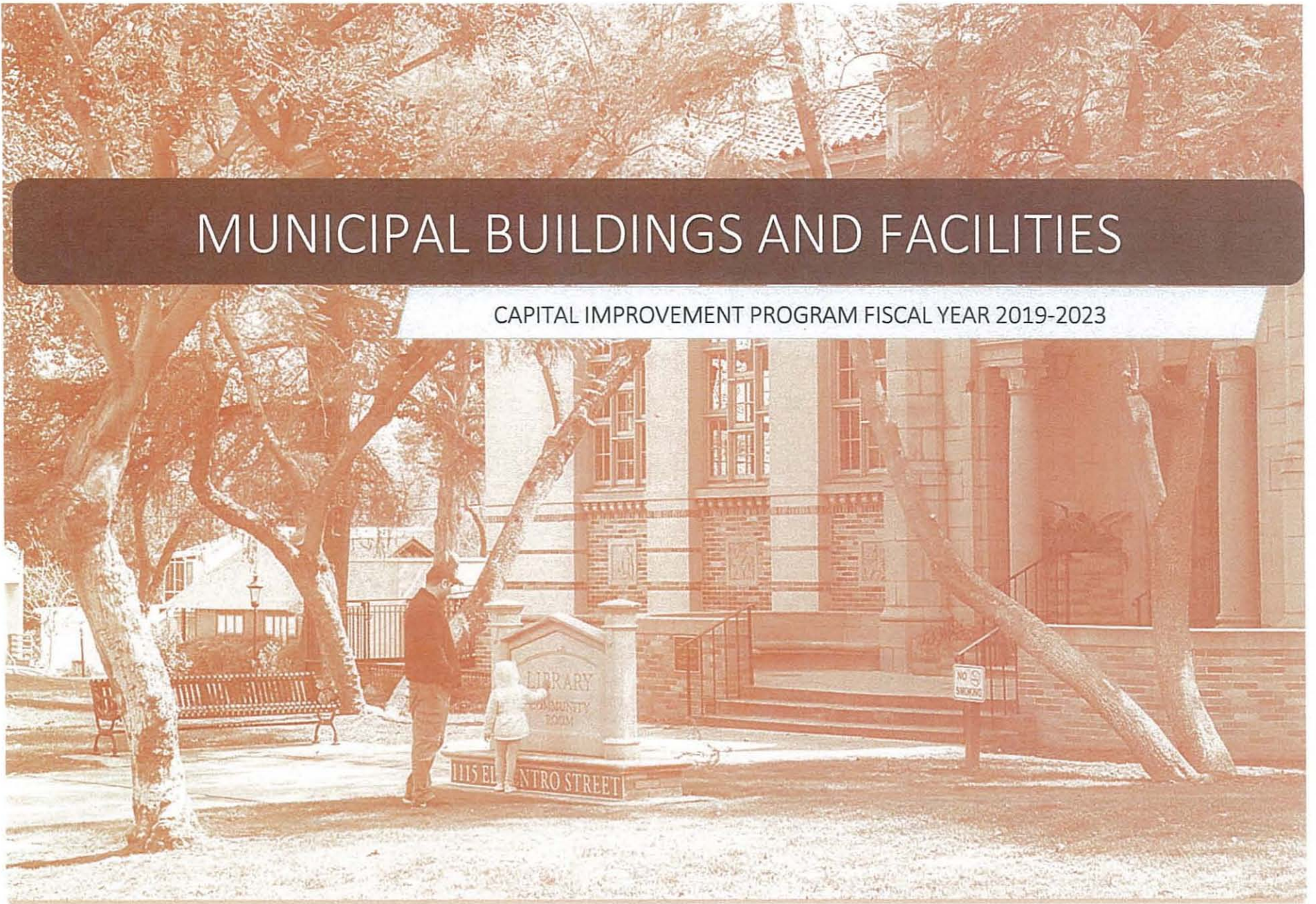
Appropriated FY 2018



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MUNICIPAL BUILDINGS AND FACILITIES

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023



FY 2019-2023 Capital Improvement Program
Streets and Streetscapes

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Emergency Operations Center	\$ 400,000.00	\$ 100,000.00	\$ 300,000.00	\$ -			
2	War Memorial Drainage Mitigation	\$ 200,000.00		\$ 200,000.00		\$ -		
3	Eddie Park Improvements	\$ 503,849.87			\$ -	\$ 503,849.87		
4	Orange Grove Recreational Building Improvements	\$ 57,625.48	\$ 100,000.00	\$ 28,172.16		\$ 29,453.32		
5	Ironworks Museum Improvements	\$ 77,500.00		\$ -	\$ 77,500.00	\$ -		
6	Police Department Electrical and HVAC Improvements	\$ 96,686.64		\$ 96,686.64				
7	City Hall Electrical Maintenance	\$ 125,720.00			\$ 125,720.00			
8	Library and Community Room Improvements	\$ 175,680.00			\$ 175,680.00	\$ -		
9	Window and Door Replacement Senior Center	\$ 36,272.66		\$ 36,272.66				

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Emergency Operations Center	\$ 400,000.00	\$ 100,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$ 125,720.00	\$ -	\$ -	\$ 125,720.00	\$ -	\$ -	\$ -
	Total	\$ 125,720.00	\$ -	\$ -	\$ 125,720.00	\$ -	\$ -	\$ -

Emergency Operations Center



DESCRIPTION: The South Pasadena City Hall is part of the Civic Center Complex and serves as a city administration facility. The 9,320-square foot facility was completed circa 1965 and has since undergone some remodeling over the years since its original construction.

JUSTIFICATION: City hall has severely declining wiring which cannot sustain current capacity for electrical needs such as computers and phone systems. During the latest Citywide Capital Improvements audit this maintenance was identified as a top priority. The project will include replacing the switchboard, transformer, and wiring in City Hall.

SCHEDULE: The schedule will be based on the defined schedule included in the Facilities and Maintenance Assessment report. Once funds are identified the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.5 Goal 1 - To manage change and target growth by type and location to better serve community needs and enhance the quality of life, and coordinate new City capital improvements consistent with concentrated development in specified Focus Areas.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
2	War Memorial Drainage Mitigation	\$ 200,000.00	\$ -	\$200,000.00	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$ 503,849.87	\$ -	\$ -	\$ -	\$503,849.87	\$ -	\$ -
	Total	\$ 503,849.87	\$ -	\$ -	\$ -	\$503,849.87	\$ -	\$ -

War Memorial Drainage Mitigation



DESCRIPTION: Eddie Park is located on the southeast corner of Edgewood Drive and Chelton Wash and includes the historical Eddie House and an open lawn area with a sall play area and swings. The park is framed by a three-for high brick wall. The house is used by local girls and boy scout troops, facility reservations, and as a meeting space.

JUSTIFICATION: Following the Facility Assessments Report, the historical house is in need of the following: doors, windows, exterior wood trim, stucco and stud wall, new roof, variable refrigerant flow system, cold water distribution, interior light fixtures, new flooring on second floor and subflooring where needed, second floor patio stabilization along with park site drainage solution.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities and Maintenance Assessment report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 4: Historic Preservation, section 5.5, Policy 2.4 - Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
3	Eddie Park Improvements	\$ 503,849.87	\$ -	\$ -	\$ -	\$503,849.87	\$ -	\$ -
	Unfunded	\$ 77,500.00	\$ -	\$ -	\$ 77,500.00	\$ -	\$ -	\$ -
	Total	\$ 77,500.00	\$ -	\$ -	\$ 77,500.00	\$ -	\$ -	\$ -

Eddie Park Improvements



DESCRIPTION: The Meridian Iron Works Museum is a two story, wood framed building with a rectangular footprint and a front gable roof with false-front parapet. The building was estimated to have been built as early as 1886. The museum is operated by the South Pasadena Preservation Foundation.

JUSTIFICATION: This project includes water intrusion mitigation on the park which currently drains towards the museum, replace single ADA automatic door operating system, and modify restrooms and plumbing to comply with ADA.

SCHEDULE: Once funds are identified the project schedule will be updated, however the priority is reflected based on the Facilities and Maintenance Assessment Report.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 4: Historic Preservation section 5.5, Policy 2.1: Encourage the code enforcement process to ensure compliance with the City’s municipal codes and 2.3 - Promote new and existing programs and procedures to effectively implement historic preservation laws and regulations.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
4	Orange Grove Recreational Building	\$ 57,625.48	\$ 100,000.00	\$ 28,172.16	\$ -	\$ 29,453.32	\$ -	\$ -
	Designated Reserve	\$ 400,000.00	\$ 100,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 400,000.00	\$ 100,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -

Orange Grove Recreational Building Improvements: DESCRIPTION: Initial upgrades to the current EOC which is located in the downstairs of the Fire Station.

Upgrades include the purchase of equipment and furniture identified by staff as necessary to support EOC functionality. The equipment and furniture identified by staff includes satellite phones, portable radios, mobile radios, flat screen TV's, movable tables and chairs, EOC position file cabinets, window drapes/coverings and supplies for above equipment. The proposed upgrades during the FY 18/19 budget cycle will include retro-fitting existing phone/internet lines, mounting of flat screen TV's, electronic security key card entry system, all-in-one computers for EOC positions, hardwiring electrical for new equipment and installation costs.



JUSTIFICATION: An Emergency Operations Center (EOC) is a critical component for the city to respond to a large scale emergencies and disasters. By completing the necessary technological and equipment upgrades, the city is taking advances and remaining consistent with all aspects of "Our Safe Community" element.

SCHEDULE: This project was approved by council for the FY 17/18 Fiscal Year and will be completed in FY 18/19, however the priority is reflected based on the Facilities and Maintenance Assessment Report.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 8: Safety & Noise, section 8.2E Preparedness and Disaster Response - The City has an adopted Disaster Response Plan that details the responsibilities and roles of the City staff and supporting entities in the event of a major natural or man-made disaster.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
5	Ironworks Museum Improvements	\$ 77,500.00	\$ -	\$ -	\$ 77,500.00	\$ -	\$ -	\$ -
	Unfunded	\$ 57,625.48	\$ -	\$ 28,172.16	\$ -	\$ 29,453.32	\$ -	\$ -
	Total	\$ 57,625.48	\$ -	\$ 28,172.16	\$ -	\$ 29,453.32	\$ -	\$ -

Ironworks Museum Improvements



DESCRIPTION: The Orange Grove Recreation Building is located at 815 Mission street. Construction of the 3,964 square foot facility was completed circa 1936. The facility serves as home to the Recreation Division and includes a small meeting space, Teen Center, Camp Med and staff offices.

JUSTIFICATION: This project consists of replacement of steel window units, replace ceramic tile on floor and walls in bathrooms, and replace stall type urinals. As part of the Facilities Assessment Report the project will help to deter systems or components nearing end of their useful life which can cause additional deterioration and added repair costs.

SCHEDULE: Once funds are identified the project schedule will be updated, however the priority is reflected based on the Facilities and Maintenance Assessment Report and the key findings identified to have an anticipated failure year.

RELATIONSHIP TO GENERAL PLAN: Chapter 5: Historic Preservation, Section 5.5 Goal 1 -To preserve and maintain sites, structures, and neighborhoods that serve as significant reminders of the city’s social, educational, religious and architectural history.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
6	Police Department Electrical and HVAC Improvements	\$ 96,686.64	\$ -	\$ 96,686.64	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$ 96,686.64	\$ -	\$ 96,686.64	\$ -	\$ -	\$ -	\$ -
	Total	\$ 96,686.64	\$ -	\$ 96,686.64	\$ -	\$ -	\$ -	\$ -



DESCRIPTION: The South Pasadena Police Department is located at 1422 Mission Street and is part of the Civic Center Complex. Power to the facility is provided by 277/480 Volt Main Distribution Panels. The heating and cooling is provided by a rooftop cooling tower and boiler serving multiple fan coil units.

JUSTIFICATION: The Police Department's current electrical and HVAC systems in place are outdated and over twenty-five years old. Following the Facilities and Assessment report, preventive maintenance measures must be updated to avoid future unexpected downtime that can prevent business operations.

SCHEDULE: Once funds are identified the project schedule will be updated, however the priority is reflected based on the Facilities and Maintenance Assessment Report.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with "Our Prosperous Community" element - A.2.4a Make infrastructure and public realm improvements such as larger sidewalks to accommodate outdoor seating, pedestrian and cyclist amenities, and streetscaping to create walkable, safe, and attractive shopping, dining, and recreational areas. These should be prioritized for the mixed-use corridors along Mission Street, Fair Oaks Avenue, and Huntington Drive.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
7	City Hall Electrical Maintenance	\$ 125,720.00	\$ -	\$ -	\$125,720.00	\$ -	\$ -	\$ -
	Unfunded	\$ 175,680.00	\$ -	\$ -	\$175,680.00	\$ -	\$ -	\$ -
	Total	\$ 175,680.00	\$ -	\$ -	\$175,680.00	\$ -	\$ -	\$ -

Library and Community Room



DESCRIPTION: The South Pasadena Library is a 24,000-square foot facility completed in 1892 and serves as a public library incorporating offices, a book store, children's library and reference, and a community room that serves as a conference and special event space.

JUSTIFICATION: The Library and Community room have many components that are presently out dated, ranging from security and emergency alarm control systems, roofing, plumbing, and interior/exterior structures that are required to be ADA accessible. Per the Library's latest Facility Condition Assessment the items were singled out and considered to be necessary updates for preventative maintenance measures.

SCHEDULE: Per the Facilities Assessment report, the deficiencies identified can be combined with potential new construction requirements. Once funds are identified the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.4B Targeting Growth and Development - The land use elements contains policies to provide safe and well-designed public spaces, preserve the city's heritage, ensure accessibility, and sustain the natural environment.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
8	Library and Community Room Improvements	\$ 175,680.00	\$ -	\$ -	\$175,680.00	\$ -	\$ -	\$ -
	Unfunded	\$ 36,272.66	\$ -	\$ -	\$ -	\$ 36,272.66	\$ -	\$ -
	Total	\$ 36,272.66	\$ -	\$ -	\$ -	\$ 36,272.66	\$ -	\$ -

Window and Door Replacement



Senior Center

DESCRIPTION: The Senior Center is located at 1102 Oxley Street. This 6,500 square foot building was completed circa 1980 and serves as a senior activity center with a large multi-purpose room, commercial kitchen, conference room, computer lab and office space.

JUSTIFICATION: Per the Facilities Assessment report, this project will replace double the ADA automatic operating door system, replace double glazed wood doors, replace vinyl compost tile, replace broadloom standard without padding, replace roof unit HVAC under 20 tons, and include a panel board upgrade to 1200 amps.

SCHEDULE: Once funds are identified the project schedule will be updated, however the priority is reflected based on the Facilities and Maintenance Assessment Report.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5 Goal 1 -To manage change and target growth by type and location to better serve community needs and enhance the quality of life.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
9	Window and Door Replacement Senior Cent	\$ 36,272.66	\$ -	\$ 36,272.66	\$ -	\$ -	\$ -	\$ -
	General Fund	\$ 200,000.00			\$200,000.00			
	Total	\$ 200,000.00	\$ -	\$ -	\$200,000.00	\$ -	\$ -	\$ -

Window and Door Replacement Senior Center



DESCRIPTION: The War Memorial Building is located at 435 Fair Oaks Avenue. This 5,100 square foot historical building was built in 1921 and serves as a community activity facility incorporating a large assembly area, restrooms, commercial kitchen, basement room and additional storage.

JUSTIFICATION: Per the Facilities Assessment Report, the project will mitigate the water intrusion into the basement area of the building. The drainage modification to the east basement wall including mold remediation and asbestos and lead abatement.

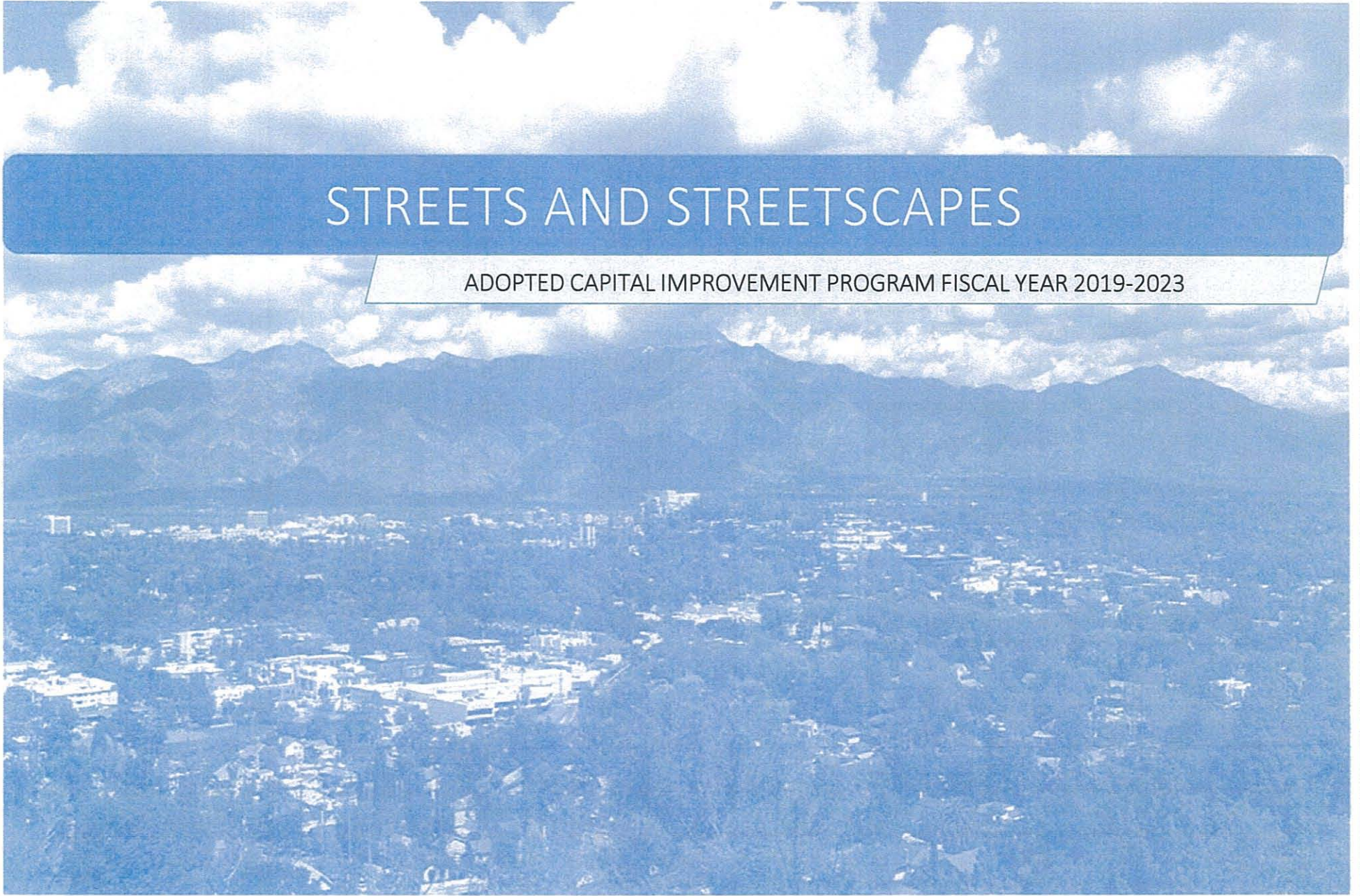
SCHEDULE: This project contract is scheduled to be awarded April 2018 with the project kick off in 2019.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 5: Historic Preservation, section 5.5 Goal 1 - To preserve and maintain sites, structures, and neighborhoods that serve as significant reminders of the city's social, educational, religious and architectural history.

STREETS AND STREETSCAPES

ADOPTED CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023

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FY 2019-2023 Capital Improvement Program
Streets and Streetscapes

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Preventative Maintenance: Cape and Slurry Seal	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -
2	Citywide Sidewalk ADA Improvements	\$ 600,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
3	Street Improvement Projects	\$ 13,154,396.00	\$ 4,252,903.00	\$ 2,598,000.00	\$ 1,903,493.00	\$ 1,900,000.00	\$ 2,500,000.00	\$ -
4	BTA South Pasadena Mission Street Green Lane	\$ 260,000.00	\$ 60,000.00	\$ 200,000.00				
5	Mission Street Pedestrian Improvement Projects	\$ 250,000.00		\$ 150,000.00	\$ 100,000.00			
6	SR- 110 Hook Ramp Fair Oaks Ave	\$ 36,000,000.00				\$ 36,000,000.00		
7	Operational Improvements	\$ 10,000,000.00			\$ 10,000,000.00			
8	Traffic Calming/ Speed Management	\$ 5,000,000.00		\$ 5,000,000.00				\$ -
9	Fair Oaks Bikeway	\$ 30,000.00					\$ 30,000.00	
10	El Centro Oxley Bikeway	\$ 34,200.00						\$ 34,200.00
11	Meridian Bikeway	\$ 34,000.00						\$ 34,000.00
12	Huntington Bikeway	\$ 42,000.00						\$ 42,000.00
13	Fremont Bikeway	\$ 36,000.00						\$ 36,000.00
14	Oak Street Bikeway	\$ 24,000.00						\$ 24,000.00
15	Monterey Bikeway	\$ 50,000.00						\$ 50,000.00
16	Bicycle Parking	\$ 23,000.00						\$ 23,000.00
17	Bikeway Way Finding	\$ 20,000.00						\$ 20,000.00

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Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Preventative Maintenance: Cape and Slurry Seal	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -
	Measure M Local Return	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -
	Total	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -

Street Resurfacing



DESCRIPTION: This project provides for the systematic preventative maintenance of roadways throughout the City. The scope of work consists of pothole repairs, crack sealing, curb ramp improvements, sidewalk replacement, and gutter repairs as part of the project.

JUSTIFICATION: Systematic maintenance of asphalt streets at regular intervals prolongs the need for major street improvements and extends the service life of roadway pavements. This significantly reduces the cost of providing paved public streets by reducing the need for full reconstruction.

SCHEDULE: Approximately 10-15 streets have preventative maintenance performed annually. The list is derived from the Pavement Management Program and with input from stakeholders.

RELATIONSHIP TO GENERAL PLAN: The project is consistent Chapter 3: Circulation and Accessibility, section 3.4C - the environmental capacity standard will measure the impact of vehicular interaction with the surrounding environs (such as pedestrian, bicycle, and transit services) and will be considered in land use development and street improvement endeavors.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
2	Citywide Sidewalk ADA Improvements	\$ 600,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Community Development Block Grant	\$ 600,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Total	\$ 600,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

Damaged Sidewalks



DESCRIPTION: This project provides for citywide sidewalk improvements. The City uses the following criteria to determine the sidewalk repair priority: (1)high pedestrian routes and (2) removal of architectural barriers.

JUSTIFICATION: The City has spent the past five years using CDBG funds to replace and repair damaged sidewalks to improve ADA accesibility and remove architectural barriers. The improvements aide in improving pedestrian safety.

SCHEDULE: This project will continue in FY 2018. This is an ongoing program that identifies and removes barriers on an annual basis. The locations and number of sidewalks repaired will be contingent on available funding.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility section 3.5C - embrace a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
3	Street Improvement Projects	\$ 13,154,396.00	\$ 4,252,903.00	\$ 2,598,000.00	\$ 1,903,493.00	\$ 1,900,000.00	\$ 2,500,000.00	\$ -
	Measure R	\$ 2,532,972.00	\$ 567,000.00	\$ 700,000.00	\$ 316,493.00	\$ 316,493.00	\$ 316,493.00	
	Prop C	\$ 800,000.00	\$ -	\$ -	\$ 500,000.00	\$ -	\$ 200,000.00	\$ 100,000.00
	Gas Tax	\$ 1,072,000.00	\$ -	\$ 300,000.00	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00	
	TDA	\$ 88,150.00	\$ -	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00	
	STPL	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	
	Capital Fund	\$ 6,845,903.00	\$ 1,995,903.00	\$ 850,000.00	\$ 1,800,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
	RMRA-SB1	\$ 1,540,000.00	\$ 140,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	
	Water Fund	\$ 1,660,000.00	\$ 1,660,000.00	\$ -	\$ -	\$ -	\$ -	
	Unfunded							
	Total	\$ 14,639,025.00	\$ 4,362,903.00	\$ 2,317,630.00	\$ 3,177,123.00	\$ 1,877,123.00	\$ 2,077,123.00	\$ 100,000.00

Street Improvement Projects



DESCRIPTION: This project provides for major street rehabilitation projects throughout the City. Based on the City Pavement Management Program completed in 2015, the City should commit approximately 2 million annually until 2024 to maintain for this project.

JUSTIFICATION: The City of South Pasadena has committed at least 2 million annually since 2012 to fixing major street damages. In coordination with stakeholders and the Pavement Management Program, the City has prioritized various projects based on necessity, funding, and amount of work to be performed.

SCHEDULE: This project will continue through 2024. The purpose of the program is to aggressively fix major road issues through the Pavement Management Program to a point that where the City will have better roadways, and through preventative maintenance prevent this in the future.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.4C Master Plan of Streets - The environmental capacity standard will measure the impact of vehicular interaction with the surrounding environs (such as pedestrian, bicycle, and transit services) and will be considered in land use development and street improvement endeavors.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
4	BTA South Pasadena Mission Street Green Lane	\$ 260,000.00	\$ 60,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
	Caltrans	\$ 234,000.00	\$ 50,000.00	\$ 184,000.00	\$ -	\$ -	\$ -	\$ -
	General Fund	\$ 26,000.00	\$ 10,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 260,000.00	\$ 60,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -

Mission Street



Mission at Diamond

DESCRIPTION: The Mission Green Lane will include a .7 mile segment of Class III bikeway which includes three main elements: green lane with sharrows, 3 intersections with bicycle boxes and loop detectors and appropriate route signage. It will be a major bicycle commute corridor, serving people who live and work in South Pasadena.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. It is a priority project that supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community. The project is funded by the Department of Transportation and the City is contributing the required 10% match.

SCHEDULE: This project has begun and is scheduled to be completed late 2018.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
5	Mission Street Pedestrian Improvement Projects	\$ 250,000.00	\$ -	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
	Caltrans	\$ 250,000.00	\$ -	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
	Total	\$ 250,000.00	\$ -	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -

Mission Street Pedestrian Improvement Project

DESCRIPTION: The Mission Street Pedestrian Improvement Project will help develop pedestrian improvements along Mission Street. These improvements will include wayfinding signage, landscaping, etc.



Mission at Meridian

JUSTIFICATION: This project was awarded in 2008 with the title of "Mission Street Pedestrian Improvement Projects." While the funding is still available, it is restricted to improvements along the Mission Street District.

SCHEDULE: This project is scheduled to go to bid in late July with a start date of November. The project is pending approval into the Federal Transportation Improvement Program.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.5E Goal 13 - To maintain and enhance the desirable character, scale and appearance of the City's streets, highways, and parking facilities.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
6	SR- 110 Hook Ramp Fair Oaks Ave	\$ 36,000,000.00	\$ -	\$ -	\$ -	#####	\$ -	\$ -
	Caltrans	\$ 9,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000,000.00	\$ -
	Unfunded	\$ 27,000,000.00	\$ -	\$ -	\$ -	\$ -	#####	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 36,000,000.00	\$ -	\$ -	\$ -	\$ -	#####	\$ -

110 Hookramp Fair Oaks



DESCRIPTION: The project consists of major improvements to the SR110 and Fair Oaks Avenue interchange. The scope of work consists of reconfiguring the SR 110 freeway overpass and intersections to improve the traffic circulation along Fair Oaks Avenue and freeway ramps.

JUSTIFICATION: The project has been partially funded through the California Department of Transportation (Caltrans) and METRO. The unfunded portion may be funded as part of Measure R Early Action Projects through METRO. The project aims to remove bottlenecks and improve regional transportation.

SCHEDULE: The projects funds are partialy funded by CalTrans, once additional funds are identified the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2.6 - Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
7	Operational Improvements	\$ 10,000,000.00	\$ -	\$ -	\$10,000,000.00	\$ -	\$ -	\$ -
	Unfunded	\$ 10,000,000.00	\$ -	\$ -	\$10,000,000.00	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 10,000,000.00	\$ -	\$ -	\$10,000,000.00	\$ -	\$ -	\$ -

Safety Improvement Project



DESCRIPTION: The safety improvement will be directed along the main cut-through traffic corridors (i.e. Fremont Avenue and Meridian Avenue.)

JUSTIFICATION: Following METRO's board decision on May 25, 2017 to select the Transportation System Management/ Transportation Demand Management (TSM/TDM) and allocate the remaining SR-710 North extension Measure M funds the City submitted an Early Action Projects List to the METRO board for funding consideration. A portion of this project is subject to this Measure R funding.

SCHEDULE: The project has potential to kickoff in 2020 but will be dependent on METRO's timeline. The fund schedule will be updated according to funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2.1 Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
8	Traffic Calming/ Speed Management	\$ 5,000,000.00	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$ 5,000,000.00	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 5,000,000.00	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ -

Traffic Calming/ Speed Management



DESCRIPTION: The targeted improved safety will be along the main cut-through traffic corridors focusing on speed management.

JUSTIFICATION: Following METRO's board decision on May 25, 2017 to select the Transportation System Management/ Transportation Demand Management (TSM/TDM) and allocate the remaining SR-710 North extension Measure M funds, the City submitted an Early Action Projects List to the METRO board for funding consideration. A portion of this project is subject to this Measure R funding.

SCHEDULE: The project has potential to kickoff in 2020 but will be dependent on METRO's timeline. Fund schedule will be updated according to funding availability.

RELATIONSHIP TO GENERAL PLAN: The prjoect is consistent with Chapter 3: Circulation and Acessibility, section 3.7 Policy 2.7 - Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
9	Fair Oaks Bikeway	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -
	Unfunded	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -

Fair Oaks Bikeway



Fair Oaks at Mission

DESCRIPTION:The Fair Oaks Bikeway project extends from the north city limit to Huntington Drive in a north/south alignment. It contains Class II Bike Lanes between Monterey Road and Huntington Drive, and a Class III Bike Route north of Monterey Road. It traverses a major commercial area. In addition, the South Pasadena Middle School can be accessed on this route.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. It is a priority project that supports the goal to provide bicycle facilities that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Develop and implement the Master Plan of Bikeways over a multi-year timeframe, and provide bicycle connections in the street network system to transit-oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
10	El Centro Oxley Bikeway	\$ 34,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,200.00
	Unfunded	\$ 34,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,200.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 34,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,200.00

El Centro Oxley Bikeway



DESCRIPTION: The El Centro/Oxley Bikeway project spans the City in an east/west alignment from Pasadena Avenue to the east city limit. It consists of Class II Bike Lanes and a Class III Bike Route. There are linkages to the Public Library, the Gold Line Station, the Post Office, Orange Grove Park, and Arroyo Vista Elementary.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. This project supports the City's goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. Fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.5E Goal 13 - Increase pedestrian "amenities". Provide increased amenities such as street furniture, bike racks, planters, supplemental lighting, widening walks, and textured crosswalks to encourage walking and bicycling.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
11	Meridian Bikeway	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00
	Unfunded	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00

Meridian Bikeway



Corner of Mission and Meridian

DESCRIPTION: The Meridian Bikeway project extends in a north/south alignment from Orange Grove Avenue just south of the city limit to the south city limit in a north-south alignment. It consists of a Class III Bike Route, with “sharrows” along the segment from Mission Street to El Centro Street.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. Fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Encourage a full range of transportation options throughout the city, develop and implement the Master Plan of Bikeways over a multi-year timeframe and provide bicycle connections in the street network system to transit-oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
12	Huntington Bikeway	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00
	Unfunded	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00
	Total	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00

Huntington Bikeway



Huntington Drive

DESCRIPTION: This Huntington Bikeway adds Class II Bike Lanes to Huntington Drive along its length within the City. There are retail areas along the route and the area is a major regional connector to San Marino and Los Angeles.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Encourage a full range of transportation options throughout the city, develop and implement the Master Plan of Bikeways over a multi-year timeframe and provide bicycle connections in the street network system to transit-oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
13	Fremont Bikeway	\$ 36,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000.00
	Unfunded	\$ 36,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 36,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000.00

Fremont Bikeway



Holy Family Catholic Church on Fremont

DESCRIPTION: The Fremont Bikeway project extends from the Pasadena city limit in the north to the Alhambra city limit in the south. Some of the destinations served include the Post Office, City Hall, the Mission Street commercial area, and South Pasadena High School. The Fremont Avenue Traffic Calming Plan proposes to install features designed to calm traffic. This Class III bikeway project would dovetail nicely with the Traffic Calming Plan.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Encourage a full range of transportation options throughout the city, develop and implement the Master Plan of Bikeways over a multi-year timeframe and provide bicycle connections in the street network system to transit-oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
14	Oak Street Bikeway	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
	Unfunded	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00

Oak Street Bikeway



South Pasadena Middle School

DESCRIPTION: The Oak Street Bikeway project provides east/west bikeway connectivity in the southern area of the City. It extends from Meridian Avenue to Garfield Avenue and serves the Middle School as well as close connections to South Pasadena High School and Marengo Elementary. The YMCA also is connected to this greater network.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.6 Goal 1, policy 1.3 - Encourage a full range of circulation strategies for overall reduction in vehicle trips and develop and promote increased use of alternative modes of transportation, including but not limited to: walking, bicycling, ridesharing, transit, telecommuting, paratransit, and shuttles.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
15	Monterey Bikeway	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
	Unfunded	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00

Monterey Bikeway



Monterey Road

DESCRIPTION: The Monterey Bikeway project is an east/west connection that spans the City from Los Angeles to San Marino. This bikeway is primarily a crosstown regional route connecting with proposed bike lanes in Los Angeles and many other projects in the city. The Monterey Bikeway provides access to the Fair Oaks Avenue business area. The Arroyo Verde Road portion of the project would simply provide a bikeway "spur" to Marmion Way and the terminus of the Arroyo Seco Class I Bike Path in Los Angeles.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.6 Goal 1, Policy 1.5 - Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
16	Bicycle Parking	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00
	Unfunded	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00

Bicycle Parking



DESCRIPTION: The purpose of this project is to provide guidance and support to City staff in a future grant application to Caltrans for bicycle parking. The details of a grant application will be determined at the time of submittal. Project Features include: Bike Racks for short-term bicycle parking, Bike Lockers for all-day and long-term bicycle parking, Bike Racks in the public right-of-way in retail areas (sidewalks as determined by the Public Works Department), Valet parking at City events (primarily Farmers Market) as part of a public/private partnership.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and grant funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Foster use of and provision of bicycle storage and shower facilities to encourage use of bicycles for commuter trips. Require that accessible and secure facilities for bicycle storage are provided in all new commercial developments, all areas of public use, at transit stops and in developments which include offices.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
17	Bikeway Way Finding	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
	Unfunded	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00

Bikeway Way Finding



DESCRIPTION: The purpose of this project is to provide guidance and support to City staff in a future grant application to Caltrans for a bikeway way finding signage program. The details of a grant application will be determined by staff at the time of submittal. Project Features include: Destinations Citywide, Bikeway Network Navigation, Green Lane Signage, Green Lane Banners, Regional Destinations, and Multimodal Connections.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to grant schedule and funding.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility - Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.



Street Lighting

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023

FY 2019-2023 Capital Improvement Program
Street Lighting

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Monterey Road and Orange Grove Signal	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fair Oaks Avenue Signal Synchronization	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
3	In Pavement Lighting Crosswalks	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -

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Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
1	Monterey Road and Orange Grove Signal	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	STPL Exchange Funds	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Monterey Road and Orange Grove Signal



DESCRIPTION: The project will include Installation of a new traffic signal at the intersection of Monterey Road and Orange Grove Avenue.

JUSTIFICATION: The new traffic signal will improve traffic circulation and safety. It will also aide motorists entering onto Monterey Road to have protected phases.

SCHEDULE: The project is scheduled to begin fall of 2018 and completed by early 2019.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with "Our Accessible Community" element P.4x - Ensure that streets are pedestrian-oriented, with complete sidewalks, regular crosswalks, and other measures to improve pedestrian safety and comfort such as compact corner radii, "bulb-out" sidewalk extensions at crosswalks, leading pedestrian intervals at signals, additional safety measures potentially including pedestrian-actuated signals at unsignalized crosswalks, other traffic calming measures, and increased investments in sidewalk maintenance and lighting.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
2	Fair Oaks Avenue Signal Synchronization	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Caltrans	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -

Fair Oaks Avenue



DESCRIPTION: Fair Oaks Avenue is a major north-south road starting at its southernmost end in South Pasadena. It travels due north to a terminus above Loma Alta Avenue. This project is to improve signal timing, providing software updates to existing signal controllers, improving the traffic and pedestrian signal heads, safety lighting, and advance loop detections.

JUSTIFICATION: This project will improve overall safety, traffic circulation and reduce traffic delays. The project aligns with the City's recently enacted Complete Streets Policy to major local streets - reconfiguring streets to more safely accommodate all users without significantly impacting traffic.

SCHEDULE: The project is under design and scheduled for completion in 2019.

RELATIONSHIP TO GENERAL PLAN: the project is consistent with "Our Accessible Community" element - Policy P.4X: Ensure that streets are pedestrian-oriented, with complete sidewalks, regular crosswalks, and other measures to improve pedestrian safety and comfort such as compact corner radii, "bulb-out" sidewalk extensions at crosswalks, leading pedestrian intervals at signals, additional safety measures potentially including pedestrian-actuated signals at unsignalized crosswalks, other traffic calming measures, and increased investments in sidewalk maintenance and lighting.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
3	In Pavement Lighting Crosswalks Caltrans	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -

In Pavement Lighting Crosswalks



DESCRIPTION: The project consists of the installation of in-pavement lighting crosswalks to enhance pedestrian safety citywide.

JUSTIFICATION: The project will improve pedestrian safety and aligns with the City's recently enacted Complete Streets Policy to major local streets - reconfiguring streets to more safely accommodate all users without significantly impacting traffic.

SCHEDULE: The project is currently under design and scheduled for completion fall of 2018.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with "Our Accessible Community" element - Policy P4X: Ensure that streets are pedestrian-oriented, with complete sidewalks, regular crosswalks, other traffic calming measures, and increased investments in sidewalk maintenance and lighting.



WATER AND SEWER

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023

FY 2019-2023 Capital Improvement Program
Water and Sewer

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	Graves Reservoir	\$ 10,700,000.00	\$ 700,000.00	\$ 6,500,000.00	\$ 3,500,000.00			
2	Garfield Reservoir	\$ 8,000,000.00	\$ 6,200,000.00	\$ 1,800,000.00				
3	Waterline Replacement	\$ 3,000,000.00	\$ 300,000.00	\$ 500,000.00	\$ 500,000.00	\$ 300,000.00	\$ 700,000.00	\$ 700,000.00
4	Wilson Wellhead Treatment	\$ 2,300,000.00	\$ 1,300,000.00	\$ 1,000,000.00				
5	SCADA Upgrades	\$ 160,000.00			\$ 80,000.00	\$ 80,000.00		
6	Wilson Well #2	\$ 600,000.00				\$ 500,000.00	\$ 100,000.00	
7	Automated Reading	\$ 400,000.00				\$ 100,000.00	\$ 150,000.00	\$ 150,000.00
8	Westside Reservoir	\$ 7,550,000.00			\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00
9	Raymond and Bilikie Tank	\$ 820,000.00					\$ 420,000.00	\$ 400,000.00

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Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
1	Graves Reservoir	\$ 10,700,000.00	\$ 700,000.00	\$ 6,500,000.00	\$ 3,500,000.00	\$ -	\$ -	\$ -
	State Revolving Fund Loan	\$ 10,700,000.00	\$ 700,000.00	\$ 6,500,000.00	\$ 3,500,000.00			
	Total	\$ 10,700,000.00	\$ 700,000.00	\$ 6,500,000.00	\$ 3,500,000.00	\$ -	\$ -	\$ -

Graves Reservoir



DESCRIPTION: Located in the City of San Marino, Graves Reservoir was purchased in 1939. This site includes a 1 million gallon reservoir, one well, and a pump station. The Project includes replacement of existing reservoir, pump station, construction of wellhead treatment, and overall site improvements.

JUSTIFICATION: The reservoir does not meet current seismic standards. In December of 2016, reservoir wood roof collapsed rendering the reservoir inoperable.

SCHEDULE: The project is scheduled to begin in Summer of 2018 and projected completion scheduled for Winter 2019.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 8: Safety & Noise, Section 8.5 Goal 3 - To ensure the protection of all residents from geologic and groundwater hazards, encourage critical structures that exist or may be built in the city, to incorporate site-specific seismic design into the structure design.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
2	Garfield Reservoir	\$ 8,000,000.00	\$ 6,200,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ -
	Bond Revenue Funded	\$ 8,000,000.00	\$ 6,200,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 8,000,000.00	\$ 6,200,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ -

Garfield Reservoir



DESCRIPTION: The Garfield Reservoir is a 6.25-million-gallon (MG) reservoir, constructed of concrete and covered by a metal roof supported on a wood frame. The reservoir is located in the northeast portion of the city, at the intersection of Garfield Avenue and Hardison Lane.

JUSTIFICATION: Following the findings in the Final Mitigated Negative Declaration/Initial Study for the Garfield Reservoir, the project aimed at constructing a facility that meets seismic standards and to replace the aging infrastructure.

SCHEDULE: The project started in March 2015 and was completed in December 2017. The project's close out is being finalized to complete the punchlist and issue the Public Works Notice of Completion. The project includes replacement of a 6.5 million gallon reservoir and overall site improvements including a new Water Division Facility.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 8: Safety & Noise, Section 8.5 Goal 3 - To ensure the protection of all residents from geologic and groundwater hazards, encourage critical structures that exist or may be built in the city, to incorporate site-specific seismic design into the structure design.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
3	Waterline Replacement	\$ 3,000,000.00	\$ 300,000.00	\$ 500,000.00	\$ 500,000.00	\$ 300,000.00	\$ 700,000.00	\$ 700,000.00
	Rate Funded	\$ 3,000,000.00	\$ 300,000.00	\$ 500,000.00	\$ 500,000.00	\$ 300,000.00	\$ 700,000.00	\$ 700,000.00
	Total	\$ 3,000,000.00	\$ 300,000.00	\$ 500,000.00	\$ 500,000.00	\$ 300,000.00	\$ 700,000.00	\$ 700,000.00

Waterline Replacement



DESCRIPTION: The City supplies water to approximately 26,000 permanent residents through 6,200 active connections. Water is delivered through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the City.

JUSTIFICATION: Aging water main requires replacement to minimize water main breaks and water loss, improve water delivery reliability, and water quality. The project will consist of replacing aging waterlines.

SCHEDULE: The project is ongoing and follows the City's Annual Waterline Replacement Program which is typically scheduled with the repairs and replacements of pavement rehabilitation and various other street and sidewalk improvements.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
4	Wilson Wellhead Treatment	\$ 2,300,000.00	\$ 1,300,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -
	Water Fund	\$ 1,260,000.00	\$ 260,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -
	Water Quality Authority	\$ 540,000.00	\$ 540,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Water Impact Fees	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 2,300,000.00	\$ 1,300,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -

Wilson Wellhead Treatment



DESCRIPTION: The Wilson Well is a city owned and operated well where water and potable water supply is obtained. Water is delivered through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the city.

JUSTIFICATION: The purpose of the project is to design and construct the wellhead treatment system to treat for the 1,2,3 Trichloropropane (123 TCP). The Wellhead treatment is required to meet new State Division of Drinking Water regulations necessary in order to continue to operate wells.

SCHEDULE: The anticipated project commencement in schedule for September 2018 and completion in March 2019.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 8: Safety & Noise, section 8.5 Goal 3 - to ensure the protection of all residents from geologic and groundwater hazards.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
5	SCADA Upgrades	\$ 160,000.00	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -
	Rate Funded	\$ 160,000.00	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -
	Total	\$ 160,000.00	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -

SCADA Upgrades



DESCRIPTION: The Supervisory Control and Data Acquisition System (SCADA) is an integral part of the city's water utility operations and currently used by the Public Works water production division to monitor and control reservoir levels, pumps, and including emergency response.

JUSTIFICATION: The project is a SCADA system upgrade and will replace the current system that is becoming antiquated. The scope of work will provide water operations staff with two fully equipped work stations and upgraded software to better monitor and control the City's water system to ensure redundancy of the water system communications.

SCHEDULE: In 2015 the City awarded the contract for the scope of work and the project is anticipated in begin 2020 and 2021.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5 Goal 18 - To conserve the air, water and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live, and increase the efficiency of water use by the City and among South Pasadena residents and commercial and industrial users by promoting conservation, controlling irrigation, and encouraging graywater recycling.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
6	Wilson Well #2	\$ 600,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00	\$ -
	Rate Funded	\$ 600,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00	\$ -
	Total	\$ 600,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00	\$ -

Wilson Well #2



DESCRIPTION: Wilson Well #2 is 26 inches in diameter and was originally drilled and constructed in 1924 by the City. The well has been offline since 2001 due to damage well casing. The casing was replaced in 2007, however final improvements are needed to get the well up and running which include installing a pump station with Southern California Edison power.

JUSTIFICATION: The project will provide rehabilitation of Wilson Well #2 and will supply an alternate ground water source to ensure water supply reliability.

SCHEDULE: The project is anticipated to begin in 2021 and 2022.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Safety & Noise, Section 8.5 Goal 3 - To ensure the protection of all residents from geologic and groundwater hazards, encourage critical structures that exist or may be built in the city, to incorporate site-specific seismic design into the structure design.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
7	Automated Reading	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00
	Rate Funded	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00
	Total	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00

Automated Reading



DESCRIPTION: The city's currently utilizes Postive Displacement Meters (PDM) which require mannuel and direct reading of meter registers to measure and bill for water usage.

JUSTIFICATION: Implementation of an Automatic Reading System (AMR) will increase meter reading efficiency by reducing staff meter reading time and minimizing re-reads, assist with water conservation and water restrictions, and attain leak and consumption history for customer complaints.

SCHEDULE: Currently the city has begun testing an AMR system in the communities of Amberwood and Ellenwood court. As existing meters need to be replaced they will be updated with meters that are AMR system compatible.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2 Goal 18 - Increase the efficiency of water use by the City and among South Pasadena residents and commercial and industrial users by promoting conservation, controlling irrigation, and encouraging graywater recycling.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
8	Westside Reservoir	\$ 7,550,000.00	\$ -	\$ -	\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00
	State Revolving Fund Loan	\$ 7,550,000.00				\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00
	Total	\$ 7,550,000.00	\$ -	\$ -	\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00

Westside Reservoir



DESCRIPTION: The Westside reservoir is one of three storage reservoir in the city and is located in the central zone. It has a capacity of holding two- million gallons and is made of concrete and contains a pump station that was constructed in 1963.

JUSTIFICATION: The reservoir doesn't meet current seismic standards, in addition, the reservoir's roof is showing early stages of wear. Project improvements will include replacement of the reservoir, pump station, and overall site improvement to ensure overall water system reliability

SCHEDULE: The project design is scheduled to commence in 2021 and construction to begin in 2022 to 2023.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 8: Safety & Noise, Section 8.5 Goal 3 - To ensure the protection of all residents from geologic and groundwater hazards, encourage critical structures that exist or may be built in the city, to incorporate site-specific seismic design into the structure design.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
9	Raymond and Bilikie Tank	\$ 820,000.00	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ 400,000.00
	Rate Funded	\$ 820,000.00	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ 400,000.00
	Total	\$ 820,000.00	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ 400,000.00

Raymond and Bilikie Tank



DESCRIPTION: Raymond and Bilikie tanks are two of the four city pressure zones and were installed in 1936 and 1940 respectively. The tanks are 34 feet in diameter with a total height of 84 feet above ground and each have a capacity of 150,000 gallons.

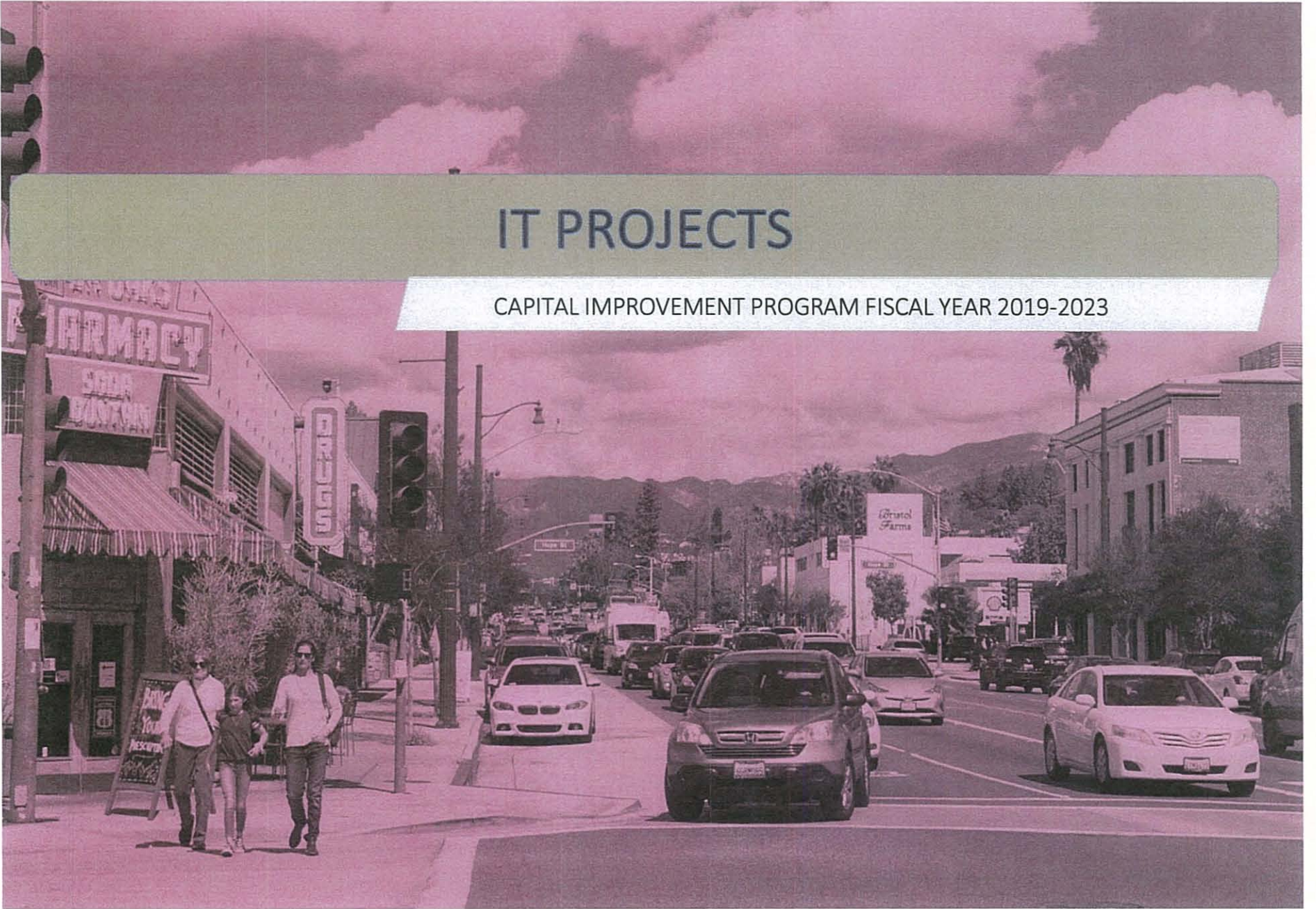
JUSTIFICATION: A seismic and structural evaluation was performed in 2015 that identified the need to rehabilitate the tanks to meet current seismic standards as set by state regulations.

SCHEDULE: This project is scheduled to kickoff in 2022.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2: Land Use, section 2.4B Targeting Growth and Development - The land use elements contains policies to provide safe and well-designed public spaces, preserve the city's heritage, ensure accessibility, and sustain the natural environment.

IT PROJECTS

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019-2023



FY 2019-2023 Capital Improvement Program
IT PROJECTS

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	VoiP Phone System Installation	\$ 360,000.00	\$ -	\$ 200,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
2	Wi-Fi/Recabling City Hall	\$ 30,000.00	\$ -	\$ 30,000.00				
3	Recabling PW Yard/Recreation Building	\$ 50,000.00			\$ 50,000.00			
4	Workstation/Device Replacements / Network Equipment Upgrades	\$ 484,400.00	\$ 64,400.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00

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Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
1	VoiP Phone System Installation	\$ 360,000.00	\$ -	\$ 200,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
	Facilities and Maintenance	\$ 360,000.00	\$ -	\$ 200,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
	Total	\$ 360,000.00	\$ -	\$ 200,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

VoiP Phone System Installation



DESCRIPTION: The City’s current system is end-of-life and is no longer manufactured. Leading telecommunications system manufacturers have moved platforms to VoIP (voice over internet protocol) technology. VoIP is the convergence of voice and data networks into a single network. VoIP will present the City an opportunity for reduced costs, streamlined system management, and the introduction of innovative features.

JUSTIFICATION: VoIP phone systems offer many advantages in efficiency, cost, scalability, and flexibility.

SCHEDULE: The project is scheduled to launch in 2019 and continue through 2024 to allow the communication systems to be replaced without major impact or interference with business operating functions.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5A Goal 1 - To manage change and target growth by type and location to better serve community needs and enhance the quality of life.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
2	WiFi/Recabling City Hall	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
	Facilities and Maintenance	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -

WiFi/Recabling City Hall



DESCRIPTION: Installation of fiber optic cable from the basement server room to the 2nd floor of City Hall and installation of data cables throughout 1st and 2nd floor of City Hall for improved connectivity.

JUSTIFICATION: The project will improve connectivity throughout the City Hall complex and will pave the way to allow for future upgrades and ease the transition of improvements to technological systems and components.

SCHEDULE: This project is scheduled to begin in the City's 2018/19 fiscal year.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5 A Goal 1 -Coordinate new City capital improvements consistent with concentrated development in specified Focus Areas.

Priority	Description	Total Five Year Estimates	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023 and Beyond
3	Recablng PW Yard/Recreation Building	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
	Facilities and Maintenance	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
	Total	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -

Recablng PW Yard/Recreation Building



DESCRIPTION: Poor quality cabllng infrastructure connects two buildings - the City Yard and adjacent Community Services building. The City’s data and voice network is extended from the Yard IT Closet to the Community Services building via a copper cable connection. Recablng of both buildings is required for improved connectivity with the main network.

JUSTIFICATION: Improved connectivity at the City yard and Recreation building. The project will pave the way to allow for future upgardes and ease the transition of improvements to technological systems and components.

SCHEDULE: This project is scheduled for the City's 2019/20 Fiscal year.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5 A Goal 1 -Coordinate new City capital improvements consistent with concentrated development in specified Focus Areas.

Priority	Description	Total 5 Year Estimate	Appropriated FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed Fy 2022	Proposed FY 2023 and Beyond
4	Workstation/Device Replacements / Network Equipment Upgrades	\$ 484,400.00	\$ 64,400.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00
	General Fund	\$ 484,400.00	\$ 64,400.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00
	Total	\$ 484,400.00	\$ 64,400.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00	\$ 84,000.00

Workstation/Device Replacements / Network
Equipment Upgrades

DESCRIPTION: The City's IT division maintains an inventory of all workstations and network equipment. These devices are placed on a staggered 5 to 7 year replacement schedule.



JUSTIFICATION: Upgrade and replacement of IT equipment is required every 5 to 7 years as an industry standard.

SCHEDULE: The project follows an annual allotment that schedules staggered replacement of equipment and devices, thus the schedule is ongoing.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2: Land Use, section 2.5A Goal 1 - To manage change and target growth by type and location to better serve community needs and enhance the quality of life.

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FY 2019-2023 Capital Improvement Program
Future Projects

Municipal Buildings and Facilities

City Wide Environmental Upgrades

Solar Panels a reservoir

Street Lighting

LED Light Fixture Upgrades

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City Council Agenda Report

ITEM NO. 16

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director
Kristine Courdy, P.E., Acting Deputy Public Works Director *KC*
Anteneh Tesfaye, Water Operations Manager

SUBJECT: **Award of Contract to R C Foster Corporation for Design Build Construction of the Wilson Reservoir Wellhead Treatment System in an Amount Not-to-Exceed \$2,348,000**

Recommendation Action

It is recommended that the City Council:

1. Accept a proposal dated May 17, 2018, from R C Foster Corporation (Contractor) for design build construction of the Wilson Reservoir Wellhead Treatment System Project (Project);
2. Reject all other proposals received; and
3. Authorize the City Manager to enter into a contract for an amount not-to-exceed \$2,348,000 for the design build Project.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

On July 18, 2017, the SWRCB adopted Resolution 2017-0042 establishing a new regulation for 1,2,3-TCP Maximum Contamination Level (MCL) which took effect on December 14, 2017. All public water systems purveyors had to demonstrate compliance with this new standard by the end of the first quarter of 2018, a period of three months. Compliance may take the form of a wellhead treatment system or a blending plan that introduces additional water sources to dilute the levels of 1,2,3-TCP. Staff recommends awarding a design build contract to R C Foster Corporation (R C Foster) for the Wilson Reservoir Wellhead Treatment System that will provide permanent compliance with the SWRCB 1,2,3-TCP regulation.

Community Outreach

The Wilson Reservoir is located in the City of San Gabriel (see Attachment 1: Location Map). Project updates will be posted on the City's website to inform the neighboring residents prior to commencing work.

Award of Contract to R C Foster for Design Building Construction of Wilson Reservoir Wellhead Treatment System

June 6, 2018

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Discussion/Analysis

The permanent solution to comply with the new 1,2,3-TCP regulation is installing a granular activated carbon (GAC) wellhead treatment system at the Wilson Reservoir. This is a specialized treatment system that has a long lead time as it needs to be designed and special ordered for each agency to meet the water treatment requirements. On November 1, 2017 in anticipation of the law being enacted, the City Council approved a contract with Stantec Consulting Services (Stantec) to begin the design of the wellhead treatment system. To expedite the project, the City also began contacting GAC system providers directly. Due to State requirements, there are only two manufacturers qualified to supply the GAC wellhead treatment systems within the United States. Working directly with the manufactures will help expedite the construction.

On April 16, 2018, design build proposals were solicited from the two GAC manufactures to design, build and supply a wellhead treatment system at the Wilson Reservoir that complies with the SWRCB 1,2,3-TCP regulation. On May 17, 2018, the Public Works Department received two (2) proposals from the following vendors:

Design Build Team	Proposal Amount
<u>GAC Manufacturer:</u> Calgon Carbon, <i>Moon Township, PA</i> <u>Team:</u> R C Foster (Contractor) and Civiltec Engineering (Engineer)	\$2,348,000
<u>GAC Manufacturer:</u> Evoqua, <i>Los Angeles, CA</i> <u>Team:</u> W.M. Lyles Co. (Contractor) and AECOM (Engineer)	\$2,575,000
<i>Engineer's Estimate</i>	<i>\$3,279,400</i>

The qualification guidelines for the proposal selection were based on 70% price and 30% proposed design. Staff reviewed both proposals and determined that the proposal submitted by Calgon Carbon design build team was the best qualified proposal. The proposed design is four pairs of ten-foot diameter vessels with a height less than twenty feet (see Attachment 2). The Wilson Reservoir has site constraints that will benefit from utilizing smaller vessels as proposed by Calgon Carbon so that trucks can still access and maintain other components of the Wilson Reservoir. When evaluating the proposals, staff has determined that the Calgon Carbon design build team meets all the criteria listed in the Request for Proposal.

R C Foster is the contractor for the Calgon Carbon proposal and will be the entity that the City contracts with for the Wilson Reservoir Wellhead Treatment Project. Staff has checked Calgon Carbon references, and their work was verified to be of good quality. In addition, they have completed similar projects for the Cities of Pomona and Pasadena. R C Foster has performed similar projects for the City of Pasadena, California Domestic Water Company, and City of Chino. Staff has verified that R C Foster's Contractor's license is in good standing. Staff's recommendation is to award the Project to the Calgon Carbon design build team, who will have R C Foster as the Contractor and Civiltec Engineering as the engineer for their design build Project team. The Project timeline is outlined under Next Steps.

Next Steps

1. The Contractor will complete the design which is anticipated to take two weeks.
2. Upon completion of the design, the new equipment will be procured which will take eighteen weeks.
3. About five weeks before the system delivery date, the Contractor will begin installing the permanent concrete foundation pad onsite.
4. Once the concrete pad is poured, the delivered equipment will be installed, tested and put into service which is anticipated to be complete by January 2019.

Background

The City owns and operates a water utility supplying potable water to over 25,000 residents. The City operates under a permit from the SWRCB DDW and is required to comply with all Federal and State water quality requirements. The City has pumping rights in the Main San Gabriel Basin (Basin) and water supply is obtained from four City-owned ground water wells; three wells at the Wilson Reservoir site in the City of San Gabriel and one well at the Graves Reservoir site in the City of San Marino. The City's system has an overall water storage capacity of 13.2 million gallons in five reservoirs and two tanks. Water is delivered through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the City.

On July 18, 2017, the SWRCB adopted Resolution 2017-0042 establishing a new regulation for 1,2,3-TCP Maximum Contamination Level (MCL) which took effect on December 14, 2017. All public water systems purveyors had to demonstrate compliance with this new standard by the end of the first quarter of 2018, a period of three months. Compliance may take the form of a wellhead treatment system or a blending plan that introduces additional water sources to dilute the levels of 1,2,3-TCP.

Tests for TCP MCL levels in City of South Pasadena water exceeded the new standards during the first quarter so the City was required to implement mitigation measures to reach compliance by March 30, 2018. Until completion of the permanent system is complete, an interim solution was required to keep the City's water system in compliance. Under the new regulations, water source blending is the only allowable interim option. As such, Staff obtained approval for the City to blend water pumped from City wells with Metropolitan Water District (MWD) supplied water while the wellhead treatment system is being procured and installed. MWD is the City's approved backup water source under a DDW permit. Once the permanent wellhead treatment system is installed, blending will no longer be required and the City can resume its well production.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Water Rate Study adopted by the City Council on November 1, 2017 included \$1.5 Million budget for the Wilson Wellhead Treatment System as a Capital Project. After meeting with the GAC manufactures the updated project cost estimate is \$2.3 Million. The draft City Capital

Award of Contract to R C Foster for Design Building Construction of Wilson Reservoir
Wellhead Treatment System

June 6, 2018

Page 4 of 4

Improvement Plan (CIP) presented at the May 2, 2018 City Council Meeting included Wilson Wellhead Treatment as a FY 2018-19 CIP Project. Below are the funding sources identified in the CIP:

Funding Source	Amount
Water Fund	\$1,190,000
Water Quality Authority	\$540,000
Water Impact Fee	\$570,000
TOTAL	\$2,300,000

Based on the funding allocated in the Rate Study and the supplemental funding from Water Quality Authority and the Water Impact Fee, the Wilson Wellhead Treatment Project is fully funded in the FY 2018-19 CIP.

Environmental Analysis

Provisions for a future water treatment system were included in the Wilson Reservoir Replacement Project Initial Study completed by Willdan (see Attachment 4). The California Environmental Quality Act (CEQA) Notice of Determination, initial study and mitigated negative declaration for Wilson Reservoir Replacement filed with the Los Angeles County Clerk on June 7, 2012. Pursuant to CEQA Guidelines Section 15162, no subsequent environmental review is necessary because there are no significant environmental impacts resulting from the implementation of this water treatment system that were not previously analyzed under the mitigated negative declaration for the Wilson Reservoir Replacement project.

Public Notification of Agenda Item

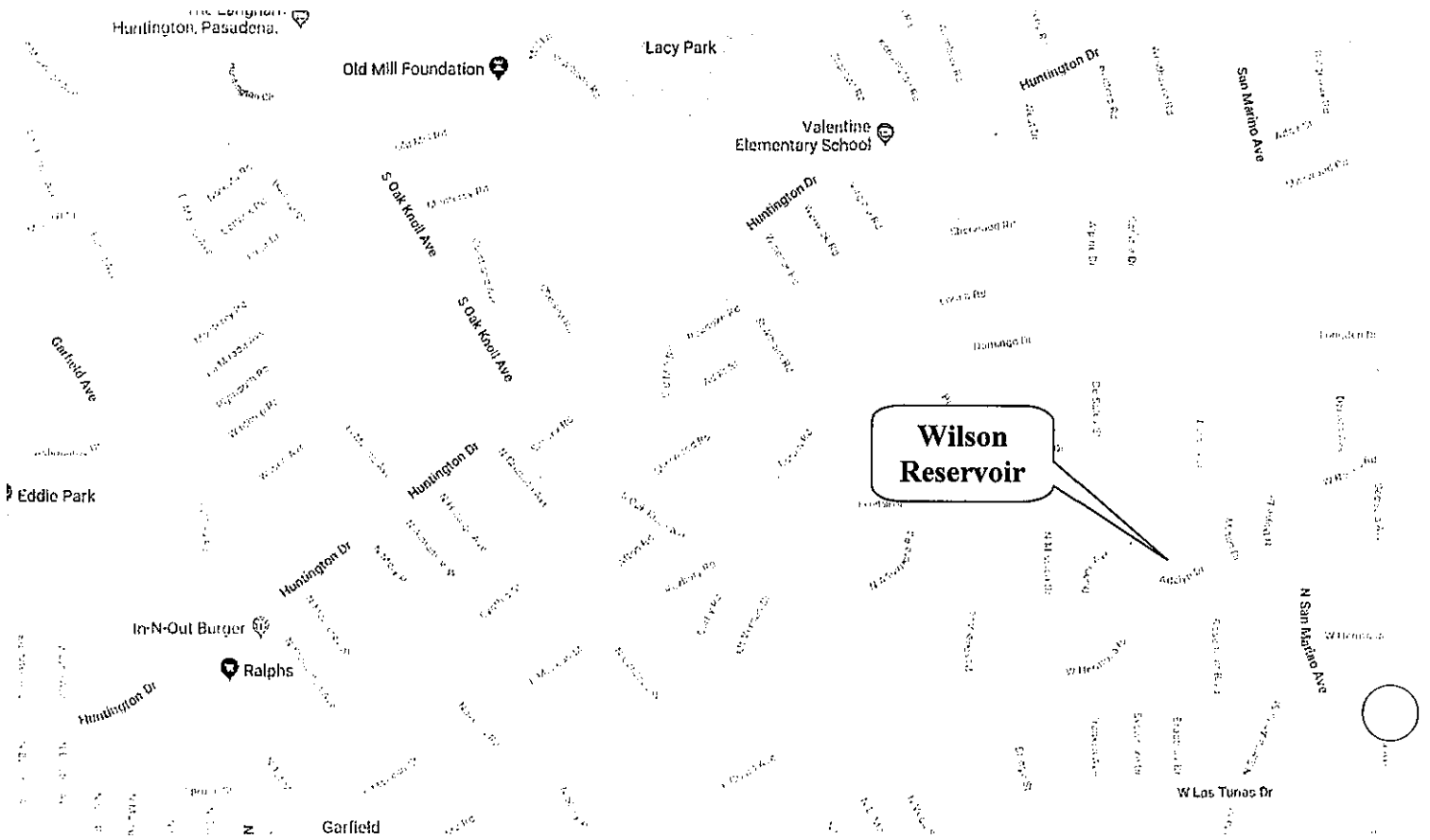
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Project Location Map
2. Proposed Wilson Reservoir Wellhead Treatment System Layout
3. Wilson Reservoir Initial Study
4. R C Foster Corporation Design Build Agreement

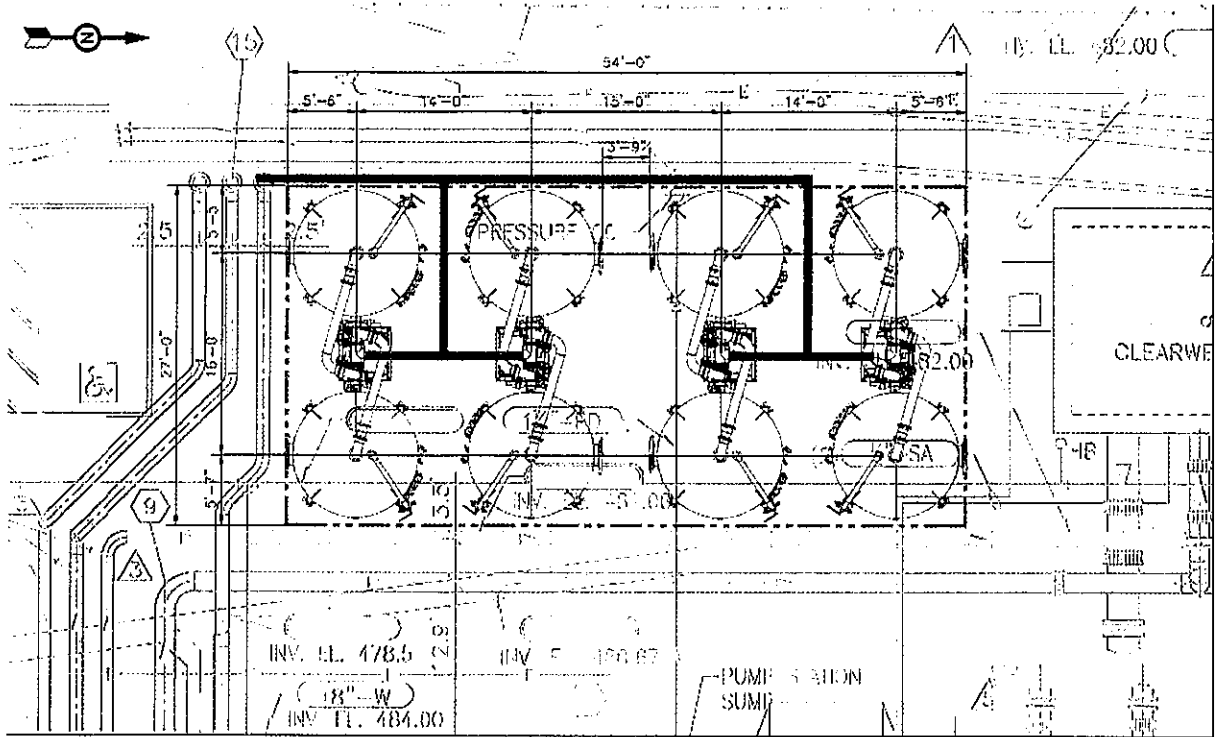
ATTACHMENT 1
Project Location Map

Wilson Reservoir Project Location Map

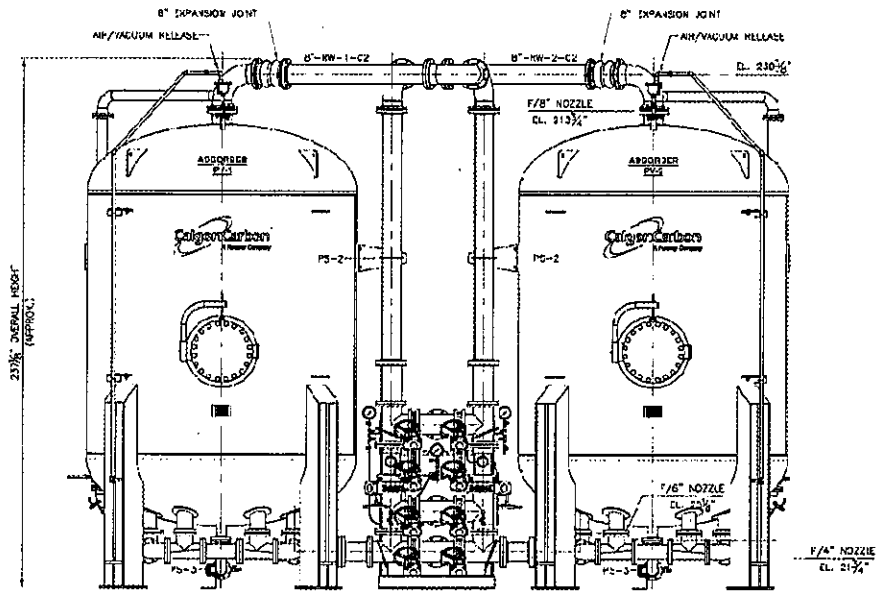


ATTACHMENT 2
Proposed Wilson Reservoir
Wellhead Treatment System Layout

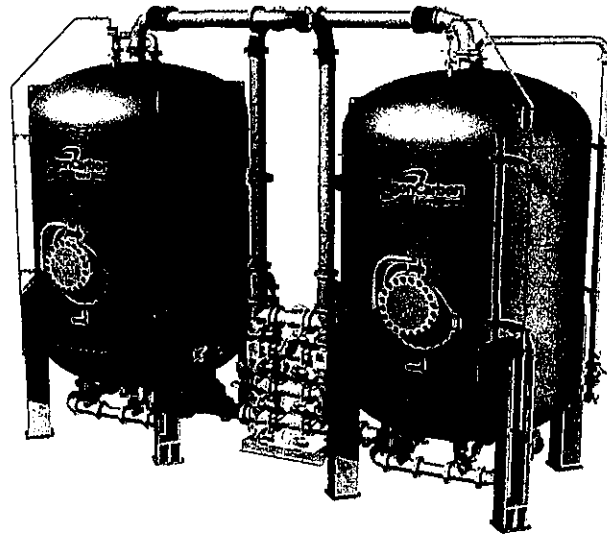
Proposed Wilson Reservoir Wellhead Treatment System Layout



Site Plan



Vessel Elevation



Proposed Vessels



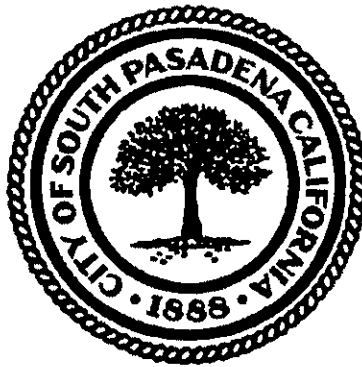
Photos of a Similar Calgon Carbon GAC System

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ATTACHMENT 3
Wilson Reservoir Initial Study

WILSON RESERVOIR REPLACEMENT PROJECT

INITIAL STUDY AND PROPOSED MITIGATED NEGATIVE DECLARATION



CITY OF SOUTH PASADENA
CITY HALL
1414 MISSION STREET
SOUTH PASADENA, CA 91030-3298

PREPARED BY:
WILLDAN
13191 CROSSROADS PARKWAY NORTH
SUITE 405
INDUSTRY, CA 91746-3497

APRIL 17, 2012

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ENVIRONMENTAL CHECKLIST FORM

1. **Project Title:** Wilson Reservoir Replacement Project
2. **Lead Agency Name and Address:** City of South Pasadena
1414 Mission Avenue
South Pasadena, California 91030
3. **Contact Person and Phone Number:** Shin Furukawa
Deputy Public Works Director
(626) 403-7246
4. **Project Location:** 545 Adelyn Drive, San Gabriel, CA 91775
(see Figures 1-3)
5. **Project Sponsor's Name and Address:** City of South Pasadena
Public Works Department
1414 Mission Avenue
South Pasadena, California 91030
6. **General Plan Designation:** City of San Gabriel:
Low Density Residential (0-6 du/acre)
7. **Zoning:** City of San Gabriel:
R-1 (Single Family Residence District)
8. **Description of the Project:**

Background:

The Wilson Reservoir, owned and operated by the City of South Pasadena, is located at 545 West Adelyn Drive in the City of San Gabriel. Built in approximately 1920, the reservoir is constructed of concrete and is covered by a wood frame roof. Water comes from two wells located on-site and a third well located a short distance south of the site on Bradbury Drive. Pumping and water chlorination systems, as well as an operations building, are also located on the reservoir site. Treated water is pumped from the Wilson Reservoir through transmission pipelines to the Garfield Reservoir within the City of South Pasadena.

In recent years, the roof of the 90-year-old reservoir has begun to deteriorate and sag in areas. An inspection in early 2008 concluded that a severe roof collapse could occur at any time. Because of its age, the reservoir also does not meet current earthquake resistance standards. For these reasons, the inspection report recommended complete replacement of the reservoir.

Figure 1: Regional Location Map

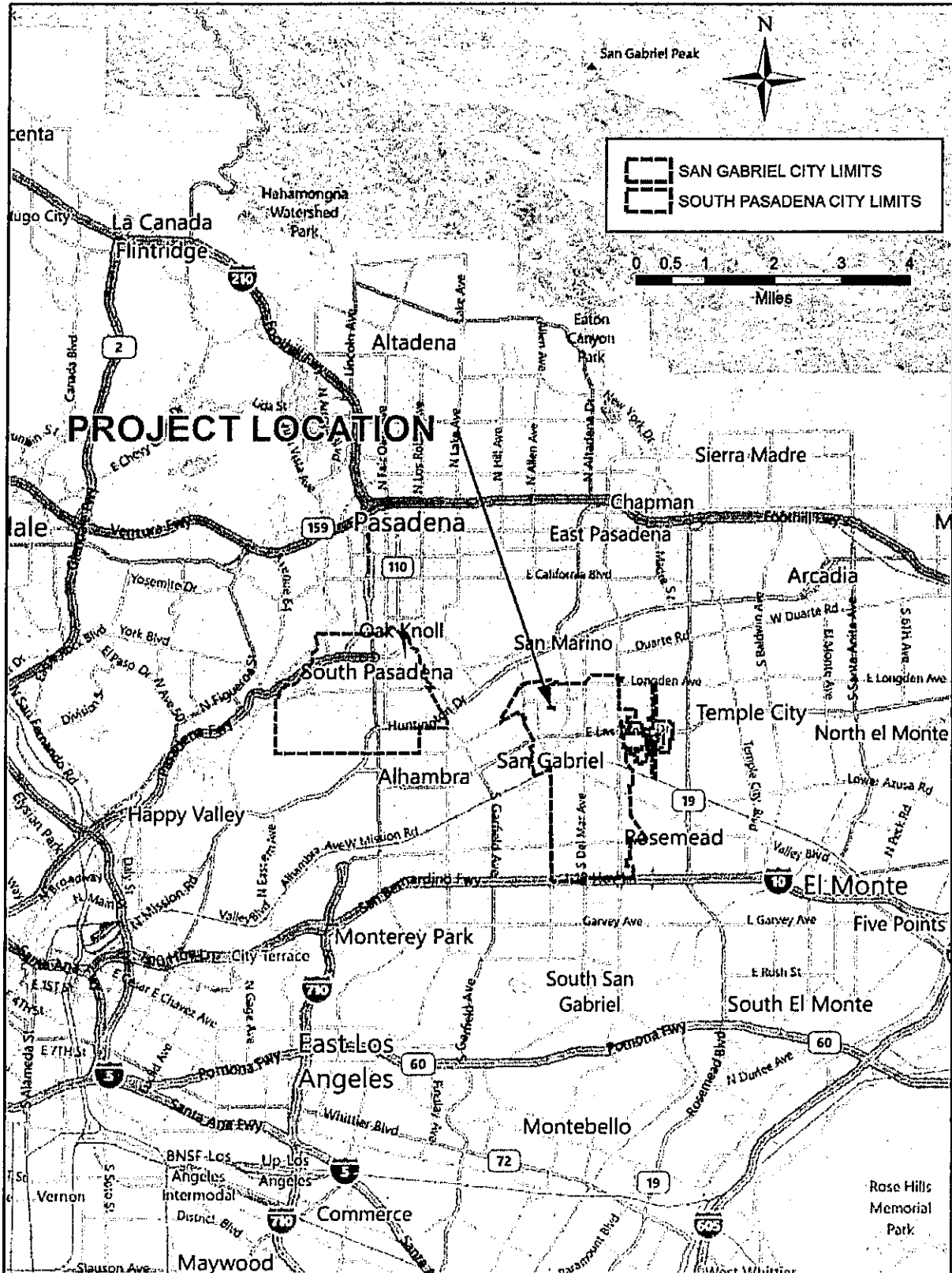


Figure 2: Project Location Map

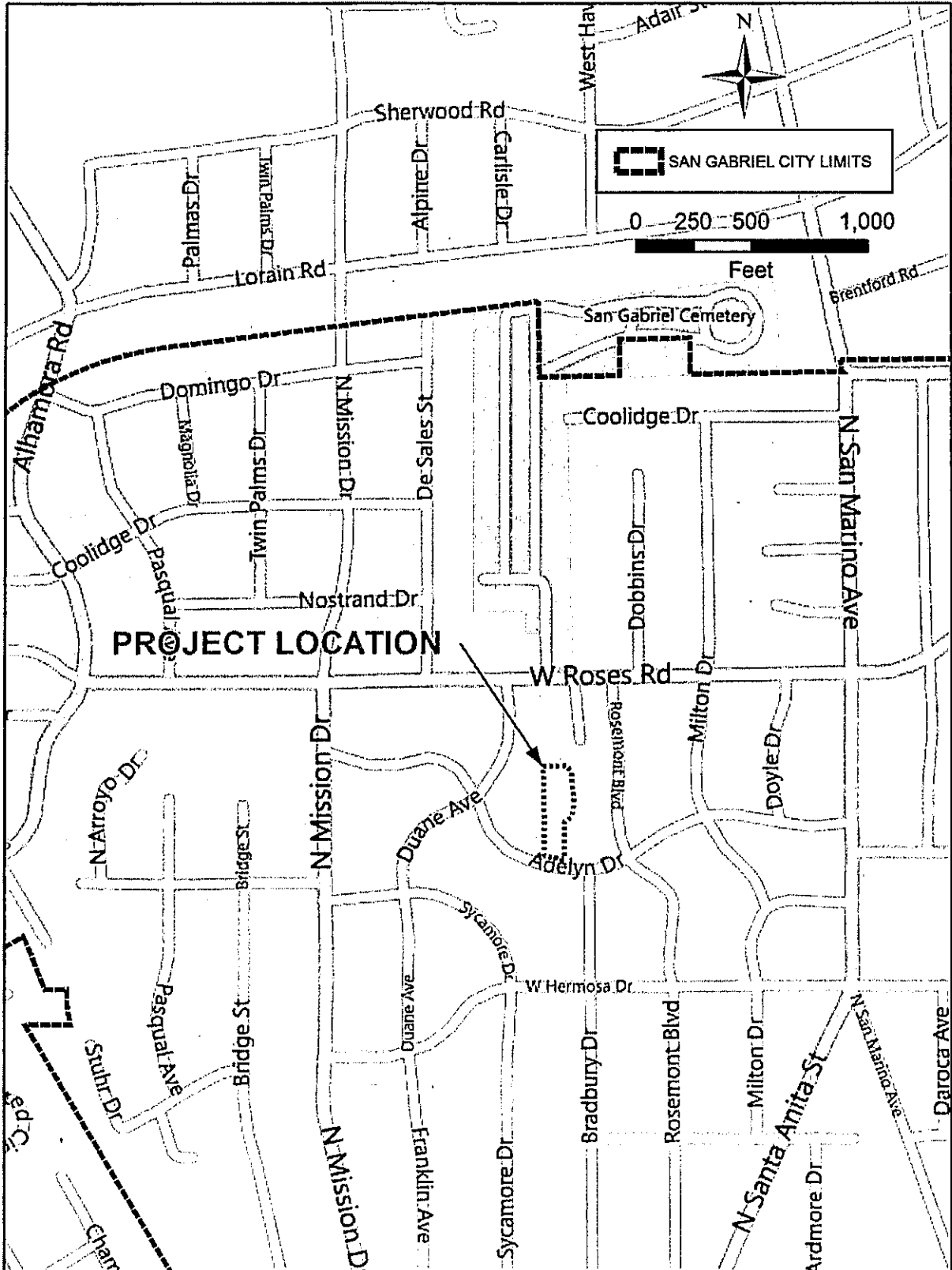
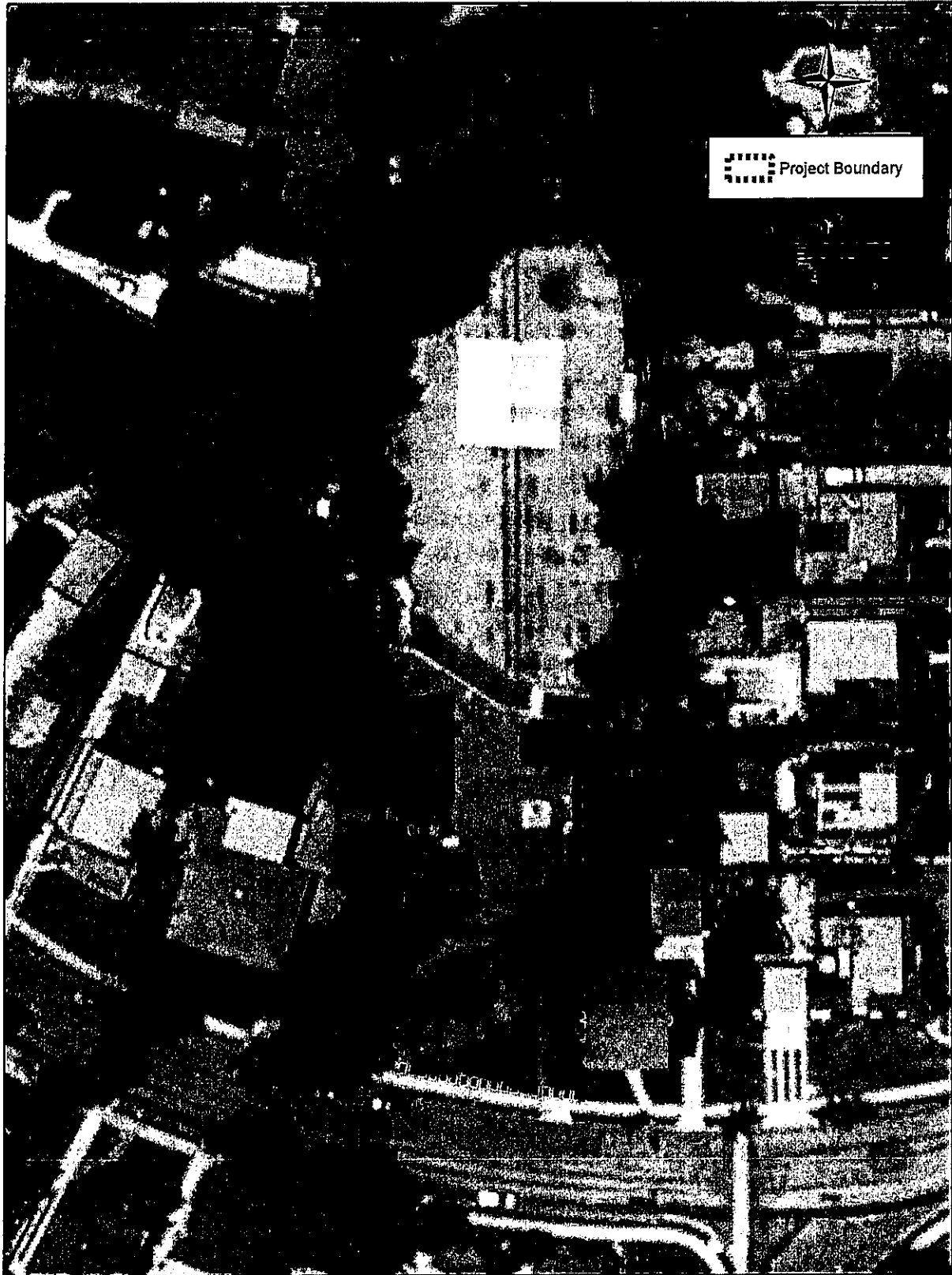


Figure 3: Aerial Photograph of Project Site



Project Components

The proposed Wilson Reservoir Replacement Project (Proposed Project) would include demolition of the existing approximately one million gallon (MG) concrete reservoir, pump house building, office building, valve vault, existing yard piping, site paving, and landscaping, and construction of a new 1.3 MG reservoir at the site with support facilities, including a pump house, operations building, and clearwell. The reservoir would be constructed of cast in place concrete, with a floor elevation of 483 feet above mean sea level (MSL), and an overflow elevation of 501 feet above MSL. The main reservoir would be partially buried with the top deck approximately 4 feet higher elevation as compared to the existing reservoir. The key components of the project include the following:

- Demolish and remove the existing reservoir and related structures;
- Construct a 1.3-million gallon reservoir that would be partially buried but which would be 4 feet taller than the existing reservoir;
- Construct new sound-attenuated pump house;
- Construct new operations building;
- Construct new clearwell¹;
- Provide onsite generation of sodium hypochlorite (safer than current storage of chlorine onsite²);
- Import approximately 1,917 cubic yards (cy) of fill for construction-related activities;
- Create approximately 10,262 cubic yards (cy) of excavated waste material generated from demolition of the existing structures with 3,262 cubic yards (cy) to be exported off-site; and
- Anticipate 24-month construction period.

Plans for the new replacement reservoir and adjacent structures and improvements are presented in Figures 4-7. A concept rendering of the project is presented in Figure 8.

Proposed Replacement Reservoir

The proposed replacement reservoir is a 1.3-million gallon (m.g.), oblong, irregularly shaped, concrete tank, that would be constructed at the rear (north) of the site in the same location as the existing reservoir. The replacement reservoir would be approximately 140 feet (ft.) by 90 ft., have a maximum of 21 ft. in height (measured from floor to roof), and constructed of cast in place concrete. The proposed above-grade reservoir walls are between 7 and 11 feet in height and would be connected to a concrete slab foundation/floor with a finished floor elevation of 483 ft. ASL. The roof of the proposed reservoir is a concrete slab.

¹ A clearwell is a vessel used to store water temporarily before long-term storage or delivery of the water. The proposed clearwell would provide a blending point for the production water from the three wells before going into the main reservoir. The proposed clearwell can also serve as a forebay for the booster pumps when the reservoir is not in service for maintenance, etc., thus allowing the water wells to stay in service and avoid using MWD water during those times.

² See Section 9. Hazards and Hazardous Materials, part (a and b) for a discussion/explanation of the reduction in risks that would result from the proposed project.

At its highest point, the proposed reservoir would be 504 ft. above mean sea level (MSL), which would occur in the center of the structure atop the roof. For comparison, the top of the proposed reservoir would be approximately 4 feet higher than the existing reservoir. The top of the existing reservoir is approximately 500 ft. above MSL.

The proposed reservoir would be surrounded by an 8-10 ft. wide pathway (similar to the existing reservoir) which would be accessible from Adelyn Drive via a gated entry. Existing block walls and fencing surrounding the reservoir would remain in place. Access to the reservoir roof would be from a metal stairway located in front of and on the east side of the reservoir. Finished grade of the access pathways surrounding the reservoir would be approximately 495 ASL.

Pumping Station

A new 1,320-square foot (ft²) booster pump station is proposed for the project. The new pumping station would perform the same function as the existing pumping station, which is to pump water from the Wilson Reservoir to the Garfield Reservoir in the City of South Pasadena. The proposed pump station would be located adjacent to the reservoir in the general location of the existing office and would consist of a single level split-face concrete block building with asphalt/composition shingle roof. The structure would be approximately 60 feet deep, 22 feet wide, and 19 feet tall. The southerly exterior elevations of the building would include Craftsman style architectural features such as a low-pitched roof line with rafter tails, overhanging eaves, and a shingled façade. The building is sized for two 200 horsepower (HP) and one 150 HP vertical turbine pumps and associated piping, accessories, and electrical/control equipment, as well as a chlorination facility. The operating floor would be accessible from ground level. The pumping station would have a total installed capacity of 6,500 gallons per minute (gpm) (9.3 million gallons per day (MGD)) with two 2,500 gpm pumps and one 1,500 gpm pump, providing a firm capacity of 4,000 gpm (5.7 MGD).

Chlorination Facility

A new chlorination facility would be housed within the pumping station building. The chlorination facility would provide initial chlorine residual in the reservoir at prescribed levels for public health. The facility would generate sodium hypochlorite from a brine solution made with salt and water. Sodium hypochlorite would be generated at a solution strength of 0.8 percent. Sodium hypochlorite strength of less than 1.0 percent is not classified as a hazardous material. By comparison, household bleach has a solution strength of approximately 5 to 6 percent. The need for transporting hazardous bulk chlorine to the site would be eliminated as the facility uses only ordinary salt (sodium chloride), water, and electricity to generate sodium hypochlorite.

Other On-site Facilities

Additional new facilities proposed on the project site include an operations building, metering facility and clearwell. The operations building would be located at the front of the site (west side), directly behind a proposed 8-foot concrete masonry wall. The operations building would contain the operation center, equipment storage, records storage and restroom. The structure

would be approximately 31 feet deep (not including rear overhang patio area), 15 feet wide, and 13.5 feet tall. The exterior elevations of the building include Craftsman style architectural features such as a low-pitched roof line with rafter tails, overhanging eaves, and tapered columns supporting the roof structure. The new metering facility would also be located at the front of the site (east side) and would consist of metering equipment for the reservoir. Finally, a new clearwell is proposed which would be located along the west property line behind the operations building and in front of the proposed replacement reservoir. The clearwell is a rectangular cast in place concrete tank structure that would be approximately 24 feet deep, 21 feet wide, and 18 feet 3 inches (18'-3") tall at the top of roofline. The exterior elevations of the clearwell would include craftsman style architectural features, such as a low-pitched roof with rafter tails and overhanging eaves. All of the proposed new on-site structures would include Craftsman-style design elements (pitched roofs, shingle siding, etc.) to make them more compatible with existing residential architecture in the project vicinity.

Off-Site Facilities

No new off-site facilities will be constructed in conjunction with the project.

Figure 5: Proposed Pump Station Exterior Elevations

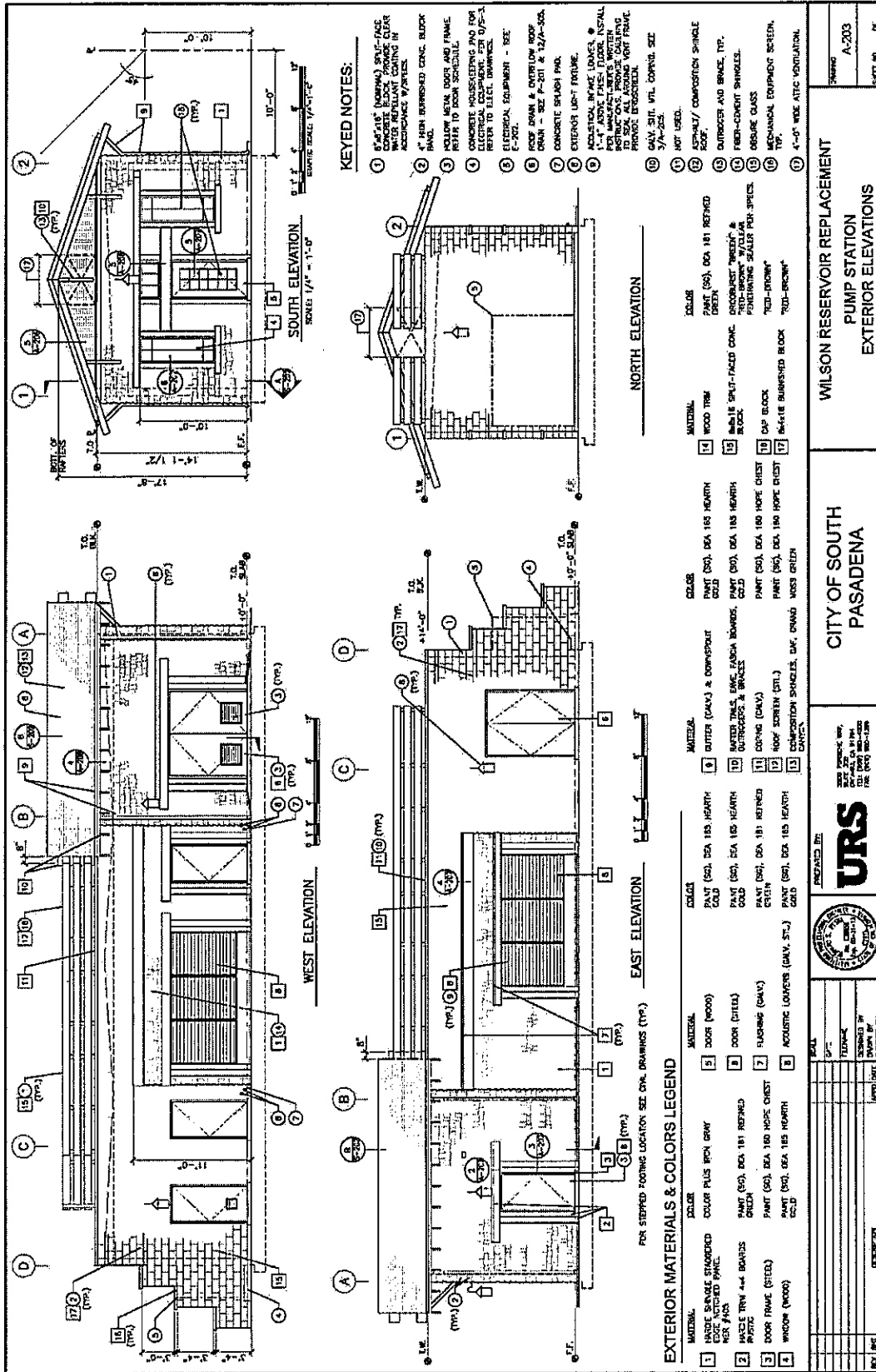
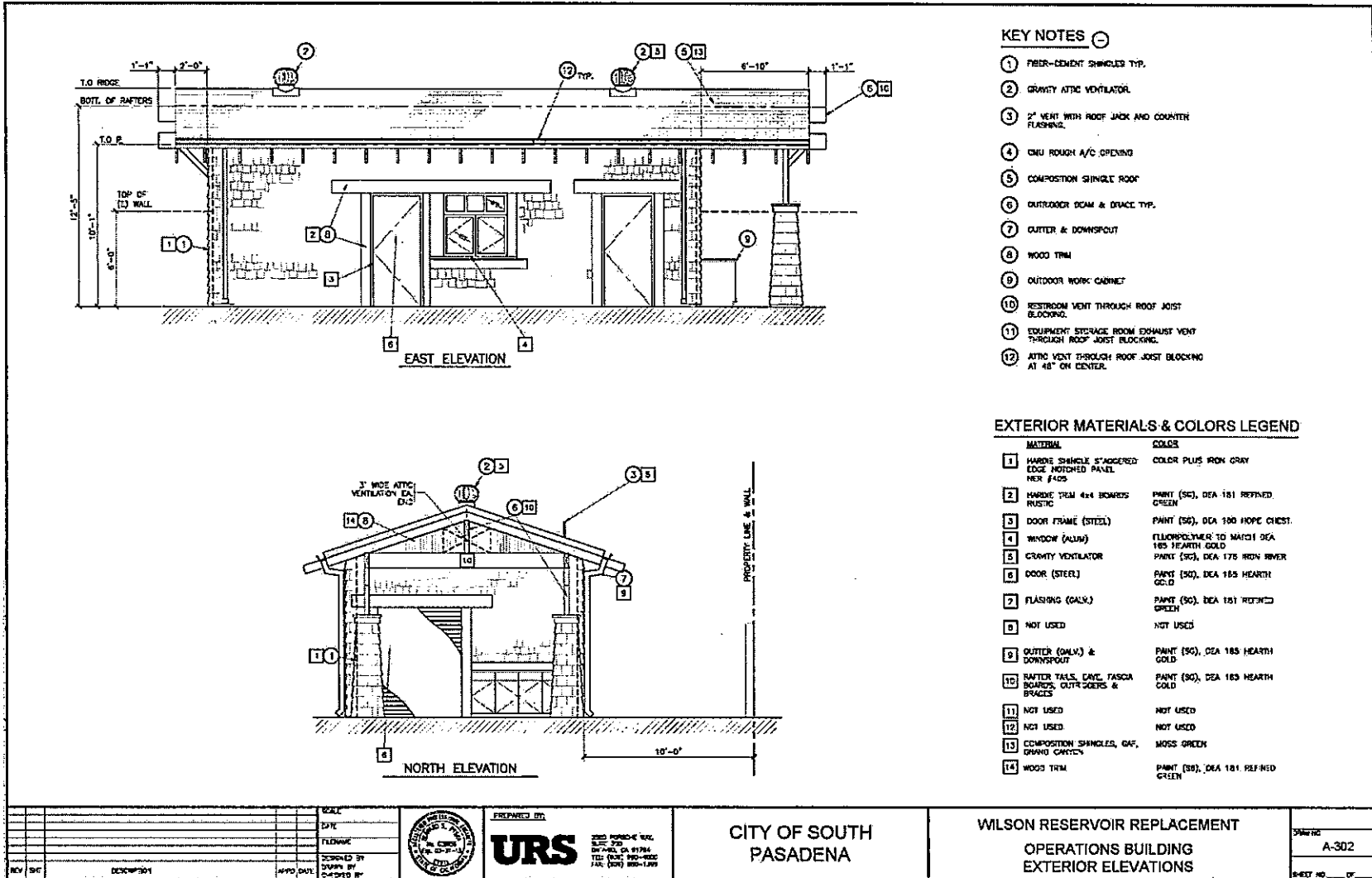


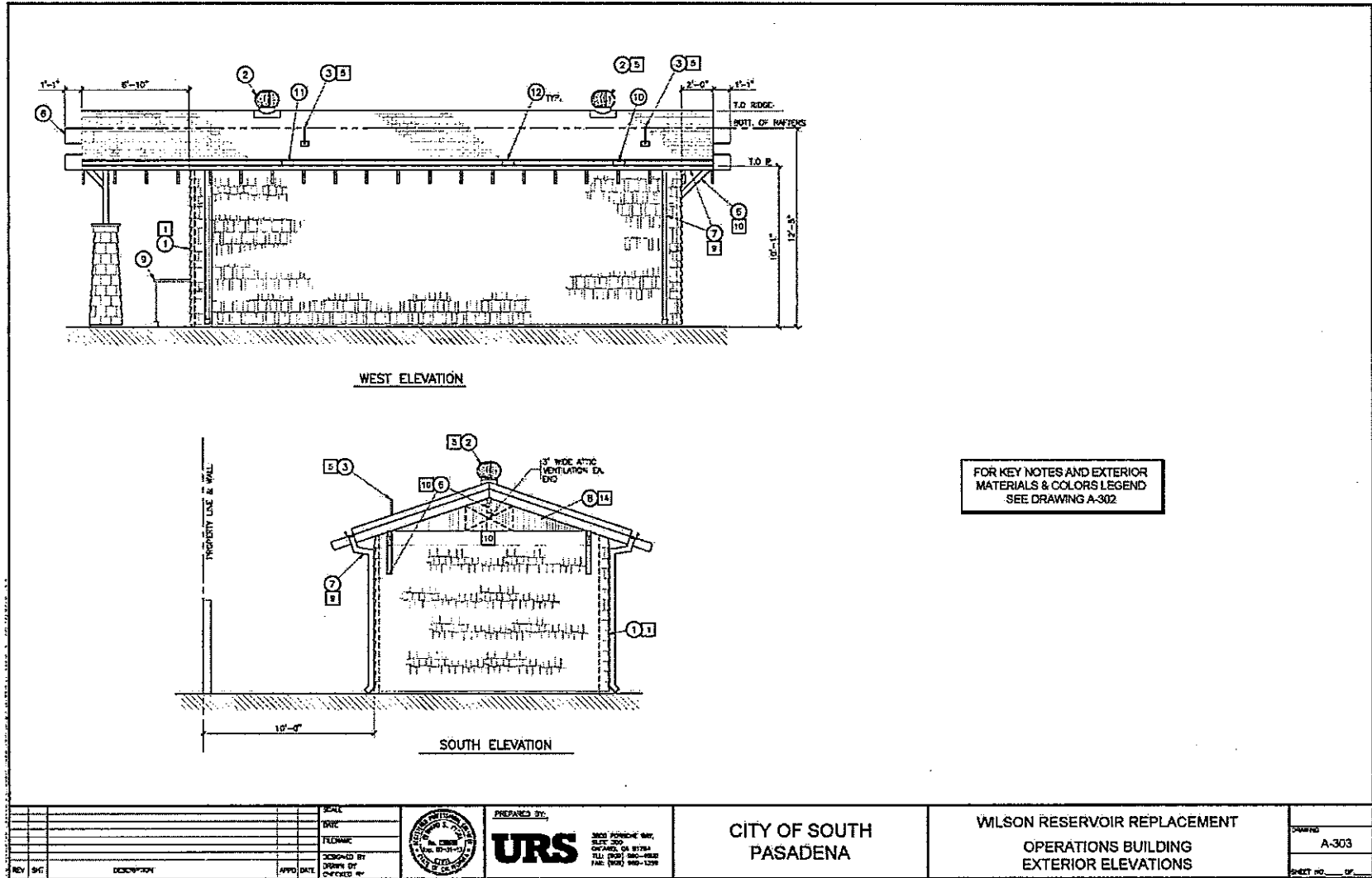
Figure 6a: Proposed Operations Building Exterior Elevations (pg. 1)



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<table border="1"> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> <th>APP'D</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	REV	DATE	DESCRIPTION	APP'D	DATE							<p>PREPARED BY</p> <p>URS</p> <p>2200 PONDIC VILL SUITE 300 SOUTH PASADENA, CA 91766 TEL: (909) 940-4333 FAX: (909) 940-1999</p>	<p>CITY OF SOUTH PASADENA</p>	<p>WILSON RESERVOIR REPLACEMENT OPERATIONS BUILDING EXTERIOR ELEVATIONS</p>	<p>DATE</p> <p>A-302</p> <p>SHEET NO. OF</p>
REV	DATE	DESCRIPTION	APP'D	DATE											

Figure 6b: Proposed Operations Building Exterior Elevations (pg. 2)



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Figure 7: Proposed Clearwell Structure Exterior Elevations

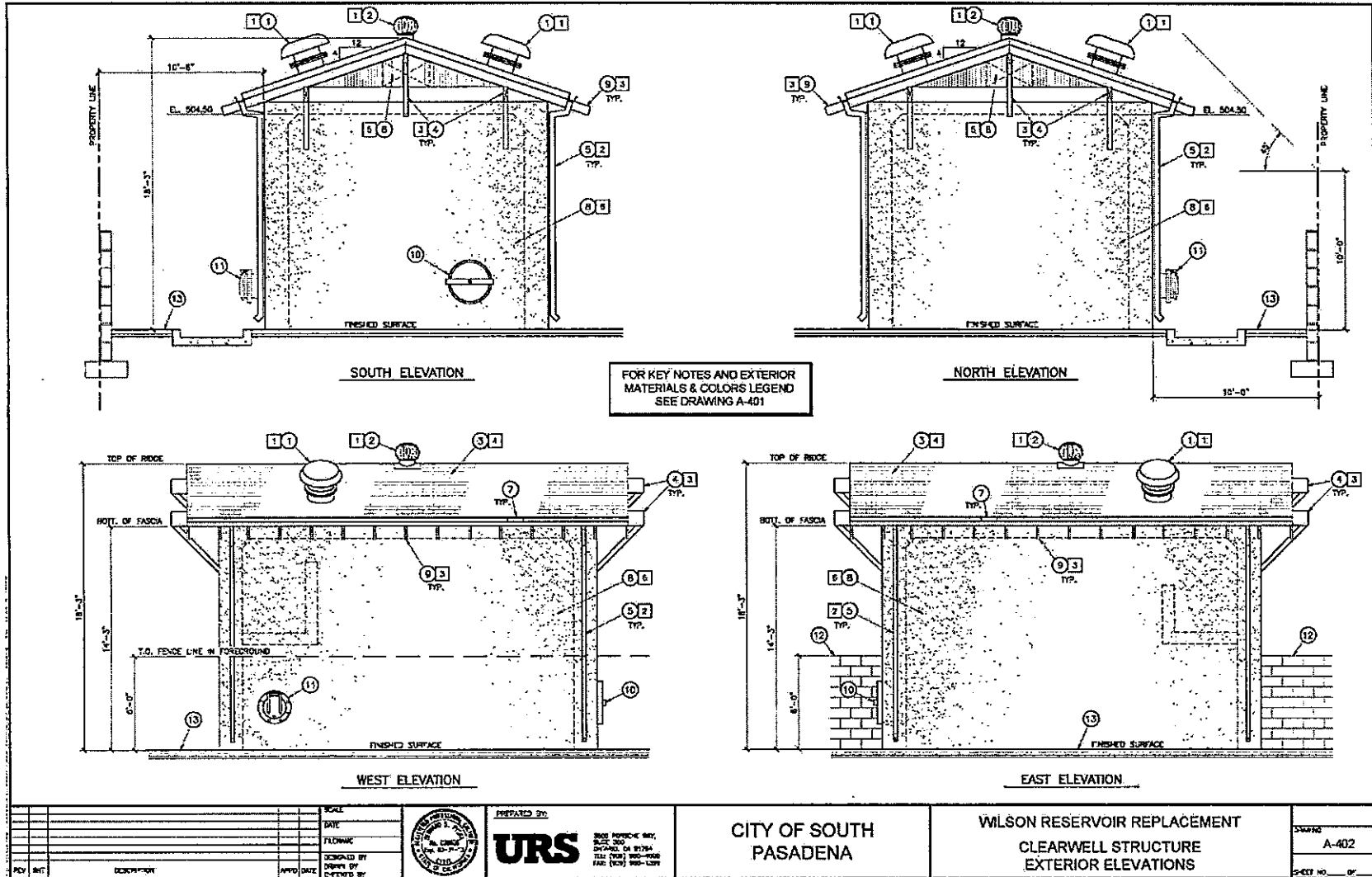


Figure 8: Photosimulation of the Existing Facility as Viewed from Adelyn Drive



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Figure 8 (cont.): Photosimulation of the Proposed Facility as Viewed from Adelyn Drive

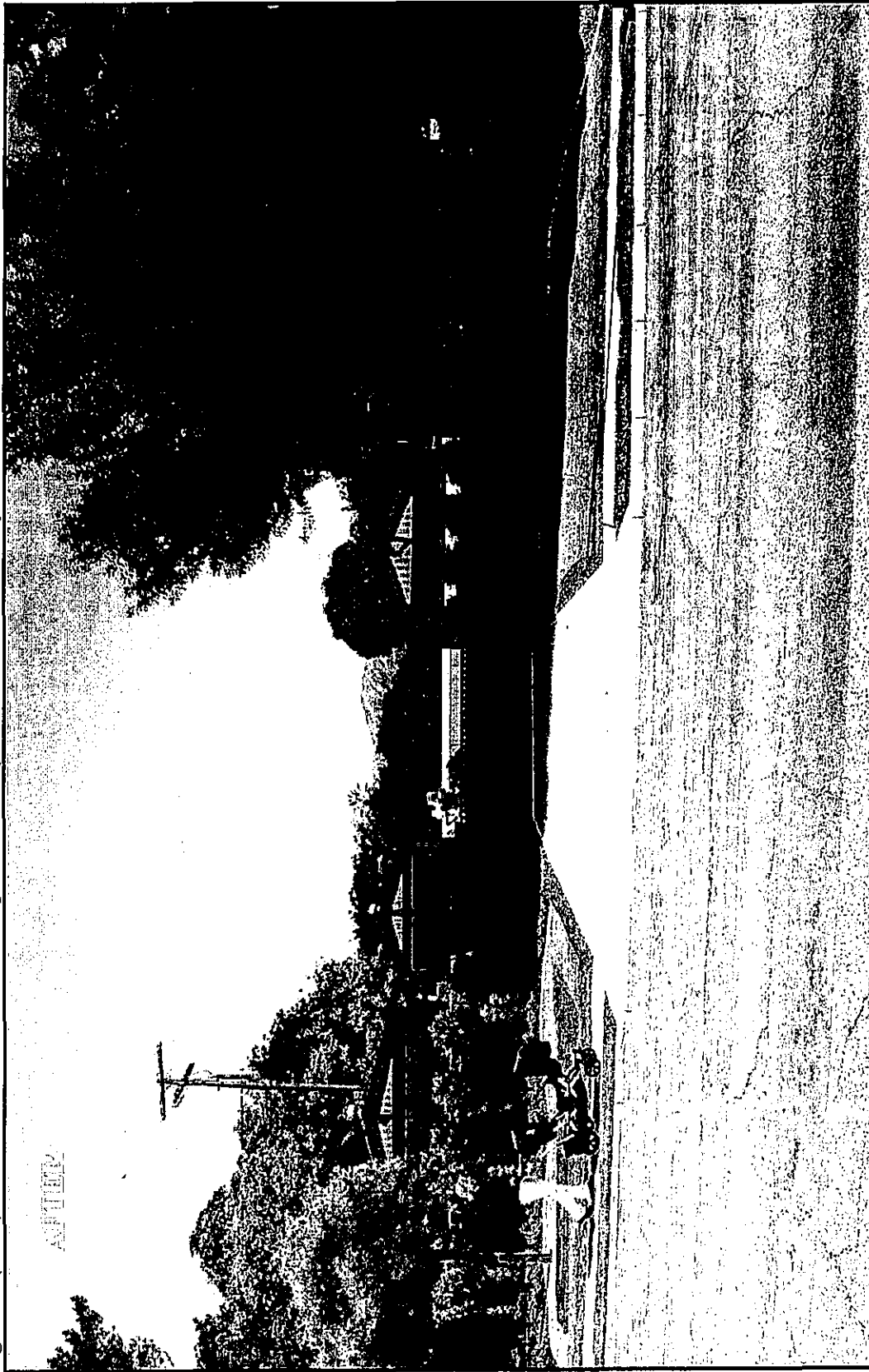
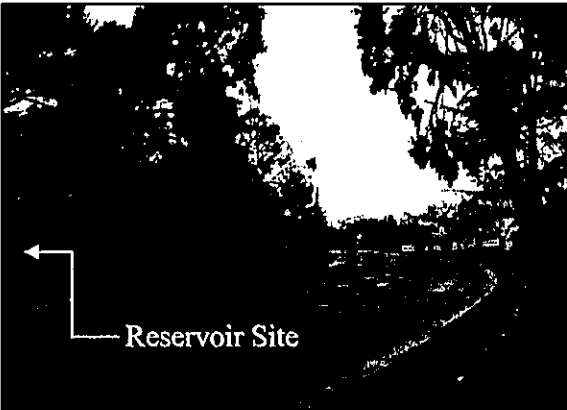
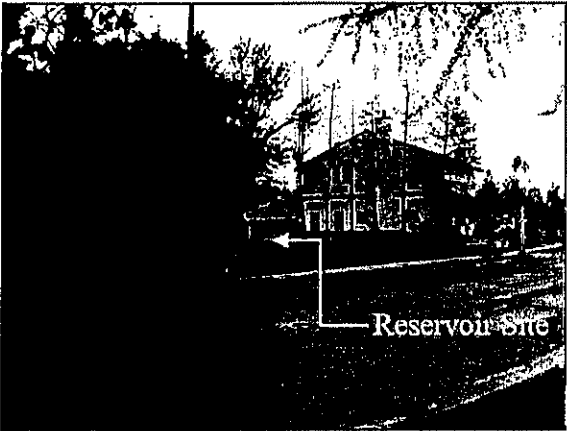


Figure 9 – Various Northerly Views of Project Area from Adelyn Drive



9. Surrounding Land Uses and Setting:

The proposed project site is located within the City of San Gabriel and is surrounded to the north, east and west by low density residential land uses. Surrounding uses are zoned R-1, Single Family Residence District. The land use pattern is primarily residential with surrounding single-family homes located on single parcels.

10. Other public agencies whose approval is required (e.g. permits, financing approval, or participation agreement):

The proposed project involves the following approvals:

- City of South Pasadena, City Council – Approval of the project and execution of a contract for construction
- City of San Gabriel Community Development Director – Tree Removal Permit
- City of San Gabriel Design Review Commission – Design Review

SUPPORTING DOCUMENTATION:

- a. California, State of, the Resources Agency, Department of Conservation, Division of Mines and Geology, Seismic Hazards Zone Map, El Monte Quadrangle, 1999.
- b. California, State of, the Resources Agency, Department of Conservation, Division of Mines and Geology El Monte Quadrangle, Special Studies Zone Official Map, effective July 1, 1986.
- c. San Gabriel, City of, General Plan, 2004.
- d. San Gabriel, City of, General Plan Environmental Evaluation, 2004.
- e. San Gabriel, City of, Municipal Code.
- f. United States Geological Survey (USGS). El Monte, California, 7.5-Minute Topographic Quadrangle. Photorevised 1981, Minor Revision 1994.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" or "Less than Significant with Mitigation" as indicated by the checklist on the following pages.

	Land Use and Planning	X	Biological Resources		Aesthetics
	Population and Housing		Mineral Resources	X	Cultural Resources
	Geological Problems	X	Hazards and Hazardous Materials		Recreation
	Hydrology and Water Quality	X	Noise		Mandatory Findings of Significance
X	Air Quality		Public Services		
X	Transportation/Traffic		Utilities and Service Systems		

DETERMINATION: (To be completed by the Lead Agency).

On the basis of this initial evaluation:

I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.	
I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.	X
I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.	
I find that the proposed project MAY have a significant effect(s) on the environment, but at least one effect (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.	
I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION , including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.	

John Bellas
Signature

JOHN BELLAS
Printed Name

4-17-2012
Date

Consultant to City of South Pasadena
For

EVALUATION OF ENVIRONMENTAL IMPACTS:

1. LAND USE AND PLANNING. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Physically divide an established community?				x
No Impact. The proposed project would not disrupt or divide the physical arrangement of an established community. The parcel which is the location of current Wilson Reservoir has been in continuous use as a reservoir since 1920.				
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to, the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?			x	
<p>Less than Significant Impact. The proposed project would not conflict with environmental plans or policies as it would be a continuation of an existing land use previously established on the property. Local governmental agencies play limited roles in regulating water treatment and conveyance facilities. Such facilities are regulated under the Public Utilities Commission pursuant to Water Code Section (Section 6025-6031) of the State Public Utilities Code. Section 6026 of the PUC specifically states the following:</p> <p style="padding-left: 40px;">“No city or county has authority, by ordinance enacted by the legislative body thereof or adopted by the people under the initiative power, or otherwise, to regulate, supervise, or provide for the regulation or supervision of any dams or reservoirs in this state, or the construction, maintenance, or operation thereof, nor to limit the size of any dam or reservoir or the amount of water which may be stored therein.”</p> <p>Although the General Plan designation for this project site is Low-Density Residential and the corresponding zoning is R1 (Single Family Residence), the proposed project is a legally-established non-conforming use which seeks only to replace the existing reservoir and appurtenant facilities with safer and upgraded facilities without encroaching on to or encompassing additional parcels. All work will be limited to an upgrade of the existing reservoir use. The use of that facility is permitted by the City of San Gabriel. The project would not affect the surrounding land use designation or zoning as it would continue to operate as a water storage facility. The only land use procedures that are applicable to the project are the City of San Gabriel’s tree removal and design review processes.</p>				
c) Conflict with an applicable habitat or conservation plan or natural community conservation plan?				x
No Impact. The proposed project would not conflict with any applicable habitat conservation plan or natural community conservation plan.				

2. POPULATION AND HOUSING. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				x
No Impact. The proposed project is a reservoir and pumping station replacement project that would not increase the population of the City of San Gabriel or the City of South Pasadena. The project would not increase the demand for housing as it would serve the existing population. Therefore, the proposed project would not cause any impacts to local population projections, induce substantial growth, or displace existing housing. No impacts to population and housing would occur.				

2. POPULATION AND HOUSING. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				x
No Impact. See answer to a), above				
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				x
No Impact. See answer to a), above.				

3. GEOLOGIC PROBLEMS. Would the proposal result in or expose people to potential impacts involving:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of known fault? Refer to Divisions of Mines and Geology Special Publication 42.				x
No Impact. According to the City of San Gabriel General Plan, the two closest active faults near the project site are the Raymond Hill Fault and the Sierra Madre Fault. As shown on the Division of Mines and Geology, Seismic Hazards Zone Map, El Monte Quadrangle, 1999 (Reference a). The project site is not located within a currently designated Alquist-Priolo Earthquake Fault Zone. The closest active fault to the subject site is the Raymond Hill Fault, which is a left-lateral fault that branches from the San Andreas Fault in the San Gabriel Mountains. The Raymond Hill Fault underlies most of the City of South Pasadena, San Marino, and extends straight through the Santa Anita Racetrack, forming the hills of San Marino and Raymond Hills. Also, as shown on the El Monte Quadrangle, Special Studies Zone Official Map, effective July 1, 1986, this site is not located within a currently designated Alquist-Priolo Earthquake Fault Zone. The project will not result in or expose people to rupture of a known earthquake fault.				
ii) Strong seismic ground shaking?			x	
Less than Significant Impact. Ground shaking is the primary seismic hazard affecting the City of San Gabriel with its proximity to the San Andreas Fault, Raymond Hill Fault and Sierra Madre fault zones. Given the seismic activity in the region, the proposed facility will likely be subject to strong seismic ground shaking. However, the risks of earthquake damage can be minimized through proper engineering, design, and construction. The proposed facility is required to be built according to the Uniform Building Code and other applicable codes, and are subject to building inspection during and after construction. Conforming to these required standards will ensure the proposed project would not result in significant impacts due to strong seismic ground shaking.				
iii) Seismic-related ground failure, including liquefaction?				x
No Impact. The project area is generally geologically stable and suitable for development. As shown on both Figure 5-1 of the City of San Gabriel General Plan Safety Element and the Special Studies Zone Official Map for the El Monte Quadrangle (Division of Mines and Geology, 1999, Reference b), the project site is not within a liquefaction hazard area. Therefore, the project would have no impacts related seismic related ground failure.				
iv) Landslides?				x
No Impact. As shown on both Figure 5-1 of the City of San Gabriel General Plan Safety Element and the Special Studies Zone Official Map for the El Monte Quadrangle (Division of Mines and Geology, 1999, Reference b), the project site is not within an earthquake induced landslide hazard area. Furthermore, there are no unstable slopes on the project site. Therefore, the proposed project would not expose people or structures to potential adverse effects from landslides and would have no associated impacts.				

3. GEOLOGIC PROBLEMS. Would the proposal result in or expose people to potential impacts involving:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
b) Result in substantial soil erosion or the loss of topsoil?			x	
<p>Less Than Significant Impact. The proposed project would involve soil in-filling of space around the new water storage tanks and minor re-grading of the site. Finish grades would closely approximate the existing grades on the site. Construction activities may result in the potential for soil erosion. However, adherence to sediment control measures, including slope stabilization and erosion/sedimentation control devices, would be incorporated into the project design during construction, as required by the Clean Water Act and the South Coast Air Quality Management District (Rule 403). Operation of the proposed project would not result in the potential for substantial soil erosion or loss of topsoil. Therefore, the likelihood of project's impact on contributing to soil erosion is minimal.</p>				
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?				x
<p>No Impact. The proposed project would not result in or expose people to a geologic unit or soil that is unstable, as discussed under 3(a)(i, iii, and iv).</p>				
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property.			x	
<p>Less Than Significant Impact. The soils on-site have been historically sufficient to support the existing 1.0 MG water reservoir. Likewise, the same soils would be used to backfill around the concrete reservoir. Any necessary imported soil types would be carefully selected to avoid expansive soil types. Given the nature of the project and adherence to standard construction practices for ensuring proper type and compaction of soils during grading activities and reservoir construction, the risks to life or property as a result of soil expansion would be minimal.</p>				
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				x
<p>No Impact. The proposed facility would be connected to the sanitary sewer system. Thus, the capability of soils to support the use of septic tanks or alternative wastewater disposal systems is not applicable in this case.</p>				

4. HYDROLOGY AND WATER QUALITY. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?			x	
<p>Less Than Significant Impact. Section 303 of the federal Clean Water Act requires states to develop water quality standards to protect the beneficial uses of receiving waters. In accordance with California's Porter/Cologne Act, the Regional Water Quality Control Boards (RWQCBs) of the State Water Resources Control Board (SWRCB) are required to develop water quality objectives that ensure their region meets the requirements of Section 303 of the Clean Water Act.</p> <p>San Gabriel is within the jurisdiction of the Los Angeles RWQCB. The Los Angeles RWQCB adopted water quality objectives in its Basin Plan. This Basin Plan is designed to ensure stormwater achieves compliance with receiving water limitations. Thus, stormwater generated by a development that complies with the Basin Plan does not exceed the limitations of receiving waters, and thus does not exceed water quality standards.</p> <p>Compliance with the Basin Plan is ensured by Section 402 of the Clean Water Act, which is known as the National Pollutant Discharge Elimination System (NPDES). Under this section, municipalities are required to obtain permits for the water pollution generated by stormwater in their jurisdiction. These permits are known as Municipal Separate Storm Sewer Systems (MS4) permits. Los Angeles County and 85 incorporated Cities therein, including the City of San Gabriel, obtained an MS4 (Permit # 01-182) from</p>				

4. HYDROLOGY AND WATER QUALITY. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>the Los Angeles RWQCB, most recently in 2001. Under this MS4, each permitted municipality is required to implement the SQMP.</p> <p>In addition, as required by the MS4 permit, the City of San Gabriel has adopted a Standard Urban Stormwater Mitigation Plan (SUSMP) ordinance to ensure new developments comply with SQMP. The City's SUSMP ordinance requires new developments to implement Best Management Practices (BMPs) that reduce water quality impacts, including erosion and siltation, to the maximum extent practicable. This ordinance also requires most new developments to submit a plan to the City that demonstrates how the project will comply with the City's SUSMP and identifies the project-specific BMP's that will be implemented.</p> <p>The proposed replacement reservoir and associated facilities would not be point source generators of water pollutants and, thus, no quantifiable water quality standards apply to the project. The proposed project would generate typical, urban, nonpoint-source pollutants that could be collected by storm water runoff, such as trash, vehicle fluids, etc. However, the proposed project would not generate such pollutants in excess of existing conditions. As discussed, these pollutants are permitted by the County-wide MS4 permit, and would not exceed any receiving water limitations. Given the type and size of the project, the storm water pollutants generated onsite would be minimal and a project specific SUSMP compliance plan would not be required. Therefore, the proposed project would not violate any water quality standards or waste discharge requirements, and would have no related significant impacts.</p>				
<p>b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume of a lowering or the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?</p>			x	
<p>Less than Significant Impact. The proposed project would not change the quantity of groundwater through addition or withdrawal of the underlying aquifer. The amount of water reaching the groundwater basins from the site is negligible given the interference of developed land and the fact that most of the flows would be directed into the existing and proposed storm water drain system. The change in pervious surfaces would remain essentially the same because the project is a replacement of an existing reservoir.</p> <p>Development of the proposed replacement reservoir and appurtenant facilities would continue to the use of the City's Well No. 4 (located at the front of the property) and Well No. 3 (located behind the proposed metering facility), both of which would continue to extract water from the underlying groundwater. Well No. 4 is 973 feet deep and capable of producing approximately 1,100 gallons/minute. Well No. 3 is 984 feet deep and capable of producing approximately 2,060 gallons/minute. The continued use of these wells would withdraw water from the groundwater basin. However, the project would not result in an increase in the rate of withdrawal and this withdrawal would not substantially deplete the groundwater basin and is well within the City's existing water rights. Therefore, the continued use of Well Nos. 4 and 3 would not significantly deplete groundwater supply.</p>				
<p>c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?</p>			x	
<p>Less than Significant Impact. The project would not change the existing absorption rates, drainage patterns or the rate and amount of surface runoff because the site has already been developed and the general drainage patterns would be maintained upon implementation of the proposed project. The proposed project would not focus or concentrate any storm water flows and would not direct storm water over exposed soils. Nevertheless, the proposed project is required to comply with the Los Angeles County National Pollutant Discharge Elimination System (NPDES) Permit (Permit # 01-182), as implemented by City ordinance. In accordance with this permit, construction of the proposed project must control potential pollutant sources at the construction site by, at a minimum, complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Sediments generated on the project site shall be retained using adequate Treatment Control or Structural BMPs; 2. Construction-related materials, wastes, spills or residues shall be retained at the project site to avoid discharge to streets, drainage facilities, receiving waters, or adjacent properties by wind or runoff; 				

4. HYDROLOGY AND WATER QUALITY. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>3. Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site; and</p> <p>4. Erosion from slopes and channels shall be controlled by implementing an effective combination of BMPs (as approved in Regional Board Resolution No. 99-03), such as the limiting of grading scheduled during the wet season; inspecting graded areas during rain events; planting and maintenance of vegetation on slopes; and covering erosion susceptible slopes.</p> <p>Compliance with these requirements ensures that the construction of the proposed project would not result in substantial erosion or siltation. After construction, the proposed groundwater treatment system would have no affect on drainage or storm water flows.</p>				
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?			x	
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?			x	
<p>(d and e) Less than Significant Impact. The site is located within a suburban portion of San Gabriel, is effectively flat, and contains no streams, rivers, discernable drainages, or notable storm drain improvements. Storm drainage on the project sites is currently directed to the storm drain infrastructure in the surrounding streets (i.e., curb and gutter, storm drains, etc.). The project would not noticeably change the amount of stormwater runoff generated onsite, since the site is currently covered with impervious materials (e.g., asphalt, rooftops, the existing reservoir, etc.). Stormwater flows exiting the project site would continue to flow south across the site's lawn area toward Adelyn Drive, which conveys stormwater flows via curb and gutter. Since the project would not result in a measurable change in stormwater flows, the existing curb and gutter system is adequate to handle stormwater flows from the improved site. The project would not substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site and would not cause an exceedance of the capacity of existing or planned stormwater drainage systems. Drainage impacts are, therefore, less than significant.</p>				
f) Otherwise, substantially degrade water quality?				x
<p>No Impact. See answer to 4(a) to 4(c), above.</p>				
g) Place housing within a 100-year flood hazard area as a mapped on a federal Flood Hazard Boundary or Floor Insurance Rate Map or other flood hazard delineation map?				x
<p>No Impact. The project is for the replacement of a concrete water reservoir with another of similar capacity and function. The project would not place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map. There are no special flood hazards areas in the City of San Gabriel, as described in the Safety Element of the City of San Gabriel General Plan.</p>				
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				x
<p>No Impact. See response to 4(g), above.</p>				
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?			x	
<p>Less than Significant Impact. The project area is not located within a flood hazard zone nor is it located within a designated 100 year or 500 year flood zone. It is not in the vicinity of a levee or dam. Surrounding uses are developed, residential lots and no water bodies are immediately adjacent to the project area. The replacement reservoir would store up to 1.3 million gallons of water; and in</p>				

4. HYDROLOGY AND WATER QUALITY. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>the event the reservoir is damaged, water releases are possible. Given the topography of the surrounding area, flows would likely travel southward, towards Adelyn Drive. The possibility of flooding from rupture of the proposed reservoir is extremely remote given the distance of the reservoir from an active earthquake fault and the project's required adherence to standard seismic upgrade construction practices and a regular inspection program which would ensure that ruptures would be avoided. Furthermore, the proposed project would replace a deteriorating reservoir with a new reservoir built to current seismic standards, thereby reducing the risk of flooding as a result of rupture of the reservoir.</p>				
j) Inundation by seiche, tsunami, or mudflow?				x
<p>No Impact. The project is not near a known water body and thus would not result in or expose people to inundation by a seiche, tsunami or mudflow.</p>				

5. AIR QUALITY & GREENHOUSE GAS EMISSIONS. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?				x
<p>No Impact: The City of San Gabriel is within the South Coast Air Basin (SCAB), which is bounded by the San Gabriel, San Bernardino, and San Jacinto Mountains to the north and east, and the Pacific Ocean to the south and west. The air quality in the SCAB is managed by the South Coast Air Quality Management District (SCAQMD).</p>				
<p>The SCAB has a history of recorded air quality violations and is an area where both state and federal ambient air quality standards are exceeded. Because of the violations of the California Ambient Air Quality Standards (CAAQS), the California Clean Air Act requires triennial preparation of an Air Quality Management Plan (AQMP). The AQMP analyzes air quality on a regional level and identifies region-wide attenuation methods to achieve the air quality standards. These region-wide attenuation methods include regulations for stationary-source polluters; facilitation of new transportation technologies, such as low-emission vehicles; and capital improvements, such as park-and-ride facilities and public transit improvements. The most recently adopted plan is the 2007 AQMP. This plan is the South Coast Air Basin's portion of the State Implementation Plan (SIP).</p>				
<p>The SCAQMD's CEQA Handbook identifies two key indicators of consistency with the AQMP:</p>				
<p>(1) Whether the project will result in an increase in the frequency or severity of existing air quality violations or cause or contribute to new violations, or delay timely attainment of air quality standards or the interim emission reductions specified in the AQMP (except as provided for CO in Section 9.4 for relocating CO hot spots).</p>				
<p>(2) Whether the project will exceed the assumptions in the AQMP in 2010 or increments based on the year of project buildout and phase.</p>				
<p>Consistency criterion #1 pertains to long-term local air quality impacts, rather than regional emissions, as defined by the SCAQMD. The SCAQMD has identified carbon monoxide (CO) as the best indicator pollutant for determining whether air quality violations would occur, as CO hot-spots are the most likely cause of air quality violations from land use projects. However, the air basin is now in attainment for the CO standards and exceedances of the CO standards are not expected. Consequently, local air quality impact modeling is no longer performed. Regardless, since the project would not result in an increase in trip generation (other than during construction), the project would not affect long-term local CO concentrations. Furthermore, local CO concentrations would not be expected to exceed the ambient air quality concentration standards, with or without the project. Since the proposed project is not anticipated to impact the local air quality, the project is found to be consistent with the AQMP for the first criterion.</p>				
<p>In regards to criterion #2, the assumptions used to develop the AQMP are based upon projections from local general plans. Consequently, conformity with the AQMP of land development projects is measured by the project's consistency with adopted land use plans, growth forecasts, and programs relative to population, housing, employment, and land use. Since the proposed project does</p>				

5. AIR QUALITY & GREENHOUSE GAS EMISSIONS. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
not involve a change in land use, the project is consistent with the growth expectations for the region. The proposed project is therefore consistent with the AQMP, and would have no associated impacts.				
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?		x		
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?		x		

(b and c) Less than Significant with Mitigation: The City of San Gabriel is within the South Coast Air Basin (SCAB), which is an airshed that regularly exceeds both national and state ambient air quality standards (AAQS) – i.e., a non-attainment area. The SCAB is designated a non-attainment area for respirable particulate matter (PM₁₀), fine particulate matter (PM_{2.5}), and ozone (O₃). The SCAB is currently a designated attainment area for the remaining pollutants with established AAQS, which include carbon monoxide (CO), nitrogen dioxide (NO₂), sulfur dioxide (SO₂), lead, hydrogen sulfide, and vinyl chloride.

Operation of the proposed reservoir facility is not expected to cause a measurable increase in any air pollutant emissions. The facility will consume electricity. However, the SCAQMD recommends that electric consumption not be considered in regional emissions analyses since most of the electric generation occurs outside the air basin. Currently, there are three booster pumps and two well pumps on-site. Calendar year 2010 consumption of the existing facility was 3,963,001 KWH. The new facility will also house three booster pumps and two well pumps. The electrical consumption under the proposed project conditions is not known. However, future consumption should be less due to the installation of newer model equipment, which is expected to be more energy efficient than existing equipment. There are no other significant sources of air emissions associated with the facility. Changes to operational emissions are, therefore, expected to be insignificant if any.

The proposed project would generate air pollutants from construction activities. Construction of the proposed project would include demolition (including demolition of the existing reservoir); site preparation; grading; construction of the proposed reservoir, clearwell, pump house, and operations building; paving of the proposed driveway and other onsite vehicle access/parking areas; and architectural coatings (i.e., painting). These construction activities would generate air pollutants from equipment exhaust, earth disturbance, and off-gassing from asphalt and paints.

Mestre Greve Associates (MGA) prepared an *Air Quality Assessment* for the proposed project (revised February 2, 2012 and included as Appendix A of this Initial Study), which included quantifying the project's construction emissions using the California Emissions Estimator Model (CalEEMod version 2011.1.1). Table 5-1 identifies the resulting estimated construction emissions (before mitigation) and compares the project's emissions to the SCAQMD's regional significance thresholds.

Table 5.1 Estimated Construction Emissions Before Mitigation* (lbs/day on the worst day)						
	ROG	NOx	CO	SOx	PM ₁₀	PM _{2.5}
Unmitigated Construction Emissions	12.7	60.5	44.2	0.01	20.7	4.8
SCAQMD Regional Thresholds	75	100	550	150	150	55
Significant?	No	No	No	No	No	No
*Note: Includes 61% PM reduction from watering exposed areas 3 times daily, per SCAQMD Rule 403 ROG = reactive organic gasses; NOx = oxides of nitrogen; CO = carbon monoxide; SOx = oxides of sulfur; PM = particulate matter						

As shown in Table 5.1 construction of the proposed project would not generate air pollutants in excess of the SCAQMD's regional significance thresholds. Regardless, to reduce the project's construction emissions and comply with SCAQMD Rule 403, Mitigation Measure AQ-1 the construction site to be watered three times daily and Mitigation Measure AQ-2 requires the project to use equipment that meets "Tier IV" emission standards during the building construction phase. Table 5.2 identifies the resulting estimated construction emissions after mitigation (as calculated via the CalEEMod) and compares those emissions to the SCAQMD's

5. AIR QUALITY & GREENHOUSE GAS EMISSIONS. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
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regional significance thresholds.

Table 5.2 Estimated Construction Emissions After Mitigation (lbs/day on the worst day)						
	ROG	NOx	CO	SOx	PM ₁₀	PM _{2.5}
Mitigated Construction Emissions	12.7	60.5	43.9	0.01	17.6	1.7
SCAQMD Regional Thresholds	75	100	550	150	150	55
Significant?	No	No	No	No	No	No

*Note: Includes 61% PM reduction from watering exposed areas 3 times daily, per SCAQMD Rule 403
 ROG = reactive organic gasses; NOx = oxides of nitrogen; CO = carbon monoxide; SOx = oxides of sulfur; PM₁₀ = particulate matter less than 10 microns in size (aerodynamic diameter); PM_{2.5} = particulate matter less than 2.5 microns in size (aerodynamic diameter)

As shown in Table 5.2, construction of the proposed project would not generate air pollutants in excess of the SCAQMD's regional significance thresholds. Therefore, after mitigation, the proposed project would not cause or substantially contribute to an existing or projected air quality violation, would not generate pollutants in excess of SCAQMD standards, and would not result in a cumulative considerable net increase of any criteria pollutant.

Mitigation Measure AQ-1: Require that the site be watered three times a day during the demolition/excavation, grading, and site preparation phases.

Mitigation Measure AQ-2: Require all off-road diesel construction equipment during the building construction phase to meet "Tier IV" emission requirements.

d) Expose sensitive receptor to substantial pollutant concentrations?		x		
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Less than Significant with Mitigation: Certain residents, such as the very young, the elderly and those suffering from certain illnesses or disabilities, are particularly sensitive to air pollution and are considered sensitive receptors. In addition, active park users, such as participants in sporting events, are sensitive air pollutant receptors due to increased respiratory rates. Land uses where sensitive air pollutant receptors congregate include schools, day care centers, parks, recreational areas, medical facilities, rest homes, and convalescent care facilities.

To assess a project's air quality impact on nearby sensitive receptors, the SCAQMD identifies localized significance thresholds (LST) for stationary pollutant sources and construction sites. Since the proposed project would not be a stationary pollutant source, only the construction LSTs apply to this project. The appropriate LSTs vary on a project-by-project basis depending on the project's location, the acreage of the construction site, and the distance to the nearest sensitive receptor. The proposed project is located in the West San Gabriel Valley (Source Receptor Area 8) on a site that is less than one acre, with sensitive receptors as close as 15 feet from the project site. These measurables were used to calculate the appropriate screening-level LSTs for the project, based on the SCAQMD's Mass Rate Look Up Tables.

The emissions from on-site project construction activities were calculated using the CalEEMod. (Offsite construction emissions are not relevant to the LST analysis since they do not affect the localized air quality conditions.) Table 5.3 compares the peak-day onsite construction emissions (before mitigation) to the relevant LSTs.

As shown in this table, while NOx and CO emissions are less than the screening-level LSTs, project-related PM₁₀ and PM_{2.5} emissions exceed the screening-level LSTs. On-site construction activities during building construction and 24-hour concrete pours are estimated to generate 4.6 lbs/day of both PM₁₀ and PM_{2.5}. To reduce the project's construction emissions, Mitigation Measure AQ-1 requires the construction site to be watered three times daily (pursuant to SCAQMD Rule 403) and Mitigation Measure AQ-2 requires the project to use equipment that meets "Tier IV" emission standards. Table 5.4 identifies the resulting estimated construction emissions after mitigation (as calculated via the CalEEMod) and compares those emissions to the screening-level LSTs.

5. AIR QUALITY & GREENHOUSE GAS EMISSIONS. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
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As shown in Table 5.4, with the incorporation of Mitigation Measures AQ-1 and AQ-2 construction of the proposed project would not generate air pollutants in excess of the LSTs. Therefore, after mitigation the proposed project's impact on local air quality is considered less than significant and the project would not significantly impact any sensitive receptors.

Table 5.3 Localized Significance Threshold Analysis Before Mitigation* (lbs/day on the worst day for onsite construction activities only)				
	NOx	CO	PM ₁₀	PM _{2.5}
Unmitigated Construction Emissions	56.9	39.3	4.6	4.6
SCAQMD Localized Significance Thresholds	535	69	4	3
Significant?	No	No	Yes	Yes
*Note: Includes 61% PM reduction from watering exposed areas 3 times daily, per SCAQMD Rule 403 NOx = oxides of nitrogen; CO = carbon monoxide; PM ₁₀ = particulate matter less than 10 microns in size (aerodynamic diameter); PM _{2.5} = particulate matter less than 2.5 microns in size (aerodynamic diameter)				

Table 5.4 Localized Significance Threshold Analysis After Mitigation (lbs/day on the worst day for onsite construction activities only)				
	NOx	CO	PM ₁₀	PM _{2.5}
Mitigated Construction Emissions	53.8	39.0	2.3	2.3
SCAQMD Localized Significance Thresholds	535	69	4	3
Significant?	No	No	No	No
NOx = oxides of nitrogen; CO = carbon monoxide; PM ₁₀ = particulate matter less than 10 microns in size (aerodynamic diameter); PM _{2.5} = particulate matter less than 2.5 microns in size (aerodynamic diameter)				

e) Create objectionable odors affecting a substantial number of people?			x	
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Less than Significant: During construction, equipment exhaust and certain construction materials (e.g., asphalt) may be mildly odorous. However, such odors would be limited to the immediate vicinity of the project site, would dissipate rapidly, and would cease at the end of construction. Operation of the reservoir includes the generation of sodium hypochlorite (chlorine) from a brine solution composed of salt and water to maintain the reservoir water at the required standard. This process may emit some mild odor; however, the re-chlorination equipment is enclosed in a structure and, thus, any odor emitted would most likely only be detected by workers servicing the equipment. Therefore, the proposed project would not create objectionable odors affecting a substantial number of people, and would have no associated significant impacts.

f) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?			x	
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g) Conflict with any applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases.			x	
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(f and g) Less than Significant Impact: "Greenhouse gases" (so called because of their role in trapping heat near the surface of the earth) emitted by human activity are implicated in global climate change, commonly referred to as "global warming." These greenhouse gases contribute to an increase in the temperature of the earth's atmosphere by transparency to short wavelength visible sunlight, but near opacity to outgoing terrestrial long wavelength heat radiation. The principal greenhouse gases (GHGs) include carbon dioxide (CO₂), methane, and nitrous oxide. Collectively GHGs are measured as carbon dioxide equivalent (CO₂e).

Fossil fuel consumption in the transportation sector (on-road motor vehicles, off-highway mobile sources, and aircraft) is the single largest source of GHG emissions, accounting for approximately half of GHG emissions globally. Industrial and commercial sources

5. AIR QUALITY & GREENHOUSE GAS EMISSIONS. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
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are the second largest contributors of GHG emissions with about one-fourth of total emissions.

California has passed several bills and the Governor has signed at least three executive orders regarding greenhouse gases. GHG statutes and executive orders (EO) include Assembly Bill (AB) 32, Senate Bill (SB) 1368, Executive Order (EO) S-03-05, EO S-20-06 and EO S-01-07. AB 32, the California Global Warming Solutions Act of 2006, is one of the most significant pieces of environmental legislation that California has adopted. Most notably AB 32 mandates that by 2020, California's GHG emissions be reduced to 1990 levels.

The City of South Pasadena does not have any plans, policies, regulations, significance thresholds or laws addressing climate change at this time. The SCAQMD has adopted a "Draft Guidance Document – Interim CEQA Greenhouse Gas (GHG) Significance Threshold". This document establishes a draft GHG Significance Threshold for projects where the SCAQMD is the lead agency. While the SCAQMD is not the lead agency for the proposed project, the SCAQMD's threshold is identified in this CEQA document as a reference for comparative purposes. The SCAQMD's draft GHG Significance Threshold establishes a 5-tier threshold flowchart, with Tier 3 identifying screening thresholds of 10,000 metric tons per year (MT/yr) of CO₂e for stationary source industrial projects and 3,000 MT/yr of CO₂e for commercial and residential projects. The proposed project is most closely related to the industrial stationary source identified by the SCAQMD.

In addition to the SCAQMD's draft GHG significance threshold, the City of San Gabriel has adopted a significance threshold of 1,100 metric tons per year (MT/year) of CO₂e for land use development projects. Development projects would include residential, commercial, industrial, and public land uses and facilities. (This significant threshold was taken from the Bay Area Air Quality Management District pursuant to CEQA Guidelines, Section 15064.7). Additionally, a significance threshold of 10,000 MT/yr of CO₂e was adopted for stationary-source projects. Stationary-source projects include land uses that would accommodate processes and equipment that emit GHG emissions and would require an Air District permit to operate. The project falls under the stationary project category, and therefore, the 10,000 MT/yr of CO₂e significance threshold would be the most appropriate for the proposed project pursuant to the City of San Gabriel's thresholds.

The only GHG emissions attributable to the project would be those resulting from construction equipment, maintenance equipment/vehicles, and the electricity used on the facility, which primarily consists of powering the proposed booster pumps. Mestre Greve Associates (MGA) prepared a Greenhouse Gas Assessment for the proposed project (dated October 8, 2011), which is included as Appendix B to this Initial Study. MGA utilized the emissions factors from the CalEEMod to estimate the GHG emissions attributable to the proposed project, which are depicted in Table 5.5, with construction emissions amortized over a 30 year period per SCAQMD's guidelines.

Construction GHG Emissions (amortized over 30 years)	22
Project Energy Consumption (kWh)	3,963,001
Project Energy Consumption GHG Emissions (MTCO ₂ e)	1,160
Total Project GHG Emissions (MTCO ₂ e)	1,182

As shown in Table 5.5, the proposed facility would generate 1,184 MT/yr of CO₂e. Of note, the estimated GHG emissions are not the increase in emissions that would result from the project, but are rather the total GHG emissions that are expected to be generated per year by the facility. The project is expected to cause no measurable increase in GHG emissions. Therefore, there will be no adverse impact on climate change and the proposed project's contribution to global climate change caused by GHG emissions is not considerable.

6. TRANSPORTATION/TRAFFIC. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?		x		
b) Exceed, either individually or cumulatively, a level or service standard established by the county congestion management agency for designated roads or highways?		x		

(a and b) Less than Significant with Mitigation: The proposed project consists of replacing the existing Wilson Reservoir and accessory facilities. Since the project would not change the use of the site or increase the need for operation, maintenance, or service personnel to access the site, the project would not result in any long term increases in the amount of vehicle trips generated by the facility. However, during construction, the project would generate an increase in vehicle trips from construction workers accessing the site; haul trucks exporting demolished and excavated material; material deliveries; and concrete deliveries.

The traffic-related impacts of construction projects of this scale in an established residential community could certainly cause quality of life disturbances for the neighbors. To analyze such impacts, Willdan prepared a Construction Traffic Analysis Technical Report for the project in January 2012, which is contained in Appendix C of this Initial Study. The following subsections are based on this technical report.

Construction Trip Generation

During construction, there would be a large number of trips generated by construction activities, including working crews, debris hauling, deliveries, and other related work. To quantify the construction-related trips the proposed project would generate, Willdan estimated the construction phases, the expected quantities of material to be removed from and delivered to the project site, and the magnitude and type of work that will be necessary for the project. The trips generated by each construction activity were then calculated on a daily basis by using the expected duration for each activity as well as the proposed construction phasing and schedule. Table 6.1 summarizes the anticipated construction trips generated by the proposed project as well as the maximum number of expected daily trips. As indicated in the table, the proposed project is expected to result in a temporary increase of up to 70 construction trips on a typical weekday.

Construction Activity	Quantity	Trip Rate	Trip Metric	Trip Ends	Duration (Days)	Trips / Day
DEMOLITION						
1. Remove existing reservoir structure	1,000	0.2	per CY	200	20	10
2. Excavate reservoir base material	2,516	0.2	per CY	504	30	17
3. Remove existing pump/plant structures	100	2	per load	200	40	5
4. Excavate pump/plant base material	702	0.2	per CY	141	20	8
5. Miscellaneous excavation	100	0.2	per CY	20	40	1
RESERVOIR CONSTRUCTION						
6. Import base material	980	0.3	per CY	294	10	30
7. Construct reservoir forms	150	2	per delivery	300	40	8
8. Pour concrete reservoir	1,455	0.2	per CY	291	10	30
9. Import pump/plant base material	937	0.2	per CY	188	20	10
10. Pour building/station foundations	469	0.2	per CY	94	20	5
11. Construct new pump station/plant	200	2	per load	400	50	8

6. TRANSPORTATION/TRAFFIC. Would the project:				Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
SUBTOTAL					2,632	300	-
12. Construction workers (daily average)		20	2	per worker	-	-	40
Maximum Truck Trips Per Day							30
Maximum Trips Per Day							40+30=70

Construction Trip Distribution

Construction trip distribution is mainly predicated on the origins and destination of materials, equipment and hauling needed for the project in relation to accessibility to the regional roadway network and designated truck routes in adjacent cities. The closest truck route access to the freeway system is along San Gabriel Boulevard to the I-10 or I-210 Freeways. The closest arterial streets that connect the project to designated truck routes are Las Tunas Drive and Del Mar Avenue. In comparing distances of these two roadways, Las Tunas Drive is 0.4 miles from the project site, while Del Mar Avenue is 0.5 miles away. In addition, Las Tunas Drive is a signalized corridor in a commercial area with four lanes, while Del Mar Avenue has two lanes with a combination of stop signs and signals in a residential area.

Several alternative construction haul routes were considered and evaluated to determine the preferred route. The evaluation criteria included such objective factors as distance along residential streets, number of affected homes, Level-of-Service at major turning points, and number of required stops or turns. This evaluation also included subjective factors such as directness, proximity to schools, and potential for disturbance to the traveling public. It was concluded that a construction haul route along Bradbury Drive to Las Tunas Drive minimized the potential for adverse factors, as follows:

- Shortest distance to arterial roadway network
- Fewest number of residences along route
- Fewer expected delays at intersections
- Fewer required stops and turns
- Most direct route to project site from major streets
- No schools on route
- Less potential for disturbing traveling public

Based on the above analysis, the preferred construction haul route was determined to be San Gabriel Boulevard to Las Tunas Drive to Bradbury Drive to Adelyn Drive to the project site with the outbound route to be the opposite. Passenger vehicles are not subject to the construction haul route.

Traffic Impact Analysis

Based on the number of construction trips forecast to be generated by the project, the existing roadway network is adequate to handle the anticipated construction traffic volumes. Specifically, a maximum of 70 trips per day are expected on a weekday. Since these trips are distributed throughout the day, peak hour trips would not exceed the minimum guideline for conducting a formal level-of-service traffic impact analysis, namely 50 trips in a peak hour at an intersection. In addition, the nature of this project and implementation of the recommended peak hour restrictions included in the construction management plan, as outlined in Mitigation Measure TRAF-1, would ensure that a significant number of peak hour trips would not be generated.

Construction related activities would generate truck traffic which is likely to disturb residents along the haul route for a period of 18-24 months. When the project-related trips are distributed on the roadway network, the local streets experience higher traffic volumes for the project duration. Distributing traffic on the route outlined in Mitigation Measure TRAF-2, the volume on Bradbury Drive would increase from 420 vehicles per day to a maximum of 490 vehicles per day, a 16.7% increase. This increase is well within the acceptable traffic volume for a local road as defined by the City of South Pasadena Street Segment significance criteria of 4,000 vehicles per day³. While most cities do not have a street segment significant impact threshold including the City of San Gabriel, a comparison to other local city criteria indicates that this increase is within acceptable thresholds for similar local road street segments.

³Note the City of San Gabriel does not have street segment volume significance thresholds.

6. TRANSPORTATION/TRAFFIC. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact.
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in Los Angeles, Culver City and San Marino (120 new daily trips) and in Santa Monica (25% increase). No detours or road closures are anticipated for the project, since all work would occur off of the street and loading would occur out of travel lanes. Therefore, public and emergency vehicle access will not be impacted. Lastly, the construction related trips would occur on a temporary basis for the duration of the project only. Therefore, there are no long-range traffic impacts expected as the result of this project.

Based on this analysis, with the implementation of a construction management plan and establishment of a construction traffic route, as required by Mitigation Measures TRAF-1 and TRAF-2, the proposed project would not have a significant impact on the surrounding roadway network pursuant to the standards of the City of South Pasadena, the City of San Gabriel, or the Los Angeles County Congestion Management Plan.

Mitigation Measure TRAF-1: The City of South Pasadena shall require the contractor to prepare and implement a construction management plan to the satisfaction of the City. Specifically, the intent of this plan is to minimize disturbance to the neighborhood, identify those activities to be monitored, and make the contractor responsible for failure to adhere to the requirements. The elements of the construction management plan for this project shall include (but not be limited to) the following:

- Obtain approval for a Construction Management Plan from the cities of South Pasadena and San Gabriel,
- Require contractor to obtain all necessary hauling, traffic control and/or transportation permits,
- Require contractor to maintain a 24-hour hotline for complaints and questions from the public,
- Designation of a construction haul route along Las Tunas Drive to Bradbury Drive to Adelyn Drive,
- Require any large vehicles not classified as passenger vehicles or light trucks to use the haul route,
- Limitation of hauling to a maximum of 70 trips per day unless otherwise authorized by an approved revision to this Plan,
- Allow hauling and deliveries between 8am and 4pm on weekdays only and no city holidays, unless otherwise authorized by an approved revision to this Plan,
- Require the contractor to photo-document the before and after conditions of the local streets along the haul route,
- Require all public streets and driveways to remain open at all times, or submit a traffic control plan for any temporary lane closures to be approved by respective cities,
- Prohibit obstruction of street traffic, sidewalks or access to adjacent residences at any time,
- Require loading of all exported materials and earthwork to be conducted on-site unless authorized by an approved revision to this Plan.
- Require removal of any delivered materials and delivery trucks from streets immediately upon delivery,
- Require contractor to notify hauling and delivery companies of construction haul route prior to such activities,
- Require notification to neighbors along haul route prior to the start of any large hauling operation or any construction activities outside of designated hours, as well as notification to residential properties located within 300 feet of any construction activities that occur outside of normal business hours or generate significant or sustained noise,
- Require notification to the San Gabriel Unified School District, Coolidge Elementary School, local police and public works departments prior to start of construction, prior to any lane closures, and prior to any hauling or deliveries outside of designated hours.
- Prohibit staging or queuing of trucks on any residential streets except directly in front of project site (radio-dispatch and/or approved remote staging locations may be used to accomplish this requirement). At no time shall construction vehicles, materials or equipment obstruct residential driveways.
- Require immediate clean-up of any spills, dirt or debris on public streets,
- Require submittal of a Standard Urban Storm Water Management Plan (SUSWMP) and follow all Best Management Practices (BMP) for the project, Require contractor to provide an off-street parking area for construction workers of not less than 10 spaces, unless otherwise approved. If a remote parking area is used, require contractor to provide personnel transportation service for workers to/from the project site. Any remote parking area shall be approved by the cities of South Pasadena and San Gabriel.
- Require construction vehicles to fully utilize off-street parking prior to using street parking,
- With City of San Gabriel approval, certain on-street parking areas may be designated for project related vehicles. Require the contractor to pose appropriate temporary parking signs to designate any approved street parking area or prohibitions near the construction site,

6. TRANSPORTATION/TRAFFIC. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<ul style="list-style-type: none"> • Encourage contractors and construction workers to carpool to the construction site, • Specify penalties for failure to comply with Construction Management Plan. • Provide for monitoring and enforcement of the Construction Management Plan to the satisfaction of the cities of South Pasadena and San Gabriel. • The location of any construction trailers shall be subject to the approval of the cities of South Pasadena and San Gabriel. • Provide for revisions to this Plan upon approval by both cities. <p>Mitigation Measure TRAF-2: All construction-related vehicle trips shall utilized the preferred construction haul route, which is San Gabriel Boulevard to Las Tunas Drive to Bradbury Drive to Adelyn Drive to the project site with the outbound route to be the opposite – see Figure 9.</p>				
c) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				x
<p>No Impact: All improvements related to the proposed Wilson Reservoir Improvement Project would be within the confines of the project site. The proposed project would not increase hazards in the area due to a design configuration, as no alterations would occur to the adjacent roadway, other than for the installation of the proposed driveway.</p>				
d) Result in inadequate emergency access?				x
<p>No Impact: The construction and operation of the proposed project would not place any permanent or temporary physical obstructions within the travel lanes of any public streets. During construction there is a potential for construction-related vehicles to be parked along the street and a potential for construction staging to occur along the street. However, all travel lanes would remain open throughout construction. Therefore, the proposed project would not create hazards or barriers for pedestrians or bicyclists, and the project would have no related impacts.</p>				
e) Result in inadequate parking capacity?		x		
<p>Less than Significant with Mitigation: Construction parking is generally expected to be handled on-site, with a temporary off-street parking area recommended in the construction management plan – see Mitigation Measure TRAF-1. A parking area of 10 vehicles, along with remote parking if needed, as required by Mitigation Measure TRAF-1, is expected to accommodate construction parking demand on most days. The intention is to provide at least 10 total off-street parking spaces for construction vehicles with the project contractor determining if those 10 spaces will be provided on-site, off-site, or a combination of both. During some phases of the project, such as concrete placement and roof construction, approximately 20 workers are expected. During these times, sufficient street parking is available close to the project site to handle the short-term extra parking demand, while still providing ample parking for residents. Therefore, with the requirement of a 10-vehicle on-site parking area during construction as required by Mitigation Measure TRAF-1, the project would not result in significant parking impacts. No parking restrictions are anticipated to be needed, however, the option for either city to designate certain on-street parking areas for project related vehicles is included as a construction management plan requirement.</p>				
f) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				x
<p>No Impact: The proposed project would not conflict with adopted policies, plans or programs supporting alternative transportation. The project is intended to improve water supply and will have no impact on transportation.</p>				

7. BIOLOGICAL RESOURCES. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service.				x
<p>No Impact: The project site lies within a suburbanized area of the City of San Gabriel. The site is currently occupied by the existing Wilson Reservoir and accessory structures. The project site does not contain any vegetation that can be considered a natural community. The only vegetation onsite is landscaping, including three oaks and 17 other trees. (See the response to 7(e) below for a complete list of onsite trees.) The proposed project would remove seven non-native trees and would preserve 13 trees, including the three existing oaks. Given the absence of any natural communities on the site and the project's removal of only non-native trees, the proposed project would not impact any special-status species.</p>				
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				x
<p>No Impact: The project site is currently occupied by the existing Wilson Reservoir and accessory structures. Vegetation onsite is limited to landscaping, including three oaks and 17 other trees. (See response to 7(e) below for a complete list of onsite trees.) The project site does not contain any vegetation that can be considered a natural community and no riparian vegetation exists onsite.</p>				
c) Have a substantial adverse effect on federally protected wetlands as defined in Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				x
<p>No Impact: The proposed project site does not contain any federally protected wetlands as defined in Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.). The site is devoid of natural hydrology, hydrophytic vegetation, and hydric soils. Therefore, the proposed project would not have adverse effects on protected wetlands.</p>				
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				x
<p>No Impact: The site lies within a developed area and is surrounded by residential properties on all sides. This portion of the City does not support the dispersal of wildlife and the project site does not contribute to a wildlife corridor. Furthermore, since the site lies within a developed area and since the proposed project would not install any new physical barriers, the proposed project would not restrict wildlife migration or movement. Therefore, the proposed project would have no impact on the movement of fish or wildlife, wildlife corridors, or the use of wildlife nursery sites.</p>				
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?		x		
<p>Less than Significant with Mitigation: The only local ordinance protecting biological resources in the City of San Gabriel is the City's tree preservation ordinance (Chapter 95.20 of Title IX of the City of San Gabriel's Municipal Code). This ordinance requires permits for trimming and/or removal of certain trees. Trees afforded protection by the City of San Gabriel's tree preservation ordinance include:</p> <ul style="list-style-type: none"> • Mature Class I Trees: The ordinance identifies the following 28 "Class I" trees: 1) Alder (<i>Alnus</i>); 2) Ash (<i>Fraxinus</i>); 3) Beech (<i>Fagus</i>); 4) Birch (<i>Betula</i>); 5) Camphor (<i>Cinnamomum camphora</i>); 6) Carrot Wood (<i>Cupaniopsis anacardiopsis</i>); 7) Cedars (<i>Cedrus atlantica</i>, and <i>deodara</i>); 8) Chinese Flame tree (<i>Koelreuteria bipinnata</i>); 9) Coral tree (<i>Erythina</i>); 10) 				

7. BIOLOGICAL RESOURCES. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>Crape Myrtle (<i>Lagerstroemia indica</i>); 11) Fern Pine (<i>Podocarpus gracilor</i>); 12) Fig tree (<i>Fiscus rubiginosa</i>); 13) Floss Silk tree (<i>Chorisia</i>); 14) Ginkgo (<i>Ginkgo biloba</i>); 15) Jacaranda (<i>Jacaranda mimosifolia</i>); 16) Liquidamber (see "Sweetgum"); 17) Magnolia (<i>Magnolia grandiflora</i>); 18) Oaks, all (<i>Quercus</i>); 19) Olive (<i>Olea europaea</i>); 20) Pepper, "California" (<i>Schinus molle</i>); 21) Pine, "Canary Island" (<i>Pinus canariensis</i>); 22) Pine, "Italian Stone" (<i>Pinus pinea</i>); 23) Redwood, "Coast" (<i>Sequoia empervirens</i>); 24) Sequoia (<i>Sequoia giganteum</i>); 25) Strawberry tree (<i>Arbutus unedo</i>); 26) Sweetgum (<i>Liquidamber stryaciflua</i>); 27) Sycamore (<i>Platanus racemosa</i>); and 28) Tulip tree (<i>Liriodendron tulipifera</i>).⁴</p>				
<p>The ordinance defines "mature" as "[a]ny Class I tree (except a palm or fruit tree) located in the front yards which exceeds 19 inches in circumference (6-inch diameter) or, if located in a side yard and rear yard, one which exceeds 30 inches in circumference (9.5-inch diameter) measured four feet above natural grade."⁵</p>				
<ul style="list-style-type: none"> • Landmark or Historically Significant: The ordinance defines "landmark or historically significant" as "[a]ny tree or stand of trees (except palm trees) that meet one of the following criteria: <ul style="list-style-type: none"> (1) A tree or stand of trees which have taken on an aura of historical value by virtue of age or location. (2) A tree which has a trunk with a 40-inch circumference (12.75-inch diameter) if located in the front yard or 60 inches in circumference (19-inch diameter) if located in the rear and side yards. 				
<p>An arborist survey letter report was prepared for the project by West Coast Arborists, Inc. (WCA) on October 6, 2010 and is included in Appendix D of this Initial Study. This arborist survey identified 20 trees on the Wilson Reservoir site, which are detailed in Table 7.1, along with an additional private carob tree along the site's southern property line. As shown in Table 7.1, seven (7) trees would be removed as part of the proposed project, plus the private carob tree, which is in a hazardous condition. All of the trees to be removed are non-native (Victorian Box, Oriental Arborvitae, and the private Carob) and are not Class I Trees pursuant to the City's tree preservation ordinance. As such, these trees can be removed without a tree permit.</p>				
<p>However, there are three (3) Coast Live Oaks on the site – Trees #14, #17, and #19. Two of these oaks qualify as Landmark Trees per the City's Ordinance (Trees #14 and #17) and the third qualifies as a Mature Class I Tree (Tree #19). Tree #14, the largest of the oaks onsite, is 10 feet from the concrete footing of the existing reservoir. With the proposed project, this tree would be preserved in place and would be 15 feet from the reservoir footing, increasing the space the tree has to grow. Tree #17 is five feet from the existing concrete footing and would have a similar configuration in the proposed condition. Per WCA, the project is expected to cause only minimal root loss to this tree. Tree #19 is 12 feet from the existing concrete footing and, per WCA, with the proper protective fencing the root system and trunk base would not be impacted by the project.</p>				
<p>Mitigation Measure BIO-1 is incorporated to protect the trees onsite. In addition, given the potential for trimming and/or pruning of one or more of the oaks onsite to accommodate project construction activities, a tree permit from the City of San Gabriel will be required for the project.</p>				
<p>In addition to the City's tree preservation ordinance, Chapter 8 of the San Gabriel General Plan, Environmental Resources, discusses greening, water quality and conservation, air quality, watercourses/flood control, and geologic hazards. In regards to greening, this Chapter includes Target 8.3.3, which states, "Require that all new construction include a landscape component that will increase the number of trees onsite". Mitigation Measure BIO-2 requires the proposed project to comply with this Target.</p>				
<p>With the incorporation of the mitigation measures below and compliance with tree permit requirements, the proposed project would not cause any significant impacts related to local ordinances or policies protecting biological resources.</p>				
<p>Mitigation Measure BIO-1: The City of South Pasadena shall employ the services of a Certified Arborist to implement the following tree protection measures:</p> <ul style="list-style-type: none"> • Identify a protection zone for each tree to be retained (providing adequate space around protected trees from the beginning to the end of construction). A minimum five-foot radius shall be maintained and a greater radius shall be provided for larger trees as dictated by the project Arborist. 				

⁴ City of San Gabriel Municipal Code, Title IX, Section 95.21.

⁵ Ibid.

7. BIOLOGICAL RESOURCES. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<ul style="list-style-type: none"> • Install temporary fencing around the protection zone. Non construction activity shall be allowed within this area, including storage, dumping of excess material, soil, etc. • Maintain a minimum distance of 10 feet from trunk bases for any mechanical excavation or a distance equal to 3.5 times the trunk diameter, whichever is greatest. • Avoid open trenching in the root area if at all possible. Where not possible, trenching shall be restricted to only one side of the tree and at an appropriate distance as dictated by the project Arborist. • Install temporary shoring where open trenching is necessary, being careful to disturb as few roots as possible. • Consider minimum height requirements of construction equipment and appropriate prune any necessary branches under the supervision of the project Arborist. • Provide supplemental irrigation in similar volumes and seasonal distribution as would normally occur at the site. • Wood chips generated during the clearing of onsite vegetation shall be used as mulch under retained trees to help reduce loss of soil moisture, protect against compaction, and moderate soil temperate. Keep mulch from accumulating directly adjacent to the trunk base. • Trees shall be monitored during and after construction on a regular basis by the project Arborist. Watch for signs of stress, such as small twig and branch dieback, leaf discoloration and loss, and general decline in tree health and/or vigor. <p>Mitigation Measure BIO-2: The landscape plan for the proposed project shall include the planting of at least nine (9) trees. Potential locations for tree plantings include, in the front yard area, in front of the proposed clearwell, and to the rear of the reservoir tank.</p>				

**Table 7.1
Trees on the Wilson Reservoir Site**

Tree #	Common Name	DBH ¹ (in.)	Height (ft.)	Protection Status ²	Arborist Comments
1	Victorian Box	13.3	30	None	Tree to be removed. Declining canopy.
2	Victorian Box	7.8	25	None	Tree to be removed. Declining canopy.
3	Victorian Box	13.0	20	None	Tree to be removed. Declining canopy, poor vigor.
4	Victorian Box	12.8	20	None	Tree to be removed. Declining canopy, poor vigor, leaning.
5	Victorian Box	11.0	12	None	Tree to be removed. Broken and decayed main stem, poor vigor.
6	Oriental Arborvitae	13.9	30	None	Tree to be removed. Good vigor.
7	Oriental Arborvitae	12.3	30	None	Tree to be removed. Good vigor.
8	Bald Cypress	11	45	None	Tree to be retained. High vigor, new foliage and fruit production.
9	Bald Cypress	9.4	40	None	Tree to be retained. High vigor, new foliage and fruit production.
10	Bald Cypress	8	40	None	Tree to be retained. High vigor, new foliage and fruit production.
11	Bald Cypress	10.0	40	None	Tree to be retained. High vigor, new foliage and fruit production.
12	Bald Cypress	11	50	None	Tree to be retained. High vigor, new foliage and fruit production.
13	Bald Cypress	14	35	None	Tree to be retained. High vigor, new foliage and fruit production.
14	Coast Live Oak	33	30	Landmark	Tree to be retained. Mature, healthy tree with high vigor.
15	Edible Loquat	5	12	None	Declining, but not impacted by the project.
16	Siberian Elm	12.2	20	None	Tree to be retained, some canopy dieback, low-moderate vigor.
17	Coast Live Oak	21	30	Landmark	Tree to be retained, slight lean, some canopy dieback, moderate vigor.
18	Pecan	12.3	30	None	Tree to be retained, some canopy dieback, moderate vigor.
19	Coast Live Oak	17	35	Mature Class I	Tree to be retained, some canopy dieback, moderate-low vigor.
20	Avocado	23.3	35	None	Tree to be retained, high vigor. One stem leans heavily over the reservoir and may need to be removed in order to accommodate construction equipment.

7. BIOLOGICAL RESOURCES. Would the proposal result in:						Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
Private	Carob	56	45	None	Huge trunk would, visible conks in the basal cavity, along main stem and on several lateral limbs. This tree is hazardous and could fall at any time and cause injury to persons and property.				
Source: West Coast Arborists, Inc., Letter Report of October 6, 2010, RE: 545 W. Adelyn Drive-Wilson Reservoir. ¹ DBH = diameter at breast height ² Pursuant to the City of San Gabriel tree protection ordinance (Chapter 95.20 of Title IX of the City of San Gabriel's Municipal Code)									
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional or state habitat conservation plan?									x
No Impact: The project site is not within a Habitat Conservation Plan (HCP), Natural Community Conservation Plan (NCCP), or other approved local, regional, or state habitat conservation plan. Therefore, the project would not conflict with any adopted habitat conservation plans, and the project would have no related impacts.									

8. MINERAL RESOURCES. Would the proposal:					Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?								x
No Impact. No loss of known mineral resources that would be of value to the region and the residents of the state would occur as a result of the proposed project. The project site is not located in a mineral recovery area or zone.								
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?								x
No Impact. The proposal will not result in loss of locally important mineral resources. The project site is not located in a mineral recovery area or zone.								

9. HAZARDS and HAZARDOUS MATERIALS. Would the proposal involve:					Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use or disposal of hazardous materials?						x		
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?						x		
(a and b) Less Than Significant Impact with Mitigation. The proposed project involves the demolition of the existing Wilson Reservoir and associated structures, and the installation of a replacement reservoir, new booster pump station, chlorination facility, operations building, metering facility and clearwell.								

9. HAZARDS and HAZARDOUS MATERIALS. Would the proposal involve:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p><u>Operations</u></p> <p>The operations of the new replacement reservoir and replacement facilities would not pose a risk of accidental explosion, release of hazardous substances, or other potential health hazards. The proposed re-chlorination facility, housed within the pumping station building, would maintain the chlorine residual in the reservoir tanks at prescribed levels for public health. The facility would generate sodium hypochlorite from a brine solution made with salt and water, which would yield a solution strength of 0.8 percent. By comparison, household bleach has solution strength of approximately 5 to 6 percent and, therefore, the substance is not classified as hazardous. As such, the potential hazards resulting from the project's utilization of hazardous materials is a less-than-significant impact. Furthermore, the proposed project would reduce the risk of upset and accident conditions involving the release of hazardous materials at the Wilson Reservoir Site by replacing the existing chlorine gas cylinder disinfection system with a sodium hypochlorite generation system. Chlorine gas is considered to be a greater potential hazard than sodium hypochlorite, because if released chlorine gas could affect human health through inhalation, whereas sodium hypochlorite would require physical contact or ingestion to affect human health.</p> <p><u>Demolition/Construction</u></p> <p>The project has the potential to cause a hazard to the public and/or the environment with demolition activities on the project site potentially involving the release of hazardous materials into the environment. This includes asbestos-containing materials (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), and other hazardous materials as well as mold and fungi. As a consequence, a pre-demolition survey report was prepared for the project by URS in July 2011 (as contained in Appendix E) to determine the presence of these materials in existing structures on the site and to determine what types of mitigation or avoidance measures should be undertaken during the demolition phase of the project to prevent their release into the environment.⁶</p> <p>The pre-demolition survey report prepared by URS surveyed the property for asbestos-containing materials (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), mold and fungi and other hazardous materials. The following paragraphs summarize the findings of this report:</p> <p>Asbestos Containing Materials (ACM): In regards to ACM, bulk samples of friable and non-friable suspect ACM were collected for laboratory analysis. The survey determined the presence of ACM in vinyl floor tiles of the existing office structure and at other locations on the site. The sampling results are portrayed in Table 1 of the attached report (Appendix E) and the following building materials are considered ACM:</p> <ul style="list-style-type: none"> • 9-inch by 9-inch red/brown vinyl floor tiles located in the office; • 9-inch by 9-inch red/brown vinyl floor tiles located in the above grade pump station; • The black pipe wrapping material located at the rear of the above grade pump station; • The black mastic located on the concrete roof over well #3; • The green roofing material located on the wood frame roof covering the reservoir; and • The black mastic located on the wood frame roof covering the reservoir. <p>Mitigation Measure HM-1 is included to ensure ACM would be properly managed and disposed of during construction.</p> <p>Lead Based Paint (LBP): The pre-demolition survey report found LBP in the existing structures. Detected levels of lead were found throughout the Wilson Reservoir buildings in concentrations ranging from 110 ppm to 49,000 ppm. The majority of the painted surfaces appeared to be in good condition and were not loose and flaking at the time of the survey. The report concluded that, if the LBP is removed from the building substrate, then testing of the lead should be performed prior to disposal. The report states that the presence of LBP does not necessarily mean that the health of the occupants or construction workers is endangered. If the LBP remains in good condition and is not disturbed, exposures to lead are expected to be negligible. However, when LBP deteriorates, is disturbed or damaged, such as during demolition operations, lead dust may be released, creating potential health hazards for building occupants and maintenance personnel. The following building components are considered to contain LBP:</p> <ul style="list-style-type: none"> • The tan paint located on the concrete wall of the reservoir; • The tan paint located on the wood frame roof covering the reservoir; 				

⁶ Pre-Demolition Survey Report, Wilson Reservoir Buildings, 545 W. Adelyn Drive, San Gabriel, California, URS, July 22, 1011.
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9. HAZARDS and HAZARDOUS MATERIALS. Would the proposal involve:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<ul style="list-style-type: none"> • The tan paint located on the exterior wall of the office building; • The light brown trim paint located on the door, door frame and other trim items on the reservoir; • The white paint located on the door frame and interior walls of the office building; • The tan exterior wall paint located on the walls of the sampling house and related structures; • The red paint located on the floor of the sampling house; • The white paint located on the door and door trim of the sampling house and related structures; • The light blue paint located on the cabinets in the sampling house; • The tan paint located on the exterior structures of the below grade pumping station; • The white paint located on the interior wall of the below grade pumping station; • The gray paint located on the metal piping and pumps located inside the below grade pumping station; • The blue/green paint located on the motor assemblies inside the below grade pumping station; • The silver paint located on the metal ventilation ducting located inside the below grade pumping station; • The blue/green paint located on the concrete floor of the below grade pumping station; • The white paint located on the interior walls of Well #3; • The green paint located on the metal electrical cabinets inside Well #3; • The gray paint located on the metal piping inside Well #3; • The red paint located concrete pump base's located inside Well #3; • The blue paint located on the concrete floor of Well #3; • The tan paint located on the metal ladder and pipe vents in Well #3; • The tan paint located on the exterior of the above grade pumping station building; • The tan paint located on the door frames and doors of the above grade pumping station; • The white paint located on the interior walls of the above grade pumping station building; • The dark blue paint located on the concrete floor of the above grade pumping station building; • The light blue paint located on the concrete floor of the above grade pumping station building; and • The gray paint located pump motors inside the above grade pumping station building. 				
<p>Mitigation Measure HM-2 is included to ensure LBP would be properly managed and disposed of during construction.</p>				
<p>Polychlorinated Biphenyls (PCBs), Mold and Fungi and Other Hazardous Materials: Lighting ballasts were inspected for the appropriate PCB labels. Three of ten lighting ballasts that were inspected in the facility buildings did not have the "PCB-free" label. No visible mold or fungi were identified in the Wilson Reservoir buildings during the survey. However, the survey did not include destructive testing of the walls and ceiling, and hidden mold and fungi can be present in a building even with no observable signs of moisture damage. No other materials or chemicals of concern requiring special handling procedures were identified onsite. Mitigation Measure HM-3 requires that a qualified inspector be onsite during demolition to ensure any PCB-containing ballasts, mold and fungi, or other hazardous materials are identified and properly handled.</p>				
<p>With the incorporation of the following mitigation measures, demolition/construction of the project would not create a significant hazard to the public or the environment.</p>				
<p>Mitigation Measure HM-1: Because asbestos containing materials (ACM) will be disturbed as a result of the demolition of the existing reservoir and associated facilities, the following measures are required:</p> <ol style="list-style-type: none"> 1. Remove and dispose of ACM prior to demolition using a licensed abatement contractor in accordance with Federal, State, and local regulations and ordinances. 2. Prepare bid documents and specifications for the demolition/construction project for project control and ensure lawful removal techniques are used. 3. Have a third party provide demolition oversight to document that the contractor complies with the specifications, proper protective equipment is used, and proper disposal procedures are followed. 				
<p>In addition to the measures above, the following precautions shall be taken prior to any repair or maintenance activities involving less than 100 square feet of ACM:</p> <ol style="list-style-type: none"> 1. Do not cut, sand, or drill materials containing asbestos. 				

9. HAZARDS and HAZARDOUS MATERIALS. Would the proposal involve:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>2. Prior to initiating demolition activities that would disturb the ACM, thoroughly wet the area to prevent possible release into the air.</p> <p>3. Remove dust with a high-efficiency particulate air (HEPA) vacuum or wet wipe with disposable towels.</p> <p>4. Follow Federal, State and local regulations for proper disposal of ACM.</p> <p>Mitigation Measure HM-2: The following measures are required to prevent the release of lead based paint (LBP) which, if not properly managed, could result in a health hazard:</p> <p>1. The LBP on the interior or exterior of the buildings that is in good condition does not need to be abated prior to demolition. However, any flaking LBP or peeling shall be removed by a licensed lead abatement contractor and disposed following Federal, State, and local regulations. LBP may be disposed as construction debris as long as it remains on the substrate.</p> <p>2. The demolition contractor shall implement precautions to comply with OSHA 29 CFR 1926.62, Lead in Construction; and</p> <p>3. Dispose of all painted building materials as construction debris and do not permit the demolition contractor to recycle the painted wood in accordance with Federal, State, and local regulations for the proper disposal of LBP.</p> <p>In addition to the above-mentioned measures, the following precautions shall be taken prior to any demolition activities that would disturb LBP:</p> <p>1. Do not cut, sand, or drill materials containing LBP;</p> <p>2. Prior to initiating demolition activities that would disturb the LBP, wet the area to prevent possible release into the air;</p> <p>3. Remove dust with HEPA vacuum or wet wipe with disposable towels; and</p> <p>4. Follow Federal, State, and local regulations for proper disposal of LBP.</p> <p>Mitigation Measure HM-3: To the satisfaction of the Cities of South Pasadena and San Gabriel, a qualified inspector shall be onsite to ensure any PCB-containing ballasts, mold and fungi, or other hazardous materials onsite are identified and properly handled in accordance with OSHA standards.</p>				
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?		x		
<p>Less Than Significant Impact With Mitigation. The project site is within ¼-mile of the Coolidge Elementary School and thus has the potential to expose school children to the emission of hazardous materials during the demolition phase of the project. However, implementation of Mitigation Measures HM-1 and HM-2, described above, will reduce this potential exposure to a level of insignificance.</p>				
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				x
<p>Less than Significant Impact. The project site has been the site of the Wilson Reservoir since the 1920's. No known releases of any hazardous materials have occurred onsite. Furthermore, there are no records of any hazardous material incidents that have affected the property and the site is not listed in the California Department of Toxic Substances Control's (DTSC's) Envirostor database⁷. Therefore, the proposed project would have no impact related to hazardous material sites compiled pursuant to Government Code Section 65962.5.</p>				
e) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				x
<p>No Impact. The proposed project would not interfere with an emergency response plan as it is a continuation of an existing water</p>				

⁷ Department of Toxic Substances Control, Envirostor Database, web application <www.envirostor.dtsc.ca.gov>, accessed October 28, 2011.

9. HAZARDS and HAZARDOUS MATERIALS. Would the proposal involve:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
storage use. See also part 6(d), above.				
f) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?				x
No Impact. The project site is located in a residentially developed area with pockets of landscaping and trees. The threat of a wildland fire from project operations is virtually non-existent given that no expansive natural areas with high fuel loading exist within the vicinity of the project.				

10. NOISE. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?		x		

Less Than Significant with Mitigation: The San Gabriel Noise Element of the General Plan (Chapter 9, pages N-8 and N-9) establishes exterior and interior Noise Standards that protect residential areas. The Noise Standards are designed to control unnecessary, excessive and annoying sounds from noise sources on private property such as parking lots, mechanical equipment, and stationary sources from impacting adjacent residential areas. The Noise Standards cannot be applied to vehicles when traveling on public roadways. Federal and State laws preempt control of the mobile noise sources on public roads. Likewise, these Noise Standards are not thresholds of significant for short-term construction noise for this project. Construction noise is rather regulated by Section 150.003 of the San Gabriel Municipal Code (the City's Noise Ordinance).

The City of San Gabriel Noise Standards are presented in terms of the "A-weighted decibel," abbreviated dBA -- see Table 10.1. The ordinance defines levels that cannot be exceeded for a certain period of time. In terms of a noise metric this represents the L(%) metric. The L(%) metric describes the noise level that is exceeded during a certain percentage of the measurement period. The lowest outdoor noise levels defined in the Noise Standards are the levels that cannot be exceeded for more than 30 minutes in an hour. This is equivalent to the L50 metric. Similarly the Noise Standards define a noise level that cannot be exceeded for more than 5 minutes per hour. This is the noise level exceeded 8.3% of the time and the L8.3 metric.

Table 10.1 City of San Gabriel Noise Criteria at Adjacent Residential Properties			
Maximum Time of Exposure	Noise Metric	Noise Level Not To Be Exceeded	
		7 a.m. to 10 p.m. (Daytime)	10 p.m. to 7 a.m. (Nighttime)
EXTERIOR NOISE STANDARDS			
30 Minutes/Hour	L50	50 dBA	45 dBA
15 Minutes/Hour	L25	55 dBA	50 dBA
5 Minutes/Hour	L8.3	60 dBA	55 dBA
1 Minute/Hour	L1.7	65 dBA	60 dBA
Any period of time	Lmax	70 dBA	65 dBA
INTERIOR NOISE STANDARDS			
5 Minutes/Hour	L8.3	45 dBA	40 dBA
1 Minute/Hour	L1.7	50 dBA	45 dBA
Any period of time	Lmax	55 dBA	50 dBA

The proposed project would generate noise from temporary construction activities and from the proposed booster pumps. Mestre Greve Associates (MGA) prepared a *Noise Assessment* (dated revised February 8, 2012) for the proposed project that analyzes these

10. NOISE. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
potential noise impacts (see Appendix F). The subsections below summarize the results of the project's Noise Assessment.				
<u>Construction Noise - Onsite Activities</u>				
<p>Construction noise represents a short-term impact on ambient noise levels. Noise generated by construction equipment, including trucks, graders, bulldozers, concrete mixers and portable generators can reach high levels. Demolition, excavation, grading, and building construction activities will have similar noise levels. The proposed construction would primarily consist of demolition and excavation of the existing pump station and concrete foundation, a concrete pour associated with the construction of the new concrete foundation, and construction of a new pump station and operation building.</p>				
<p>Based on the construction trip schedule identified previously in Table 6.1, the demolition and excavation phase is anticipated to take 150 days, and involves approximately 5,302 tons of debris, with a maximum of 17 haul truck trips per day. The preparation/grading phase is next, and would include approximately 3,218 cubic yards of export and 1,917 cubic yards of import, with a maximum of 30 haul truck trips per day. The following phase would consist of concrete pours associated with the construction of the new concrete foundation, and would take approximately 10 days. Subsequently, a new pump station and operation building will be constructed; this phase is projected to take approximately 150 days. It is projected that the construction of the project would start in early 2012 and take about 18-24 months to complete.</p>				
<p>Worst-case examples of construction noise at 50 feet are presented in Exhibit 8 of the project's Noise Assessment (see Appendix F). Typical equipment that might be employed for this type of project includes graders, scrapers, front loaders, trucks, concrete mixers and concrete pumps. The peak noise level for most of the equipment that will be used during the construction is 70 to 95 dBA at a distance of 50 feet. Noise levels at further distances would be less than this. For example, at 200 feet, the peak construction noise levels range from 58 to 83 dBA.</p>				
<p>The nearest sensitive land uses are the existing single-family homes immediately east and west of the project site. Potential construction operations could occur as close as 10 feet from the nearest residential homes. Based on this distance, the worst-case unmitigated peak (L_{max}) construction noise levels could be 97 dBA for very short periods. However, as the construction is moved towards the center of the project site, the noise levels would be significantly less. The average noise levels are typically 5 to 15 dB lower than the peak noise levels. Average noise levels (L₅₀) at the nearest existing residential buildings could be in the range of 71 to 82 dBA (L₅₀).</p>				
<p>Construction noise is regulated by Section 150.003 of the San Gabriel Municipal Code (the City's Noise Ordinance), which limits construction to between 7 a.m. and 7 p.m. on Monday through Friday, and 8 a.m. and 4 p.m. on Saturday. Given the type of proposed construction, the proposed project is expected to comply with these time restrictions. The only possible exception would be during concrete pouring. Concrete would not be poured continuously for 24 hours, but for a project of this scale would typically be poured from dawn to dusk (as early as 6 a.m. and as late as 9 p.m.). During the concrete pour operations, the noise levels would be sufficiently high to cause speech interference and sleep disturbance during the nighttime (before 7 a.m.). As a result, mitigation is included to require the construction equipment, particularly concrete mixers, to be located towards the center of the project site, and far from the surrounding homes when possible. Also, a written permit from the City would be necessary if the concrete pour phase is to operate outside the allowable construction hours (7 a.m. and 7 p.m. Monday-Friday and 8 a.m. and 4 p.m. on Saturday). In addition, due to the duration of the construction (up to 24 months) and the proximity of residences to the site, mitigation in the form of a temporary noise barrier is required by Mitigation Measure NOI-1. Additional mitigation measures are included to clearly define construction hours and to require that construction equipment is fitted with proper mufflers. Compliance with these mitigation measures would reduce onsite construction noise impacts to a less than significant level.</p>				
<p>Mitigation Measure NOI-1: Prior to demolition of the existing reservoir, construct a temporary noise barrier along the west, north, and east sides of the project along the property line adjacent to the existing residences. The temporary construction barrier shall be at least 8 feet high and shall remain in-place through the duration of construction. Two construction barriers are commonly utilized and either is acceptable for this project. Plywood barriers can be used, but must incorporate a minimum of 1 inch thickness of wood. Sound curtains are also an acceptable noise barrier, however, any acoustic sound curtain must have a Sound Transmission Class (STC) rating of at least 20. The temporary noise barrier will reduce the noise levels by 6 to 10 dB, depending on the source and its location.</p>				

10. NOISE. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>Mitigation Measure NOI-2: Control of Construction Hours – Construction activities shall only be permitted to take place between the hours of 7 a.m. and 7 p.m. on Monday through Friday, and 8 a.m. and 4 p.m. on Saturday, except with the express written permission of the Administrative Authority of the City of San Gabriel, or in case of emergency. As long as the project operates within these hours, it will be in compliance with the Noise Ordinance.</p> <p>Mitigation Measure NOI-3: If concrete pouring cannot be completed during normally allowable construction hours (between 7 a.m. and 7 p.m. Monday-Friday and 8 a.m. and 4 p.m. on Saturday), expressed written permission from the City of San Gabriel Community Development Director will be required to extend allowable construction hours. Such extended construction hours shall not allow construction before 6 a.m. or after 9 p.m. In addition, during concrete pours, construction equipment, specifically concrete mixers, shall be located towards the center of the project site, and as far from the surrounding homes as possible to the satisfaction of the City of South Pasadena Public Works Director.</p> <p>Mitigation Measure NOI-4: During all phases of construction, the project contractors shall equip all construction equipment with properly operating and maintained mufflers consistent with manufacturers' standards.</p>				
<p><u>Construction Noise - Offsite Activities (Hauling)</u></p>				
<p>Haul trucks associated with the demolition/excavation and concrete pour phases would generate noise along public roadways. The trucks are expected to enter and exit the site via Bradbury Drive and West Las Tunas Drive. It is anticipated that there would be a maximum of 30 haul trucks per day and 40 vehicle worker trips per day. This would add up to 70 daily vehicle trips to the adjacent roadways. Given a maximum of 70 trips a day, the Community Noise Equivalent Level (CNEL) noise levels due to the haul trucks via Bradbury Drive would be approximately 56 dBA at 50 feet from the centerline. This is the closest distance to the nearest typical home. This noise level is below the City's 65 CNEL noise standard and would not be considered to be significant. Once the trucks are on West Las Tunas Drive, there is enough existing traffic on these roadways so that construction trucks would contribute little to the total noise level and there would not be any significant impact.</p>				
<p><u>Booster Pump Noise</u></p>				
<p>The proposed pump station would house three booster pumps, which are proposed with 150 horsepower (HP) and 250 HP WP1 motors. The noise rating for a WP1 motor (such as those manufactured by Teco Westinghouse) is typically 85 dBA at 3 feet for both 150 HP and 250 HP models. Based on this noise level, the combined noise generated from all three booster pumps is projected to be 89.8 dBA at 3 feet.</p>				
<p>The pump station housing would be constructed of composite shingle attic spaced roof, fiber-cement shingles walls, metal doors, and 4 by 8 foot acoustical intake louvers. The facility would need to comply with the City of San Gabriel's more stringent nighttime noise limit of 45 dBA at the nearest residences. Based on the combined noise level of 89.8 dBA at 3 feet, the pump station building would need to achieve an inside-to-outside noise reduction of at least 44.8 dBA, in order to comply with the 45 dBA noise limit.</p>				
<p>The indoor to outdoor noise reduction characteristics of a building are determined by combining the transmission loss of each of the building elements that make up the building. Each unique building element has a characteristic transmission loss. The critical building elements are typically the roof, walls, windows, doors, attic configuration and insulation. The total noise reduction achieved is dependent upon the transmission loss of each element, and the surface area of that element in relation to the total surface area of the room. Room absorption is the final factor used in determining the total noise reduction.</p>				
<p>Based upon the construction details and the exterior wall noise rating (EWNr) values, the inside to outside noise reduction was calculated for the pump station building (see the project's Noise Assessment in Appendix F for details). Based on EWNr calculations, the pump housing would achieve noise reduction less than the required to comply with the 45 dBA noise limit. As a result, upgrades would be required for all acoustic louvers on the exterior walls to meet the 45 dBA. Mitigation Measure NOI-5 requires such upgrades. With the incorporation of this measure, the proposed booster pumps would not cause a significant impact due to exposure of persons to noise levels in excess of established standards.</p>				
<p>Mitigation Measure NOI-5: The louvers on the proposed pump house shall be upgraded to high performance acoustic louvers that have a minimum exterior wall noise rating (EWNr) rating of 20 or a sound transmission class (STC) rating of</p>				

10. NOISE. Would the proposal result in:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
23. An acceptable louver would be the Industrial Acoustics Company (IAC) Noishield Louvers Model 2R (www.industrialacoustics.com). Louvers with the same or higher noise performance are also acceptable.				
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?			x	
Less Than Significant Impact: There are no vibration standards established by either the City of San Gabriel or the City of South Pasadena. Regardless, the proposed project would neither generate, nor expose people to excessive groundborne vibrations or groundborne noise levels. Construction of the project may temporarily generate vibrations, particularly during demolition of the existing reservoir and during compaction of fill material. However, given the limitation of demolition activities to the City's allowing construction hours (between 7 a.m. and 7 p.m. Monday-Friday and 8 a.m. and 4 p.m. on Saturday) and the short-term nature of demolition, vibration impacts are considered less than significant.				
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?		x		
Less than Significant Impact with Mitigation: See the response to item 10(a), above. The proposed booster pumps have the potential to affect ambient noise levels. However, with the incorporation of Mitigation Measure NOI-5, noise impacts from the proposed booster pumps would be less than significant.				
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?		x		
Less than Significant Impact with Mitigation: See the response to item 10(a), above. Construction of the proposed project has the potential to result in a substantial temporary increase in ambient noise levels. However, with the incorporation of Mitigation Measures NOI-1 through NOI-4, noise impacts from construction of the proposed project would be less than significant.				

11. PUBLIC SERVICES. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Fire protection?				x
No Impact. The closet Fire Station to the project site is the San Marino Fire Department station which is located 0.93 miles from the site. This station can provide fire suppression services in San Gabriel through a mutual aid agreement. Nearby stations can also provide support when necessary. This includes San Gabriel's main Fire Station located at 1303 S. Del Mar Boulevard. The proposed project would not alter any emergency access and would improve water supplies available for fighting fires. Therefore, the project would have no impact on fire protection services.				
b) Police protection?				x
No Impact. The City of San Gabriel Police Department provides police protection and law enforcement services in the City of San Gabriel. The proposed project would not alter any access routes, and, since there is no change in land use, would not change the need for police services. Therefore the project would have no impact on police services.				
b) Schools?				x
No Impact. The project involves the demolition and replacement of an existing reservoir on an existing reservoir site. The nearest				

11. PUBLIC SERVICES. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
school is Coolidge Elementary School located 0.2 mile west of the current project site at the southwest corner of West Roses Road and North Mission Drive. The construction of the reservoir and haul routes would avoid this area and would not create the need for additional services at the school site. No physical impact to the school from construction is anticipated.				
d) Parks?				x
No Impact. The proposed project involves the replacement of an existing reservoir and the installation of new treatment facilities. Construction of the proposed facilities would not encroach upon any recreational resources. Additionally, as discussed, the proposed project would not directly or indirectly cause population growth. Therefore, the proposed project would not displace any recreational resources or indirectly impact recreational resources by increasing their use.				
e) Other public facilities?			x	
No Impact. The proposed project involves replacement of an existing reservoir and the installation of new water treatment facilities. Other than the existing water supply facilities, construction of the proposed reservoir would not encroach upon any public facilities. Additionally, as discussed, the proposed project would not directly or indirectly cause population growth. Therefore, the proposed project would have no impact on public facilities.				

12. UTILITIES AND SERVICE SYSTEMS. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				x
No Impact. The proposed project involves the replacement of the Wilson Reservoir and the installation of a new reservoir and appurtenant water treatment facilities. Wastewater generated onsite would be only typical domestic sewage and occasional discharge of tested water. No unique contaminants or pollutants are proposed to be added to the wastewater. Therefore, the proposed project would not exceed the wastewater treatment requirements of the Los Angeles Regional Water Quality Control Board, and would have no associated impacts.				
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				x
No Impact. The proposed project involves the replacement of the Wilson Reservoir and the installation of a new reservoir and water treatment facilities. The objectives of the proposed facilities are to replace an aging reservoir, built in the 1920's, that needs upgrading to meet current seismic standards and address deterioration. The water need and wastewater generation of the proposed facilities would be negligible. Therefore, the proposed project would not require or result in the construction or expansion of offsite water or wastewater treatment facilities, and would have no associated impacts.				
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental impacts?				x
No Impact. The proposed project would not require the construction or expansion of any other storm water drainage facilities, and would have no related significant impacts.				

12. UTILITIES AND SERVICE SYSTEMS. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?				x
<p>No Impact. The proposed project would increase the capacity of the Wilson Street Reservoir to 1.3 million gallons. In addition, the project includes a water treatment facility, which would sanitize the water from the on-site wells to maintain existing sources of drinkable water. As discussed, the proposed project would not increase the population of San Gabriel or South Pasadena, and thus, would not increase the demand for water. In addition, the project will increase the City of South Pasadena's water storage capacity. Therefore, the proposed project would have no adverse impact on the availability of water supplies.</p>				
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the projects projected demand in addition to the provider's existing commitments?				x
<p>No Impact. The project involves the construction of a new water storage facility and pumping station, and would not necessitate or trigger the need for additional wastewater treatment facilities. The project serves as a replacement facility of the original reservoir. The newly installed tank would service the same population of City residents that the previous facility served.</p>				
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?			x	
<p>Less Than Significant Impact. The demolition of the existing reservoir and associated structures would generate approximately 1,300 cubic yards of inert waste material. All waste removal from the project site construction, including transport to a landfill, is regulated by Chapter 50, Title V, San Gabriel Municipal Code. As such, the contractor will be required to adhere to the solid waste collection and recycling requirements of the Code. Adherence to the City's waste removal and recycling requirements (along with sufficient capacity within area landfills to accommodate waste generated by the project) results in less than significant solid waste impacts.</p>				
g) Comply with federal, state, and local statutes and regulations related to solid waste?				x
<p>No Impact. The project would comply with all federal, state, and local statutes and regulations related to solid wastes.</p>				

13. AESTHETICS. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?			x	
<p>Less Than Significant Impact. The project site and existing Wilson Reservoir sit at a neutral point in the landscape, with an elevation of 500 feet above mean sea level (msl). The existing reservoir is partially sunken below ground. As a result, a substantial portion of the existing reservoir's height (25 feet) is located below grade on the property. Nevertheless, the current reservoir is partially visible to residential properties on the east, west, and north sides of the project site. The existing reservoir is only partially visible from Adelyn Drive because the tank is screened from street views by an existing fence and mature vegetation. Views of the Wilson Reservoir site are further restricted by the nearby one- and two-story residential structures and mature landscaping along Adelyn Drive (see the photographs presented in Figure 9. On a clear day, the San Gabriel Mountains are visible looking north above the reservoir property from the street. However, such views are obstructed by the existing Wilson Reservoir, property walls, and other structures onsite and in the vicinity. More prominent views of the San Gabriel Mountains are afforded on north-south oriented streets.</p>				
<p>The proposed project would largely preserve north-facing views of the San Gabriel Mountains. The proposed replacement reservoir would be larger than the existing reservoir and four feet taller. However, similar to the existing reservoir, a majority of the new reservoir's height (25 feet) would be situated below grade. Although the replacement reservoir and other structures have the potential to impact current views to the north of the project site, including views of the San Gabriel Mountains, said impacts to</p>				

13. AESTHETICS. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>northerly views would be less than significant as views of the San Gabriel Mountains from Adelyn Drive across the project site would be retained even with the new structures in place (See Figure 8 – Photosimulation of the Proposed Facility as Viewed from Adelyn Drive). It should also be noted that, similar to the existing reservoir, the new reservoir would be situated below grade and its visibility from Adelyn Drive would be obscured by the new structures proposed on the site as well as a screen wall, decorative gate, and landscaping along the front of the facility. Furthermore, as depicted in Figure 9, due to the setback of the reservoir site and the existing residential structures and mature landscaping in the project vicinity, views of the site from eastbound and westbound Adelyn are limited.</p> <p>Views of the reservoir from adjoining residential properties to the east, and west would be somewhat similar to views of the existing reservoir and related facilities with screening provided by existing trees and block walls as well as by newly proposed landscaping. (See Figure 10).</p> <p>In addition to the reservoir, the project proposes the installation of a new clearwell structure, pump house, and operations building, portions of which will be visible from Adelyn Drive and adjacent residential properties. The tallest structure proposed is the clearwell tank. Plans indicate that the tank structure will be rectangular in shape with a maximum height of 18-feet, 3-inches (measured at the roofline). Architectural treatment of the rectangular clearwell structure consists of a Craftsman-style treated concrete building with sloped roof, rafter tails, eaves, fascia boards, outriggers and braces. Surface finishes of the structure include composition shingles on the roof and wood trim on all four sides of the structure. The proposed pump house has a maximum height of approximately 19 feet and would consist of a single level split-face concrete block building with asphalt/composition shingle roof. The southerly and northerly exterior elevations of the building include Craftsman-style architectural features such as a low-pitched roof line with rafter tails, a shingled-façade, and overhanging eaves. Finally, a proposed new operations building would be approximately 13.5 feet tall with the exterior elevations of the building to include Craftsman-style architectural features such as a low-pitched roof line with rafter tails, overhanging eaves, a shingled-façade, and tapered columns supporting the roof structure. The designs of the clearwell tank structure, pump house, and operations building are consistent with and architecturally compatible with existing structures in the project vicinity. Given the relatively shallow height of the proposed structures, the limited views of the site and the San Gabriel Mountain backdrop, and the architectural details of the proposed structures, the proposed project would not significantly impact any scenic vistas.</p>				
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state or scenic highway?			x	
<p>Less than Significant Impact. There are no state designated scenic highways in the City of San Gabriel. Likewise, the City of San Gabriel General Plan does not designate any scenic roadways in the City. The only potential scenic resources that the proposed project would impact are trees. As discussed in part 7(e) above, the project involves the removal of eight trees. However, thirteen trees would be preserved in place onsite, including all of the landmark and other protected trees that currently exist onsite. In addition, to replace any scenic value lost with the removal of trees, the project’s landscape plan calls for a mix of trees, shrubs, and ground cover. The combination of the existing trees and proposed landscaping would provide substantial screening of the site (see Figures 8 and 11). Therefore, the proposed project would not impact any scenic roadways and would not significantly impact any scenic resources.</p>				
c) Substantially degrade the existing visual character or quality of the site and its surroundings?			x	
<p>Less Than Significant Impact. See response to 13 (a), above. Potential degradation of the existing visual character or quality of the site and its surroundings has been mitigated through contextual designs of the clearwell structure, pump house, and operations building. All these structures incorporate Craftsman-style architectural features that make the structures visually compatible with buildings located in the general project site vicinity. It should also be noted that project landscaping plans indicate that thirteen mature trees currently located on the west and east sides of the reservoir tank would be retained and protected in place, including three mature oak trees. These trees provide significant amounts of screening of the reservoir and associated buildings from adjacent residential properties. Furthermore, the exiting trees would be supplemented by a mixture of new trees, shrubs, and ground cover. As shown in Figures 8 and 10, the proposed structures would be of a similar scale as the existing structures onsite, and views of the proposed facility would be largely screened by existing and proposed landscaping. Therefore, the proposed project would not</p>				

13. AESTHETICS. Would the project:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
significantly impact the visual character or quality of the site or its surroundings.				
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?			x	
<p>No Impact. The light-sensitive land uses in the project vicinity are the residential properties to the east, west, and north of the site and to the south across Adelyn Drive. The only major light sources in the vicinity of the proposed project site are the streetlights along Adelyn Drive which adjoins the project site to the south. Vehicle headlights and home security lighting are additional sources of light and glare in the project vicinity. The proposed project would involve the installation of exterior security lighting for the replacement reservoir and water treatment facilities, which would normally be off at night and only turned on as needed and in case of emergency. In addition, all lighting would be designed and installed to be either shielded or down-directed away from adjoining residential properties. These lighting fixtures would be directed onto the project site itself and would not spill onto any light-sensitive land uses. In addition, the residential properties which immediately adjoin the site are screened from the site by fencing and vegetation. Therefore, the proposed project would not adversely affect day or nighttime views in the area and would not result in significant impacts due to the creation of a new source of light or glare.</p>				

14. CULTURAL RESOURCES. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?			x	
<p>Less Than Significant Impact. The existing reservoir was built in the 1920's. Since it is more than 50 years old the structure may potentially be considered a historic resource in accordance Section 15064.5 of the CEQA Guidelines. However, the reservoir is not included on the National Register of Historic Places (NRHP) or the California Register of Historical Resources (CRHR). In addition, city-wide surveys conducted by the City of San Gabriel did not identify the site as a local historical resources. Due to its lack of listing on national, state, or local lists of historic places or structures, the demolition and replacement of the Wilson Reservoir and accessory structures would not be considered a significant impact on historical resources.</p>				
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?		x		
<p>Less Than Significant Impact with Mitigation. Excavation, soil disruption, and other construction activities would occur in areas previously disturbed for the existing Wilson Reservoir and accessory structures. However, previously undisturbed soils may be graded during construction of the proposed project. Although archaeological resources have not been identified at the project site, excavation and grading activities may have the potential to expose undiscovered archaeological resources. Therefore, a mitigation measure is identified below, and when implemented, would reduce the potential for significant impacts to archaeological resources to below a level of significance.</p> <p>Mitigation Measures CULT-1: Archaeological resources pursuant to § 15064.5 have not been identified on the project site. However, in the event that archaeological resources are unearthed during excavation activities, work shall be temporarily suspended, and the discovery shall be evaluated by a qualified archaeologist, pursuant to the procedures set forth at CEQA Section 15064.5.</p>				
c) Directly or indirectly, destroy a unique paleontological resource, site, or unique geologic feature?		x		
<p>Less Than Significant Impact with Mitigation. Excavation, soil disruption, and other construction activities would occur in areas previously disturbed for the existing Wilson Reservoir and accessory structures. However, previously undisturbed soils may be graded during construction of the proposed project. Although there are no known paleontological resources present at the proposed project site, there is a potential for unearthing fossil shells or bones during excavation of the project. Therefore, a mitigation measure is identified below, and when implemented, would reduce the potential for significant impacts to paleontological resources to below</p>				

14. CULTURAL RESOURCES. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>a level of significance.</p> <p>Mitigation Measure CULT-2: Paleontological resources have not been identified on the project site; however, if fossilized shells, plants or bones are discovered during construction of the project, work shall be temporarily suspended in the immediate vicinity of the finds, and the potential significance of the resource shall be evaluated and recorded by a qualified specialist to the satisfaction of the Natural History Museum of Los Angeles County.</p>				
d) Disturb any human remains, including those interred outside of formal cemeteries?			x	
<p>Less Than Significant Impact. There are no known human remains on the site. The project site is not part of a formal cemetery and is not known to have been used for disposal of historic or prehistoric human remains. Thus, human remains are not expected to be encountered during construction of the proposed project. In the unlikely event that human remains are encountered during project construction, State Health and Safety Code Section 7050.5 requires the project to halt until the County Coroner has made the necessary findings as to the origin and disposition of the remains pursuant to Public Resources Code Section 5097.98. Compliance with these regulations would ensure the proposed project would not result in significant impacts due to disturbing human remains.</p>				

15. RECREATION. Would the proposal:	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				x
<p>No Impact. The proposed project involves the replacement of an existing reservoir and the installation of a water treatment facility. As discussed, the proposed project would not directly or indirectly cause population growth. Therefore, the proposed project would not increase the use of any neighborhood or regional parks or facilities, and would have no associated impacts.</p>				
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				x
<p>No Impact. The proposed project involves the replacement of an existing reservoir and does not include the development any recreational facilities. In addition, the project would not lead to the need for the construction or expansion of any recreation facilities, and would have no related adverse physical impacts to the environment.</p>				

16. MANDATORY FINDINGS OF SIGNIFICANCE	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?			x	
<p>Less than Significant Impact: The proposed project involves the on-site replacement of the existing Wilson Reservoir and the installation of new water treatment facilities. As discussed in Section 7 of this document, the project site is almost entirely human influenced and does not support natural communities or habitats. Therefore, the project does not have the potential to degrade the quality of the environment, affect the habitat or population of fish or wildlife species, threaten to eliminate a plant or animal community, or reduce the number or restrict the range of a rare or endangered plant or animal. Also, as discussed in Section 14, the proposed project would demolish a structure that is more than 50 years old. However, it has been determined that the reservoir is not included on any state or national registers or listings of historic structures or places. In addition, the reservoir is not included on any local inventory of historical places or structures located in San Gabriel. Due to its lack of listing on national, state, or local registers of historic places or structures, the existing reservoir would likely be deemed ineligible for future registration and demolition of the structure would be considered a less than significant impact. Therefore, the proposed project would not result in a mandatory findings of significance due to degradation of the quality of the environment or elimination of important examples of major periods of California history or prehistory.</p>				
b) Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals?				x
<p>No Impact: The proposed reservoir, along with the balance of the City of South Pasadena's water system, is designed to serve the anticipated water need of the City. Thus, the project would aid the City in meeting its long-term water supply goals. In addition, the proposed project would have limited environmental impacts once construction is complete and would not hinder the achievement of long-term environmental goals.</p>				
c) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of the past projects, the effects of other current projects, and the effects of probable future projects).			x	
<p>Less than Significant Impact: The proposed project involves the on-site replacement of the existing Wilson Reservoir and the installation of new water treatment facilities. Development of the project site would not contribute to the loss of open space and would not adversely affect public services. In addition, upon completion operation of the proposed reservoir would not generate any additional air pollution or traffic beyond what currently exists. Therefore, the proposed project would not have any impacts that are individually limited but cumulatively considerable.</p>				
a) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?			x	
<p>Less than Significant Impact: The proposed project would not cause adverse effects on human beings from traffic safety, air travel hazards, or floodplain hazards. Potential human exposure to on-site hazardous materials (such as asbestos and lead based paint) may occur during demolition activities. However, appropriate mitigation measures have been included in the project to reduce these impacts to a level of insignificance. Also, even though the proposed project would place an approximately 1.3-million gallon reservoir tank in the vicinity of nearby residences, rupture or leakage of the tank caused by seismic shaking would be remote. The new reservoir facility would be required to be designed in accordance with modern earthquake safety standards, thus substantially reducing the potential for the reservoir to be damaged or to rupture in the event of an earthquake. Therefore, the proposed project would not cause any significant environmental effects that could cause substantial adverse effects on human beings. It should be</p>				

16. MANDATORY FINDINGS OF SIGNIFICANCE	Potentially Significant Impact	Less than Significant with Mitigation	Less than Significant Impact	No Impact
<p>noted that the proposed project would improve the safety of the facility by eliminating an aging and deteriorating reservoir and by implementing a safer disinfection system that what is currently utilized.</p>				

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ATTACHMENT 4
R C Foster Corporation
Design Build Agreement

DESIGN/BUILD CONSTRUCTION AGREEMENT

THIS AGREEMENT, made and entered into this 6th day of June, 2018, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" or OWNER and R C FOSTER CORPORATION "CONTRACTOR" OR DESIGN-BUILDER.

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

1. Contract Documents. The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: General Conditions between Owner and Design-Builder, RFP for Wilson Street TCP Wellhead Treatment Project No. W2018-01, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, Insurance Exhibit "A", the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto.

2. Scope of Services. CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the Design, labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: Wilson Reservoir TCP Wellhead Treatment Project No. W2018-01, all in accordance with the Contract Documents and Contractor's Proposal dated May 17, 2018 and Proposal revision dated May 24, 2018.

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

3. Compensation. CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of \$2,348,000.00 which represents the Guaranteed Maximum Price.

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the General Conditions between Owner and Design-Builder.

4. Time for Completion. CONTRACTOR agrees to commence the design and construction of the Work of Improvement within five (5) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within one-hundred ninety three (193) calendar days from the date the Notice to Proceed is issued.

5. Time is of the Essence. Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

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

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

8. Worker's Compensation. CONTRACTOR, by executing this Agreement hereby certifies:

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

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

contract price or \$1,000, whichever is greater.

10. Arbitration. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

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

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

13. Registration with the DIR. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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

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

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

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

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

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

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

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

CONTRACTOR

BY _____

(Title)

BY _____

CITY OF SOUTH PASADENA

Stephanie DeWolfe, CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, CITY CLERK

Teresa L. Highsmith, CITY ATTORNEY

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date: _____

Signature

Printed Name

Title

Article 1

General

1.1 Mutual Obligations

1.1.1 *Owner and Design-Builder* commit at all times to cooperate fully with each other, and proceed on the basis of trust and good faith, to permit each party to realize the benefits afforded under the Contract Documents.

1.2 Basic Definitions

1.2.1 *Agreement* refers to the executed contract between Owner and Design-Builder under AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER FOR TCP wellhead treatment

1.2.2 *Basis of Design Documents* are as follows: *Agreement Between Owner and Design-Builder*, the Basis of Design Documents are the Owner's Project Criteria, Design-Builder's Proposal and the Deviation List, if any.

1.2.3 *Construction Documents* are the documents, consisting of Drawings and Specifications, to be prepared or assembled by the Design-Builder consistent with the Basis of Design Documents unless a deviation from the Basis of Design Documents is specifically set forth in a Change Order executed by both the Owner and Design-Builder, as part of the design review process contemplated by Section 2.4 of these General Conditions of Contract.

1.2.4 *Day or Days* shall mean calendar days unless otherwise specifically noted in the Contract Documents.

1.2.5 *Design-Build Team* is comprised of the Design-Builder, the Design Consultant, and key Subcontractors identified by the Design-Builder, as set forth in Design-Builder's Proposal.

1.2.6 *Design Consultant* is a qualified, licensed design professional who is not an employee of Design-Builder, but is retained by Design-Builder, or employed or retained by anyone under contract with Design-Builder, to furnish design services required under the Contract Documents. A Design Sub-Consultant is a qualified, licensed design professional who is not an employee of the Design Consultant, but is retained by the Design Consultant or employed or retained by anyone under contract to Design Consultant, to furnish design services required under the Contract Documents.

1.2.7 *Final Completion* is the date on which the City records a Notice of Completion with the Los Angeles County Registrar-Recorder for completion of the Project in accordance with the Contract Documents, including but not limited to, any items identified in the punch list prepared under Section 6.6.1 and the submission of all documents set forth in Section 6.7.2.

1.2.8 *Force Majeure Events* are those events that are beyond the control of both Design-Builder and Owner, including the events of war, floods, labor disputes, earthquakes, epidemics, adverse weather conditions not reasonably anticipated, and other acts of God.

1.2.9 *General Conditions of Contract* refer to this *General Conditions of Contract Between Owner and Design-Builder*.

1.2.10 *Hazardous Conditions* are any materials, wastes, substances and chemicals deemed to be hazardous under applicable Legal Requirements, or the handling, storage, remediation, or disposal of which are regulated by applicable Legal Requirements.

1.2.11 *Legal Requirements* are all applicable federal, state and local laws, codes, ordinances, rules, regulations, orders and decrees of any government or quasi-government entity having jurisdiction over the Project or Site, the practices involved in the Project or Site, or any Work.

1.2.12 *Owner's Project Criteria* are developed by or for Owner to describe Owner's program requirements and objectives for the Project, including use, space, price, time, site and expandability requirements, as well as submittal requirements and other requirements governing Design-Builder's performance of the Work. Owner's Project Criteria may include conceptual documents, design criteria, design performance specifications, design specifications, and LEED® or other sustainable design criteria and other Project-specific technical materials and requirements.

1.2.13 *Site* is the project location at 525 W. Adelyn Drive, San Gabriel, CA.

1.2.14 *Subcontractor* is any person or entity retained by Design-Builder as an independent contractor to perform a portion of the Work and shall include materialmen and suppliers.

1.2.15 *Sub-Subcontractor* is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include materialmen and suppliers.

1.2.16 *Substantial Completion* or *Substantially Complete* means the date on which the Work, or an agreed upon portion of the Work, is sufficiently complete in accordance with the Contract Documents so that Owner can occupy and use the Project or a portion thereof for its intended purposes.

1.2.17 *Work* is comprised of all Design-Builder's design, construction and other services required by the Contract Documents, including procuring and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

Article 2

Design-Builder's Services and Responsibilities

2.1 General Services.

2.1.1 Design-Builder's Representative shall be reasonably available to Owner and shall have the necessary expertise and experience required to supervise the Work. Design-Builder's Representative shall communicate regularly with Owner and shall be vested with the authority to act on behalf of Design-Builder. Design-Builder's Representative may be replaced only with the mutual agreement of Owner and Design-Builder.

2.1.2 Design-Builder shall provide Owner with a monthly status report detailing the progress of the Work, including (i) whether the Work is proceeding according to schedule, (ii) whether discrepancies, conflicts, or ambiguities exist in the Contract Documents that require resolution, (iii) whether health and safety issues exist in connection with the Work; (iv) status of the contingency account to the extent provided for in the Agreement; and (v) other items that require resolution so as not to jeopardize Design-Builder's ability to complete the Work for the Contract Price and within the Contract Time(s).

2.1.3 Unless a schedule for the execution of the Work has been attached to the Agreement as an exhibit at the time the Agreement is executed, Design-Builder shall prepare and submit, at least three (3) days prior to the meeting contemplated by Section 2.1.4 hereof, a schedule for the execution of the Work for Owner's review and response. The schedule shall indicate the dates for the start and completion of the various stages of Work, including the dates when Owner

information and approvals are required to enable Design-Builder to achieve the Contract Time(s). The schedule shall be revised as required by conditions and progress of the Work, but such revisions shall not relieve Design-Builder of its obligations to complete the Work within the Contract Time(s), as such dates may be adjusted in accordance with the Contract Documents. Owner's review of, and response to, the schedule shall not be construed as relieving Design-Builder of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

2.1.4 The parties will meet within seven (7) days after execution of the Agreement to discuss issues affecting the administration of the Work and to implement the necessary procedures, including those relating to submittals and payment, to facilitate the ability of the parties to perform their obligations under the Contract Documents.

2.2 Design Professional Services.

2.2.1 Design-Builder shall, consistent with California licensing laws, provide through qualified, licensed design professionals employed by Design-Builder, or procured from qualified, independent licensed Design Consultants, the necessary design services, including architectural, engineering and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the Work consistent with the Contract Documents. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Design Consultant.

2.3 Standard of Care for Design Professional Services.

2.3.1 The standard of care for all design professional services performed to execute the Work shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality of the Project.

2.4 Design Development Services.

2.4.1 Design-Builder and Owner shall, consistent with any applicable provision of the Contract Documents, agree upon any interim design submissions that Owner may wish to review, which interim design submissions may include design criteria, drawings, diagrams and specifications setting forth the Project requirements. Interim design submissions shall be consistent with the Basis of Design Documents, as the Basis of Design Documents may have been changed through the design process set forth in this Section 2.4.1. On or about the time of the scheduled submissions, Design-Builder and Owner shall meet and confer about the submissions, with Design-Builder identifying during such meetings, among other things, the evolution of the design and any changes to the Basis of Design Documents, or, if applicable, previously submitted design submissions. Changes to the Basis of Design Documents, including those that are deemed minor changes under Section 9.3.1, shall be processed in accordance with Article 9. Minutes of the meetings, including a full listing of all changes, will be maintained by Design-Builder and provided to all attendees for review. Following the design review meeting, Owner shall review and approve the interim design submissions and meeting minutes in a time that is consistent with the turnaround times set forth in Design-Builder's schedule.

2.4.2 Design-Builder shall submit to Owner Construction Documents setting forth in detail drawings and specifications describing the requirements for construction of the Work. The Construction Documents shall be consistent with the latest set of interim design submissions, as such submissions may have been modified in a design review meeting and recorded in the meetings minutes. The parties shall have a design review meeting to discuss. Owner shall review and approve, the Construction Documents in accordance with the procedures set forth in Section 2.4.1 above. Design-Builder shall proceed with construction in accordance with the

approved Construction Documents and shall submit one set of approved Construction Documents to Owner prior to commencement of construction.

2.4.3 Owner's review and approval of interim design submissions, meeting minutes, and the Construction Documents is for the purpose of mutually establishing a conformed set of Contract Documents compatible with the requirements of the Work. Neither Owner's review nor approval of any interim design submissions, meeting minutes, and Construction Documents shall be deemed to transfer any design liability from Design-Builder to Owner.

2.5 Legal Requirements.

2.5.1 Design-Builder shall perform the Work in accordance with all Legal Requirements and shall provide all notices applicable to the Work as required by the Legal Requirements.

2.5.2 The Contract Price and/or Contract Time(s) may be adjusted, upon written approval by the Owner, to compensate Design-Builder for the effects of any changes in the Legal Requirements enacted after the date of the Agreement affecting the performance of the Work, or if a Guaranteed Maximum Price is established after the date of the Agreement, the date the parties agree upon the Guaranteed Maximum Price. Such effects may include, without limitation, revisions Design-Builder is required to make to the Construction Documents because of changes in Legal Requirements.

2.6 Government Approvals and Permits.

2.6.1 Except as identified in an Owner's Permit List attached as an exhibit to the Agreement, Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees required for the prosecution of the Work by any government or quasi-government entity having jurisdiction over the Project.

2.6.2 Design-Builder shall provide reasonable assistance to Owner in obtaining those permits, approvals and licenses that are Owner's responsibility.

2.7 Design-Builder's Construction Phase Services.

2.7.1 Unless otherwise provided in the Contract Documents to be the responsibility of Owner or a separate contractor, Design-Builder shall provide through itself or Subcontractors the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

2.7.2 Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all time exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

2.7.3 Design-Builder shall employ only Subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents. Owner may reasonably object to Design-Builder's selection of any Subcontractor. Upon written approval by the Owner, the Contract Price and/or Contract Time(s) may be adjusted to the extent that Owner's decision impacts Design-Builder's cost and/or time of performance.

2.7.4 Design-Builder assumes responsibility to Owner for the proper performance of the Work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

2.7.5 Design-Builder shall coordinate the activities of all Subcontractors. If Owner performs other work on the Project or at the Site with separate contractors under Owner's control, Design-Builder agrees to reasonably cooperate and coordinate its activities with those of such separate contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

2.7.6 Design-Builder shall keep the Site reasonably free from debris, trash and construction wastes to permit Design-Builder to perform its construction services efficiently, safely and without interfering with the use of adjacent land areas. Upon Substantial Completion of the Work, or a portion of the Work, Design-Builder shall remove all debris, trash, construction wastes, materials, equipment, machinery and tools arising from the Work or applicable portions thereof to permit Owner to occupy the Project or a portion of the Project for its intended use.

2.8 Design-Builder's Responsibility for Project Safety.

2.8.1 Design-Builder recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the performance of the Work. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Work. Unless otherwise required by the Contract Documents, Design-Builder's Safety Representative shall be an individual stationed at the Site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the Site and shall hold weekly safety meetings with Design-Builder's personnel, and Subcontractors (and others as applicable).

2.8.2 Design-Builder and Subcontractors shall comply with all Legal Requirements relating to safety, as well as any Owner-specific safety requirements set forth in the Contract Documents, provided that such Owner-specific requirements do not violate any applicable Legal Requirement. Design-Builder will immediately report in writing any safety-related injury, loss, damage or accident arising from the Work to Owner's Representative and, to the extent mandated by Legal Requirements, to all government or quasi-government authorities having jurisdiction over safety-related matters involving the Project or the Work.

2.8.3 Design-Builder's responsibility for safety under this Section 2.8 is not intended in any way to relieve Subcontractors and Sub-Subcontractors of their own contractual and legal obligations and responsibility for (i) complying with all Legal Requirements, including those related to health and safety matters, and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injuries, losses, damages or accidents resulting from their performance of the Work.

2.9 Design-Builder's Warranty.

2.9.1 Design-Builder warrants to Owner that the construction, including all materials and equipment furnished as part of the construction, shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Nothing in this warranty is intended to limit any manufacturer's warranty which provides Owner with greater warranty rights than set forth in this Section 2.9 or the Contract Documents. Design-Builder will provide Owner with all manufacturers' warranties upon Substantial Completion.

2.10 Correction of Defective Work.

2.10.1 Design-Builder agrees to correct any Work that is found to not be in conformance with the Contract Documents, including that part of the Work subject to Section 2.9 hereof, within a period of one year from the date of Substantial Completion of the Work or any portion of the Work, or within such longer period to the extent required by any specific warranty included in the Contract Documents.

2.10.2 Design-Builder shall, within seven (7) days of receipt of written notice from Owner that the Work is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming Work, including the correction, removal or replacement of the nonconforming Work and any damage caused to other parts of the Work affected by the nonconforming Work. If Design-Builder fails to commence the necessary steps within such seven (7) day period, Owner, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that Owner will commence correction of such nonconforming Work with its own forces. If Owner does perform such corrective Work, or causes said Work to be performed, Design-Builder shall be responsible for all reasonable costs incurred by Owner in performing such correction. If the nonconforming Work creates an emergency requiring an immediate response, the seven (7) day period identified herein shall be deemed inapplicable.

2.10.3 The one-year period referenced in Section 2.10.1 above applies only to Design-Builder's obligation to correct nonconforming Work and is not intended to constitute a period of limitations for any other rights or remedies Owner may have regarding Design-Builder's other obligations under the Contract Documents.

Article 3

Owner's Services and Responsibilities

3.1 Duty to Cooperate.

3.1.1 Owner shall, throughout the performance of the Work, cooperate with Design-Builder and perform its responsibilities, obligations and services in a timely manner to facilitate Design-Builder's timely and efficient performance of the Work and so as not to delay or interfere with Design-Builder's performance of its obligations under the Contract Documents.

3.1.2 Owner shall provide timely reviews and approvals of interim design submissions and Construction Documents consistent with the turnaround times set forth in Design-Builder's schedule.

3.1.3 Owner shall give Design-Builder timely notice of any Work that Owner notices to be defective or not in compliance with the Contract Documents. Failure to give timely notice does not, however, constitute a waiver of any breach, nor does it constitute acceptance of defective work or work not compliance with the Contract Documents.

3.2 Furnishing of Services and Information.

3.2.1 Unless expressly stated to the contrary in the Contract Documents, Owner shall provide, at its own cost and expense, for Design-Builder's information and use the following:

3.2.1.1 To the extent available, record drawings of any existing structures at the Site; and

3.2.1.2 To the extent available, environmental studies, reports and impact statements describing the environmental conditions, including Hazardous Conditions, in existence at the Site.

3.3 Owner's Representative.

3.3.1 Owner's Representative shall be responsible for providing Owner-supplied information and approvals in a timely manner to permit Design-Builder to fulfill its obligations under the Contract Documents. Owner's Representative shall communicate regularly with Design-Builder and shall be vested with the authority to act on behalf of Owner.

3.4 Government Approvals and Permits.

3.4.1 Owner shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees.

3.4.2 Owner shall provide reasonable assistance to Design-Builder in obtaining those permits, approvals and licenses that are Design-Builder's responsibility.

3.5 Owner's Separate Contractors.

3.5.1 Owner is responsible for all work performed on the Project or at the Site by separate contractors under Owner's control.

Article 4

Hazardous Conditions and Differing Site Conditions

4.1 Hazardous Conditions.

4.1.1 Unless otherwise expressly provided in the Contract Documents to be part of the Work, Design-Builder is not responsible for any Hazardous Conditions encountered at the Site. Upon encountering any Hazardous Conditions, Design-Builder will stop Work immediately in the affected area and duly notify Owner and, if required by Legal Requirements, all government or quasi-government entities with jurisdiction over the Project or Site.

4.1.2 Upon receiving notice of the presence of suspected Hazardous Conditions, Owner shall take the necessary measures required to ensure that the Hazardous Conditions are remediated or rendered harmless. Such necessary measures may include Owner retaining qualified independent experts to (i) ascertain whether Hazardous Conditions have actually been encountered, and, if they have been encountered, (ii) prescribe the remedial measures that Owner must take either to remove the Hazardous Conditions or render the Hazardous Conditions harmless.

4.1.3 Design-Builder shall resume Work at the affected area of the Project only after Owner's expert provides Design-Builder with written confirmation that (i) the Hazardous Conditions have been removed or rendered harmless and (ii) all necessary approvals have been obtained from all government and quasi-government entities having jurisdiction over the Project or Site.

4.1.4 Design-Builder may, in accordance with these General Conditions of Contract, and upon written approval by the Owner, adjust the Contract Price and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance have been adversely impacted by the presence of Hazardous Conditions.

4.1.5 Owner shall be indemnified, defend and hold harmless by the Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them, and their officers, directors, employees and agents, from and against any and all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from the negligence of the design builder at the Site.

4.1.6 Notwithstanding the preceding provisions of this Section 4.1, Owner is not responsible for Hazardous Conditions introduced to the Site by, or Hazardous Conditions at the Site that are exacerbated by, Design-Builder, Subcontractors or anyone for whose acts they may be liable. To the fullest extent permitted by law, Design-Builder shall indemnify, defend and hold harmless Owner and Owner's officers, directors, employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by, or Hazardous Conditions at the Site that are exacerbated by, Design-Builder, Subcontractors or anyone for whose acts they may be liable.

4.2 Differing Site Conditions.

4.2.1 Concealed or latent physical conditions or subsurface conditions at the Site that (i) materially differ from the conditions indicated in the Contract Documents or (ii) are of an unusual nature, differing materially from the conditions ordinarily encountered and generally recognized as inherent in the Work are collectively referred to herein as "Differing Site Conditions." If Design-Builder encounters a Differing Site Condition, Design-Builder may request, and upon Owner's written approval may receive, an adjustment in the Contract Price and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance are adversely impacted by the Differing Site Condition.

4.2.2 Upon encountering a Differing Site Condition, Design-Builder shall provide prompt written notice to Owner of such condition, which notice shall not be later than seven (7) days after such condition has been encountered. Design-Builder shall, to the extent reasonably possible, provide such notice before the Differing Site Condition has been substantially disturbed or altered.

Article 5

Insurance and Bonds

5.1 Design-Builder's Insurance Requirements.

5.1.1 Design-Builder is responsible for procuring and maintaining the insurance for the coverage amounts all as set forth in the Insurance Exhibit "A" to the Agreement. Coverage shall be secured from insurance companies authorized to do business in the State of California with a minimum rating set forth in the Agreement.

5.1.2 Design-Builder's insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build delivery of the Project.

5.1.3 Prior to commencing any construction services hereunder, Design-Builder shall provide Owner with certificates evidencing that (i) all insurance obligations required by the Contract Documents are in full force and in effect and will remain in effect for the duration required by the Contract Documents and (ii) no insurance coverage will be canceled, renewal refused, or materially changed unless at least thirty (30) days prior written notice is given to Owner. If any of the foregoing insurance coverages are required to remain in force after final payment are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the Final Application for Payment.

5.4 Bonds and Other Performance Security.

5.4.1 Design-Builder shall obtain performance and labor and material payment bonds, or other forms of performance security, the amount, form and other conditions of such security shall be as set forth in the Agreement.

5.4.2 All bonds furnished by Design-Builder shall be in a form satisfactory to Owner. The surety shall be a company qualified and registered to conduct business in the State of California.

Article 6

Payment

6.1 Schedule of Values.

6.1.1 Unless required by the Owner upon execution of this Agreement, within ten (10) days of execution of the Agreement, Design-Builder shall submit for Owner's review and approval a schedule of values for all of the Work. The Schedule of Values will (i) subdivide the Work into its respective parts, (ii) include values for all items comprising the Work and (iii) serve as the basis for monthly progress payments made to Design-Builder throughout the Work.

6.1.2 The Owner will timely review and approve the schedule of values so as not to delay the submission of the Design-Builder's first application for payment. The Owner and Design-Builder shall timely resolve any differences so as not to delay the Design-Builder's submission of its first application for payment.

6.2 Monthly Progress Payments and retention.

6.2.1 On or before the date established in the Agreement, Design-Builder shall submit for Owner's review and approval its Application for Payment requesting payment for all Work performed as of the date of the Application for Payment. The Application for Payment shall be accompanied by all supporting documentation required by the Contract Documents and/or established at the meeting required by Section 2.1.4 hereof.

6.2.2 The Application for Payment may request payment for equipment and materials not yet incorporated into the Project, provided that (i) Owner is satisfied that the equipment and materials are suitably stored at either the Site or another acceptable location, (ii) the equipment and materials are protected by suitable insurance and (iii) upon payment, Owner will receive the equipment and materials free and clear of all liens and encumbrances. Owner has the right to refuse or grant such request.

6.2.3 All discounts offered by Subcontractor, Sub-Subcontractors and suppliers to Design-Builder for early payment shall accrue one hundred percent to Owner.

6.2.4 The Application for Payment shall constitute Design-Builder's representation that the Work described herein has been performed consistent with the Contract Documents, has progressed to the point indicated in the Application for Payment, and that title to all Work will pass to Owner free and clear of all claims, liens, encumbrances, and security interests upon the incorporation of the Work into the Project, or upon Design-Builder's receipt of payment, whichever occurs earlier.

6.2.5 Retention payment equal of 5% will be retained by the City on each and every payment request

6.3 Withholding of Payments.

6.3.1.1 On or before the date established in the Agreement, Owner shall pay Design-Builder all

amounts properly due. If Owner determines that Design-Builder is not entitled to all or part of an Application for Payment as a result of Design-Builder's failure to meet its obligations hereunder, it will notify Design-Builder in writing prior to the date payment is due. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Design-Builder must take to rectify Owner's concerns.

6.3.2 Notwithstanding anything to the contrary in the Contract Documents, Owner shall pay Design-Builder all undisputed amounts in an Application for Payment within the times required by the Agreement.

6.4 Design-Builder's Payment Obligations.

6.4.1 Design-Builder will pay Design Consultants and Subcontractors, in accordance with its contractual obligations to such parties, all the amounts Design-Builder has received from Owner on account of their work. Design-Builder will impose similar requirements on Design Consultants and Subcontractors to pay those parties with whom they have contracted. Design-Builder will indemnify and defend Owner against any claims for payment and mechanic's liens as set forth in Section 7.3 hereof.

6.5 Substantial Completion.

6.5.1 Design-Builder shall notify Owner when it believes the Work, or to the extent permitted in the Contract Documents, a portion of the Work, is Substantially Complete. Within five (5) days of Owner's receipt of Design-Builder's notice, Owner and Design-Builder will jointly inspect such Work to verify that it is Substantially Complete in accordance with the requirements of the Contract Documents. If such Work is Substantially Complete, Owner shall prepare and issue a Certificate of Substantial Completion that will set forth (i) the date of Substantial Completion of the Work or portion thereof, (ii) the remaining items of Work that have to be completed before final payment, (iii) provisions (to the extent not already provided in the Contract Documents) establishing Owner's and Design-Builder's responsibility for the Project's security, maintenance, utilities and insurance pending final payment, and (iv) an acknowledgment that warranties commence to run on the date of Substantial Completion, except as may otherwise be noted in the Certificate of Substantial Completion.

6.5.2 Upon Substantial Completion of the entire Work or, if applicable, any portion of the Work, Owner shall release to Design-Builder all retained amounts relating, as applicable, to the entire Work or completed portion of the Work, less disputed amounts, and less an amount equal to the reasonable value of all remaining or incomplete items of Work as noted in the Certificate of Substantial Completion.

6.5.3 Owner, at its option, may use a portion of the Work which has been determined to be Substantially Complete, provided, however, that (i) a Certificate of Substantial Completion has been issued for the portion of Work addressing the items set forth in Section 6.6.1 above, (ii) Design-Builder and Owner have obtained the consent of their sureties and insurers, and to the extent applicable, the appropriate government authorities having jurisdiction over the Project, and (iii) Owner and Design-Builder agree that Owner's use or occupancy will not interfere with Design-Builder's completion of the remaining Work.

6.6 Final Payment.

6.6.1 After receipt of a Final Application for Payment from Design-Builder, Owner shall make final payment of undisputed amounts by the time required in the Agreement, provided that Design-Builder has achieved Final Completion.

6.6.2 At the time of submission of its Final Application for Payment, Design-Builder shall provide the following information:

6.6.2.1 An affidavit that there are no claims, obligations or liens outstanding or unsatisfied for labor, services, material, equipment, taxes or other items performed, furnished or incurred for or in connection with the Work which will in any way affect Owner's interests;

6.6.2.2 A general release executed by Design-Builder waiving, upon receipt of final payment by Design-Builder, all claims, except those claims previously made in writing to Owner and remaining unsettled at the time of final payment;

6.6.2.3 Consent of Design-Builder's surety, if any, to final payment;

6.6.2.4 All operating manuals, warranties and other deliverables required by the Contract Documents; and

6.6.2.5 Certificates of insurance confirming that required coverages will remain in effect consistent with the requirements of the Contract Documents.

6.7.4 Deficiencies in the Work discovered after Substantial Completion, whether or not such deficiencies would have been included on the Punch List if discovered earlier, shall be deemed warranty Work. Such deficiencies shall be corrected by Design-Builder under Sections 2.9 and 2.10 herein. Owner shall be entitled to withhold from the Final Payment the reasonable value of completion of such deficient work until such work is completed.

Article 7

Indemnification

7.1 Patent and Copyright Infringement.

7.1.1 Design-Builder hereby agrees to indemnify, including the cost to defend City, and its officers, officials, agents, employees, and volunteers, from any and all losses, claims, liens, demands, liability, and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees, expert costs, expert fees and other all expenses incurred by the City to the maximum extent allowed by law arising in favor of any party, that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, its agents, subcontractor's or subcontractor's agents, in the performance of services under this contract, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence or willful misconduct by City or the agents, servants, or independent contractors who are directly responsible to City, or arising from the active negligence of City.

7.1.2 If Owner is enjoined from the operation or use of the Work, or any part thereof, as the result of any patent or copyright suit, claim, or proceeding, Design-Builder shall at its sole expense take reasonable steps to procure the right to operate or use the Work. If Design-Builder cannot so procure such right within a reasonable time, Design-Builder shall promptly, at Design-Builder's option and at Design-Builder's expense, (i) modify the Work so as to avoid infringement of any such patent or copyright or (ii) replace said Work with Work that does not infringe or violate any such patent or copyright.

7.2 Tax Claim Indemnification.

7.2.1 If, in accordance with Owner's direction, an exemption for all or part of the Work is claimed for taxes, Owner shall indemnify, defend and hold harmless Design-Builder from and against any liability, penalty, interest, fine, tax assessment, attorneys' fees or other expenses or costs incurred by Design-Builder as a result of any action taken by Design-Builder in accordance with Owner's directive. Owner shall furnish Design-Builder with any applicable tax exemption certificates necessary to obtain such exemption, upon which Design-Builder may rely.

7.3 Payment Claim Indemnification.

7.3.1 Design-Builder shall indemnify, defend and hold harmless Owner from any claims or mechanic's liens brought against Owner or against the Project as a result of the failure of Design-Builder, or those for whose acts it is responsible, to pay for any services, materials, labor, equipment, taxes or other items or obligations furnished or incurred for or in connection with the Work. Within three (3) days of receiving written notice from Owner that such a claim or mechanic's lien has been filed, Design-Builder shall commence to take the steps necessary to discharge said claim or lien, including, if necessary, the furnishing of a mechanic's lien bond. If Design-Builder fails to do so, Owner will have the right to discharge the claim or lien and hold Design-Builder liable for costs and expenses incurred, including attorneys' fees and experts' fees.

7.4 Design-Builder's General Indemnification.

7.4.1 Design-Builder, to the fullest extent permitted by law, shall indemnify, hold harmless and defend Owner, its officers, directors, and employees from and against claims, losses, damages, liabilities, including attorneys' fees and expenses, for bodily injury, sickness or death, and property damage or destruction (other than to the Work itself) to the extent resulting from the negligent acts or omissions of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable.

7.4.2 If an employee of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable has a claim against Owner, its officers, directors, employees, or agents, Design-Builder's indemnity obligation set forth in Section 7.4.1 above shall not be limited by any limitation on the amount of damages, compensation or benefits payable by or for Design-Builder, Design Consultants, Subcontractors, or other entity under any employee benefit acts, including workers' compensation or disability acts.

Article 8

Time

8.1 Obligation to Achieve the Contract Times.

8.1.1 Design-Builder agrees that it will commence performance of the Work and achieve the Contract Time(s) in accordance with Article 5 of the Agreement.

8.2 Delays to the Work.

8.2.1 If Design-Builder is delayed in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control and due to no fault of its own or those for whom Design-Builder is responsible, the Contract Time(s) for performance may be reasonably extended by Change Order upon the Owner's written approval. By way of example, events that may allow Design-Builder an extension of the Contract Time(s) include acts or omissions of

Owner or anyone under Owner's control (including separate contractors), changes in the Work, Differing Site Conditions, Hazardous Conditions, and Force Majeure Events.

8.2.2 In addition to Design-Builder's request for a time extension for those events set forth in Section 8.2.1 above, Design-Builder may receive an appropriate adjustment of the Contract Price upon the Owner's written approval. The Contract Price shall not, however, be adjusted for Force Majeure Events unless otherwise provided in the Agreement.

Article 9

Changes to the Contract Price and Time

9.1 Change Orders.

9.1.1 A Change Order is a written instrument issued after execution of the Agreement signed by Owner and Design-Builder, stating their agreement upon all of the following:

9.1.1.1 The scope of the change in the Work;

9.1.1.2 The amount of the adjustment to the Contract Price; and

9.1.1.3 The extent of the adjustment to the Contract Time(s).

9.1.2 All changes in the Work authorized by applicable Change Order shall be performed under the applicable conditions of the Contract Documents. Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for such changes.

9.2 Work Change Directives.

9.2.1 A Work Change Directive is a written order prepared and signed by Owner directing a change in the Work prior to agreement on an adjustment in the Contract Price and/or the Contract Time(s).

9.2.2 Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for the Work Change Directive. Upon reaching an agreement, the parties shall prepare and execute an appropriate Change Order reflecting the terms of the agreement.

9.3 Minor Changes in the Work.

9.3.1 Minor changes in the Work do not involve an adjustment in the Contract Price and/or Contract Time(s) and do not materially and adversely affect the Work, including the design, quality, performance and workmanship required by the Contract Documents. Design-Builder may make minor changes in the Work consistent with the intent of the Contract Documents, provided, however, that Design-Builder shall promptly inform Owner, in writing, of any such changes and record such changes on the documents maintained by Design-Builder.

9.4 Contract Price Adjustments.

9.4.1 The increase or decrease in Contract Price resulting from a change in the Work may be determined by one or more of the following methods:

9.4.1.1 Unit prices set forth in the Agreement or as subsequently agreed to between the parties;

9.4.1.2 A mutually accepted lump sum, properly itemized and supported by sufficient substantiating data to permit evaluation by Owner;

9.4.1.3 Costs, fees and any other markups set forth in the Agreement; or

9.4.1.4 If an increase or decrease cannot be agreed to as set forth in items 9.4.1.1 through 9.4.1.3 above and Owner issues a Work Change Directive, the cost of the change of the Work shall be determined by the reasonable expense and savings in the performance of the Work resulting from the change, including a reasonable overhead and profit.

9.5 Emergencies.

9.5.1 In any emergency affecting the safety of persons and/or property, Design-Builder shall act, at its discretion, to prevent threatened damage, injury or loss. Any change in the Contract Price and/or Contract Time(s) on account of emergency work shall be determined as provided in this Article 9.

9.6 Contract Price Adjustment

9.6.1 Under no circumstances shall the Contract Price exceed the amount approved by the City Council, except by execution of an amendment to the Contract Documents, which shall also be approved by the City Council.

Article 10

Contract Adjustments and Disputes

10.1 Requests for Contract Adjustments and Relief.

10.1.1 If either Design-Builder or Owner believes that it is entitled to relief against the other for any event arising out of or related to the Work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in applicable sections of these General Conditions of Contract. In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed twenty- one (21) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such notice shall include sufficient information to advise the other party of the circumstances giving rise to the claim for relief, the specific contractual adjustment or relief requested and the basis of such request.

10.2 Dispute Avoidance and Resolution.

10.2.1 The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Design-Builder and Owner each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Work.

10.2.2 Design-Builder and Owner will first attempt to resolve disputes or disagreements at the field level through discussions between Design-Builder's Representative and Owner's Representative which shall conclude within fourteen (14) days of the written notice provided for in Section 10.1.1 unless the Owner and Design-Builder mutually agree otherwise.

10.2.3 If a dispute or disagreement cannot be resolved through Design-Builder's Representative and Owner's Representative, Design-Builder's Senior Representative and Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such

dispute or disagreement. Five (5) days prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

10.2.4 If after meeting the Senior Representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties shall submit within thirty (30) days of the conclusion of the meeting of Senior Representatives the dispute or disagreement to non-binding mediation. The mediation shall be conducted by a mutually agreeable impartial mediator. The mediation will be governed by and conducted pursuant to a mediation agreement negotiated by the parties or, if the parties cannot so agree, by procedures established by the mediator. Unless otherwise mutually agreed by the Owner and Design-Builder and consistent with the mediator's schedule, the mediation shall commence within ninety (90) days of the submission of the dispute to mediation.

10.3 Arbitration.

10.3.1 Any claims, disputes or controversies between the parties arising out of or relating to the Agreement, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 10.2 above, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the AAA then in effect, unless the parties mutually agree otherwise.

10.3.2 Design-Builder and Owner expressly agree that any arbitration pursuant to this Section 10.3 may be joined or consolidated with any arbitration involving any other person or entity (i) necessary to resolve the claim, dispute or controversy, or (ii) substantially involved in or affected by such claim, dispute or controversy. Design-Builder shall include appropriate provisions in all contracts it executes with other parties in connection with the Project to allow such joinder or consolidation.

10.3 Duty to Continue Performance.

10.3.1 Unless provided to the contrary in the Contract Documents, Design-Builder shall continue to perform the Work and Owner shall continue to satisfy its payment obligations (except for amounts disputed) to Design-Builder, pending the final resolution of any dispute or disagreement between Design-Builder and Owner.

10.4 CONSEQUENTIAL DAMAGES.

10.4.1 NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY (EXCEPT AS SET FORTH IN SECTION 10.5.2 BELOW), NEITHER DESIGN-BUILDER NOR OWNER SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL LOSSES OR DAMAGES, WHETHER ARISING IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSSES OF USE, PROFITS, BUSINESS, REPUTATION OR FINANCING.

10.4.2 The consequential damages limitation set forth in Section 10.5.1 above is not intended to affect the payment of liquidated damages or lost early completion bonus, if any, set forth in Article 5 of the Agreement, which both parties recognize has been established, in part, to reimburse Owner for some damages that might otherwise be deemed to be consequential.

Article 11

Stop Work and Termination for Cause

11.1 Owner's Right to Stop Work.

11.1.1 Owner may, without cause and for its convenience, order Design-Builder in writing to stop and suspend the Work. Such suspension shall not exceed sixty (60) consecutive days or

aggregate more than ninety (90) days during the duration of the Project.

11.1.2 Design-Builder is entitled to seek an adjustment of the Contract Price and/or Contract Time(s) if its cost or time to perform the Work has been adversely impacted by any suspension of stoppage of the Work by Owner.

11.2 Owner's Right to Perform and Terminate for Cause.

11.2.1 If Design-Builder persistently fails to (i) provide a sufficient number of skilled workers, (ii) supply the materials required by the Contract Documents, (iii) comply with applicable Legal Requirements, (iv) timely pay, without cause, Design Consultants or Subcontractors, (v) prosecute the Work with promptness and diligence to ensure that the Work is completed by the Contract Time(s), as such times may be adjusted, or (vi) perform material obligations under the Contract Documents, then Owner, in addition to any other rights and remedies provided in the Contract Documents or by law, shall have the rights set forth in Sections 11.2.2 and 11.2.3 below.

11.2.2 Upon the occurrence of an event set forth in Section 11.2.1 above, Owner may provide written notice to Design-Builder that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) days of Design-Builder's receipt of such notice. If Design-Builder fails to cure, or reasonably commence to cure, such problem, then Owner may give a second written notice to Design-Builder of its intent to terminate within an additional seven (7) day period. If Design-Builder, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Owner may declare the Agreement terminated for default by providing written notice to Design-Builder of such declaration.

11.2.3 Upon declaring the Agreement terminated pursuant to Section 11.2.2 above, Owner may enter upon the premises and take possession, for the purpose of completing the Work, of all materials, equipment, scaffolds, tools, appliances and other items thereon, which have been purchased or provided for the performance of the Work, all of which Design-Builder hereby transfers, assigns and sets over to Owner for such purpose, and to employ any person or persons to complete the Work and provide all of the required labor, services, materials, equipment and other items. In the event of such termination, Design-Builder shall not be entitled to receive any further payments under the Contract Documents until the Work shall be finally completed in accordance with the Contract Documents. If the Agreement establishes a Guaranteed Maximum Price, Design-Builder will only be entitled to be paid for Work performed prior to Design-Builder's default, and performed to the Owner's satisfaction, as solely determined by the Owner. If Owner's cost and expense of completing the Work exceeds the unpaid balance of the Contract Price, then Design-Builder shall be obligated to pay the difference to Owner. Such costs and expense shall include not only the cost of completing the Work, but also losses, damages, costs and expense, including attorneys' fees and expenses, incurred by Owner in connection with the re-procurement and defense of claims arising from Design-Builder's default, subject to the waiver of consequential damages set forth in Section 10.5 hereof.

11.3 Design-Builder's Right to Terminate for Cause.

11.3.1 Design-Builder, in addition to any other rights and remedies provided in the Contract Documents or by law, may terminate the Agreement for cause for the following reasons:

11.3.1.1 The Work has been stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, because of court order, any government authority having jurisdiction over the Work, or orders by Owner under Section 11.1.1 hereof, provided that such stoppages are not due to the acts or omissions of Design-Builder or anyone for whose acts Design-Builder may be responsible.

11.3.1.2 Owner's failure to provide Design-Builder with any information, permits or approvals that are Owner's responsibility under the Contract Documents which result in the Work being stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, even though Owner has not ordered Design-Builder in writing to stop and suspend the Work pursuant to Section 11.1.1 hereof.

11.3.2 Upon the occurrence of an event set forth in Section 11.4.1 above, Design-Builder may provide written notice to Owner that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) days of Owner's receipt of such notice. If Owner fails to cure, or reasonably commence to cure, such problem, then Design-Builder may give a second written notice to Owner of its intent to terminate within an additional seven (7) day period. If Owner, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Design-Builder may declare the Agreement terminated for default by providing written notice to Owner of such declaration.

11.4 Bankruptcy of Owner or Design-Builder.

11.4.1 If either Owner or Design-Builder institutes or has instituted against it a case under the United States Bankruptcy Code (such party being referred to as the "Bankrupt Party"), such event may impair or frustrate the Bankrupt Party's ability to perform its obligations under the Contract Documents. Accordingly, should such event occur:

11.4.1.1 The Bankrupt Party, its trustee or other successor, shall furnish, upon request of the non-Bankrupt Party, adequate assurance of the ability of the Bankrupt Party to perform all future material obligations under the Contract Documents, which assurances shall be provided within ten (10) days after receiving notice of the request; and

11.4.1.2 The Bankrupt Party shall file an appropriate action within the bankruptcy court to seek assumption or rejection of the Agreement within sixty (60) days of the institution of the bankruptcy filing and shall diligently prosecute such action.

If the Bankrupt Party fails to comply with its foregoing obligations, the non-Bankrupt Party shall be entitled to request the bankruptcy court to reject the Agreement, declare the Agreement terminated and pursue any other recourse available to the non-Bankrupt Party under this Article 11.

11.4.2 The rights and remedies under Section 11.5.1 above shall not be deemed to limit the ability of the non-Bankrupt Party to seek any other rights and remedies provided by the Contract Documents or by law, including its ability to seek relief from any automatic stays under the United States Bankruptcy Code or the right of Design-Builder to stop Work under any applicable provision of these General Conditions of Contract.

Article 12

Electronic Data

12.1 Electronic Data

12.1.1 The parties recognize that Contract Documents, including drawings, specifications and three-dimensional modeling (such as Building Information Models) and other Work Product may be transmitted among Owner, Design-Builder and others in electronic media as an alternative to paper hard copies (collectively "Electronic Data").

12.2 Transmission of Electronic Data.

12.2.1 Owner and Design-Builder shall agree upon the software and the format for the transmission of Electronic Data. Each party shall be responsible for securing the legal rights to access the agreed-upon format, including, if necessary, obtaining appropriately licensed copies of the applicable software or electronic program to display, interpret and/or generate the Electronic Data.

12.2.2 Neither party makes any representations or warranties to the other with respect to the functionality of the software or computer program associated with the electronic transmission of Work Product. Unless specifically set forth in the Agreement, ownership of the Electronic Data does not include ownership of the software or computer program with which it is associated, transmitted, generated or interpreted.

12.2.3 By transmitting Work Product in electronic form, the transmitting party does not transfer or assign its rights in the Work Product. The rights in the Electronic Data shall be as set forth in Article 4 of the Agreement. Under no circumstances shall the transfer of ownership of Electronic Data be deemed to be a sale by the transmitting party of tangible goods.

12.3 Electronic Data Protocol.

12.3.1 The parties acknowledge that Electronic Data may be altered or corrupted, intentionally or otherwise, due to occurrences beyond their reasonable control or knowledge, including but not limited to compatibility issues with user software, manipulation by the recipient, errors in transcription or transmission, machine error, environmental factors, and operator error. Consequently, the parties understand that there is some level of increased risk in the use of Electronic Data for the communication of design and construction information and, in consideration of this, agree, and shall require their independent contractors, Subcontractors and Design Consultants to agree, to the following protocols, terms and conditions set forth in this Section 12.3.

12.3.2 Electronic Data will be transmitted in the format agreed upon in Section 12.2.1 above, including file conventions and document properties, unless prior arrangements are made in advance in writing.

12.3.3 The Electronic Data represents the information at a particular point in time and is subject to change. Therefore, the parties shall agree upon protocols for notification by the author to the recipient of any changes which may thereafter be made to the Electronic Data, which protocol shall also address the duty, if any, to update such information, data or other information contained in the electronic media if such information changes prior to Final Completion of the Project.

12.3.4 The transmitting party specifically disclaims all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, with respect to the media transmitting the Electronic Data. However, transmission of the Electronic Data via electronic means shall not invalidate or negate any duties pursuant to the applicable standard of care with respect to the creation of the Electronic Data, unless such data is materially changed or altered after it is transmitted to the receiving party, and the transmitting party did not participate in such change or alteration.

Article 13

Miscellaneous

13.1 Confidential Information.

13.1.1 Confidential Information is defined as information which is determined by the transmitting party to be of a confidential or proprietary nature and: (i) the transmitting party identifies as either confidential or proprietary; (ii) the transmitting party takes steps to maintain the confidential or proprietary nature of the information; and (iii) the document is not otherwise available in or considered to be in the public domain. The receiving party agrees to maintain the confidentiality of the Confidential Information and agrees to use the Confidential Information solely in connection with the Project.

13.2 Assignment.

13.2.1 Neither Design-Builder nor Owner shall, without the written consent of the other assign, transfer or sublet any portion or part of the Work or the obligations required by the Contract Documents.

13.3 Successorship.

13.3.1 Design-Builder and Owner intend that the provisions of the Contract Documents are binding upon the parties, their employees, agents, heirs, successors and assigns.

13.4 Governing Law.

13.4.1 The Agreement and all Contract Documents shall be governed by the laws of the the State of California, without giving effect to its conflict of law principles.

13.5 Severability.

13.5.1 In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in the Contract Documents shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of the Contract Documents which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

13.6 No Waiver.

13.6.1 The failure of either Design-Builder or Owner to insist, in any one or more instances, on the performance of any of the obligations required by the other under the Contract Documents shall not be construed as a waiver or relinquishment of such obligation or right with respect to future performance.

13.7 Headings.

13.7.1 The headings used in these General Conditions of Contract, or any other Contract Document, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.

13.8 Notice.

13.8.1 Whenever the Contract Documents require that notice be provided to the other party, notice will be deemed to have been validly given (i) if delivered in person to the individual intended to receive such notice, (ii) four (4) days after being sent by registered or certified mail, postage prepaid to the address indicated in the Agreement, or (iii) if transmitted by facsimile, by the time stated in a machine generated confirmation that notice was received at the facsimile number of the intended recipient.

13.9 Integration; Amendments.

13.9.1 It is understood that there are no oral agreements between the parties hereto affecting the Contract Documents and this Contract Documents supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret the Contract Documents. The Contract Documents may be amended at any time by the mutual consent of the parties by an instrument in writing.

13.10 Interpretation.

13.10.1 The terms of the Contract Documents shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

13.11 Hiring of Undocumented Workers Prohibited

13.11.1 Design-Builder shall not hire or employ any person to perform work within the City of Pomona or allow any person to perform work required under the Contract Documents unless such person is properly documented and legally entitled to be employed within the United States.

13.12 Corporate Authority

13.12.1 The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing the Contract Documents, such party is formally bound to the provisions of the Contract Documents, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

13.13 Independent Contractor.

13.13.1 The Design-Builder is and shall at all times remain as to the City, a wholly independent contractor. Neither the City, nor any of its officers, employees or agents shall have control over the conduct of the Design-Builder or any of the Design-Builder's officers, employees or agents, except as herein set forth. The Design-Builder shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City, nor shall City officers, employees or agents be deemed the officers, employees, or agents of Design-Builder as a result of this Agreement.

13.14 Legal Responsibilities.

13.14.1 The Design-Builder shall keep itself informed of City, State, and Federal laws, ordinances and regulations, which may in any manner affect the performance of its services pursuant to this Agreement. The Design-Builder shall at all times observe and comply with all such laws, ordinances and regulations. Neither the City, nor their officers, agents, or employees shall be liable at law or in equity as a result of the Design-Builder's failure to comply with this section.

13.15 Sales And/Or Taxes:

13.15.1 Except as may be otherwise specifically provided herein, all sales and/or use taxes assessed by Federal, State or local authorities on materials used or furnished by the Design-Builder in performing the work hereunder shall be paid by the Design-Builder.

13.16 PERS Eligibility Indemnity.

In the event that Design-Builder or any employee, agent, or subcontractor of Design-Builder providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Design-Builder shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Design-Builder 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, Design-Builder 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.

13.17 Economic Interest Statement.

DESIGN-BUILDER hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by CITY hereunder, DESIGN-BUILDER 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. The extent of CONSULTANTS disclosure requirements is set forth in the written determination of the City Manager of CITY.

PRICE PROPOSAL

CONTRACT PRICE AND PROPOSED WORK ITEM PRICES

	Price Proposal	Price
Detailed Breakdown of Base Contract Price		
Evaluation and Design Services (no more than 7% of Base Contract Price)		
Detailed Design (Specifications, Drawings and all Support services)		<u>\$164,000.00</u>
	Subtotal	<u>\$164,000.00</u>
Construction Services		
Site Work:		
Adsorber vessel include piping, support		<u>\$1,340,000.00</u>
Granular Activated Carbon		<u>\$130,000.00</u>
Civil Site Work (Grading, Concrete, Etc.)		<u>\$215,000.00</u>
Other (Specify): <u>Temp. Backwash Tank R & R (1 Time)</u>		<u>\$25,000.00</u>
	Subtotal	<u>\$1,710,000.00</u>
Other Construction Services		
Mobilization (no more than 4% of Base Contract Price)		<u>\$93,000.00</u>
Demobilization (no less than 1% of Base Contract Price)		<u>\$24,000.00</u>
General Requirements (no more than 5% of Base Contract Price)		<u>\$117,000.00</u>
Record Documents (no less than 0.2% of Base Contract Price)		<u>\$5,000.00</u>
Acceptance Test and Report (no less than 10% of Base Contract Price)		<u>\$235,000.00</u>
Other (Specify): _____		
	Subtotal	<u>\$474,000.00</u>
Total Base Contract Price		<u>\$2,348,000.00</u>

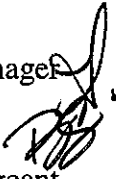
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City Council Agenda Report

ITEM NO. 17

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Arthur Miller, Police Chief
Shannon Robledo, Police Sergeant 

SUBJECT: **Receive Input on the 2018-2021 Draft South Pasadena Plan to Prevent and Combat Homelessness**

Recommendation Action

It is recommended that the City Council provide input and receive public comment on the 2018-2021 Draft South Pasadena Plan to Prevent and Combat Homelessness. The final Plan will be presented for adoption at the June 20, 2018 City Council Meeting.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

On March 7, 2017, voters approved Measure H, a quarter-cent Countywide sales tax, with a specific purpose to prevent and combat homelessness within the County, including funding mental health, substance abuse treatment, healthcare, education, job training, rental subsidies, emergency and affordable subsidies, emergency and affordable housing, transportation, outreach, prevention, and supportive services for homeless individuals, and other homeless adults. As part of their efforts, the County allocated two million dollars to be used for planning grants to prevent and combat homelessness in Los Angeles County.

On February 21, 2018, the City of South Pasadena accepted a \$30,000 grant from the County of Los Angeles and entered into a MOU with the San Gabriel Valley Council of Governments (SGVCOG) to hire a regional consultant for the Development of an achievable Homeless Plan. The consulting firm has prepared a draft Plan for the City Council's review. The Plan must be adopted by the City Council and submitted by June 30th, in order to qualify for additional grant funds under Measure H.

Community Outreach

The City coordinated a series of stakeholder input meetings and interdepartmental interviews over the course of six months with the assistance of LeSar Development Consultants (LDC), a SGVCOG consulting firm retained through a Home for Good Funders Collaborative planning grant. The input sessions educated stakeholders about best practices in addressing homelessness,

detailed City efforts to prevent and combat homelessness, and solicited feedback about challenges and opportunities related to addressing homelessness in the City.

The meetings engaged a broad network of stakeholders from public, private, and non-profit sectors. These included, City departments directly serving or impacting homelessness, service providers, residents, and community and business leaders. The following section provides a summary of the three input sessions conducted by the City and LDC.

Input Session #1: Women Involved in South Pasadena Political Action (WISPPA)

- Held on March 3, 2018.
- Format of the input session included a presentation by LDC, followed by a panel discussion on homelessness and input from the community members.
 - Panelists included Winnie Fong, LDC; Marlene Moore, Director of Community Services at Holy Family Church St. Joseph Center; Keith Hendrikson, Union Station Homeless Services; Karen Aceves, Principal Management Analyst, City of South Pasadena; and Sergeant Shannon Robledo, South Pasadena Police Department.
- Attendees included WISPPA members and community members.

Input Session #2: South Pasadena Chamber of Commerce

- Held on March 14, 2018.
- Format of the input session included a presentation by LDC, followed by input from attendees.
- Attendees included the South Pasadena Chamber of Commerce, local businesses, Office of Congresswoman Judy Chu (CA-27), and the South Pasadena Christian Church.

Input Session #3: Lived Experience and Interdepartmental Interviews

- Held on April 18, 2018.
- Sergeant Robledo led a ride-along tour during the midday, which included the LDC team and Jennifer Kim from the Los Angeles County Homeless Initiative .
- The tour included stops at various locations throughout the City where encampments were present, as well as at the St. Joseph Center where our team interviewed homeless individuals and the volunteer staff.
- The LDC team conducted interviews with the following City Departments: Public Library, Planning Department, Code Enforcement, Parks and Recreation, and Senior Services.

Discussion/Analysis

The Plan includes six (6) identified goals to prevent and combat homelessness:

Goal #1: Continue current homelessness engagement activities.

Goal #2: Establish links to crisis response system.

Goal #3: Continue providing community education and resources.

Goal #4: Expand access to Workforce Development and Employment Programs.

Goal #5: Explore innovative housing solutions.

Goal #6: Coordinate with regional partners on the Homelessness Plan implementation.

The goals and actions to address homelessness in the City were derived from City staff, community, and service provider input, as well as identification of best practices and opportunities.

Next Steps

1. Apply for Measure H Grant funding scheduled to be released in August of 2018.

Background

In December 1993, the Los Angeles County Board of Supervisors and City Council created the Los Angeles County Homeless Services Authority (LAHSA) as an independent Joint Power Authority. LAHSA's primary role is to coordinate the effective and efficient utilization of federal and local funding in providing services to homeless people throughout the Los Angeles County. LAHSA coordinates and manages over \$132 million annually in federal, State, County and city funds for programs that provide shelter, housing and services to homeless persons in Los Angeles County. Over the past three years, the City has been a part of the LAHSA Greater Los Angeles homeless count that has been conducted by the South Pasadena Police Department.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Apply for Measure H Grant funding to support implementation of the Homelessness Plan. Request for proposals are scheduled to be released in the fall of 2018.

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: Report from LeSar Development Consultants titled, "City of South Pasadena Plan to Prevent and Combat Homelessness 2018-2021"



City of South Pasadena Plan to Prevent and Combat Homelessness (2018 - 2021)

Prepared by:



In collaboration with:



About the City of South Pasadena Plan to Prevent and Combat Homelessness

In October 2017, the County of Los Angeles (County) and the United Way of Greater Los Angeles' Home for Good Funders Collaborative awarded a planning grant to City of South Pasadena (City) to draft a Plan to Prevent and Combat Homelessness (Plan). In late 2017, the City approved an agreement with LeSar Development Consultants (LDC) to assist with the development of the Plan.

The LDC team and the City staff organized three input session meetings and conducted various interviews to solicit feedback and develop strategies to solve the City's homelessness problem. The meetings also focused on ways to improve the quality of life for residents, neighborhoods, and the business community. LDC facilitated the meetings and collected the pertinent information for the development of the homeless plan. LDC also interviewed key stakeholders from the City Departments. The information gathered at the input sessions and interviews helped formulate the goals and strategies for inclusion of the plan and best reflect the priorities and needs that align with the Homeless Initiative strategies adopted by the County Board of Supervisors and funded by Measure H.

The City staff and the LDC team presented the Plan to the City Council on [Insert Date] 2018. The City Council unanimously adopted the Plan by all Councilmembers including:

Mayor Richard D. Schneider, M.D.

Mayor Pro Tem Marina Khubesrian, M.D.

Councilmember Michael A. Cacciotti

Councilmember Robert S. Joe

Councilmember Diana Mahmud

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Purpose of the Plan

According to the Los Angeles Homeless Services Authority (LAHSA), approximately 57,794 persons within the Los Angeles County (County) experience homelessness on any given night in 2017—an increase by 23% from 2016. This trend is consistent with most of the cities throughout the County. The purpose of the City of South Pasadena's (City) Plan to Prevent and Combat Homelessness (Plan) is to set a roadmap for the City over the course of three (3) years (2018 – 2021) to further address the needs of its homeless residents and those who are at risk of homelessness, as well as to participate in regional solutions. Specifically, the Plan aims to the following overarching goals to address homelessness:

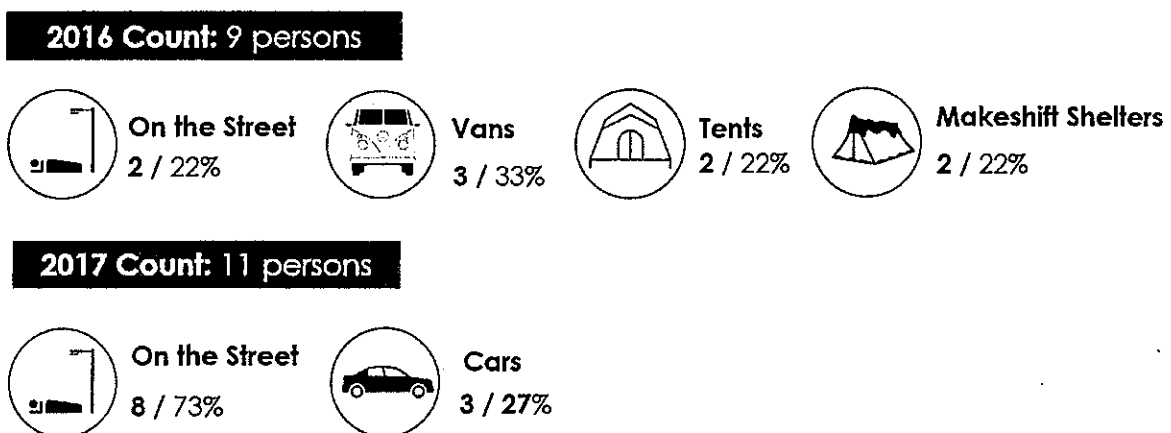
- Reduce the extent and scope of homelessness within the City
- Align City resources with County investments
- Reduce City costs that do not contribute to combating homelessness
- Improve quality of life for all residents
- Promoting more livable cities for current residents and future generations

The City is committed to work with the local community, neighboring cities, and regional bodies to develop strategies that will equitably distribute homeless housing and services across the San Gabriel Valley according to need. These efforts include strengthening existing and forging new partnerships to efficiently deploy resources and maximize impact for those at risk of or experiencing homelessness. The City is responsible for overseeing the goals and strategies, reporting on progress, as well as updating or adding new goals and strategies over time.

Homelessness in South Pasadena

The City experienced a slight increase in its homeless population from 2016 to 2017. In 2017, the Los Angeles Homeless Service Authority (LAHSA) identified 11 unsheltered people experiencing homelessness in the City—an increase from 9 persons in 2016 (see **Figure 1**). In 2016, the homeless individuals identified lived in vans, tents, makeshift shelters, and out on the street. In 2017, most of the homeless individuals identified lived out on the street.

Figure 1: Homelessness in the City of South Pasadena



Source: Los Angeles Homeless Services Authority

Data limitations do not permit detailed information about who is experiencing homelessness in South Pasadena. However, demographic data is available at the Service Planning Area (SPA) level. The following provides a snapshot of who was experiencing homelessness in SPA 3 – San Gabriel Valley in 2017, which includes South Pasadena and surrounding cities.¹

- **General demographics of homeless individuals in San Gabriel Valley**
 - 67% (2,373 persons) were unsheltered and living outside while 33% (1,179 persons) were in some form of temporary shelter accommodations – accounting for 6% of Los Angeles' total homeless population
 - 76% of people were single adults, 18% were families, and 6% were unaccompanied youth and young adults
 - 28% were female, 72% were male, 0.4% were transgender, and 0.2% did not identify with a gender
 - 50% were Hispanic/Latino, 24% were White, 18% were African American, 5% were American Indian, 2% were Asian, and 1% identified as other
 - 5% were age 62 and up, 17% between the ages of 55-61, 60% between the ages of 25-54, 7% between the ages of 18-24, and 11% were under the age of 18
 - 6% were identified as United States Veterans
- **Other vulnerability indicators of homeless individuals in San Gabriel Valley**
 - 30% were considered chronically homeless, meaning that they have lengthy or repeated histories of homelessness along with a long-term disability such as mental illness, substance abuse disorder, or a physical health problem
 - 28% suffered from mental illness, 17% had a substance use disorder, and 2% had HIV/AIDS
 - 27% have experienced domestic/intimate partner violence in their lifetime

In addition to the LAHSA homeless count data and regional demographics, it is useful to examine city-level data from the regional Coordinated Entry System (CES)². This provides an enhanced view of those experiencing homelessness and their challenges, as well as their needs using responses to the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) assessment and other indicators of a person's overall health and wellbeing.³ According to the data and responses collected between July 2016 and November 2017 in South Pasadena, 15 homeless individuals reported the following information:

- **General demographics of homeless individuals in South Pasadena**
 - Most individuals were identified as 41-55 years of age (40%), followed by 25-40 years of age (33%) and 56 years and over (27%)
 - Most individuals were identified as White (53%), followed by Black or African American (33%) and multiple races (7%). 7% chose not to self-identify
 - 73% of the individuals were male, while 27% were female

¹ LA County is divided into 8 areas for service coordination purposes. Service Planning Area 3 serves the communities of Alhambra, Altadena, Arcadia, Azusa, Baldwin Park, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Irwindale, Monrovia, Monterey Park, Pasadena, Pomona, San Dimas, San Gabriel, San Marino, Temple City, Walnut, West Covina, and others.

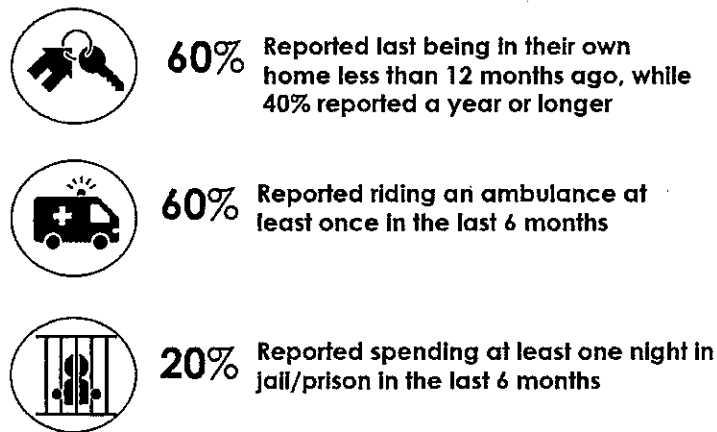
² The Coordinated Entry System (CES) is a regional database that streamlines housing placement and service provision and prioritizes those who are most vulnerable. This Homeless Plan incorporates data from the adult singles database.

³ For the purpose of this plan, the data have been de-identified to protect confidentiality.

- **Other vulnerability indicators of homeless individuals in South Pasadena**
 - 40% of the individuals reported chronic health issues with liver, kidneys, stomach, lungs, or the heart
 - 20% reported a mental health issue or concern
 - 7% reported substance abuse as a difficult challenge in obtaining housing or affording housing

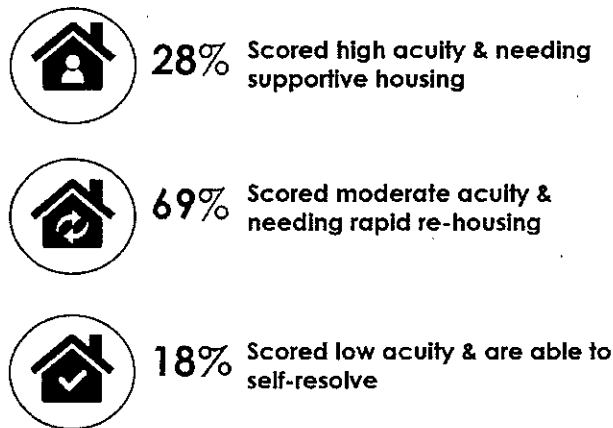
As shown in **Figure 2**, nearly 60% of homeless individuals from the data assessment reported being in their own home less than 12 months ago, indicating that most of these individuals fell into homelessness recently. Approximately 60% of the individuals reported riding in an ambulance at least once in the last 6 months, possibly due to issues related to health or substance abuse.

Figure 2: Coordinated Entry System Assessment



The VI-SPDAT assessment produces an acuity score, which can help identify an appropriate housing intervention for someone experiencing homelessness. As shown in **Figure 3** below, most of the City's residents could benefit from rapid re-housing (69%) and supportive housing services (28%). Only 18% were identified as able to find housing on their own.

Figure 3: Recommended Housing Intervention

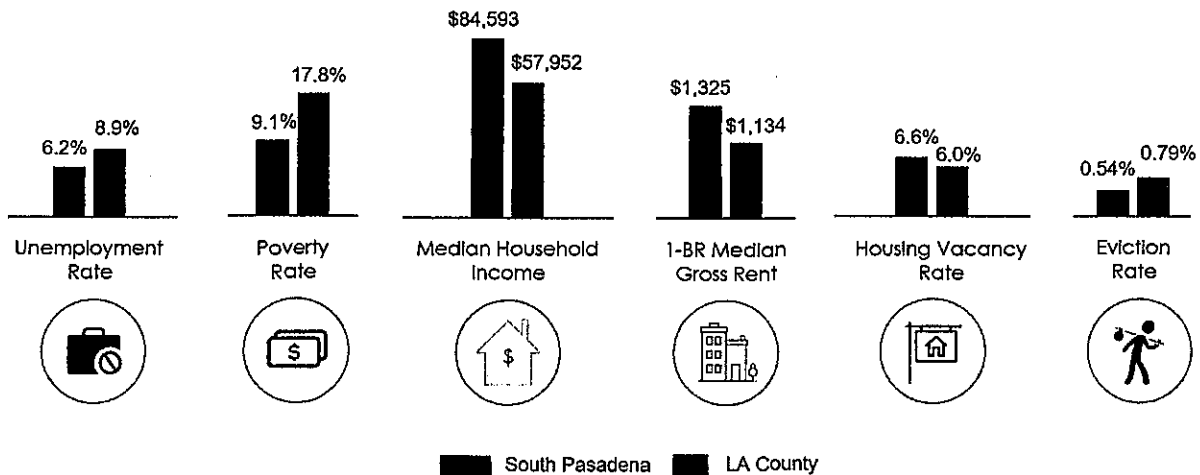


Source: SPA 3 CES Assessment Data

Finally, local data on economic and housing trends serve as good indicators of future homelessness trends because they suggest areas in which some residents may be at risk of falling into homelessness. Additionally, LAHSA reported that some of the key contributing factors to homelessness including rising costs in rent, limited housing availability, and flat or declining income.

As shown in **Figure 4**, South Pasadena experiences a lower poverty and unemployment rate, as well as has a higher household median income, compared to the County. The City also experiences a higher gross rent compared to the County, which may be a barrier for some individuals accessing affordable housing in the area.

Figure 4: South Pasadena vs. LA County Selected Demographics (2016)



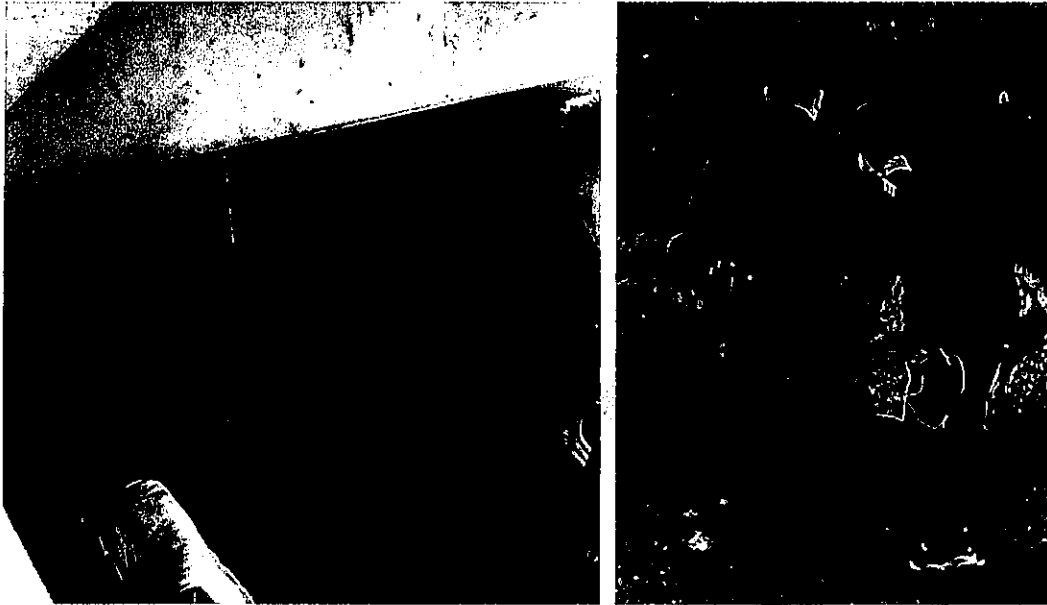
Sources: U.S. Census Bureau (2012-2016 American Community Survey 5-Year Estimates), evictionlab.org

The following outlines the City's current activities dedicated to individuals and families experiencing homelessness and those facing housing instability:

City of South Pasadena Homelessness Efforts

- **South Pasadena Police Department**
 - The City's Police Department established a Homeless Outreach Program (HOPE), which provides direct outreach to homeless individuals.
 - According to Sgt. Shannon Robledo, approximately 20 percent of South Pasadena Police Department's dispatched calls are related to homelessness.
 - Reports of encampments have been seen in various areas within the City. The City established an ordinance that bans encampments in local parks and recreation areas. The Police Department notifies homeless individuals to clear encampments in unpermitted areas within 72 hours.

Figure 5: South Pasadena Police Department Homeless Outreach Program Field Work



(Source: South Pasadena Police Department)

South Pasadena Fire Department

- The City's Fire Department also responds to calls related to homeless individuals. The Fire Department typically transports the individual to a nearby hospital to receive medical treatment. Because of the City's limited resources, if the City ambulance is being used to transport a homeless individual to the hospital, the entire city must then depend on a neighboring cities' ambulance if there is an additional emergency. This limitation can increase the emergency response time within the community.
- **Public Works Department**
 - The City's Public Works Department responds to requests to remove and clean up abandoned encampments.
- **Community Services Department**
 - The Community Services Department Senior Citizen Center published the brochure "Services for Homeless and Adults in Need" to help those who are without shelter, food, medical care, and other resources.
 - The Senior Citizen's Center also provides transit passes, and in some cases other services, to homeless individuals who are 55 years of age or older.

Community Partners

- **Faith-Based Organizations**
 - Faith-based organizations within the City provide a variety of services including prepared meals, food pantry, clothing, hygiene kits, etc.
 - The Shower of Hope operates from 11am-2pm on Wednesdays at the Holy Family St. Joseph Center (see Figure 6)

Figure 6: Shower of Hope at the Holy Family Church St. Joseph Center



(Source: San Gabriel Valley Tribune)

- **Union Station Homeless Services**
 - In 2014, the United Way of Greater Los Angeles (United Way) selected Union Station Homeless Services as the Lead Agency to manage the efforts of homeless-related social services agencies throughout the SPA 3 - San Gabriel Valley.
 - Union Station Homeless Services prioritizes those experiencing homelessness in terms of need and tracks progress toward accessing services and housing.

Figure 7: Councilmember Robert Joe and Sgt. Shannon Robledo Feeding the Homeless at Union Station Homeless Services



(Source: South Pasadena Police Department)

Homelessness Plan Process

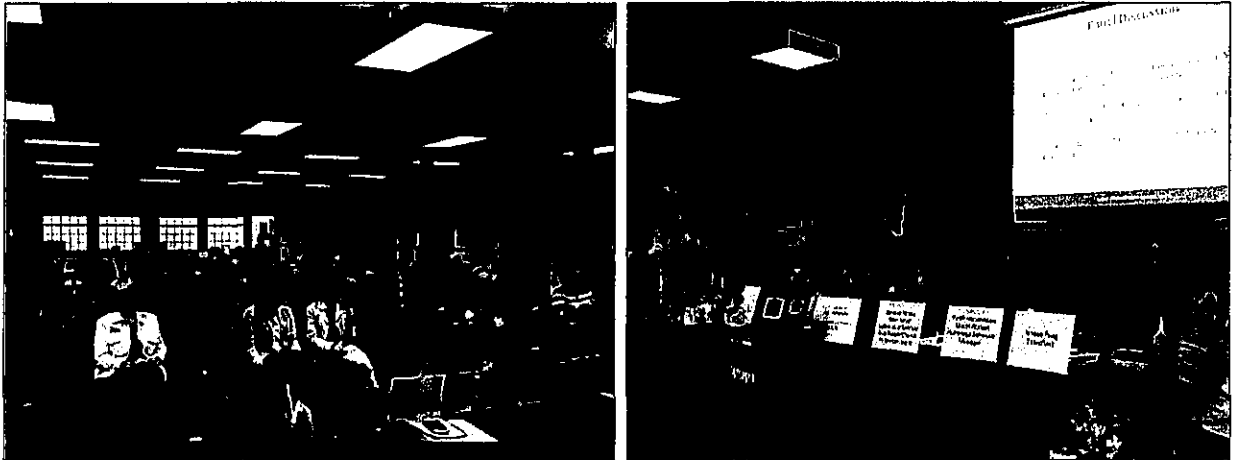
The City coordinated a series of stakeholder input meetings and interdepartmental interviews over the course of six months with the assistance of LeSar Development Consultants (LDC), a consulting firm retained through a Home for Good Funders Collaborative planning grant. The input sessions educated stakeholders about best practices in addressing homelessness, current city efforts to prevent and combat homelessness, and solicited feedback about the challenges and opportunities related to addressing homelessness in the City.

The meetings engaged a broad network of stakeholders from public, private, and non-profit sectors, including city departments directly serving or impacted by homelessness, service providers, residents, and community and business leaders. The following section provides a summary of the three input sessions conducted by the City and LDC.

Input Session #1: Women Involved South Pasadena Political Action (WISPPA)

- Held on March 3, 2018
- Format of the input session included a presentation by LDC, followed by a panel discussion on homelessness and input from the community members
 - Panelists included Winnie Fong, LDC; Marlene Moore, Director of Community Services at Holy Family Church St. Joseph Center; Keith Hendriksen, Union Station Homeless Services; Karen Aceves, City of South Pasadena
- Attendees included WISPPA members and community members

Figure 8: WISPPA Meeting and Panel Discussion on Homelessness



(Source: WISPPA)

Input Session #2: South Pasadena Chamber of Commerce

- Held on March 14, 2018
- Format of the input session included a presentation by LDC, followed by input from attendees
- Attendees included the South Pasadena Chamber of Commerce, local businesses, Office of Congresswoman Judy Chu (CA-27), and the South Pasadena Christian Church

Input Session #3: Lived Experience and Interdepartmental Interviews

- Held on April 18, 2018
- Sgt. Robledo led a ride-along tour during the midday, which included the LDC team and Jennifer Kim from the County Los Angeles Homeless Initiative
- The tour included stops at various locations throughout the City where encampments were present, as well as at the St. Joseph Center where our team interviewed homeless individuals and the volunteer staff
- Our team conducted interviews with the following City Departments: Public Library, Planning Department, Code Enforcement, Parks and Recreation, and Senior Services

Figure 9: Lived Experienced Interview



(Source: South Pasadena Police Department)

A list of challenges related to homelessness identified by the stakeholders is summarized in **Appendix A**, and a list of strategies identified by the stakeholders is summarized in **Appendix B**. The goals and actions set forth in this Plan incorporates the potential strategies identified by the City and stakeholders.

Appendix A - Stakeholder Input Sessions: Summary of Identified Challenges

Staff of City Departments

Housing-Related

- Generally, rent is on the rise in the City and the greater subregion
- Families live in substandard housing because do not want to risk losing it, want children to remain in the school district
- Vacancies in city – some have been used for squatting (but are not dilapidated, often second homes etc.)

Services-Related

- Most homeless individuals refuse services/assistance
- Increase in homeless visitors to the Library, Senior Center, and other places during cold winter months or hot summer months
- City Staff not always fully trained to interact with individuals or to refer them to appropriate services – even if briefly trained, they are not at a comfort level of a certified case worker or mental health worker
- Some residents complaining about services offered in their neighborhood
- No social worker at Senior Center this year (usually have USC MSW student)

Public Safety/Quality of Life

- Homelessness can put stress on/eliminate City resources
 - E.g. limited number of police officers, only 1 ambulance for city – sometimes other cities' departments have to be dispatched if South Pasadena's is not available due to responding to homelessness-related incident
- Those experiencing homelessness who are causing the most issues in community are usually just passing through via the riverbed or the Gold Line train
- Library serves variety of homeless individuals
 - Most people experiencing homelessness in the library follow the Code of Conduct and keep to themselves, but some cause disruptions (~1-3x/month); those who have been the most threatening have privileges revoked or even restraining orders
 - Sometimes makeshift beds, cardboard, food/drink on balconies at Library
 - Individuals have used restrooms to bathe
 - Some customers lack understanding/knowledge and complain about homeless customers utilizing library and resources

Chamber of Commerce/Business Community

- Very few resources at night for people seeking assistance
- Businesses/buildings near the Gold Line station have the most traffic
- Any cleanups along the riverbed in other cities cause more people to travel to or through South Pasadena
- People sleeping around businesses at night

- Most businesses care about helping people experiencing homelessness, even if they are sleeping around buildings or disrupting business – they do not know how to help or know where to refer people to; fear, misunderstanding
- Many businesses are small businesses, which make it difficult to hire or prioritize hiring homeless individuals

General Public/WISPPA

- Elderly residents who have fixed-income – issues staying in homes (due to money or health), waitlists for affordable housing have been up to 8 years or more, etc.
- Residents are generally supportive of more affordable housing, so how can they assist in moving it forward?
- Union Station will have 40 HACoLA vouchers released in the next 6 months, but do not have enough units to house people in
- Overall increases in rental costs, tearing down low-income housing, etc. are an issue
- Ensuring people experiencing homelessness can maintain their mode of transportation, e.g. many utilize bikes, often in need of repair
- Very little space and resources for people experiencing homelessness in the library, challenge for staff to coordinate everyone's needs – they are being taken away from their regular duties as librarians, some residents feel unsafe
- Residents who want to help but don't know what to do – what are resources?
- Making sure vulnerable populations are taken into account – homeless students, veterans, food insecure students and families etc.
- Concern about how much Measure H money is going to services versus prevention and constructing housing
- Concern over landlords, real estate developers, and building owners who are looking to profit and are increasing rents in the area that are unattainable to an ordinary family or individual – what is their role? What is their impact mitigation?
- Stigmas surrounding homelessness still exist, NIMBYism is a roadblock to added housing in the area – crisis, bridge, and affordable
- Concern about why individuals are legally allowed to live/sleep in their vehicles

Appendix B - Stakeholder Input Sessions: Summary of Identified Strategies

Staff of City Departments

- Currently training library staff for interaction and referrals
- Taskforce of Homeless Committee for City to coordinate services/outreach
- Online information about homelessness – Library website, City website, Chamber
- Public Education campaign – resident resources, materials to utilize and refer people to
- Laundry services – while showers are offered on Wednesdays at Holy Family, people do not have anywhere to wash dirty clothes
- Social Worker in the Library/senior Center
- Parking permit program for nonprofits – continue City policy, make sure not disruptive if anyone chose to carry out safe parking lot program
- ADUs, Inclusionary housing (future exploration), 1:1 condo conversion replacement units
- Additional senior resources allocated for homeless individuals e.g. extra lunches each day reserved for homeless seniors

Chamber/Business Community

- Preventative measures/policies to keep people from falling into homelessness
- Outreach/education for businesses – half page resource, online info for business owners to know how to assist people experiencing homelessness, deal with any related issues that may come up
- Consider hiring homeless individuals who want assistance/an opportunity to work, potential at City too in Public Works etc.
- Partnership with Foothill Workforce Board, other workforce development organizations
- Consider funding sources for local business hiring of homeless/formerly-homeless
- Provide information about how businesses can keep their areas safe e.g. cameras, fences, cutting bushes down, enhancing lighting etc.

General Public/WISPPA

- Reframe homelessness as “houseless-ness” to de-stigmatize and give people the dignity they deserve, also align with Housing First
- Interest from public in Caltrans property to be leased to South Pasadena and Pasadena for housing
- Community committees/working groups to enhance strategies to prevent homelessness and help those at-risk
- Consider resource list for residents and greater community
- Volunteering: Holy Family donations, spending time with “friends” at Holy Family on Wednesdays, serve meals at Union Station
- Continue with training for Library staff, but consider including trained social worker
- Utilize Vroman’s Bookstore Gives Back program to give to Union Station or Hathaway Sycamores (youth services)

- Advocate and outreach to landlords to accept vouchers
- Better partnerships and coordination between agencies, City, developers, etc.

Appendix C - City Planning Activities Tied to County Homeless Initiative Strategies

	Plan to participate	Currently participating	County Homeless Initiative Strategies
A – Prevent Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1. Homeless Prevention for families
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A5. Homeless Prevention for Individuals
B – Subsidize Housing	<input type="checkbox"/>	<input type="checkbox"/>	B3. Partner with Cities to Expand Rapid Rehousing
	<input type="checkbox"/>	<input type="checkbox"/>	B4. Facilitate Utilization of Federal Housing Subsidies
	<input type="checkbox"/>	<input type="checkbox"/>	B6. Family Reunification Housing Subsidies
	<input type="checkbox"/>	<input type="checkbox"/>	B7. Interim/Bridge Housing for those Exiting Institutions
	<input type="checkbox"/>	<input type="checkbox"/>	B8. Housing Choice Vouchers for Permanent Supportive Housing
C – Increase Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C1. Enhance the CalWORKs Subsidized Employment Program for Homeless Families
	<input type="checkbox"/>	<input type="checkbox"/>	C2. Increase Employment for Homeless Adults by Supporting Social Enterprise
	<input type="checkbox"/>	<input type="checkbox"/>	C4/5/6. Countywide Supplemental Security/Social Security Disability Income and Veterans Benefits Advocacy
	<input type="checkbox"/>	<input type="checkbox"/>	C7. Subsidize Employment for Homeless Adults
D – Provide Case Management & Services	<input type="checkbox"/>	<input type="checkbox"/>	D2. Jail In-Reach
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D5. Support for Homeless Case Managers
	<input type="checkbox"/>	<input type="checkbox"/>	D6. Criminal Record Clearing Project
	<input type="checkbox"/>	<input type="checkbox"/>	D7. Provide Services for Permanent Supportive Housing
E – Create a Coordinated System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E4. First Responders Training
	<input type="checkbox"/>	<input type="checkbox"/>	E5. Decriminalization Policy
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E6. Expand Countywide Outreach System
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E7. Strengthen the Coordinated Entry System (CES)
	<input type="checkbox"/>	<input type="checkbox"/>	E8. Enhance the Emergency Shelter System
	<input type="checkbox"/>	<input type="checkbox"/>	E10. Regional Coordination of Los Angeles County Housing Agencies
	<input type="checkbox"/>	<input type="checkbox"/>	E14. Enhance Services for Transition Age Youth
F – Increase Affordable/ Homeless Housing	<input type="checkbox"/>	<input type="checkbox"/>	F1. Promote Regional SB2 Compliance and Implementation
	<input type="checkbox"/>	<input type="checkbox"/>	F2. Linkage Fee Nexus Study
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F4. Development of Second Dwelling Units Program

Plan to participate	Currently participating	County Homeless Initiative Strategies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F5. Incentive Zoning/Value Capture Strategies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F6. Using Public Land for Homeless Housing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F7. Preserve and Promote the Development of Affordable Housing for Homeless Families and Individuals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F7. Housing Innovation Fund (One-time)



City of South Pasadena Homelessness Plan (2018-2021)

17 - 21

Prepared by:

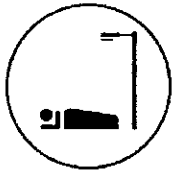


In collaboration with:

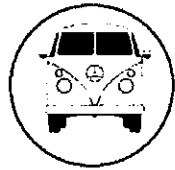


2017 Homeless Count South Pasadena

2016 Count: 9 persons



On the Street
2 / 22%



Vans
3 / 33%

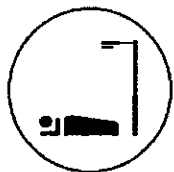


Tents
2 / 22%



Makeshift Shelters
2 / 22%

2017 Count: 11 persons



On the Street
8 / 73%



Cars
3 / 27%

Source: Los Angeles Homeless Services Authority

Sources: LAHSA 2017 Homeless Count

LA County Homeless Action Plan (2016)

LA County approved an action plan of **47 interlocking strategies** to combat homelessness:

1. Prevention
2. Subsidized Housing
3. Increase Income
4. Case Management & Services
5. Coordinated Entry System
6. Affordable Housing

E. COORDINATED ENTRY		
E1 Advocate with Relevant Federal and State Agencies to Streamline Applicable Administrative Processes for SSI and Veterans Benefits	E5 Decriminalization Policy	E12 Enhanced Data Sharing and Tracking
E2 Drug/Medical Organized Delivery System for Substance Use Disorder Treatment Services	E6 Countywide Outreach System	E13 Coordination of Funding for Supportive Housing
E3 Creating Partnerships for Effective Access and Utilization of ACA Services by Persons Experiencing Homelessness	E7 Strengthen the Coordinated Entry System	E14 Enhanced Services for Transition Age Youth
E4 First Responders Training	E8 Enhance the Emergency Shelter System	E15 Homeless Voter Registration and Access to Vital Records
	E9 Discharge Data Tracking System	E16 Affordable Care Act Opportunities
	E10 Regional Coordination of Los Angeles County Housing Authorities	E17 Regional Homelessness Advisory Council and Implementation Coordination
	E11 County Specialist Support Team	
B. SUBSIDIZED HOUSING		
B1 Provide Subsidized Housing to Homeless Disabled Individuals Pursuing SSI	A1 Homeless Prevention Program for Families	C. INCREASE INCOME
B2 Expand Income Assistance Reimbursement to additional County Departments and LAHSA	A2 Discharge Planning Guidelines	C1 Enhance the CalWORKs Subsidized Employment Program for Homeless Families
B3 Partner with Cities to Expand Rapid Re-Housing	A3 Housing Authority Family Reunification Program	C2 Increase Employment for Homeless Adults by Supporting Social Enterprise
B4 Facilitate Utilization of Federal Housing Subsidies	A4 Discharges From Foster Care and Juvenile Probation	C3 Expand Targeted Recruitment and Hiring Process to Homeless/Recently Homeless People to Increase Access to County JCT
B5 Expand General Relief Housing Subsidies	D. INCREASE AFFORDABLE/HOMELESS HOUSING	
B6 Family Reunification Housing Strategy	D1 Model Employment Retention Support Program	D2 Expand Jail In Reach
B7 Visiting/Bridge Housing for those Exiting Institutions	D3 Supportive Services Standards for Subsidized Housing	D4 Regional Integrated Re-entry Networks - Homeless Focus
B8 Housing Choice Vouchers for Permanent Supportive Housing	D5 Support for Homeless Case Managers	D6 Support for Homeless Case Managers
	D6 Criminal Record Clearing Project	
		D7 Targeted SSI Advocacy for Families
		D8 Establish a Countywide SSI Advocacy Program for People Experiencing Homelessness or at Risk of Homelessness
		D9 Establish a Countywide Veterans Benefits Advocacy Program for Veterans Experiencing Homelessness or at Risk of Homelessness
		D10 Targeted SSI Advocacy for Families
F. INCREASE AFFORDABLE/HOMELESS HOUSING		
F1 Promote Regional SB 2 Compliance and Implementation	F3 Support Incentivary Zoning for Affordable Housing Rental Units	F5 Incentive Zoning/Value Capture Strategies
F2 Leverage Fee Waiver Study	F4 Development of Second Dwelling Units Pilot Program	F6 Using Public Land for Homeless Housing

Measure H (2017)

- Authorizes a quarter-cent sales increase for 10 years
- Expected to generate an estimated \$355 million annually for **services** to combat homelessness
- Revenue from Measure H will flow from County Departments/lead agencies into communities countywide, where it will be put to work based on need.

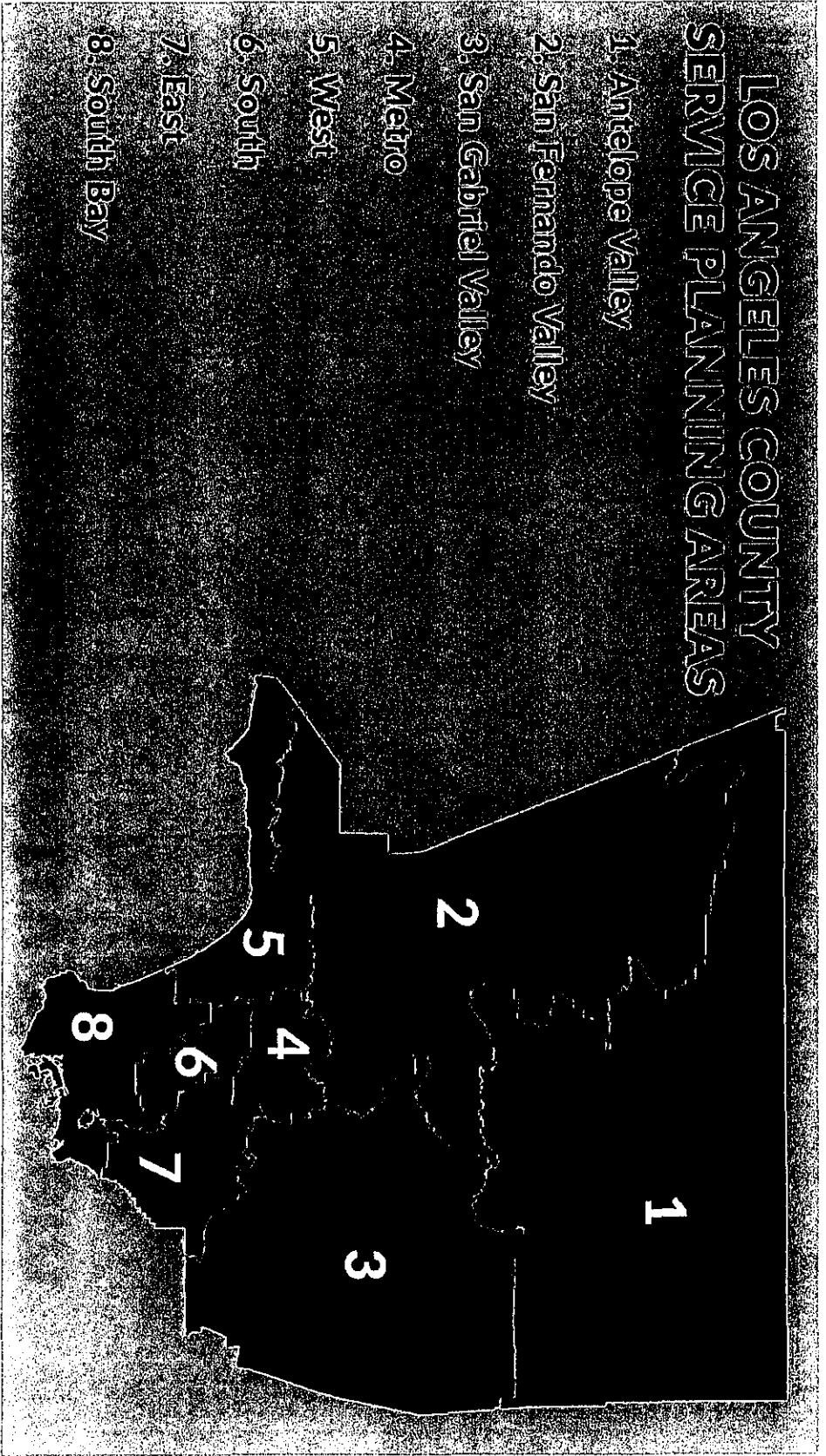
**Measure H
Special Fund**

**County Department/
Agencies**

**Community-Based
and Other Providers**

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Service Planning Area (SPA) 3

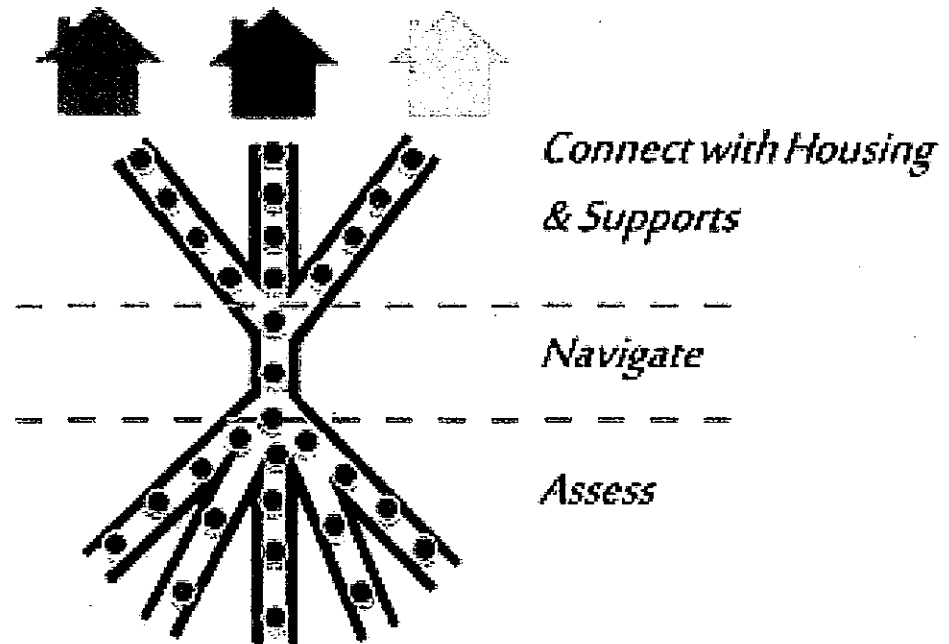


Coordinated Entry System Regional Leads (SPA 3)

**Union Station Homeless
Services**

Adults and Families
Population

Hathaway Sycamores
Youth Population



City Planning Grant Process

Community
Input Sessions,
Assess Existing
Activities /
Resources

Drafting of Plan
with City Team
using County
Plan Template

City Reviews
Plan Draft –
Updates Made

Plan Submitted
to County

Input Sessions

Input Session #1:

- Women Involved in South Pasadena Political Action (WISPPA), including panel discussion from:
 - Marlene Moore, Holy Family Church St. Joseph Center
 - Keith Hendriksen, Union Station Homeless Services,
 - Karen Aceves, City of South Pasadena
 - Winnie Fong, LeSar Development Consultants



17-28

Input Sessions

Input Session #2:

- South Pasadena Chamber of Commerce
 - Local businesses
 - Faith-based organizations
 - Office of Congresswoman Judy Chu (CA-27)

Input Session #3:

- Lived Experience
 - Holy Family Church St. Joseph Center
- Department Interviews
 - Public Library
 - Planning Department
 - Code Enforcement
 - Parks and Recreation
 - Senior Services

Stakeholder Feedback (Challenges)

- Homeless individuals coming through the City via the riverbed or Metro Gold Line
- Increased number of homeless visitors at the library
- Public safety issues in the community and business areas
- Rising rents and the concern for community members who live on fixed incomes
- Community members want to help, but do not know how and/or where to start
- Stress on City resources, particularly first responders
- Few resources available during evenings and weekends
- NIMBYism towards homeless housing projects

Stakeholder Feedback (Solutions)

- Provide outreach and education on available resources and referrals
- Explore using public properties for housing
- Encourage landlords to except vouchers
- Explore preventative measures and policies to keep people from becoming homeless
- Establish a social worker at key access points to connect to services
- Explore building more granny flats or accessory dwelling units
- Provide homelessness individuals with job opportunities
- Reframe discussion as “houselessness”, not “homelessness”
- Provide affordable housing

Proposed Plan Goals

1. Coordinate with regional partners on homelessness plan implementation

- Participate in regional coordination activities with the San Gabriel Valley Council of Governments and partner cities
- Collaborate with public entities and neighboring jurisdictions on subregional homeless issues



Proposed Plan Goals

2. Continue current homeless engagement activities

- Ensure first responders participate in the County's First Responders Training (*E4: First Responders Training*)
- Work with the County to access California AB 109 funds for Law Enforcement Homeless Outreach Services Team (HOST) Program (*E6: Expand Countywide Outreach System*)
- Coordinate with the County to assign and schedule an outreach worker to accompany SPPD on an ongoing basis (*E4: Support for Homeless Case Managers*)
- Continue to participate in the LAHSA Greater Los Angeles Count



Proposed Plan Goals

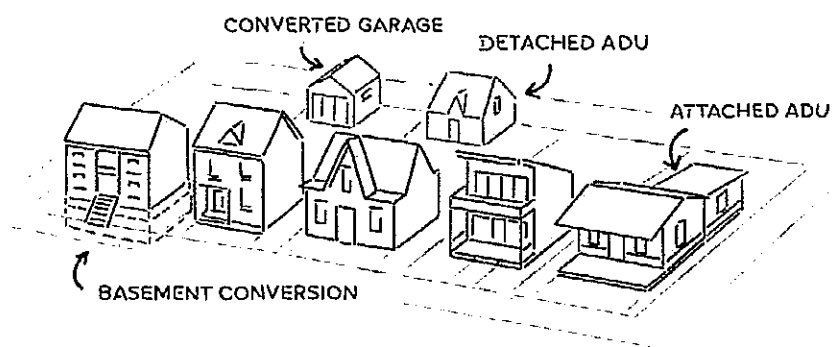
3. **Continue providing community education and resources**
 - Enhance the community resources toolkit
 - Encourage landlord engagement to participate in programs
 - Participate in LA County's public relations efforts



Proposed Plan Goals

4. Explore innovative housing solutions

- Enhance the Accessory Dwelling Units (ADU) Program (*F4: Development of Second Dwelling Units Pilot Program*)
- Explore policies to preserve/increase affordable housing (e.g., inclusionary housing) (*F3: Support Inclusionary Zoning*)
- Seek partnerships with public entities and non-profit organizations to use public-owned properties for housing homeless families and individuals (*F6: Using Public Land for Homeless Housing*)



Options for accessory dwelling units, also known as granny flats



Heritage Square Senior Apartments in Pasadena developed by non-profit developer BRIDGE Housing

Proposed Plan Goals

5. Expand access to workforce development and employment

- Continue engaging the Chamber of Commerce and local businesses owners to participate in workforce development program and job placement, and collaborate with the Foothill Workforce Development Board (*C1: Enhance the CalWORKs Subsidized Employment Program for Homeless Families*)

SOUTH





City Council Agenda Report

ITEM NO. 18

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Approval of South Pasadena Chamber of Commerce Request for One-Time Allocation of Business Improvement Tax Funds in the Amount of \$22,000 for the 2019 Eclectic Music Festival**

Recommendation Action

It is recommended that the City Council approve a request from the South Pasadena Chamber of Commerce (Chamber) for a one-time allocation in the amount of \$22,000 of Business Improvement Tax (BIT) funds to support the 2019 Eclectic Music Festival.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

For 10 years, the Chamber has produced the annual Eclectic Music Festival. The recent Eclectic Music Festival on Saturday, April 28, 2018 was the most successful year yet as Mission Street was closed for the first time and attendance was estimated between 12,000-15,000. As the event has grown in popularity, the cost to plan, coordinate and produce the event has also increased. The additional funding will allow the Chamber to hire consultants to attract corporate sponsors and also to effectively market the event.

The Chamber has requested a one-time allocation of \$22,000 from the BIT reserve fund balance for Fiscal Year (FY) 2018-19. The funds will primarily be used to enhance production and marketing of the Eclectic Music Festival. The Chamber presented their request during the Budget Public Hearing at the May 16, 2018 City Council Meeting.

Staff has prepared this report in response to the request and recommends approval of the one-time allocation of funds from the BIT reserve fund balance, with the following conditions:

- Chamber is to provide the City data collected from the 2018 event (to serve as a baseline) to include a detailed expense report, attendance counts, total revenue generated/reported by businesses, and marketing summary;
- Chamber is to provide the City data collected from the 2019 event to include a detailed expense report, attendance counts, total revenue generated/reported by businesses;

Approval of One-time Allocation of BIT Funds to Support 2019 Eclectic Music Festival

June 6, 2018

Page 2 of 2

- Chamber is to provide the City with a marketing/communication plan for the 2019 event at least 6 months in advance;
- Chamber shall conduct a public survey during the 2019 event to collect demographics response to marketing and general feedback from attendees and provide a final report to the City; and
- Chamber shall include a City staff representative, designated by the City Manager, in the planning committee for the 2019 event.

Background

The Chamber was established to represent and advocate for the business community in South Pasadena. The City has supported the efforts of the Chamber with BIT funds to allow for programs to promote the business community in order to encourage economic stability and development in the City.

In 1977, the City Council adopted Ordinance No. 1738 establishing a BIT to collect funds that may be used for business improvement activities in the City.

Per the South Pasadena Municipal Code, BIT revenues can be used for:

1. The coordination of the holiday decorations;
2. Investment in the promotion of public events that take place on or in public places;
3. Furnishing music in public places; and
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

Next Steps

Staff will continue to work with the Chamber to ensure a successful event in 2019. In addition, staff will begin discussions with the Chamber to amend its annual contract for FY 2019-20.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

FY 2018-19 BIT revenues are anticipated in the amount of \$155,000. The annual expenditures from the BIT total \$139,500; this includes the Chamber contract, South Pasadena Tournament of Roses Cruz'n for Roses Annual Car Show, and partial payment for membership in the San Gabriel Valley Economic Partnership. The BIT fund balance at the beginning of FY 2018-19 is projected to be \$112,000. With the approval of this one-time expenditure, the fund balance will be drawn down \$22,000.

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: Memo from Chamber of Commerce request allocation of BIT funds

South Pasadena Chamber of Commerce

Memo to: Stephanie DeWolfe, City Manager

Date: Friday, May 11, 2018

From: Laurie Wheeler

Subject: 2018-2019 Proposed Budget

The Business Improvement Tax was created in 1977 by City Council specifically to provide funding for the Chamber of Commerce, as the "one voice" for business in South Pasadena. The BIT has been, and continues to be, vital to the Chamber when it was implemented to bridge the traditional gap between funding and service expectations caused by the small business sector in a bedroom community.

The amount of funds allocated from BIT to the Chamber, as outlined in the annual contract and the City's adopted budget, are currently in the amount of \$135,500. Of that allocation, \$12,000 is mandated as a pass-through to the South Pasadena Tournament of Roses.

For the 2018-2019 fiscal year, we are requesting the annual allocation to remain at \$135,500. Of that, \$12,000 will continue to be used to fund the SPTOR. We are requesting an additional \$22,000 from the BIT reserve for this fiscal year, with consideration to be given in 2019 to a permanent increase in the annual contract amount. The Additional funds will be used to help us sustain and grow the Eclectic Music Festival.

The Chamber fulfills all of the requirements of the BIT ordinance, and delivers on the requirements of the annual contract. Those requirements include:

1. The coordination of the holiday decorations
2. Investment in the promotion of public events that take place on or in public places
3. Furnishing music in public place
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

To this end, the Chamber operates a business resource center, visitor information center, a community art gallery and is a well-respected resource for connecting individuals and organizations in creating a strong community.

The Chamber sponsors the annual Eclectic Music Festival and Art Walk and quarterly Arts Crawl events, which the BIT helps to fund. For 10 years, the Chamber has produced these events to introduce (or reintroduce) South Pasadena's business district to potential customers, fulfilling 3 of the 4 mandates for use of the BIT funds. The recent Eclectic Music Festival on Saturday, April 28 was an extremely successful event. A rough estimate is that 12,000 - 15,000 people were out and about for the event (by comparison, the estimated attendance in 2017 was

8,000 people). Mission Street was closed for the first time in the history of the Eclectic, which brought the guests right to the heart of the business district. Merchants and restaurants in the footprint of the Eclectic all reported a higher-than-expected day for sales. The music venues were at capacity for the various acts. And Mission Street was packed with people enjoying an evening in South Pasadena.

As these events grow in popularity, the cost to produce them also increases. To date, most of the planning, designing and coordinating work has been done by volunteers, with a few paid contractors. We will use the additional funding to hire consultants/grant writers that will help us attract larger, corporate sponsors that can help underwrite the costs for this event. The website is in need of some more technical expertise and support than our current volunteers can provide; the graphics and marketing team will need some support to continue to produce the quantity of graphics needed to adequately promote the Eclectic.

The Chamber budget is allocated into three categories, the Business Improvement Tax (BIT), Chamber revenue and the weekly Farmers' Market. The BIT fund budget, along with statements of projected revenues for the year is below. Once approved, the contract will take effect on July 1, 2018.

CHAMBER BUDGET SNAPSHOT

	BIT	Chamber	Farmers' Market	Total
Income	\$135,500	\$102,216	\$169,161	\$406,877
<u>Expense</u>	<u>\$135,500</u>	<u>\$113,229</u>	<u>\$160,542</u>	<u>\$409,271</u>
Fund Balance	\$ 0	(\$ 11,013)	\$ 8,619	(\$ 2,394)

The following is a more detailed break-down of the funding of the programs and projects funded with the BIT allocation. Each of these meets the criteria for which the funds can be used:

Business Improvement Tax Allocations

	2017-2018		2018-2019	
Events – Arts Crawls	\$28,000	21%	\$30,000	19%
Events – Eclectic Music Festival	\$33,000	24%	\$53,000	34%
SPTOR	\$12,500	9%	\$12,500	8%
Mixers/ShopTalk	\$ 3,000	2%	\$ 3,000	1%
Holiday Decorations	\$ 5,000	4%	\$ 5,000	3%
Advertising	\$ 8,950	7%	\$ 9,000	6%
Business Resource Center (rent)	\$15,517	11%	\$15,900	10%
Administration	<u>\$29,533</u>	<u>22%</u>	<u>\$29,100</u>	<u>18%</u>
TOTAL	\$135,500		\$157,500	

Notes:

The South Pasadena Chamber of Commerce will continue to revise the budget so that it continues with the operations and programs that have become so successful, and does so in a financially responsible manner.

We respectfully request the renewal of our annual contract for 2018-2019 in the amount of \$135,500, with an additional allocation from the BIT reserves in the amount of \$22,000, with consideration given in the 2019-2020 fiscal year to increase the annual contractual allocation.

Respectfully submitted,

Laurie Wheeler

President/CEO


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City Council Agenda Report

ITEM NO. 19

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Steve Fjeldsted, Director of Library, Arts, and Culture 

SUBJECT: Adoption of a Resolution Proclaiming Ronald Koertge as South Pasadena Poet Laureate

Recommendation Action

It is recommended that the City Council adopt a resolution proclaiming Ronald Koertge as South Pasadena Poet Laureate.

Commission Review and Recommendation

The nomination was reviewed by the Library Board of Trustees at their May 10, 2018 Meeting.

Community Outreach

The public will have the opportunity to comment on this item at the June 6, 2018 City Council Meeting.

Discussion/Analysis

The City of South Pasadena has never had its own Poet Laureate. Although the position is largely honorific, other cities in California, including Los Angeles and West Hollywood, have chosen to appoint an accomplished writer to serve as their own official ambassador for the literary arts.

Nationally-honored poet and novelist Ronald Koertge, a longtime South Pasadena resident, is the author of 10 acclaimed poetry collections and 12 novels. In addition, Ronald Koertge has also served for many decades as a distinguished college writing instructor.

Mr. Koertge is recommended for appointment as the South Pasadena Poet Laureate so he can serve as a living focal point to enhance the appreciation of poetry and other literary arts in the community. The appointment of Mr. Koertge would raise public awareness of the power of the spoken and written word and help to inspire multiple generations of residents to more fully recognize the value of the reading and writing of literature.

Next Steps

1. Publish a Press Release announcing Ronald Koertge as South Pasadena Poet Laureate; noting he will participate in additional events related to literature, arts, and culture such as Author's night.

Background

The South Pasadena Public Library has a long history of presenting distinguished writers in its popular Author Night series. The impressive list of acclaimed authors presented includes the last three California State Poet Laureates: Juan Felipe Herrera (later appointed the Poet Laureate of the United States), Al Young (who performed with Suzenne Grant's Chamber Jazz), and Dana Gioia, a South Pasadena resident, who teamed up with Ronald Koertge for the 'Poetic Doubleheader' before a large, enthusiastic audience in the Library on May 12, 2018.

California State Poet Laureate Dana Gioia, another South Pasadena resident, nominated Ronald Koertge as South Pasadena Poet Laureate in a letter to the City Council dated March 20, 2018. In it he stated that the appointment "will pay the reward that ours is a city that prizes language and culture."

At the City's Memorial Day commemoration event on May 28, 2018, Ronald Koertge read a classic poem "In Flanders Field" by John McCrae.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Public Notification of Agenda Item

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

Attachments:

1. Resolution
2. Letter to the City Council

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
PROCLAIMING RONALD KOERTGE
AS SOUTH PASADENA POET LAUREATE**

- WHEREAS,** longtime South Pasadena resident Ronald Koertge, a nationally acclaimed poet, as well as a highly honored Children's and Young Adult novelist, was born and raised in Olney, Illinois and received a BA from the University of Illinois and an MA from the University of Arizona; and
- WHEREAS,** Ronald Koertge has taught writing at a number of American universities, including Hamline University in St. Paul, Minnesota and at Pasadena City College for more than 37 years; and
- WHEREAS,** Ronald Koertge is the author of 12 poetry collections including "Dairy Cows," "Life on the Edge of the Continent," "Selected Poems," "Making Love to Roget's Wife," "Indigo," and "Fever;" and
- WHEREAS,** Ronald Koertge has been a prominent fixture on the Los Angeles poetry scene for decades and former Poet Laureate of the United States Billy Collins has called him "the wisest, most entertaining wise guy in American poetry;" and
- WHEREAS,** Ronald Koertge has been awarded an National Endowment for the Arts fellowship, a California Arts Council grant, and had his work featured in the Best American Poetry series, "Poetry 180," and "American Life in Poetry;" and
- WHEREAS,** Ronald Koertge has conducted numerous writing workshops at the South Pasadena Public Library through the years and been featured in Library author events, including the "Poetic Doubleheader" on May 12, 2018 that also featured California Poet Laureate Dana Gioia, another South Pasadena resident; and
- WHEREAS,** Ronald Koertge's poem "Negative Space" inspired an animated film of the same name that was nominated for a 2017 Academy Award in the Short Film, Animated category. It will be screened during the "Poetic Doubleheader" at the Library; and
- WHEREAS,** Ronald Koertge has been recommended as the South Pasadena Poet Laureate by California Poet Laureate Dana Gioia in a letter to the South

Pasadena City Council dated March 20, 2018 in which he stated "Around California nearly 100 municipalities have created the office of Poet Laureate" and that the appointment "will pay the reward that ours is a city that prizes language and culture;" and

WHEREAS, Ronald Koertge has written 10 popular novels for young people including "Stoner and Spaz," "The Brimstone Journals," "Shakespeare Bats Cleanup" and has been accorded a multitude of prestigious honors and awards for them, including an American Library Association Best Book, Friends of American Library Service's Best of the Best, Friends of American Writers' Young People's Literature Award, a Booklist Book of the Decade, a Children's Literature Council of Southern California's Award for an Outstanding Work of Fiction for Young Adults, and twice a PEN (West) Choice for Children's Writing; and

WHEREAS, Ronald Koertge read poetry at South Pasadena's Memorial Day commemorative event on May 28, 2018; and

WHEREAS, Ronald Koertge has been very involved in a wide variety of South Pasadena community causes and organizations, especially those related to literature, arts, and culture through the decades; and

WHEREAS, The City Council commends and thanks Mr. Ronald Koertge for all his dedicated service to South Pasadena.

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

SECTION 1. Proclaims Ronald Koertge as South Pasadena Poet Laureate.

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

(SIGNATURES TO FOLLOW ON THE NEXT PAGE)

PASSED, APPROVED AND ADOPTED ON this 6th day of June, 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 6th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Letter to the City Council



March 20, 2018

To the South Pasadena City Council,

Office of the Provost
Dana Gioia
California Poet Laureate
Former Chairman of the National Endowment for the Arts

I would like to nominate our distinguished local author Ron Koertge to be the poet laureate of South Pasadena. I realize that the office of Poet Laureate does not yet exist in our city, but the poet worthy of the title does. He lives and works in the heart of South Pasadena, but his reputation is international.

Ron Koertge is a fabulously talented poet and celebrated Young Adult novelist. He has published 12 books of poems and 10 novels. He has won an NEA fellowship and two P.E.N. prizes. I have known and admired his work for twenty years—ever since I was introduced to his wise and clever poems by the former Poet Laureate of the U.S., Billy Collins. I read Koertge’s work with admiration. I included it in anthologies and textbooks.

Imagine my surprise five years ago when I moved to South Pasadena and discovered that Koertge lived in town. I also learned that he and his wife Bianca were constantly involved in all sorts of good civic causes, especially in education and literacy. You have a great writer and a dedicated local citizen in your midst.

Around California nearly 100 municipalities have created the office of Poet Laureate. The position is mostly honorific, but it is also a symbol that a city values literacy, literature, and education. Instituting the office will cost South Pasadena nothing, but it will pay the reward of communicating that ours is a city that prizes language and culture.

Sincerely,

California Poet Laureate
Former Chairman of the National Endowment for the Arts

505 Prospect Avenue
South Pasadena, California

Office of the Provost
University of Southern California
Los Angeles, CA 90089-0100
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City Council Agenda Report

ITEM NO. 20

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Marc Donohue, Chief City Clerk *[Signature]*

SUBJECT: **First Reading and Introduction of an Ordinance Reauthorizing the City's Public Educational and Governmental (PEG) Access Support Fee**

Recommendation Action

It is recommended that the City Council read by title only for first reading, waiving further reading, of an ordinance reauthorizing the City's public, educational, and governmental (PEG) access support fee.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

DIVCA authorizes the California Public Utilities Commission to grant State video franchises with a term of 10 years, and authorizes local jurisdictions to take certain actions, including to establish a fee by ordinance to be paid by holders of State video franchises operating in the jurisdiction to support PEG access. The provision of DIVCA authorizing localities to establish a PEG fee also includes language indicating that an ordinance establishing such a fee shall expire, and may be renewed, upon the expiration of a State video franchise. The statute is ambiguous and it is unclear to many California cities if it would require the reauthorization of the PEG fees.

As the 10 year State video franchises issued pursuant to the Digital Infrastructure and Video Competition Act (DIVCA) have recently begun to expire and be renewed, to the extent any action is required by the City of South Pasadena under DIVCA is unknown. There are differing opinions on whether the reauthorization is necessary at this time. Other Cities such as Arcadia, Glendale, and Sierra Madre have taken the reauthorization as a measure of caution. Staff has also consulted with the City Attorney who feels it is an appropriate action.

Next Steps

1. Staff will bring the second reading of the ordinance to the June 20, 2018 City Council Meeting.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City received \$19,180 in PEG fees in the Fiscal Year 2016-17. These fees are primarily collected from Time Warner and AT&T cable providers. The City has been seeing a steady decline in PEG fees from previous years. With the adoption of this ordinance, the City will continue to receive such fees.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

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: Ordinance Reauthorizing the City's Public, Educational, and Governmental Access Support Fee

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
REAUTHORIZING THE CITY'S PUBLIC, EDUCATIONAL, AND
GOVERNMENTAL (PEG) ACCESS SUPPORT FEE**

WHEREAS, Section 58709(n) of the California Public Utilities Code, which was enacted as part of the Digital Infrastructure and Video Competition Act (DIVCA) of 2006, authorized the City to adopt an ordinance establishing a fee on State-franchised video service providers to support public, educational, and governmental access channel facilities; and

WHEREAS, under DIVCA, the City may continue to collect a franchise fee from State Franchise holders equal to five percent (5%) of their gross revenue, and the City also may collect a fee from State Franchise holders equal to one percent (1%) of their gross revenues provided the City imposes such a fee to support PEG access channel facilities by ordinance; and

WHEREAS, Section 5870(n) of the California Public Utilities Code states that such an ordinance shall expire, and may be reauthorized, upon the expiration of a state franchise.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby reauthorizes the fee on State-franchised video service providers to support public, educational, and governmental channel facilities and which fee shall remain unchanged and in full effect as to all State-franchised video service providers.

SECTION 2. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

(SIGNATURES TO FOLLOW ON NEXT PAGE)

PASSED, APPROVED, AND ADOPTED ON this 20th day of June, 2018.

Richard D. Schneider, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 20th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 21

DATE: June 6, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Rafael O. Casillas, P.E., Acting Public Works Director *ROC*
Kristine Courdy, P.E., Acting Deputy Public Works Director *KC*
Anteneh Tesfaye, Water Operations Manager

SUBJECT: **Update on Compliance with California State Water Resources Control Board 1,2,3-TCP Water Regulations, Water Quality Reports, and Review of Interim Water Discoloration Mitigation Measures**

Recommendation Action

It is recommended that the City Council receive and file the update on compliance with California State Water Resources Control Board (SWRCB) 1,2,3-TCP water regulations, water quality reports, and review of interim water discoloration mitigation measures.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

At the May 16, 2018 City Council Meeting, a comprehensive update was provided regarding the SWRCB 1,2,3-TCP regulation and the further information on the reports of water discoloration throughout the City. From the May 16, 2018 City Council Meeting to May 30, 2018, additional testing has been completed at 53 residential properties and 32 final lab results have been received. To date, results of samples collected from drinking faucets and bathroom sinks show water is well within State and Federal limits for lead, manganese, and arsenic and is safe to drink. Testing from residents' faucets demonstrate the yellow and brown discoloration is caused by elevated iron levels. When water stagnates in galvanized pipes (for example from taps not being used overnight), iron can dissolve into the water and result in discoloration.

Staff is working closely with the water quality engineer and the SWRCB Division of Drinking Water (DDW) on implementing two interim solutions to mitigate water discoloration: breakpoint chlorination in June 2018 and a rental wellhead treatment system in August 2018. Award of the contract for a permanent wellhead treatment system at Wilson Reservoir is being considered by the City Council under a separate agenda item at this meeting with construction completion anticipated in December 2018.

Community Outreach

Staff observed an increase in reports of water quality concerns regarding water discoloration beginning in mid-March 2018. Out of the 6,200 service connections, Public Works has received the following water quality calls from residents:

Month	Number of Calls	Number of Service Connections
March 2018	9	9
April 2018	34	28
May 2018	63	57

Up to the May 16, 2018 City Council Meeting presentation, the City has received 72 reports of water discoloration from residents and since that meeting the City has received an additional 34 reports from residents. In response to these reports, Public Works Water Division staff has met with residents at their homes (and tested water), posted information on the City’s webpage and Facebook page, and provided information to the press.

Staff has received the final lab results from 32 residents and to date results of samples collected from drinking faucets and bathroom sinks show water is well within State and Federal limits for lead, manganese, and arsenic. Testing from the City’s mains and from residents’ faucets demonstrate the yellow and brown discoloration is caused by elevated iron levels. When water stagnates in galvanized pipes (for example from taps not being used overnight), iron can dissolve into the water and result in discoloration. While aesthetically unappealing, according to the U.S. Environmental Protection Agency (EPA), the level of iron in the discolored water some residents are experiencing is not harmful to health.

In addition, updates were provided during the May 2, 2018 and May 16, 2018 televised City Council Meetings. All water quality reports received by the Public Works Department are logged and shared with the SWRCB DDW Sanitation Engineer.

Discussion/Analysis

The City operates a water utility under a permit from the SWRCB DDW and is required to comply with all Federal and State water quality requirements. Beginning in mid-March 2018 after switching from ground water to surface water supplied from Metropolitan Water District (MWD), staff noted an increase in water discoloration reports from water customers. We recognize this is a significant concern to residents experiencing the issue and the City is working diligently to find solutions. To date, all samples collected and analyzed in accordance with State requirements have met the regulatory limits for public health protection. The City has also voluntarily performed testing within 53 residences and to date results of samples collected from drinking faucets and bathroom sinks show water is well within State and Federal limits for lead, manganese, and arsenic.

Addressing the discolored water issue is a top priority. Staff has identified near-term, mid-term, and long-term solutions to address the issue and is carefully evaluating and expeditiously moving forward on all. All treatment options will need to be reviewed and approved by the SWRCB DDW before they can be implemented. It is important to note, once mitigation solutions are implemented, it may be some time before the system adjusts and all discoloration issues are addressed. Below is an update on each proposed solution.

Near-Term Water Discoloration Mitigation Solution

Based on the results of recent testing experts have identified breakpoint chlorination as the most immediate solution. This will require setup of a chlorine injection system integrated with the existing water control system at the MWD connection point within the City. The chlorine will be injected at the MWD connection and blend within the transmission mains to allow the chlorine to take over as the primary disinfectant in the City's system. It is estimated that it will take one month to get approvals from DDW and implement this solution.

Mid-Term Water Discoloration Mitigation Solution

~~During the City's evaluation of the proposals for the permanent wellhead treatment system, staff requested pricing to rent wellhead treatment equipment while the permanent equipment is being procured and manufactured. A staff report regarding the rental wellhead treatment system will be presented at the June 20, 2018 City Council Meeting for further consideration.~~ *Staff has confirmed feasibility and identified a vendor*

Long-Term Solution: Wellhead Treatment System

The permanent solution to comply with the new 1,2,3-TCP regulation is installing a Granular Activated Carbon (GAC) wellhead treatment system at the Wilson Reservoir. This is a specialized treatment system that has a long lead time as it needs to be designed and special ordered for each agency to meet the water treatment requirements; the City began design efforts in November 2017. The contract award for the wellhead treatment system is being considered by the City Council at the June 6, 2018 City Council Meeting.

Next Steps

1. Implement the breakpoint chlorination in June 2018;
2. Present the final analysis for the wellhead treatment rental system at the June 20, 2018 City Council Meeting; and
3. Proceed with the permanent installation of the wellhead treatment project which is being considered by the City Council at the June 6, 2018 City Council Meeting.

Background

On July 18, 2017, the SWRCB adopted Resolution 2017-0042 establishing a new regulation for 1,2,3-TCP Maximum Contamination Level (MCL) which took effect on December 14, 2017. All public water systems purveyors had to demonstrate compliance with this new standard by the end of the first quarter of 2018, a period of three months. Compliance may take the form of a wellhead treatment system or a blending plan that introduces additional water sources to dilute the levels of 1,2,3-TCP.

Update on Compliance with SWRCB 1,2,3-TCP Water Regulations, Water Quality Reports, and Review of Interim Water Discoloration Mitigation Measures

June 6, 2018

Page 4 of 4

Tests for TCP MCL levels in City of South Pasadena water exceeded the new standards during the first quarter so the City was required to implement mitigation measures to reach compliance by March 30, 2018. A wellhead treatment system has been under design since November 2017 in anticipation of this requirement. However, until the design and construction of the system is complete, an interim solution is required to keep the City's water system in compliance. Under the new regulations, water source blending is the only allowable interim option. As such, staff obtained approval for the City to blend water pumped from City Wells with MWD supplied water while the wellhead treatment system is being procured and installed. MWD is the City's approved backup water source under a DDW permit.

The implementation of the approved blending began in March 2018. Since that time, the City has received reports from limited areas regarding water discoloration. Because the City and MWD each use different disinfection chemicals (chlorine vs. chloramine), the blending of water has created a chemical reaction with galvanized pipes, resulting in discolored water or a rusty appearance. This has occurred in limited areas of the City where the water supplies are on cul-de-sac streets and on older properties where the use of galvanized pipes is present. Based on reports and inspections, it appears fewer than two percent of the City's water customers.

Staff is proactively conducting water testing on all the areas where the water discoloration has occurred and test results have shown the water meets all DDW standards and is safe to drink. Regardless, the City is doing everything possible to resolve the issues and respond to customer concerns with personal service.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The proposed Fiscal Year (FY) 2018-19 Water Production Budget includes \$1,324,000 for the purchase of MWD water. At the June 6, 2018 City Council Meeting, an item is being considered to lease 700 acre-feet of unused water production rights to another agency which will bring in an additional \$513,912 of revenue for the Water Fund and help offset the additional cost of water. The rental equipment is anticipated to reduce the purchase of MWD water. That analysis will be included in the staff report presented to the City Council on June 20, 2018.

The staff report for the contract award for the wellhead treatment system that is being considered at the June 6, 2018 City Council meeting includes all the capital costs for that Project.

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*.