



**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, December 5, 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: 1

B. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL—Significant Exposure to Litigation
(Government Code Section 54956.9(d)(2))
Number of potential cases: 2

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

11/29/2018
Date



Miriam Ferrel
Interim Deputy City Clerk



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

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

Wednesday, December 5, 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.

PLEDGE OF ALLEGIANCE: Councilmember Robert S. Joe

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.

1. CLOSED SESSION

ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

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**2. Minutes of the City Council Meeting of November 7, 2018**Recommendation

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

3. Prepaid Warrants, General City Warrants, and PayrollRecommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 204918 through 205023 in the amount of \$251,313.31; General City Warrants Nos. 205024 through 205203 in the amount of \$1,124,522.94; Payroll dated November 2, 2018, in the amount of \$1,353,107.72; and Payroll dated November 16, 2018, in the amount of \$774,129.80.

4. 2019 City Council Meeting ScheduleRecommendation

Adopt a City Council meeting schedule for the 2019 calendar year.

5. Adopt a Resolution Declaring the Results from the November 6, 2018 General Municipal ElectionRecommendation

Adopt a Resolution entitled, "A Resolution of the City Council of the City of South Pasadena, California, reciting the fact of the General Municipal Election held in the City on November 6, 2018, declaring the results, and other matters as provided by law."

6. Adoption of a Resolution to Opt-Out of the Los Angeles County Metropolitan Transportation Authority Congestion Management ProgramRecommendation

Adopt a Resolution to opt-out of the Los Angeles County Metropolitan Transportation Authority Congestion Management Program.

7. Discretionary Fund Request from Councilmember Joe and Councilmember Mahmud for the Purpose of Emergency Preparedness Outreach/Education for the CommunityRecommendation

Approve a Discretionary Fund request by Councilmember Joe and Councilmember Mahmud designating \$125 for the purpose of distributing promotional items for community outreach and education effort.

8. Award Sole Source Purchase of Motorola APX 8000H All Band Portable Radios in the Amount of \$103,000Recommendation

1. Authorize the purchase of fifteen (15) Motorola APX 8000H All Band Portable Radios in the Amount of \$103,000; and
2. Waive bidding requirements and authorize a single sole source purchase pursuant to South Pasadena Municipal Code Section 2.99-29(11)(j).

9. Approval of a Concession Lease Agreement with San Pascual Stables, LLC, for Operation of the San Pascual Stables for an Initial Term of 10 YearsRecommendation

Approve, in substantially to form, the Concession Lease Agreement with San Pascual Stables, LLC for the lease of the San Pascual Stables that will begin on December 6, 2018 for an initial term of 10 years.

10. Release Expired Covenants for a Development, Operation and Reciprocal Easement Agreement for Multiple Properties within the Former Mission Oaks Parking DistrictRecommendation

Authorize the release of an expired covenant for a Development, Operations and Reciprocal Easement Agreement applied to various properties located within the former Mission Oaks Parking District and authorize the City Manager to execute all related documents.

PRESENTATIONS**11. Administration of Oath of Office and Presentation of Certificate of Election to Evelyn G. Zneimer, Re-Elected as City Clerk by Chief City Clerk Marc Donohue****12. Administration of Oath of Office and Presentation of Certificate of Election to Gary Pia, Re-Elected as City Treasurer by City Clerk Evelyn G. Zneimer****13. Administration of Oath of Office and Presentation of Certificate of Election to Michael A. Cacciotti by City Clerk Evelyn G. Zneimer****14. Administration of Oath of Office and Presentation of Certificate of Election to Diana Mahmud by City Clerk Evelyn G. Zneimer****15. Presentation of a Proclamation to Antonio Rossmann for his Services to the City of South Pasadena**

COMMISSION APPOINTMENT**16. Commission Appointment**

Appoint William Cross to the Cultural Heritage Commission for a partial term ending December 31, 2019.

COMMUNICATIONS**17. 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.

18. City Manager Communications**19. Reordering of and Additions to the Agenda****PUBLIC HEARING****20. Public Hearing to Consider the Designation of the Library Tree located in the Library Park as a City Landmark, Number 55, Planning Project Number 2155-LHD****Recommendation**

Designate the Moreton Bay Fig Tree, known as the Library Tree, located in the Library Park as a City Landmark, number 55 in accordance to the required findings as outlined in the City's Cultural Heritage Ordinance, Section 2.63(A). Staff analysis has determined that the Historic Resource meets the required findings which are as follows: (a) That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and (b) That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and (c) That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

21. Public Hearing to Consider the Designation of the Koebig House located at 320 Grand Avenue as a City Landmark, Number 54, Planning Project Number 2123-LHD**Recommendation**

Designate the Historic Koebig House, located at 320 Grand Avenue as a City Landmark, Number 54 in accordance to the required findings as outlined in the City's Cultural Heritage Ordinance, Section 2.63(A). Staff analysis has determined that the Historic Resource meets the required findings which are as follows: (a) That the designation of Landmark or Historic

District is consistent with one or more of the purposes set forth in Section 2.58B; and (b) That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and (c) That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

ACTION/DISCUSSION

22. First Reading and Introduction of an Ordinance to Amend Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code

Recommendation

It is recommended that the City Council read by title only for the first reading, waiving further reading, and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code”.

23. Adoption of an Urgency Ordinance Creating a Sidewalk Vending Permitting Program to Comply with Senate Bill No. 946

Recommendation

It is recommended that the City Council introduce and adopt an Urgency Ordinance entitled “An Ordinance of the City Council of the City of South Pasadena Amending Section 19.49-1 (“Mobile Food Vending”) of Article 1 (“In General”) of Chapter 19 (“Motor Vehicles and Traffic”) of the South Pasadena Municipal Code to Exclude Self-Propelled Vehicles from the Definition of Vending Vehicle, Amending Section 21.16 (“Sales”) of Chapter 21 (“Parks”) to Require Sidewalk Vending Permits for Sales in Parks, and Adding Article VII (“Sidewalk Vending Permit”) of Chapter 18 (“Business, Professions and Trades”) Creating a Permitting Program to Regulate Sidewalk Vendors”

24. Consideration of a Rental Housing Inspection Program

Recommendation

Review the concept of a rental housing inspection program for multi-family buildings of three units or more and direct staff to:

1. Conduct community and stakeholder outreach on the draft concept, and;
2. Following community outreach, develop an ordinance for City Council consideration.

25. Consideration of a Tenant Relocation Assistance Policy

Recommendation

Consider a draft concept for a tenant relocation assistance policy and direct staff to:

1. Conduct community and stakeholder outreach, and;
2. Develop an ordinance for City Council review.

REPORTS

26. Information Update on Emergency Operations Center (no staff report)

27. Receive and File the City of South Pasadena Emergency Public Information Plan

Recommendation

Receive and File the South Pasadena Emergency Public Information Plan.

STATE OF THE CITY/ELECTION OF OFFICERS/PRESENTATION

28. Mayor’s State of the City Presentation

29. Election of Mayor and Mayor Pro Tem for the 2018-2019 Term

30. Presentation to Outgoing Mayor Richard D. Schneider, M.D.

ADJOURNMENT

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

December 19, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
January 2, 2019	CANCELLED		
January 16, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

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

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at www.southpasadenaca.gov/agendas.

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

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

11/29/2018

Date


Miriam Ferrel

Interim Deputy City Clerk



Wednesday, November 7, 2018
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

City Staff

Present: 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.

PLEDGE OF ALLEGIANCE

Mayor Schneider led the Pledge of Allegiance.

PUBLIC COMMENTS

Ann Rector, South Pasadena Resident, discussed the amount of trucks that are utilizing Orange Grove Avenue.

Edward Corey, South Pasadena Resident, thanked the No on Measure N committee for their hard work; discussed the long term financial health of the City.

Brandon Fox, South Pasadena Resident, shared a petition to mitigate traffic issues on Fremont Avenue.

Bianca Richards, South Pasadena Resident, discussed a recent WISPPA meeting; thanked Police Chief Solinsky for attending a recent WISPPA meeting; thanked Deputy City Clerk Jimenez for her service to the City.

John Srebalus, South Pasadena Resident, discussed minimum wage law.

Alexei Shatz, South Pasadena Resident, discussed upcoming meetings of the Caltrans Homes Sub-Committee in South Pasadena.

CLOSED SESSION ANNOUNCEMENTS

A. Initiation of Litigation

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

Number of Cases: 1

B. Conference with Real Property Negotiators

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

Property: 1700 Mission Street, South Pasadena, CA 91030
(APN No. 5318-014-057)

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

Negotiating Parties: Lilian M. Myers and Kenneth D. Myers

Under Negotiation: Terms of Payment

Lilian Myers, Member of the Public, provided public comment.

C. 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;
5716-021-904)

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

Negotiating Party: San Pascual Stables, LLC

Under Negotiation: Lease Agreement

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. South Pasadena Tournament of Roses Committee Annual Float Fundraiser Drawing for the Ultimate Tournament of Roses Experience**

Tournament of Roses Committee Past Presidents Alan Vlacich and Janet Benjamin performed the Annual Float Fundraiser Drawing for the Ultimate Tournament of Roses Experience.

3. South Pasadena Care Center Update

Julie Miller, Pasadena Care Center Administrator, provided an update on the South Pasadena Care Center.

COMMUNICATIONS**4. Councilmembers Communications**

Mayor Pro Tem Khubesrian thanked Deputy City Clerk Jimenez for her seven years of service to the City; commended the No on Measure N Committee for their hard work.

Councilmember Joe thanked Deputy City Clerk Jimenez for her years of service to the City; discussed the recent Senior Halloween Luncheon.

Councilmember Mahmud thanked the residents for re-electing her to a second term; congratulated Councilmember Cacciotti on getting re-elected; thanked the residents for the continuation of the Utility Users Tax.

Councilmember Cacciotti shared a letter from staff to a resident concerning the watering times in Garfield Park; requested the Police Department to perform additional speeding enforcement on State Street; shared photos from the grand opening of Café X2O; residents discussing a new app that provides notifications during emergencies; pictures with residents while campaigning; getting ice cream with the soccer team that he coaches; traveling exhibit from the City of Beijing.

5. City Manager Communications

City Manager DeWolfe discussed the upcoming Police Chief recruitment; announced the upcoming Veterans Day Holiday Closure; the cancellation of the November 21st City Council meeting.

6. Reordering of and Additions to the Agenda

None.

CONSENT CALENDAR

Councilmember Mahmud pulled Item No. 7 for separate discussion.

Councilmember Cacciotti pulled Item No. 14 for separate discussion.

City Manager DeWolfe pulled Item No. 16 to move it to a future City Council meeting.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to approve Consent Calendar Item Nos. 8-13 and 15.

8. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 204693 through 204790 in the amount of \$514,531.74; General City Warrants Nos. 204791 through 204917 in the amount of \$1,531,799.97; and Payroll dated October 19, 2018, in the amount of \$811,024.88.

9. Approval of Contract Amendment with Vavrinek, Trine, Day & Co., LLP for an additional amount of \$50,000, for a total not-to-exceed amount of \$75,000

Approved a contract amendment with Vavrinek, Trine, Day & Co., LLP for an amount not to exceed \$75,000.

10. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Mission Street Improvement Project and Authorization to Release Retention Payment to American Asphalt South, Inc. in the Amount of \$11,487

1. Accepted the Mission Street Improvement Project as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorized release of retention payment to American Asphalt South, Inc., in the amount of \$11,487.

11. Acceptance of Project Completion and Authorization to File a Notice of Completion for the El Centro Street Improvement Project and Authorization to Release Retention Payment to E.C. Construction Company in the Amount of \$33,370

1. Accepted the El Centro Street Improvement Project as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorized release of retention payment to E.C. Construction Company, in the amount of \$33,370.
4. Authorized the appropriation of the remaining balance amount of \$107,000 to the phase three of the Monterey Road Street Improvement Project in the Account Number 104-9000-9203.

12. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Installation of a Safety Canopy Structure Over the Arroyo Seco Bicycle and Pedestrian Trail Along the Arroyo Seco Driving Range and Authorization to Release Retention Payment to Judge Netting, Inc., in the Amount of \$3,525

1. Accepted the Installation of a Safety Canopy Structure over the Arroyo Seco Bicycle and Pedestrian Trail along the Arroyo Seco Driving Range as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorized release of retention payment to Judge Netting, Inc., in the amount of \$3,525.

13. Authorize the Purchase and Outfitting of Two Police Vehicles and the Transfer and Outfitting of an Administrative Vehicle to Patrol in the Amount of \$ 110,802.81 with Wondries Fleet Group

1. Approved the purchase of a a 2019 Ford Interceptor Police Utility Vehicle and a 2019 Ford Fusion Hybrid Responder in the amount of \$66,742.42 through Wondries Fleet Group under the Cooperative Purchase Provisions of the National Joint Powers Alliance (NJPA) #120716 and authorize the City Manager to execute all related documents.
2. Awarded a contract to Commline Inc. in the amount of \$44,060.39 for the installation of emergency equipment in both Ford Police Utility Interceptors, a computer monitor in the 2017 Ford Police Interceptor, and a radio in the 2019 Ford Fusion.

15. Adopt a Resolution Affirming the San Gabriel Valley Council of Governments Guiding Principles on Homeless Programs

Adopted a resolution affirming the San Gabriel Valley Council of Governments guiding principles on homeless programs.

16. Release of an Expired Covenant for a Development, Operation, and Reciprocal Easement Agreement for 1511 Mission Street and 901 Fair Oaks Avenue

This item was moved to a future City Council meeting.

ITEMS PULLED FROM THE CONSENT CALENDER

7. Minutes of the City Council Meeting of October 17, 2018

Councilmember Mahmud requested language be modified for Item No. 14 from the October 17, 2018 minutes.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve the minutes of the October 17, 2018 City Council Meeting, as amended.

14. Authorize Purchase of a Police K9 Vehicle for \$27,887 Utilizing COPS Grant Funds

Councilmember Cacciotti suggested to amend the recommendation to include a letter to be sent to the auto manufactures to strongly suggest that the manufactures develop vehicles with alternative fuels in the future.

Councilmember Mahmud suggested that the letter also include language about the market opportunities in South Pasadena now that the City is embracing 100% renewable energy.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the purchase of a 2019 Dodge Charger vehicle in the amount of \$27,887 through Wondries Fleet Group under the Cooperative Purchase Provision of the County of Los Angeles Contract #PPOSH17369005-1 and authorize the City Manager to execute all related documents, as amended.

ACTION/DISCUSSION

17. Update on the 2018 California State Legislative Session

Lucy Demirjian, Assistant to the City Manager, presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

18. Reorganization of the Finance Department Including: Adoption of Resolutions and a Side Letter with the South Pasadena Public Service Employees' Association, Approval of New Job Descriptions, and Authorization to Enter into Agreements with HdL Companies for Business License Administration Services and ADP, LLC for Payroll Administration Services

Craig Koehler, Finance Director and Miriam Lee Ko, Human Resources Manager, presented the staff report and responded to City Council inquiries. Representatives from ADP, LLC and HdL Companies were also present to answer questions.

Mayor Schneider opened the public comment period.

Ellen Wood, South Pasadena Resident, stated that if the City does not transition to a new payroll system, it could leave the City susceptible to fraud; she recommended that the Finance Commission get a chance to review the finance reorganization as well.

There being no one else desiring to speak on this item, Mayor Schneider closed the public comment period.

The City Council discussed the item at length and staff answered related questions. After discussion, the City Council suggested the following additions to the recommended actions:

1. Extension of the promotional period for the duration of the ADP, LLC agreement.
2. Approve the redlined scope of services in the Hdl Companies agreement
3. Refer the item to the Finance Commission for review and comments.

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to:

1. Adopt a resolution approving a side letter reflecting changes to Resolution No. 7527, the Memorandum of Understanding between the City and the South Pasadena Public Employees' Association.
2. Adopt a resolution, Superseding Resolution No. 7538, updating and establishing the Unrepresented Management Employee classifications, benefit listing and salary schedule.
3. Approve five (5) job descriptions for new classifications within the Finance Department.
4. Authorize the City Manager to execute an agreement with HdL Companies for the administration of City business licenses.
5. Authorize the City Manager to execute and sign a Sales Order and Master Services Agreement with ADP, LLC for the administration of payroll services.
6. Extension of the promotional period for the duration of the ADP, LLC agreement.
7. Approve the redlined scope of services in the Hdl Companies agreement.
8. Refer the item to the Finance Commission for review and comments.

REPORTS

19. Update on Election Results (no staff report)

Chief City Clerk Donohue made a presentation and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

20. Update on the Wilson Reservoir Wellhead Treatment System (no staff report)

Water Operations Manager Tesfaye made a presentation and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

ADJOURNMENT

Mayor Schneider adjourned the City Council Meeting at 9:45 p.m.

Evelyn G. Zneimer
City Clerk



Richard D. Schneider, M.D.
Mayor

Minutes approved by the South Pasadena City Council on December 5, 2018.



City Council Agenda Report

ITEM NO. 3

DATE: December 05, 2018
FROM: Stephanie DeWolfe, City Manager 
PREPARED BY: Craig Koehler, Finance Director 
SUBJECT: Approval of Prepaid Warrants & Wire Transfers in the Amount of \$251,313.31, General City Warrants in the Amount of \$1,124,522.94 and Payroll in the Amount of \$1,353,107.72

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 204918 – 205023	\$	251,313.31
General City Warrants:		
Warrant # 205024 – 205203	\$	1,124,522.94
Payroll 11-02-18	\$	578,977.92
Payroll 11-16-18	\$	774,129.80
Wire Transfers	\$	-
RSA:		
Prepaid Warrants	\$	-
General City Warrants	\$	-
Total	\$	<u>2,728,943.97</u>

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 11-02-18 and 11-16-18
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

	Fund No.	Date 12.05.18		
		Amounts		
		Prepaid	Written	Payroll
General Fund	101	174,383.40	250,508.33	614,466.60
Insurance Fund	103	1,633.00	1,178.10	
Street Improvement Program	104		4,317.50	
Facilities & Equip.Cap. Fund	105		44,521.00	
Local Transit Return "A"	205	2,079.41		14,033.19
Local Transit Return "C"	207	1,622.68	1,545.98	11,447.02
TEA/Metro	208			
Sewer Fund	210	152.69	75.48	25,786.41
CTC Traffic Improvement	211			
Street Lighting Fund	215	13,689.27	49,715.82	10,350.87
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226			
Housing Authority Fund	228			
State Gas Tax	230	2,077.01	790.99	28,703.51
County Park Bond Fund	232	26.86	4,602.67	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248		1,529.63	
Capital Growth Fund	255			
CDBG	260		4,087.80	
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310		9,790.00	3,401.04
Water Fund	500	22,372.69	751,859.64	77,661.73
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	33,276.30		567,257.35
Wire Transfer - Various Funds				
Column Totals		251,313.31	1,124,522.94	1,353,107.72
City Report Totals			2,728,943.97	

Recap by fund

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

	Amounts		
	Prepaid	Written	Payroll
Grand Report Total	251,313.31	1,124,522.94	1,353,107.72
		2,728,943.97	

Richard D. Schneider M.D., Mayor


Craig Koehler, Finance Director

Evelyn G. Zneimer, City Clerk

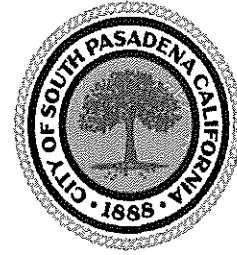
ATTACHMENT 2
Prepaid Warrant List

	<u>Voided Checks</u>
204739	\$959.34

Accounts Payable

Check Detail

User: elin
 Printed: 11/28/2018 - 8:18AM



Check Number	Check Date		Amount
ACTM3010 - Accountemps Line Item Account			
204933	11/08/2018		
Inv	52100696		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Finance Temp Svcs - McCaslin, Erin w/c 10/26/18	101-3010-3011-8180-000	2,252.25
Inv 52100696 Total			2,252.25
Inv	52152260		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Finance Temp Svcs - Boiadjian, Karo w/c 11/02/18	101-3010-3011-8180-000	1,636.25
Inv 52152260 Total			1,636.25
204933 Total:			3,888.50
204958	11/15/2018		
Inv	52201464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Finance Temp Svcs - Lin, Yingying w/c 11/09/18	101-3010-3011-8180-000	1,720.00
Inv 52201464 Total			1,720.00
Inv	52201465		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Finance Temp Svcs - Boiadjian, Karo w/c 11/09/18	101-3010-3011-8180-000	1,753.13
Inv 52201465 Total			1,753.13
204958 Total:			3,473.13
ACTM3010 - Accountemps Total:			7,361.63
ATGC8530 - Acorn Technology Corp. Line Item Account			
204959	11/15/2018		
Inv	1863		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	P & B - New Lightning Cable	101-7010-7011-8110-000	20.00
Inv 1863 Total			20.00

Check Number	Check Date		Amount
Inv 1864			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Library - Zoom Text Magnifier	101-8010-8011-8110-000	50.00
Inv 1864 Total			50.00
Inv 1866			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - City (Workstation Replacements)	101-2010-2032-8170-000	130.00
Inv 1866 Total			130.00
Inv 1873			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - Police (Alien Vault All-In-One)	101-4010-4011-8170-000	70.00
Inv 1873 Total			70.00
Inv 1874			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - Fire (EOC Workstation)	101-5010-5012-8020-000	342.50
Inv 1874 Total			342.50
Inv 1875			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - City (Symantec Anti Virus Subscriptions)	101-2010-2032-8170-000	120.00
Inv 1875 Total			120.00
Inv 1876			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Library - New APC AP9630 Mgmt Card	101-8010-8011-8110-000	70.00
Inv 1876 Total			70.00
Inv 1877			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Finance - HD in SPASWRK119	101-3010-3011-8110-000	115.00
Inv 1877 Total			115.00
Inv 1878			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - City (Wild Card Multi Domain)	101-2010-2032-8170-000	187.50
Inv 1878 Total			187.50
Inv 1879			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	General - Police (Tix/Chrgs Summ)	101-4010-4011-8170-000	1,800.00

Check Number	Check Date		Amount
10/01/2018	General - City (Tix/Chrgs Summ)	101-2010-2032-8170-000	11,080.00
Inv 1879 Total			12,880.00
Inv 51273			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	512.50
10/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	237.50
10/01/2018	Adjustment for On-site IT Analyst Hrs	101-2010-2032-8170-000	620.00
10/01/2018	(Adjustment for Remote & Onsite IT Manager Hrs)	101-2010-2032-8170-000	-652.50
Inv 51273 Total			717.50
204959 Total:			14,702.50
ATGC8530 - Acorn Technology Corp. Total:			14,702.50
AFLA7010 - AFLAC Line Item Account			
204995	11/16/2018		
Inv 015429			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Optional Insurance 10/18	700-0000-0000-2255-000	1,034.86
Inv 015429 Total			1,034.86
204995 Total:			1,034.86
AFLA7010 - AFLAC Total:			1,034.86
AMZN8030 - Amazon/SYNCB Line Item Account			
204934	11/08/2018		
Inv 433645455443			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Supplies	500-6010-6710-8020-000	514.04
Inv 433645455443 Total			514.04
Inv 434493977445			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	65.97
Inv 434493977445 Total			65.97
Inv 434856875343			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Supplies	101-5010-5011-8120-000	31.98
Inv 434856875343 Total			31.98

Check Number	Check Date		Amount
Inv	438784395654		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Supplies	101-5010-5011-8100-000	26.26
Inv 438784395654 Total			26.26
Inv	438983984535		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Supplies	101-8030-8032-8020-000	28.57
Inv 438983984535 Total			28.57
Inv	444569475995		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Supplies	101-8030-8032-8268-000	382.89
Inv 444569475995 Total			382.89
Inv	444958764689		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	Supplies	101-2010-2011-8000-000	101.49
Inv 444958764689 Total			101.49
Inv	445584976954		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2018	Supplies	101-8030-8032-8268-000	14.94
Inv 445584976954 Total			14.94
Inv	445939644678		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Supplies	101-8030-8032-8268-000	47.96
Inv 445939644678 Total			47.96
Inv	446337664437		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies CREDIT	101-0000-0000-4830-006	-44.00
09/07/2018	Supplies	101-8010-8011-8080-000	44.00
Inv 446337664437 Total			0.00
Inv	453436988647		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Supplies	101-6010-6601-8020-000	30.99
Inv 453436988647 Total			30.99
Inv	454594336348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
07/30/2018	Supplies	101-8030-8032-8268-000	131.49
Inv 454594336348 Total			131.49
Inv 456774578884			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Supplies	101-8030-8031-8020-000	36.37
Inv 456774578884 Total			36.37
Inv 457368796888			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Supplies	101-8030-8031-8020-000	327.22
Inv 457368796888 Total			327.22
Inv 457896654855			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Supplies	101-8030-8032-8268-000	35.45
Inv 457896654855 Total			35.45
Inv 458838348994			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/11/2018	Supplies	101-8030-8032-8268-000	14.38
Inv 458838348994 Total			14.38
Inv 463639587835			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2018	Supplies	101-8030-8032-8264-000	24.10
Inv 463639587835 Total			24.10
Inv 464478968895			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/26/2018	Supplies	101-1010-1011-8020-000	60.13
Inv 464478968895 Total			60.13
Inv 465874837584			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	Supplies	101-8030-8031-8020-000	12.00
Inv 465874837584 Total			12.00
Inv 469867634387			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	Supplies	101-8030-8032-8020-000	36.14
Inv 469867634387 Total			36.14

Check Number	Check Date		Amount
Inv	483488744795		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	7.25
Inv 483488744795 Total			7.25
Inv	536647938483		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/18/2018	Supplies	101-8010-8011-8020-000	52.54
Inv 536647938483 Total			52.54
Inv	537683964354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	20.49
Inv 537683964354 Total			20.49
Inv	578845745834		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Supplies	101-6010-6410-8020-000	25.99
Inv 578845745834 Total			25.99
Inv	585993799596		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	Supplies	101-8010-8011-8080-000	70.61
Inv 585993799596 Total			70.61
Inv	588467344839		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Supplies	101-8030-8032-8268-000	64.74
Inv 588467344839 Total			64.74
Inv	646734737439		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Supplies	101-5010-5011-8100-000	218.00
Inv 646734737439 Total			218.00
Inv	648439676698		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2018	Supplies	101-8030-8032-8268-000	200.10
Inv 648439676698 Total			200.10
Inv	667486557567		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	Supplies	101-8030-8032-8268-000	42.99

Check Number	Check Date		Amount
Inv 667486557567	Total		42.99
Inv 676845685556			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Supplies	101-2010-2011-8000-000	259.22
Inv 676845685556	Total		259.22
Inv 686953434764			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2018	Supplies	101-8030-8032-8000-000	174.61
Inv 686953434764	Total		174.61
Inv 694649635446			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	Supplies	101-2010-2011-8000-000	177.36
Inv 694649635446	Total		177.36
Inv 694998835475			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Supplies	101-8030-8031-8020-000	135.00
Inv 694998835475	Total		135.00
Inv 738575538383			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/16/2018	Supplies	207-8030-8025-8100-000	29.38
Inv 738575538383	Total		29.38
Inv 747769345356			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Supplies	101-8030-8031-8020-000	484.20
Inv 747769345356	Total		484.20
Inv 748846448484			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/11/2018	Supplies	101-8030-8032-8268-000	465.21
Inv 748846448484	Total		465.21
Inv 754333477947			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Supplies	101-2010-2011-8000-000	26.93
Inv 754333477947	Total		26.93

Check Number	Check Date		Amount
Inv	768868475673		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2018	Supplies	101-8030-8032-8268-000	19.74
Inv 768868475673 Total			19.74
Inv	794593344636		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2018	Supplies	101-8030-8032-8268-000	78.39
Inv 794593344636 Total			78.39
Inv	836477687775		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2018	Supplies	101-8030-8032-8268-000	63.34
Inv 836477687775 Total			63.34
Inv	844699469334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2018	Supplies	101-8030-8021-8020-000	108.42
Inv 844699469334 Total			108.42
Inv	848879369347		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	15.97
Inv 848879369347 Total			15.97
Inv	877466947745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Supplies	101-8030-8021-8020-000	50.00
Inv 877466947745 Total			50.00
Inv	946494543846		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2018	Supplies	101-8030-8032-8268-000	26.35
Inv 946494543846 Total			26.35
Inv	957865856949		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Supplies	101-8030-8032-8020-000	87.59
Inv 957865856949 Total			87.59
Inv	958877974863		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Supplies	101-8030-8031-8020-000	418.73

Check Number	Check Date		Amount
Inv 958877974863		Total	418.73
Inv 967474777595			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	6.55
Inv 967474777595		Total	6.55
Inv 969363544443			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	23.69
Inv 969363544443		Total	23.69
Inv 975976845667			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2018	Supplies	101-8030-8032-8268-000	109.85
Inv 975976845667		Total	109.85
Inv 977769657853			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Supplies	101-8030-8032-8268-000	239.49
Inv 977769657853		Total	239.49
Inv 994543684646			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2018	Supplies	101-8030-8032-8268-000	178.20
Inv 994543684646		Total	178.20
Inv 996699694683			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-8010-8011-8080-000	45.61
Inv 996699694683		Total	45.61
204934		Total:	5,848.91
AMZN8030 - Amazon/SYNCB		Total:	5,848.91
AME0229 - Ameritas Line Item Account			
204996	11/16/2018		
Inv	P/R/E 10/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Vision Ins. 11/18	700-0000-0000-2268-000	3,198.96
Inv P/R/E 10/28/18		Total	3,198.96

Check Number	Check Date		Amount
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204996 Total:			3,198.96
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AME0229 - Ameritas Total:			3,198.96
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ATCN9011 - AT & T Line Item Account

204935 11/08/2018

Inv 000012077190

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	9391062308 9/20-10/19/18	101-2010-2032-8150-000	5,412.51

Inv 000012077190 Total			5,412.51
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Inv 000012104911

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9391036942 9/27-10/26/18	101-2010-2032-8150-000	207.72

Inv 000012104911 Total			207.72
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Inv 000012104912

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9391036943 9/27-10/26/18	101-2010-2032-8150-000	207.96

Inv 000012104912 Total			207.96
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204935 Total:			5,828.19
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204960 11/15/2018

Inv 000012105246

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	CLAPDSOPAS 9/27-10/26/18	101-2010-2032-8150-000	317.53

Inv 000012105246 Total			317.53
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204960 Total:			317.53
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ATCN9011 - AT & T Total:			6,145.72
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AT&T5006 - AT & T U-Verse Line Item Account

204936 11/08/2018

Inv 130464796

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	10/18-11/17/18	500-6010-6710-8150-000	84.25

Inv 130464796 Total			84.25
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204936 Total:			84.25
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Check Number	Check Date		Amount
204961	11/15/2018		
Inv	284743823		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	IT Telephone 10/26-11/25/18	101-2010-2032-8150-000	65.00
Inv 284743823 Total			65.00
204961 Total:			65.00
AT&T5006 - AT & T U-Verse Total:			149.25
AT&T5011 - AT&T Line Item Account			
204918	11/01/2018		
Inv	626 405-0051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	10/11-11/10/18	101-2010-2032-8150-000	691.74
Inv 626 405-0051 Total			691.74
Inv	626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	10/13-11/12/18	101-2010-2032-8150-000	244.59
Inv 626 441-6497 Total			244.59
Inv	626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	10/13-11/12/18	101-2010-2032-8150-000	54.15
Inv 626 577-6657 Total			54.15
204918 Total:			990.48
204962	11/15/2018		
Inv	248 134-6100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	11/1-11/30/18	101-2010-2032-8150-000	29.34
Inv 248 134-6100 Total			29.34
204962 Total:			29.34
AT&T5011 - AT&T Total:			1,019.82
CIN4011 - AT&T --Cingular Wireless Line Item Account			
204919	11/01/2018		

Check Number	Check Date		Amount
Inv	287014917916x10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2018	City Mobile 9/9-10/8/18	101-2010-2032-8150-000	201.92
Inv 287014917916x10 Total			201.92
Inv	287269956155x10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2018	Police Mobile Devices 9/7-10/6/18	101-2010-2032-8150-000	1,264.35
Inv 287269956155x10 Total			1,264.35
Inv	879338213x10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	FD Mobile Devices 9/16-10/15/18	101-2010-2032-8150-000	109.94
Inv 879338213x10 Total			109.94
204919 Total:			1,576.21
205006	11/16/2018		
Inv	287258938988x10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	PW Cell Phones 9/20-10/19/18	101-2010-2032-8150-000	623.34
10/19/2018	PW Cell Phones 9/20-10/19/18	500-6010-6710-8020-000	123.24
10/19/2018	PW Cell Phones 9/20-10/19/18	500-6010-6711-8020-000	170.26
Inv 287258938988x10 Total			916.84
205006 Total:			916.84
CIN4011 - AT&T --Cingular Wireless Total:			2,493.05
ATSS6010 - Athens Services Line Item Account			
204937	11/08/2018		
Inv	5672333		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	Bus Stop Barrel Pick Up 9/18	205-8030-8024-8180-000	2,079.41
Inv 5672333 Total			2,079.41
204937 Total:			2,079.41
ATSS6010 - Athens Services Total:			2,079.41
BCCC3010 - BankCard Center Line Item Account			
204938	11/08/2018		

Check Number	Check Date		Amount
Inv 9162			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2018	Acct# 5569-3200-0074-9162	101-0000-0000-5505-000	138.45
Inv 9162 Total			138.45
204938 Total:			138.45
BCCC3010 - BankCard Center Total:			138.45
FZBT2920 - Bottger, Fritz Line Item Account			
204963	11/15/2018		
Inv 96586			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Refund deposit for Youth House Use on 10/27/18	101-0000-0000-2920-000	250.00
Inv 96586 Total			250.00
204963 Total:			250.00
FZBT2920 - Bottger, Fritz Total:			250.00
CAL0629 - CA Franchise Tax Board Line Item Account			
204928	11/01/2018		
Inv P/R/E 10/28/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 10/28/18 Total			200.00
204928 Total:			200.00
204997	11/16/2018		
Inv P/R/E 11/11/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 11/11/18 Total			200.00
204997 Total:			200.00
CAL0629 - CA Franchise Tax Board Total:			400.00
CSD3014 - Ca. State Disbursement Unit Line Item Account			
204929	11/01/2018		

Check Number	Check Date		Amount
Inv	P/R/E 10/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Garnishment - Case# 2000 0000 1609 311	700-0000-0000-2264-000	861.23
Inv P/R/E 10/28/18 Total			861.23
204929 Total:			861.23
204930	11/01/2018		
Inv	P/R/E 10/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Garnishment - Case# 2000 0000 6861 35	700-0000-0000-2264-000	105.23
Inv P/R/E 10/28/18 Total			105.23
204930 Total:			105.23
204998	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Garnishment - Case# 2000 0000 1609 311	700-0000-0000-2264-000	861.23
Inv P/R/E 11/11/18 Total			861.23
204998 Total:			861.23
204999	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Garnishment - Case# 2000 0000 6861 35	700-0000-0000-2264-000	105.23
Inv P/R/E 11/11/18 Total			105.23
204999 Total:			105.23
CSD3015 - Ca. State Disbursement Unit Total:			1,932.92
CAFE8020 - Cafe X20 Line Item Account			
204964	11/15/2018		
Inv	11/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Food Catering for Annual Employee Holiday Luncheon 12/11/18	101-2010-2013-8020-000	2,652.09
Inv 11/14/18 Total			2,652.09
204964 Total:			2,652.09

Check Number	Check Date		Amount
CAFE8020 - Cafe X20 Total:			2,652.09
CRSC2013 - Capital Research & Consulting LLC Line Item Account			
205007	11/16/2018		
Inv	2592		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	Consulting Svcs Manage City's 457 Plan 9/18	101-2010-2013-8170-000	2,654.49
Inv 2592 Total			2,654.49
205007 Total:			2,654.49
CRSC2013 - Capital Research & Consulting LLC Total:			2,654.49
CDW5246 - CDW Government Inc Line Item Account			
204965	11/15/2018		
Inv	PQC9055		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	MS Office Home & Bus FY 18-19	101-5010-5012-8020-000	1,642.85
Inv PQC9055 Total			1,642.85
204965 Total:			1,642.85
CDW5246 - CDW Government Inc Total:			1,642.85
CPTS3011 - Centro Print Solutions Line Item Account			
204966	11/15/2018		
Inv	217216		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Finance 2018 A/P 1099 & P/R W-2 Forms with Envelopes	101-3010-3011-8020-000	623.91
Inv 217216 Total			623.91
204966 Total:			623.91
CPTS3011 - Centro Print Solutions Total:			623.91
SOU5402 - City of South Pasadena PD Petty Cash Line Item Account			
204967	11/15/2018		
Inv	11/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Reimb. Petty Cash	101-4010-4011-8100-000	50.00
11/14/2018	Reimb. Petty Cash	101-4010-4011-8034-000	36.00
11/14/2018	Reimb. Petty Cash	101-4010-4011-8200-000	146.88
11/14/2018	Reimb. Petty Cash	101-4010-4011-8010-000	9.95
11/14/2018	Reimb. Petty Cash	101-4010-4011-8090-000	26.25

Check Number	Check Date		Amount
ANCR2920 - Cross, Anna Line Item Account			
204969	11/15/2018		
Inv	96242		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Refund deposit and fees for Youth House Use on 10/13/18	101-0000-0000-2920-000	250.00
Inv 96242 Total			250.00
204969 Total:			250.00
ANCR2920 - Cross, Anna Total:			250.00
DATA5000 - Datamatic Inc. Line Item Account			
204939	11/08/2018		
Inv	SRV1805319		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	Annual Meter Reading System Svcs 7/1/18-6/30/19	500-6010-6710-8110-000	4,446.02
Inv SRV1805319 Total			4,446.02
Inv	TM1392		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/18/2018	Repair Meter Reading Device	500-6010-6710-8110-000	576.50
Inv TM1392 Total			576.50
204939 Total:			5,022.52
DATA5000 - Datamatic Inc. Total:			5,022.52
DEL0771 - Delta Dental Line Item Account			
205000	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Dental Ins. 11/18 - #BE003076381	700-0000-0000-2267-000	10,927.68
Inv P/R/E 11/11/18 Total			10,927.68
205000 Total:			10,927.68
DEL0771 - Delta Dental Total:			10,927.68
DIG0800 - Digital Telecommunications Corp Line Item Account			
204940	11/08/2018		
Inv	32589		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/05/2018	IT Phone Monthly Svcs 12/18	101-2010-2032-8150-000	875.00
Inv 32589 Total			875.00
204940 Total:			875.00
DIG0800 - Digital Telecommunications Corp Total:			875.00
ENT8216 - Entersect Line Item Account			
204970	11/15/2018		
Inv	318EP30995		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	PD Detective On-Line Svcs 4/1/18-3/31/19	101-4010-4011-8170-000	900.00
Inv 318EP30995 Total			900.00
204970 Total:			900.00
ENT8216 - Entersect Total:			900.00
EVER2990 - Ever Glory USA Inc Line Item Account			
204971	11/15/2018		
Inv	11/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Release Bond Payment for Street Improvements	101-0000-0000-2990-019	31,968.00
Inv 11/14/18 Total			31,968.00
204971 Total:			31,968.00
EVER2990 - Ever Glory USA Inc Total:			31,968.00
FED1109 - FedEx Line Item Account			
204941	11/08/2018		
Inv	6-357-21088		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Finance Overnight Shipping	101-3010-3011-8010-000	45.28
Inv 6-357-21088 Total			45.28
204941 Total:			45.28
204972	11/15/2018		
Inv	5003412304		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Mgmt Svcs - Shipping Svcs	101-2010-2011-8010-000	129.00

Check Number	Check Date		Amount
Inv 5003412304	Total		129.00
204972 Total:			129.00
FEDE8010 - FedEx Total:			174.28
COBR7131 - Flex Advantage Line Item Account			
205001	11/16/2018		
Inv	106733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Administration Cost	101-3010-3041-7131-000	60.00
Inv 106733 Total			60.00
Inv	107318		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Administration Cost	101-3010-3041-7131-000	60.00
Inv 107318 Total			60.00
Inv	P/R/E 10/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Retiree Health Reimbursement 11/18	101-3010-3041-7131-000	802.62
Inv P/R/E 10/14/18 Total			802.62
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Retiree Health Reimbursement 12/18	101-3010-3041-7131-000	802.62
Inv P/R/E 11/11/18 Total			802.62
205001 Total:			1,725.24
COBR7131 - Flex Advantage Total:			1,725.24
SHGU5270 - Guo, Shouyun Line Item Account			
204942	11/08/2018		
Inv	96422		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Refund for camp med for 1 week - No longer attending camp med	101-0000-0000-5270-001	83.00
Inv 96422 Total			83.00
204942 Total:			83.00
SHGU5270 - Guo, Shouyun Total:			83.00

Check Number	Check Date	Amount
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HDLC3011 - HdL Coren & Cone Line Item Account

204943	11/08/2018	
Inv	0025890-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/02/2018	CAFR Svcs 2017-2018 CAFR Statistical Reports Package w/DOL E	101-3010-3011-8020-000
		745.00
Inv 0025890-IN Total		745.00
204943 Total:		745.00

204973	11/15/2018	
Inv	0026027-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/05/2018	Contract Svcs Property Tax Oct-Dec. 2018	101-3010-3011-8170-000
		2,888.16
Inv 0026027-IN Total		2,888.16
204973 Total:		2,888.16

HDLC3011 - HdL Coren & Cone Total: 3,633.16

HILB8000 - Hi Life Burgers Line Item Account

204974	11/15/2018	
Inv	11/14/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/14/2018	Food Catering for Breakfast with Santa Event on 12/8/18	101-8030-8032-8264-000
		1,353.78
Inv 11/14/18 Total		1,353.78
204974 Total:		1,353.78

HILB8000 - Hi Life Burgers Total: 1,353.78

HOM1515 - Home Depot Credit Services Line Item Account

205008	11/16/2018	
Inv	2013404	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
10/23/2018	City Wide Supplies	101-6010-6601-8120-000
		134.95
Inv 2013404 Total		134.95
Inv	3024625	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
10/22/2018	City Wide Supplies	101-5010-5011-8120-000
		131.41
Inv 3024625 Total		131.41

Check Number	Check Date		Amount
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Inv 3548868

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2018	City Wide Supplies	101-6010-6410-8020-000	22.95

Inv 3548868 Total 22.95

Inv 4024512

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2018	City Wide Supplies	101-5010-5011-8120-000	48.75

Inv 4024512 Total 48.75

Inv 5123529

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	City Wide Supplies	101-5010-5011-8100-000	58.98

Inv 5123529 Total 58.98

Inv 7303926

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2018	City Wide Supplies	101-6010-6410-8020-000	49.21

Inv 7303926 Total 49.21

Inv 7600386

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2018	City Wide Supplies	101-5010-5011-8120-000	317.25

Inv 7600386 Total 317.25

205008 Total: 763.50

HOM1515 - Home Depot Credit Services Total: 763.50

INDI8020 - Intelligent Direct Inc Line Item Account

204975 11/15/2018

Inv 10253731

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	FD Emergency Preparedness & Disaster Operation	101-5010-5012-8020-000	690.00

Inv 10253731 Total 690.00

204975 Total: 690.00

INDI8020 - Intelligent Direct Inc Total: 690.00

ITCR2501 - Intercare Holdings Insurance Svcs Line Item Account

205009 11/16/2018

Check Number	Check Date		Amount
Inv	76-005173		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Workers Comp. Claims Admin Svcs 8/18	103-2010-2501-8020-000	1,633.00
Inv 76-005173 Total			1,633.00
205009 Total:			1,633.00
ITCR2501 - Intercare Holdings Insurance Svcs Total:			1,633.00
INCG6011 - Interwest Consulting Group Line Item Account			
205010	11/16/2018		
Inv	44851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	PW Admin Professional Services	101-6010-6011-8170-000	15,370.00
Inv 44851 Total			15,370.00
205010 Total:			15,370.00
INCG6011 - Interwest Consulting Group Total:			15,370.00
MARI8090 - Lee Ko, Mariam Line Item Account			
205011	11/16/2018		
Inv	11/1/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Reimb. 2018 Employee Halloween Party Supplies & Snacks and Ca	101-2010-2013-8020-000	70.51
11/01/2018	Reimb. 2018 Employee Halloween Party Supplies & Snacks and Ca	101-2010-2013-8020-000	5.67
11/01/2018	Reimb. 2018 Employee Halloween Party Supplies & Snacks and Ca	101-2010-2013-8020-000	33.79
11/01/2018	Reimb. 2018 Employee Halloween Party Supplies & Snacks and Ca	101-2010-2013-8020-000	115.47
11/01/2018	Reimb. 2018 Employee Halloween Party Supplies & Snacks and Ca	101-2010-2013-8020-000	43.94
Inv 11/1/18 Total			269.38
Inv	11/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Reimb. office computer workstation supplies from Amazon.com	101-2010-2011-8000-000	16.41
11/05/2018	Reimb. office computer workstation supplies from Amazon.com	101-2010-2011-8000-000	62.29
Inv 11/5/18 Total			78.70
205011 Total:			348.08
MARI8090 - Lee Ko, Mariam Total:			348.08
VRMZ7000 - Munoz, Valerie Line Item Account			
204931	11/01/2018		

Check Number	Check Date		Amount
Inv	P/R/E 10/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 10/28/18 Total			750.00
204931 Total:			750.00
205002	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 11/11/18 Total			750.00
205002 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			1,500.00
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
204944	11/08/2018		
Inv	5021		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2018	CNG Station Maint. 12/17	207-8030-8025-8100-000	375.00
Inv 5021 Total			375.00
Inv	5128		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2018	CNG Station Maint. 3/18	101-6010-6601-8180-000	375.00
Inv 5128 Total			375.00
204944 Total:			750.00
NGSI6010 - Natural Gas Systems Inc. Total:			750.00
NEWE3032 - Newegg.com Business Inc. Line Item Account			
204945	11/08/2018		
Inv	1301576859		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	IT Equipment & Accessories	101-3010-3011-8110-000	49.26
Inv 1301576859 Total			49.26
204945 Total:			49.26

Check Number	Check Date		Amount
NEWE3032 - Newegg.com Business Inc. Total:			49.26
TONO5270 - Nozawa, Toshiko Line Item Account			
204921	11/01/2018		
Inv	95985		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	Refund of cancelled Little Musketeers Fencing	101-0000-0000-5270-002	85.00
Inv 95985 Total			85.00
204921 Total:			85.00
TONO5270 - Nozawa, Toshiko Total:			85.00
PEG4590 - NUFIC Line Item Account			
205003	11/16/2018		
Inv	P/R/E 10/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	A.D. & D. Ins Oct-18	700-0000-0000-2256-000	978.20
Inv P/R/E 10/14/18 Total			978.20
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	A.D. & D. Ins Nov.-18	700-0000-0000-2256-000	903.30
Inv P/R/E 11/11/18 Total			903.30
205003 Total:			1,881.50
PEG4590 - NUFIC Total:			1,881.50
OREI6711 - O' Reilly Automotive Inc. Line Item Account			
205012	11/16/2018		
Inv	3213-498264		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Vehicle Maint. Supplies	230-6010-6116-8100-000	446.52
Inv 3213-498264 Total			446.52
205012 Total:			446.52
OREI6711 - O' Reilly Automotive Inc. Total:			446.52
OSHS6101 - Orchard Business/SYNCB Line Item Account			
204946	11/08/2018		

Check Number	Check Date		Amount
Inv 025873			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Supplies	101-6010-6601-8020-000	28.28
Inv 025873 Total			28.28
Inv 033404			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Supplies	101-6010-6410-8020-000	34.00
Inv 033404 Total			34.00
Inv 035209			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Supplies	500-6010-6711-8020-000	35.76
Inv 035209 Total			35.76
Inv 039736			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	Supplies	230-6010-6116-8020-000	141.29
Inv 039736 Total			141.29
Inv 045159			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-4010-4011-8100-000	8.32
Inv 045159 Total			8.32
Inv 054732			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Supplies	101-6010-6410-8020-000	24.74
Inv 054732 Total			24.74
Inv 056418			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Supplies	101-5010-5011-8120-000	24.36
Inv 056418 Total			24.36
Inv 060440			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Supplies	101-6010-6601-8020-000	289.05
Inv 060440 Total			289.05
Inv 060632			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-4010-4011-8100-000	49.91

Check Number	Check Date		Amount
Inv 060632	Total		49.91
Inv 060651			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Supplies	101-6010-6410-8020-000	36.53
Inv 060651	Total		36.53
Inv 061442			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Supplies	101-8030-8031-8120-000	3.64
Inv 061442	Total		3.64
Inv 153205			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Supplies	101-6010-6601-8020-000	283.46
Inv 153205	Total		283.46
204946	Total:		959.34
OSHS6101 - Orchard Business/SYNCB	Total:		959.34
PWP4465 - Pasadena Water & Power	Line Item Account		
205013	11/16/2018		
Inv 80176-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Water Use 60 E. State Street 9/13-10/12/18	500-6010-6711-8231-000	723.50
Inv 80176-1	Total		723.50
205013	Total:		723.50
PWP4465 - Pasadena Water & Power	Total:		723.50
PAMC2970 - Payday Money Center	Line Item Account		
204947	11/08/2018		
Inv 11/6/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Reimb. for returned payroll check issued to Elaine Serrano	101-0000-0000-2970-001	1,705.88
Inv 11/6/18	Total		1,705.88
204947	Total:		1,705.88

Check Number	Check Date		Amount
PAMC2970 - Payday Money Center Total:			1,705.88
DIPA5270 - Paz, Diana Line Item Account			
204948	11/08/2018		
Inv	96416		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Refund for park reservation due to a conflict	101-0000-0000-5270-002	75.00
Inv 96416 Total			75.00
204948 Total:			75.00
DIPA5270 - Paz, Diana Total:			75.00
PEAK8030 - Peak Software Systems Inc. Line Item Account			
204976	11/15/2018		
Inv	019867		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Comm. Svcs. 2018 Annual Sportsman Registration/Renewal	101-8030-8021-8180-000	1,100.00
11/01/2018	Comm. Svcs. 2018 Annual Sportsman Registration/Renewal	207-8030-8025-8180-000	1,030.60
11/01/2018	Comm. Svcs. 2018 Annual Sportsman Registration/Renewal	101-8030-8021-8180-000	1,170.00
11/01/2018	Comm. Svcs. 2018 Annual Sportsman Registration/Renewal	101-8030-8021-8180-000	1,170.00
Inv 019867 Total			4,470.60
204976 Total:			4,470.60
PEAK8030 - Peak Software Systems Inc. Total:			4,470.60
POS8787 - Postmaster Line Item Account			
204922	11/01/2018		
Inv	# 183		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Bulk Permit# 183- Postage for mailing newsletter	101-8030-8021-8010-000	899.75
Inv # 183 Total			899.75
204922 Total:			899.75
POS8787 - Postmaster Total:			899.75
MYRH5270 - Rahmani, Mary Line Item Account			
204949	11/08/2018		
Inv	96308		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Refund for Tiny Pros Soccer Class Cancellation - Cameron Hansing	101-0000-0000-5270-002	129.00

Check Number	Check Date		Amount
Inv 96308		Total	129.00
204949 Total:			129.00
MYRH5270 - Rahmani, Mary Total:			129.00
RHAL9158 - RHA Landscape Architects-Planners Line Item Account			
204923	11/01/2018		
Inv	0718002		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	Trail Administration - Legal Description	101-9000-9160-9160-000	2,000.00
Inv 0718002 Total			2,000.00
204923 Total:			2,000.00
RHAL9158 - RHA Landscape Architects-Planners Total:			2,000.00
ROTH6010 - Roth Staffing Companies Line Item Account			
205014	11/16/2018		
Inv	13647669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Temp Staff Svcs - w/e 10/7/18	101-2010-2011-8180-000	984.53
Inv 13647669 Total			984.53
Inv	13650546		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Temp Staff Svcs - w/e 10/14/18	101-2010-2011-8180-000	787.62
Inv 13650546 Total			787.62
Inv	13653339		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	Temp Staff Svcs - w/e 10/21/18	101-2010-2011-8180-000	835.92
Inv 13653339 Total			835.92
Inv	13656250		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Temp Staff Svcs - w/e 10/28/18	101-2010-2011-8180-000	557.28
Inv 13656250 Total			557.28
Inv	13656251		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Temp Staff Svcs - w/e 10/28/18	101-3010-3011-8180-000	511.88
Inv 13656251 Total			511.88

Check Number	Check Date		Amount
Inv	13659177		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Temp Staff Svcs - w/c 11/04/18	101-2010-2011-8180-000	928.80
Inv 13659177 Total			928.80
Inv	13659178		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Temp Staff Svcs - w/e 11/04/18	101-3010-3011-8180-000	804.80
Inv 13659178 Total			804.80
205014 Total:			5,410.83
ROTH6010 - Roth Staffing Companies Total:			5,410.83
SGCM2011 - S.G.V. City Manager's Assn. Line Item Account			
204977	11/15/2018		
Inv	11/7/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	San Gabriel City Managers' Association Luncheon - 11/14/18	101-2010-2011-8090-000	30.00
Inv 11/7/18 Total			30.00
204977 Total:			30.00
SGCM2011 - S.G.V. City Manager's Assn. Total:			30.00
SOU5230 - S.P.Firefighters L-3657 Line Item Account			
205015	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Union & Association Insurance - 11/18	700-0000-0000-2252-000	180.74
Inv P/R/E 11/11/18 Total			180.74
Inv	P/R/E 11/11/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Union & Association Dues - 11/18	700-0000-0000-2250-000	2,685.00
Inv P/R/E 11/11/18* Total			2,685.00
205015 Total:			2,865.74
SOU5230 - S.P.Firefighters L-3657 Total:			2,865.74

Check Number	Check Date		Amount
SOU5435 - S.P.P. O. A. Line Item Account			
205016	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Union & Association Insurance - 11/18	700-0000-0000-2246-000	1,858.71
Inv P/R/E 11/11/18 Total			1,858.71
Inv	P/R/E 11/11/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Union & Association Ducs - 11/18	700-0000-0000-2246-000	2,786.80
Inv P/R/E 11/11/18* Total			2,786.80
205016 Total:			4,645.51
SOU5435 - S.P.P. O. A. Total:			4,645.51
SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account			
205017	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Assn. Dues 11/18	700-0000-0000-2248-000	1,410.00
Inv P/R/E 11/11/18 Total			1,410.00
205017 Total:			1,410.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,410.00
SAL7789 - Salcido, Juan Line Item Account			
204924	11/01/2018		
Inv	10/22-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	Reimb. Training class on 10/22-26	101-4010-4011-8200-000	165.00
Inv 10/22-26 Total			165.00
204924 Total:			165.00
SAL7789 - Salcido, Juan Total:			165.00
NOSA5270 - Sandoval, Nora Line Item Account			
204950	11/08/2018		
Inv	96037		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	Refund for individual piano class cancellation - Mateo Castillo	101-0000-0000-5270-002	215.00

Check Number	Check Date		Amount
Inv 96037 Total			215.00
204950 Total:			215.00
NOSA5270 - Sandoval, Nora Total:			215.00
SSDV2018 - Sandoval, Sheila Line Item Account			
204932	11/01/2018		
Inv	P/R/E 10/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Garnishment	700-0000-0000-2264-000	524.20
Inv P/R/E 10/28/18 Total			524.20
204932 Total:			524.20
205004	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Garnishment	700-0000-0000-2264-000	876.92
11/16/2018	Garnishment	700-0000-0000-2264-000	815.01
Inv P/R/E 11/11/18 Total			1,691.93
205004 Total:			1,691.93
SSDV2018 - Sandoval, Sheila Total:			2,216.13
SCF1400 - SC Fuels Line Item Account			
204951	11/08/2018		
Inv	1252290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Unleaded Fuel for Public Works Svc Yard	101-0000-0000-1400-000	4,692.74
Inv 1252290 Total			4,692.74
204951 Total:			4,692.74
205018	11/16/2018		
Inv	1294559		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Unleaded Fuel for Public Works Svc Yard 10/18	101-0000-0000-1400-000	4,379.04
Inv 1294559 Total			4,379.04
205018 Total:			4,379.04

Check Number	Check Date		Amount
SCF1400 - SC Fuels Total:			9,071.78
SDSI0107 - Security Design Systems, Inc. Line Item Account			
204952	11/08/2018		
Inv	217770		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Deposit for Securty Access System at Civic Center	101-4010-4011-8180-000	14,575.11
Inv 217770 Total			14,575.11
204952 Total:			14,575.11
SDSI0107 - Security Design Systems, Inc. Total:			14,575.11
SCAE9000 - So. CA Edison Line Item Account			
204978	11/15/2018		
Inv	Doc# 7590181799		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Graves Reservoir - 2225 S. El Molino Avenue - Relocate Facilitie	500-9000-9289-9289-000	11,949.90
Inv Doc# 7590181799 Total			11,949.90
204978 Total:			11,949.90
SCAE9000 - So. CA Edison Total:			11,949.90
SOU6666 - So. CA Edison Co. Line Item Account			
204925	11/01/2018		
Inv	3-002-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-8010-8011-8140-000	1,582.70
Inv 3-002-4472-77 Total			1,582.70
Inv	3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-6010-6601-8140-000	774.38
Inv 3-002-4472-78 Total			774.38
Inv	3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	35.66
Inv 3-011-4089-57 Total			35.66
Inv	3-023-6580-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/25/2018	9/24-10/23/18	215-6010-6201-8140-000	25.01
Inv 3-023-6580-86 Total			25.01
Inv 3-023-7844-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	23.97
Inv 3-023-7844-31 Total			23.97
Inv 3-023-8283-79			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	27.13
Inv 3-023-8283-79 Total			27.13
Inv 3-026-3223-65			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	215-6010-6115-8140-000	27.69
Inv 3-026-3223-65 Total			27.69
Inv 3-028-7013-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-6010-6410-8140-000	78.56
Inv 3-028-7013-82 Total			78.56
Inv 3-028-7594-32			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	500-6010-6711-8152-000	1,679.15
Inv 3-028-7594-32 Total			1,679.15
Inv 3-029-2458-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	101-6010-6601-8140-000	43.04
Inv 3-029-2458-05 Total			43.04
Inv 3-032-4192-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	215-6010-6201-8140-000	36.36
Inv 3-032-4192-98 Total			36.36
Inv 3-033-3452-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/19-10/18/18	500-6010-6710-8140-000	232.54
Inv 3-033-3452-62 Total			232.54

Check Number	Check Date		Amount
Inv	3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/21-10/22/18	101-6010-6601-8140-000	747.88
Inv 3-035-6502-21 Total			747.88
Inv	3-037-6075-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/21-10/22/18	215-6010-6115-8140-000	42.03
Inv 3-037-6075-39 Total			42.03
Inv	3-045-8045-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/21-10/22/18	232-6010-6417-8140-000	26.86
Inv 3-045-8045-41 Total			26.86
Inv	3-048-3504-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-8010-8011-8140-000	763.34
Inv 3-048-3504-98 Total			763.34
Inv	3-048-3508-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-6010-6410-8140-000	45.81
Inv 3-048-3508-41 Total			45.81
Inv	3-048-3508-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	0.50
Inv 3-048-3508-62 Total			0.50
Inv	3-048-3508-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	500-6010-6711-8152-000	951.23
Inv 3-048-3508-76 Total			951.23
Inv	3-048-3509-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6201-8140-000	1.60
Inv 3-048-3509-87 Total			1.60
Inv	3-048-3512-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	101-6010-6601-8140-000	310.16

Check Number	Check Date		Amount
Inv 3-048-3512-00		Total	310.16
Inv 3-048-3518-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	1.70
Inv 3-048-3518-27		Total	1.70
Inv 3-048-3534-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	9/24-10/23/18	215-6010-6115-8140-000	14.31
Inv 3-048-3534-21		Total	14.31
Inv 3-048-3587-38			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	215-6010-6115-8140-000	3.46
Inv 3-048-3587-38		Total	3.46
Inv 3-048-3594-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	215-6010-6201-8140-000	10.63
Inv 3-048-3594-16		Total	10.63
Inv 3-048-3599-58			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	9/25-10/24/18	101-6010-6601-8140-000	16.77
Inv 3-048-3599-58		Total	16.77
Inv 3-048-4948-55			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/19-10/18/18	500-6010-6710-8140-000	224.67
Inv 3-048-4948-55		Total	224.67
Inv 3-048-5132-96			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/21-10/22/18	215-6010-6115-8140-000	13.26
Inv 3-048-5132-96		Total	13.26
Inv 3-048-5135-50			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	9/21-10/22/18	101-6010-6601-8140-000	239.18
Inv 3-048-5135-50		Total	239.18

Check Number	Check Date		Amount
204925 Total:			7,979.58
204953	11/08/2018		
Inv	3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	2,012.58
Inv 3-008-8091-11 Total			2,012.58
Inv	3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6115-8140-000	432.20
Inv 3-008-8091-12 Total			432.20
Inv	3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	6,874.41
Inv 3-008-8091-13 Total			6,874.41
Inv	3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	9.93
Inv 3-008-8091-14 Total			9.93
Inv	3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	56.55
Inv 3-008-8091-16 Total			56.55
Inv	3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	27.81
Inv 3-008-8091-17 Total			27.81
Inv	3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	26.85
Inv 3-008-8091-18 Total			26.85
Inv	3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	22.99
Inv 3-008-8091-19 Total			22.99

Check Number	Check Date		Amount
Inv	3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	33.62
Inv 3-008-8091-20 Total			33.62
Inv	3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	38.18
Inv 3-008-8091-21 Total			38.18
Inv	3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	23.14
Inv 3-008-8091-22 Total			23.14
Inv	3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	34.65
Inv 3-008-8091-23 Total			34.65
Inv	3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	34.35
Inv 3-008-8091-24 Total			34.35
Inv	3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6201-8140-000	58.57
Inv 3-008-8436-55 Total			58.57
Inv	3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	25.31
Inv 3-022-6897-72 Total			25.31
Inv	3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	09/27/18-10/26/18	215-6010-6115-8140-000	23.69
Inv 3-022-6898-28 Total			23.69
Inv	3-023-7462-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	69.96

Check Number	Check Date		Amount
Inv 3-023-7462-29	Total		69.96
Inv 3-025-4910-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6115-8140-000	42.01
Inv 3-025-4910-19	Total		42.01
Inv 3-026-6343-40			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/03/18-11/01/18	215-6010-6115-8140-000	14.22
Inv 3-026-6343-40	Total		14.22
Inv 3-032-0513-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	41.34
Inv 3-032-0513-93	Total		41.34
Inv 3-032-2521-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6201-8140-000	50.28
Inv 3-032-2521-62	Total		50.28
Inv 3-035-3494-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	09/26/18-10/25/18	215-6010-6115-8140-000	31.61
Inv 3-035-3494-19	Total		31.61
Inv 3-035-3675-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	09/26/18-10/25/18	215-6010-6115-8140-000	11.40
Inv 3-035-3675-98	Total		11.40
Inv 3-045-0630-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	12.18
Inv 3-045-0630-89	Total		12.18
Inv 3-048-3733-54			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	09/27/18-10/26/18	215-6010-6115-8140-000	0.26
Inv 3-048-3733-54	Total		0.26

Check Number	Check Date		Amount
Inv	3-048-5123-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	14.43
Inv 3-048-5123-18 Total			14.43
Inv	3-048-5123-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6201-8140-000	21.27
Inv 3-048-5123-44 Total			21.27
Inv	3-048-5126-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	0.28
Inv 3-048-5126-22 Total			0.28
Inv	3-048-5135-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	09/21/18-10/22/18	215-6010-6115-8140-000	103.72
Inv 3-048-5135-90 Total			103.72
Inv	3-048-7781-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6115-8140-000	1,841.91
Inv 3-048-7781-73 Total			1,841.91
Inv	3-048-7784-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6115-8140-000	427.06
Inv 3-048-7784-31 Total			427.06
Inv	3-048-7785-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	1.76
Inv 3-048-7785-04 Total			1.76
Inv	3-048-7785-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6115-8140-000	851.06
Inv 3-048-7785-92 Total			851.06
Inv	3-048-7970-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	10/01/18-11/01/18	215-6010-6201-8140-000	3.69

Check Number	Check Date		Amount
Inv 3-048-7970-18	Total		3.69
204953 Total:			13,273.27
SOU6666 - So. CA Edison Co. Total:			21,252.85
CEAP7000 - South Pasadena Part Time Employees Assn. Line Item Account			
205019	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Assn. Dues 11/18	700-0000-0000-2249-000	480.00
Inv P/R/E 11/11/18 Total			480.00
205019 Total:			480.00
CEAP7000 - South Pasadena Part Time Employees Assn. Total:			480.00
SPRE7011 - South Pasadena Review Line Item Account			
204954	11/08/2018		
Inv	J64899		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	Publication of Ordinance Summary(2nd Reading)-Public Art Progra	101-1020-1021-8040-000	82.50
Inv J64899 Total			82.50
Inv	J64900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	Publication of Full Ordinance No. 2326 Public Art Commission	101-1020-1021-8040-000	225.00
Inv J64900 Total			225.00
204954 Total:			307.50
SPRE7011 - South Pasadena Review Total:			307.50
STA5219 - Staples Business Advantage Line Item Account			
204979	11/15/2018		
Inv	3391309285		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	City Clerk Office Supplies	101-2010-2011-8000-000	326.69
09/28/2018	City Clerk Office Supplies	101-2010-2011-8020-000	119.26
Inv 3391309285 Total			445.95

Check Number	Check Date		Amount
Inv	3391309286		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	City Clerk Office Supplies	101-2010-2011-8020-000	117.69
09/28/2018	City Clerk Office Supplies	101-2010-2011-8000-000	232.66
Inv 3391309286 Total			350.35
Inv	3391309287		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	City Clerk Office Supplies	101-2010-2011-8000-000	467.54
Inv 3391309287 Total			467.54
Inv	3392175848		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	City Clerk Office Supplies	101-2010-2011-8000-000	133.70
Inv 3392175848 Total			133.70
Inv	3392590930		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2018	City Clerk Office Supplies	101-2010-2011-8000-000	10.94
Inv 3392590930 Total			10.94
Inv	3392788977		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2018	City Clerk Office Supplies	101-2010-2011-8000-000	32.80
Inv 3392788977 Total			32.80
Inv	3393224899		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	City Clerk Office Supplies	101-2010-2011-8000-000	352.79
Inv 3393224899 Total			352.79
Inv	3393325818		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2018	City Clerk Office Supplies	101-2010-2011-8000-000	32.81
Inv 3393325818 Total			32.81
Inv	3394477171		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	City Clerk Office Supplies	101-2010-2011-8000-000	59.12
Inv 3394477171 Total			59.12
204979 Total:			1,886.00

Check Number	Check Date		Amount
STA5219 - Staples Business Advantage Total:			1,886.00
ARSW2920 - Swenson, Arleen Line Item Account			
204980	11/15/2018		
Inv	96585		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Refund deposit for WMB Reservation on 10/27/18	101-0000-0000-2920-000	500.00
Inv 96585 Total			500.00
204980 Total:			500.00
ARSW2920 - Swenson, Arleen Total:			500.00
TECH8025 - Tech Air of California Line Item Account			
204981	11/15/2018		
Inv	04416215		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	FD Oxygen Cylinder Rental 10/18	101-5010-5011-8025-000	142.50
Inv 04416215 Total			142.50
204981 Total:			142.50
TECH8025 - Tech Air of California Total:			142.50
SOGA6501 - The Gas Company Line Item Account			
205020	11/16/2018		
Inv	196-493-8529		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	CNG Fuel for City Vehicles	207-8030-8025-8105-000	152.70
10/25/2018	CNG Fuel for City Vehicles	215-6010-6310-8020-000	152.69
10/25/2018	CNG Fuel for City Vehicles	500-6010-6710-8020-000	152.69
10/25/2018	CNG Fuel for City Vehicles	210-6010-6501-8020-000	152.69
Inv 196-493-8529 Total			610.77
205020 Total:			610.77
SOGA6501 - The Gas Company Total:			610.77
HAFR7000 - The Hartford Line Item Account			
205005	11/16/2018		
Inv	P/R/E 11/11/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Life Insurance 11/18 #088529748373	700-0000-0000-2254-000	783.00

Check Number	Check Date		Amount
		Inv P/R/E 11/11/18 Total	783.00
205005 Total:			783.00
HAFR7000 - The Hartford Total:			783.00
TIM4011 - Time Warner Cable Line Item Account			
204926	11/01/2018		
		Inv 008 0251967	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	1102 Oxley St. 10/22-11/21/18	101-8030-8021-8110-000	208.54
Inv 008 0251967 Total			208.54
204926 Total:			208.54
204955	11/08/2018		
		Inv 008 0012005	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2018	Library 10/29-11/28/18	101-8010-8011-8180-000	1.58
Inv 008 0012005 Total			1.58
		Inv 008 0070193	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2018	Skate Park Cable11/01-11/30/18	101-4010-4011-8110-000	73.96
Inv 008 0070193 Total			73.96
		Inv 008 0355990	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2018	Garfield Reservoir Cable/Internet 11/02-12/01/18	500-6010-6710-8150-000	359.83
Inv 008 0355990 Total			359.83
		Inv 008 0357905	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Internet for Camp Med & Teen Center 11/5-12/4/18	101-8030-8032-8268-000	78.15
10/25/2018	Internet for Camp Med & Teen Center 11/5-12/4/18	101-8030-8032-8020-000	25.00
Inv 008 0357905 Total			103.15
204955 Total:			538.52
204982	11/15/2018		
		Inv 008 0224964	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2018	Internet Upgrade 11/08-12/07/18	101-2010-2032-8150-000	368.46

Check Number	Check Date		Amount
Inv 008 0224964		Total	368.46
Inv 008 0269985			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	City Hall 2nd Modem Svcs 11/17-12/16/18	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>	
11/01/2018	1100 Oxley St. Ethernet Fiber 11/11-12/10/18	101-2010-2032-8150-000	1,222.88
Inv 008 0311688		Total	1,222.88
Inv 008 0311704			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Yard Ethernet Fiber 11/11-12/10/18	101-2010-2032-8150-000	1,222.88
Inv 008 0311704		Total	1,222.88
Inv 008 0311712			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	City Hall Ethernet Fiber 11/11-12/10/18	101-2010-2032-8150-000	1,190.00
Inv 008 0311712		Total	1,190.00
204982	Total:		4,171.38
TIM4011 - Time Warner Cable Total:			4,918.44
UMPQ3010 - UMPQUA Bank Line Item Account			
204983	11/15/2018		
Inv 6484			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Accounting Technician Interview Oral Board Lunch	101-2010-2013-8020-000	77.14
Inv 6484		Total	77.14
Inv 6484A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Council Dinner	101-1010-1011-8090-000	98.31
Inv 6484A		Total	98.31
Inv 6484B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Council Dinner	101-1010-1011-8090-000	151.11
Inv 6484B		Total	151.11

Check Number	Check Date		Amount
204983 Total:			326.56
204984	11/15/2018		
Inv 0701			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	CC Seasonal Items for Halloween	101-2010-2011-8020-000	75.30
Inv 0701 Total			75.30
Inv 0701A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Return Citywide Plan ID Labels	101-6010-6410-8020-000	-139.50
Inv 0701A Total			-139.50
Inv 0701B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	FD Supplies	101-5010-5012-8020-000	475.99
Inv 0701B Total			475.99
204984 Total:			411.79
204985	11/15/2018		
Inv 6443			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	Conference & Meeting Expense - Meal	101-5010-5011-8090-000	54.76
Inv 6443 Total			54.76
Inv 6443A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	Conference & Meeting Expense - Fuel	101-5010-5011-8090-000	27.97
Inv 6443A Total			27.97
204985 Total:			82.73
UMPQVTRV - UMPQUA Bank Total:			821.08
UMPQ2010 - UMPQUA Bank Line Item Account			
204986	11/15/2018		
Inv 0719			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Roybal Foundation Registration Fee	101-1010-1011-8090-000	250.00
Inv 0719 Total			250.00

Check Number Check Date Amount

Inv 0719A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	American Public Works Association - October Lunch Program	101-6010-6011-8090-000	50.00

Inv 0719A Total 50.00

Inv 0719B

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Conference & Meeting Expense	101-7010-7011-8090-000	395.00

Inv 0719B Total 395.00

Inv 0719C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Conference & Meeting Expense	101-7010-7011-8090-000	100.00

Inv 0719C Total 100.00

204986 Total: 795.00

204987 11/15/2018

Inv 6526

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	20.30

Inv 6526 Total 20.30

Inv 6526A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	22.94

Inv 6526A Total 22.94

Inv 6526B

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	19.20

Inv 6526B Total 19.20

Inv 6526C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	25.38

Inv 6526C Total 25.38

Inv 6526D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	19.40

Inv 6526D Total 19.40

Check Number	Check Date		Amount
Inv 6526E			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	17.03
Inv 6526E Total			17.03
Inv 6526F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	20.18
Inv 6526F Total			20.18
Inv 6526G			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	19.71
Inv 6526G Total			19.71
Inv 6526H			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Gasoline for Motor Officer	101-4010-4011-8100-000	17.09
Inv 6526H Total			17.09
204987 Total:			181.23
204988	11/15/2018		
Inv 3041			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	Finance Dept. Office Supplies	101-3010-3011-8000-000	107.74
Inv 3041 Total			107.74
Inv 3041A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	Return Finance Dept. Office Supplies	101-3010-3011-8000-000	-107.74
Inv 3041A Total			-107.74
204988 Total:			0.00
UMPQVCC - UMPQUA Bank Total:			976.23
VMA14010 - Van Meter & Associates Inc. Line Item Account			
204989	11/15/2018		
Inv 12/5/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	Training class on 12/5/18 for Dets. Burgos & DuBois, Ofcr. Hang	101-4010-4011-8200-000	440.00

Check Number	Check Date		Amount
		Inv 12/5/18 Total	440.00
204989 Total:			440.00
VMAI4010 - Van Meter & Associates Inc. Total:			440.00
VEBU3010 - Verizon Business Svcs Line Item Account			
204927	11/01/2018		
		Inv 70947294	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	Phone Conferencing Svcs 9/18	101-2010-2032-8150-000	9.67
Inv 70947294 Total			9.67
204927 Total:			9.67
204990	11/15/2018		
		Inv 626 405-0051	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Phone Conferencing Svcs #7DE37177	101-2010-2032-8150-000	36.07
Inv 626 405-0051 Total			36.07
204990 Total:			36.07
VEBU3010 - Verizon Business Svcs Total:			45.74
VERW6711 - Verizon Wireless Line Item Account			
204956	11/08/2018		
		Inv 9816837117	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Dept. Internet Tablet & Ipad 9/20-10/19/18	500-6010-6710-8150-000	149.11
Inv 9816837117 Total			149.11
204956 Total:			149.11
204991	11/15/2018		
		Inv 9817108085	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Mgmt Svcs 9/24-10/23/18 #571839627-00001	101-2010-2032-8150-000	16.09
Inv 9817108085 Total			16.09
		Inv 9817275857	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	Mgmt Svcs & File Mobile 9/27-10/26/18 #270619951-00002	101-2010-2032-8150-000	616.95

Check Number	Check Date		Amount
Inv 9817275857	Total		616.95
Inv 9817275858			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	Police Phones/Devices 9/27-10/26/18 #270619951-00004	101-2010-2032-8150-000	497.34
Inv 9817275858	Total		497.34
204991	Total:		1,130.38
VERW6711 - Verizon Wireless Total:			1,279.49
VTDL8180 - VTD LLP Line Item Account			
204992	11/15/2018		
Inv VT17569			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Accounting Services 10/18	101-3010-3011-8180-000	14,935.00
Inv VT17569	Total		14,935.00
204992	Total:		14,935.00
VTDL8180 - VTD LLP Total:			14,935.00
VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account			
205021	11/16/2018		
Inv 71956529			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Emulsion used for Street/Sidewalk Repairs	230-6010-6116-8020-000	744.60
Inv 71956529	Total		744.60
Inv 72000719			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	Tack used for Street Repairs	230-6010-6116-8020-000	744.60
Inv 72000719	Total		744.60
205021	Total:		1,489.20
VUL6601 - Vulcan Materials Co. & Affiliates Total:			1,489.20
WES4011 - Western Graphix Line Item Account			
205022	11/16/2018		
Inv 51045			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/01/2018	Employee ID Badges	101-2010-2013-8020-000	452.54
Inv 51045 Total			452.54
205022 Total:			452.54
WES4011 - Western Graphix Total:			452.54
WTWI8032 - WhenToWork Inc. Line Item Account			
204993	11/15/2018		
Inv	40006974-601218		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	Employee Scheduling Software License-12 month beginning 11/29/	101-8010-8011-8020-000	330.00
Inv 40006974-601218 Total			330.00
204993 Total:			330.00
WTWI8032 - WhenToWork Inc. Total:			330.00
WIOX5505 - Windsor-Oxley LLC Line Item Account			
204957	11/08/2018		
Inv	11/07/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Reimb. for Misapplied Business License Renewal Payment	101-0000-0000-5505-000	84.00
Inv 11/07/18 Total			84.00
204957 Total:			84.00
WIOX5505 - Windsor-Oxley LLC Total:			84.00
RSBY2013 - Yudin, Rosenberg Line Item Account			
205023	11/16/2018		
Inv	1810-2200001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	Legal Svcs - 10/18	101-2010-2013-8160-000	80.00
Inv 1810-2200001 Total			80.00
205023 Total:			80.00
RSBY2013 - Yudin, Rosenberg Total:			80.00
YUZH5270 - Zheng, Yu Line Item Account			
204994	11/15/2018		

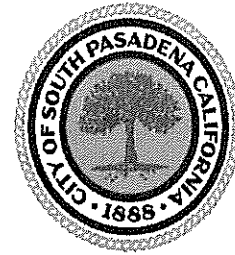
Check Number	Check Date		Amount
Inv	96604		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Refund for class cancellation - Zander Hong	101-0000-0000-5270-002	110.00
Inv 96604 Total			110.00
204994 Total:			110.00
YUZH5270 - Zheng, Yu Total:			110.00
Total:			251,313.31

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: elin
 Printed: 11/29/2018 - 9:35AM



Check Number	Check Date		Amount
AACL2021 - A & A C LLC Line Item Account			
205091	12/05/2018		
Inv	2018-INV0241		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Beyong 710 Campaign Wcbsite Mgmt Svcs 7/18, 8/18 & 9/18	101-2010-2021-8170-000	1,500.00
Inv 2018-INV0241 Total			1,500.00
205091 Total:			1,500.00
AACL2021 - A & A C LLC Total:			1,500.00
AAEN8170 - A & A Enterprises Inc. Line Item Account			
205092	12/05/2018		
Inv	128782		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	Fire Alarm Testing at Mission/Meridian Parking Garage (Metro)	101-2010-2011-8170-000	310.00
Inv 128782 Total			310.00
205092 Total:			310.00
AAEN8170 - A & A Enterprises Inc. Total:			310.00
ASOP8030 - Aire Serv of Pasadena Line Item Account			
205093	12/05/2018		
Inv	55553413		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	PD Diagnosis and Temporarily bypass Potential Replay	101-6010-6601-8120-000	234.57
Inv 55553413 Total			234.57
Inv	55564706		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Senior Center Electrical Connection Repair & Diagnose	101-6010-6601-8120-000	242.02
Inv 55564706 Total			242.02
205093 Total:			476.59

Check Number	Check Date		Amount
ASOP8030 - Aire Serv of Pasadena Total:			476.59
ALXS6711 - Alexis Oil Line Item Account			
205094	12/05/2018		
Inv	14781		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Fee to Dispose of Waster Oil from Graves Reservoir	500-6010-6711-8020-000	185.00
Inv 14781 Total			185.00
205094 Total:			185.00
ALXS6711 - Alexis Oil Total:			185.00
ALH0179 - Alhambra Car Wash Line Item Account			
205095	12/05/2018		
Inv	Oct 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	PD Car Washes 10/18	101-4010-4011-8100-000	162.00
Inv Oct 2018 Total			162.00
205095 Total:			162.00
ALH0179 - Alhambra Car Wash Total:			162.00
ASOM8032 - Alhambra School of Music Line Item Account			
205096	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Guitar & Piano Classes	101-8030-8032-8267-000	302.40
Inv Fall2018 Total			302.40
205096 Total:			302.40
ASOM8032 - Alhambra School of Music Total:			302.40
ACMT2920 - All City Management Line Item Account			
205097	12/05/2018		
Inv	57182		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	PD School Crossing Guard Svcs 10/7-10/20/18	101-4010-4011-8180-000	7,618.03
Inv 57182 Total			7,618.03

Check Number	Check Date		Amount
Inv	57422		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	School Crossing Guard Svcs 10/21-11/3	101-4010-4011-8180-000	7,618.03
Inv 57422 Total			7,618.03
205097 Total:			15,236.06
ACMT2920 - All City Management Total:			15,236.06
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
205024	12/05/2018		
Inv	211029		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	FD Safety Clothing/Equipment	101-5010-5011-8134-000	233.89
Inv 211029 Total			233.89
205024 Total:			233.89
ALL0197 - All Star Fire Equipment, Inc. Total:			233.89
AIS0107 - Alliant Insurance Svcs, Inc. Line Item Account			
205025	12/05/2018		
Inv	7/1-9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	2,293.25
Inv 7/1-9/30/18 Total			2,293.25
205025 Total:			2,293.25
AIS0107 - Alliant Insurance Svcs, Inc. Total:			2,293.25
PAC6201 - Ameron Pole Products Line Item Account			
205026	12/05/2018		
Inv	112354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	2 LIght Poles including Erection at Monterey Rd & Camino Del Sol	215-6010-6201-8020-000	4,396.24
Inv 112354 Total			4,396.24
Inv	112472		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	1 LIght Pole Delivered & Erected at Gilette Crescent & Bonita Dr	215-6010-6201-8020-000	2,818.73
Inv 112472 Total			2,818.73

Check Number	Check Date		Amount
205026 Total:			7,214.97
PAC6201 - Ameron Pole Products Total:			7,214.97
ARR8011 - Arroyo Parkway Self Storage Line Item Account			
205027	12/05/2018		
Inv	60223		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Rental of Storage Facility to Store Archival Materials	101-8010-8011-8020-000	262.00
Inv 60223 Total			262.00
205027 Total:			262.00
ARR8011 - Arroyo Parkway Self Storage Total:			262.00
AURO9258 - Aurora Industrial Hygiene Line Item Account			
205028	12/05/2018		
Inv	IH10393		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	War Memorial Building Improvement Project	105-9000-9258-9258-000	4,051.00
Inv IH10393 Total			4,051.00
205028 Total:			4,051.00
AURO9258 - Aurora Industrial Hygiene Total:			4,051.00
BAK0369 - Baker & Taylor Books Line Item Account			
205029	12/05/2018		
Inv	3022399638		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	Books	101-8010-8011-8080-000	63.55
Inv 3022399638 Total			63.55
Inv	3022412249		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Books	101-8010-8011-8080-000	117.20
Inv 3022412249 Total			117.20
Inv	3022436410		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Books	101-8010-8011-8080-000	164.39

Check Number	Check Date		Amount
Inv 3022436410		Total	164.39
Inv 3022462676			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Books	101-8010-8011-8080-000	28.46
Inv 3022462676		Total	28.46
Inv 4012265050			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Books	101-8010-8011-8080-000	11.51
Inv 4012265050		Total	11.51
Inv 4012325006			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Books	101-8010-8011-8080-000	404.08
Inv 4012325006		Total	404.08
Inv 4012328803			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Books	101-8010-8011-8080-000	74.21
Inv 4012328803		Total	74.21
Inv 4012329168			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Books	101-8010-8011-8080-000	30.80
Inv 4012329168		Total	30.80
Inv 4012330913			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Books	101-8010-8011-8080-000	100.39
Inv 4012330913		Total	100.39
Inv 4012333121			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Books	101-8010-8011-8080-000	705.48
Inv 4012333121		Total	705.48
Inv 4012335632			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Books	101-8010-8011-8080-000	62.31
Inv 4012335632		Total	62.31

Check Number	Check Date		Amount
Inv	4012335633		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Books	101-8010-8011-8080-000	559.85
Inv 4012335633 Total			559.85
Inv	4012339722		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	Books	101-8010-8011-8080-000	434.17
Inv 4012339722 Total			434.17
Inv	4012344854		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	Books	101-8010-8011-8080-000	14.78
Inv 4012344854 Total			14.78
Inv	4012346496		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Books	101-8010-8011-8080-000	350.26
Inv 4012346496 Total			350.26
Inv	4012347977		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	Books	101-8010-8011-8080-000	165.18
Inv 4012347977 Total			165.18
Inv	4012348135		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	Books	101-8010-8011-8080-000	703.75
Inv 4012348135 Total			703.75
Inv	4012357628		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	Books	101-8010-8011-8080-000	225.86
Inv 4012357628 Total			225.86
Inv	4012357974		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Books	101-8010-8011-8080-000	40.91
Inv 4012357974 Total			40.91
Inv	4012361420		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Books	101-8010-8011-8080-000	1,656.63

Check Number	Check Date		Amount
Inv 4012361420		Total	1,656.63
Inv 4012364653			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Books	101-8010-8011-8080-000	720.59
Inv 4012364653		Total	720.59
Inv 4012366738			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2018	Books	101-8010-8011-8080-000	294.93
Inv 4012366738		Total	294.93
Inv 4012368888			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Books	101-8010-8011-8080-000	19.31
Inv 4012368888		Total	19.31
Inv 4012368910			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Books	101-8010-8011-8080-000	153.74
Inv 4012368910		Total	153.74
Inv 4012371243			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Books	101-8010-8011-8080-000	185.22
Inv 4012371243		Total	185.22
Inv 4012374349			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	Books	101-8010-8011-8080-000	287.62
Inv 4012374349		Total	287.62
Inv 4012374915			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	Books	101-8010-8011-8080-000	1,143.77
Inv 4012374915		Total	1,143.77
205029		Total:	8,718.95
BAK0369		Baker & Taylor Books Total:	8,718.95
BAK0366		Baker & Taylor Entertainment Line Item Account	

Check Number	Check Date		Amount
205030	12/05/2018		
Inv	H06857080		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	239.28
Inv H06857080 Total			239.28
Inv	T86851140		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	22.16
Inv T86851140 Total			22.16
Inv	T87233760		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	141.01
Inv T87233760 Total			141.01
Inv	T87284530		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	80.59
Inv T87284530 Total			80.59
Inv	T87462920		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	12.30
Inv T87462920 Total			12.30
Inv	T87623530		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	53.34
Inv T87623530 Total			53.34
Inv	T88160590		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	56.20
Inv T88160590 Total			56.20
Inv	T88189640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	27.91
Inv T88189640 Total			27.91
Inv	T88242520		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/10/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	11.33
Inv T88242520	Total		11.33
Inv T88333470			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	78.13
Inv T88333470	Total		78.13
Inv T88636830			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	12.15
Inv T88636830	Total		12.15
Inv T88793070			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	8.90
Inv T88793070	Total		8.90
Inv T88982710			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	57.46
Inv T88982710	Total		57.46
Inv T89164110			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	25.21
Inv T89164110	Total		25.21
Inv T89361780			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	105.73
Inv T89361780	Total		105.73
Inv T89572200			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	45.74
Inv T89572200	Total		45.74
Inv T89939990			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	72.26
Inv T89939990	Total		72.26

Check Number	Check Date		Amount
Inv	T90098900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	68.11
Inv T90098900 Total			68.11
Inv	T90117990		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	35.45
Inv T90117990 Total			35.45
Inv	T90173210		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	20.50
Inv T90173210 Total			20.50
Inv	T90272790		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	32.81
Inv T90272790 Total			32.81
205030 Total:			1,206.57
BAK0366 - Baker & Taylor Entertainment Total:			1,206.57
BLSP8010 - Blackstone Publishing Line Item Account			
205031	12/05/2018		
Inv	1008932		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	552.00
Inv 1008932 Total			552.00
Inv	1045871		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	465.08
Inv 1045871 Total			465.08
Inv	1050724		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	277.08
Inv 1050724 Total			277.08
Inv	1054258		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/03/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	76.84
Inv 1054258	Total		76.84
Inv 1058866			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	61.90
Inv 1058866	Total		61.90
Inv 1060658			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Audio Books & CDs for FY 18-19	101-8010-8011-8080-000	43.74
Inv 1060658	Total		43.74
205031	Total:		1,476.64
BLSP8010 - Blackstone Publishing Total:			1,476.64
WON6400 - Bob Wondries Ford Line Item Account			
205032	12/05/2018		
Inv 572207			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Unit# 1406 Vehicle Maint.	101-4010-4011-8100-000	176.57
Inv 572207	Total		176.57
Inv 572740			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Unit# 1102 Replace broken L/R Window regulator & housing switel	101-4010-4011-8100-000	465.64
Inv 572740	Total		465.64
205032	Total:		642.21
WON6400 - Bob Wondries Ford Total:			642.21
DABN8267 - Bohan, Diana Line Item Account			
205033	12/05/2018		
Inv Nov 2018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Yoga Class November	101-8030-8021-8267-000	188.80
Inv Nov 2018	Total		188.80
205033	Total:		188.80

Check Number	Check Date		Amount
DABN8267 - Bohan, Diana Total:			188.80
BRMR8267 - BRIT West Soccer Line Item Account			
205034	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Soccer Classes	101-8030-8032-8267-000	7,211.10
Inv Fall2018 Total			7,211.10
205034 Total:			7,211.10
BRMR8267 - BRIT West Soccer Total:			7,211.10
BUR0480 - Burgos, Arthur Line Item Account			
205035	12/05/2018		
Inv	11/08/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	Reimb, Training class on 11/08	101-4010-4011-8210-000	59.95
Inv 11/08/18 Total			59.95
205035 Total:			59.95
BUR0480 - Burgos, Arthur Total:			59.95
CAP4010 - CA Ass'n of Property & Evidence Line Item Account			
205036	12/05/2018		
Inv	07151		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2018	2019 Membership Dues for PD Property Clerk- SSA Peggy Granget	101-4010-4011-8060-000	45.00
Inv 07151 Total			45.00
205036 Total:			45.00
CAP4010 - CA Ass'n of Property & Evidence Total:			45.00
CALA8060 - CA Law Enforcement Ass'n of Records Supervisors Line Item Account			
205037	12/05/2018		
Inv	09/06/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Membership for Sergeant Shannon Robledo	101-4010-4011-8060-000	50.00
Inv 09/06/2018 Total			50.00

Check Number	Check Date		Amount
205037	Total:		50.00
CALA8060 - CA Law Enforcement Ass'n of Records Supervisors Total:			50.00
CAL5236 - CA Linen Services Line Item Account			
205038	12/05/2018		
Inv	1570033		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	FD Supplies	101-5010-5011-8020-000	117.81
Inv 1570033	Total		117.81
Inv	1572753		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	FD Supplies	101-5010-5011-8020-000	118.55
Inv 1572753	Total		118.55
Inv	1575011		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	FD Supplies	101-5010-5011-8020-000	117.81
Inv 1575011	Total		117.81
Inv	1577297		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	FD Supplies	101-5010-5011-8020-000	118.39
Inv 1577297	Total		118.39
205038	Total:		472.56
CAL5236 - CA Linen Services Total:			472.56
CAME2015 - CA Maintenance & Environmental Line Item Account			
205039	12/05/2018		
Inv	28586		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Yard Underground Storage Tank Inspection 9/18	101-6010-6601-8180-000	100.00
Inv 28586	Total		100.00
Inv	28587		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	FD/PD Underground Storage Tank Inspection 9/18	101-6010-6601-8180-000	100.00
Inv 28587	Total		100.00

Check Number	Check Date		Amount
Inv 28795			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Yard Underground Storage Tank Inspection 10/18	101-6010-6601-8180-000	125.00
Inv 28795 Total			125.00
Inv 28796			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	FD/PD Underground Storage Tank Inspection 10/18	101-6010-6601-8180-000	125.00
Inv 28796 Total			125.00
205039 Total:			450.00
CAME2015 - CA Maintenance & Environmental Total:			450.00
CPO4011 - CA Peace Officers Ass'n. Line Item Account			
205040	12/05/2018		
Inv 155630			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Training class on Dec.11-12 for Sgt. Robledo & Clerk Ramirez	101-4010-4011-8210-000	500.00
Inv 155630 Total			500.00
Inv 156420			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Training class on 12/11-12 for Police Clerk II Desiree Rodriguez	101-4010-4011-8210-000	250.00
Inv 156420 Total			250.00
205040 Total:			750.00
CPO4011 - CA Peace Officers Ass'n. Total:			750.00
CPC4011 - CA Police Chiefs Ass'n Line Item Account			
205041	12/05/2018		
Inv 11660			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Training class on 12/3/18 for A/Captain Bartl	101-4010-4011-8200-000	99.00
Inv 11660 Total			99.00
Inv 11661			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Training class on 12/3/18 for A/Captain Valencia	101-4010-4011-8200-000	99.00
Inv 11661 Total			99.00

Check Number	Check Date		Amount
205041	Total:		198.00
CPC4011 - CA Police Chiefs Ass'n Total:			198.00
CAL0950 - Cal Blend Soils Inc. Line Item Account			
205042	12/05/2018		
Inv	65869		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Citywide Forest Blend Mulch & Other Soils	101-6010-6410-8020-000	536.55
Inv	65869 Total		536.55
205042	Total:		536.55
CAL0950 - Cal Blend Soils Inc. Total:			536.55
CAN0607 - Cantu Graphics Line Item Account			
205043	12/05/2018		
Inv	5336		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Sr. Center - Print Newsletter for Sept. & Oct.	101-8030-8021-8050-000	550.24
Inv	5336 Total		550.24
Inv	5349		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Business Cards - Kahono Oei	101-6010-6011-8050-000	32.80
Inv	5349 Total		32.80
Inv	5389		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Finance Dept - 3 Part Cash Receipts	101-3010-3011-8050-000	651.53
Inv	5389 Total		651.53
Inv	5390		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Sr. Center - Print Newsletter for Nov. & Dec.	101-8030-8021-8050-000	550.24
Inv	5390 Total		550.24
205043	Total:		1,784.81
CAN0607 - Cantu Graphics Total:			1,784.81
CWNC2501 - Carl Warren & Company Line Item Account			

Check Number	Check Date		Amount
205044	12/05/2018		
Inv	1860160-1860183		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Library Claims Administration Fee - Oct. 2018	103-2010-2501-8020-000	1,178.10
Inv 1860160-1860183 Total			1,178.10
205044 Total:			1,178.10
CWNC2501 - Carl Warren & Company Total:			1,178.10
CAT0700 - Catering Systems Inc. Line Item Account			
205045	12/05/2018		
Inv	4887		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2018	Sr. Center Meals w/ 10/29-11/2/18	260-8030-8023-8180-000	2,457.00
Inv 4887 Total			2,457.00
Inv	4902		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2018	Sr. Center Meals w/ 11/13-11/16/18	260-8030-8023-8180-000	1,630.80
Inv 4902 Total			1,630.80
205045 Total:			4,087.80
CAT0700 - Catering Systems Inc. Total:			4,087.80
CBE5011 - CBE Los Angeles Line Item Account			
205046	12/05/2018		
Inv	IN2071222		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	Contract Charges 9/20-10/19/18	101-6010-6011-8020-000	62.24
Inv IN2071222 Total			62.24
205046 Total:			62.24
CBE5011 - CBE Los Angeles Total:			62.24
CHA7788 - Chan, Benjamin Line Item Account			
205047	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Tai-Chi Classes	101-8030-8032-8267-000	286.00
Inv Fall2018 Total			286.00

Check Number	Check Date		Amount
205047 Total:			286.00
CHA7788 - Chan, Benjamin Total:			286.00
CHAG8032 - Chang, Emily Line Item Account			
205048	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Kindermusik Mixed-Ages Class	101-8030-8032-8267-000	364.00
Inv Fall2018 Total			364.00
205048 Total:			364.00
CHAG8032 - Chang, Emily Total:			364.00
CHI4444 - Chiu, Jeannie Line Item Account			
205049	12/05/2018		
Inv	10/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Reimb. NeoGov Training 10/9-12/18 Expenses	101-2010-2013-8090-000	643.55
Inv 10/31/18 Total			643.55
205049 Total:			643.55
CHI4444 - Chiu, Jeannie Total:			643.55
CHO7778 - Cho, Sung Line Item Account			
205050	12/05/2018		
Inv	146424		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Refund unused portion of annual night parking permit	101-0000-0000-4460-000	54.00
Inv 146424 Total			54.00
205050 Total:			54.00
CHO7778 - Cho, Sung Total:			54.00
CHUN8032 - Chung, Sam Line Item Account			
205051	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Kung Fu Class	101-8030-8032-8267-000	52.00

Check Number	Check Date		Amount
		Inv Fall2018 Total	52.00
			<hr/>
		205051 Total:	52.00
			<hr/>
		CHUN8032 - Chung, Sam Total:	52.00
ALPD4010 - City of Alhambra Police Dept. Line Item Account			
205052	12/05/2018		
Inv	SP-10/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	PD Inmate Housing 10/18	101-4010-4011-8180-000	2,580.00
		Inv SP-10/18 Total	2,580.00
			<hr/>
		205052 Total:	2,580.00
			<hr/>
		ALPD4010 - City of Alhambra Police Dept. Total:	2,580.00
PAS4012 - City of Pasadena Line Item Account			
205053	12/05/2018		
Inv	30004524		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	PD Foothill Air Support FY 2018 - 2019	101-4010-4011-8180-000	27,931.00
		Inv 30004524 Total	27,931.00
			<hr/>
		205053 Total:	27,931.00
			<hr/>
		PAS4012 - City of Pasadena Total:	27,931.00
CMRE4011 - CMRE Financial Services, Inc. Line Item Account			
205054	12/05/2018		
Inv	30827952		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Blood Alcohol Withdrawl CMRE Account # 0047864473	101-4010-4011-8170-000	48.08
		Inv 30827952 Total	48.08
			<hr/>
		205054 Total:	48.08
			<hr/>
		CMRE4011 - CMRE Financial Services, Inc. Total:	48.08
CMME4011 - Commlinc Inc. Line Item Account			
205055	12/05/2018		

Check Number	Check Date		Amount
Inv 0079331			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	PD Unit# 0521 Repair Svcs	101-4010-4011-8100-000	483.61
Inv 0079331 Total			483.61
Inv 0079332			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2018	PD Unit# 1102 Repair Svcs	101-4010-4011-8100-000	745.16
Inv 0079332 Total			745.16
Inv 0096669			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	PD Unit# 1201 Repair Svcs	101-4010-4011-8100-000	100.00
Inv 0096669 Total			100.00
Inv 0096670			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	PD Unit# 1407 Repair Svcs	101-4010-4011-8100-000	100.00
Inv 0096670 Total			100.00
Inv 0096671			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	PD Unit# 1111 Repair Svcs	101-4010-4011-8100-000	100.00
Inv 0096671 Total			100.00
Inv 0096672			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	PD Unit# 1406 Repair Svcs	101-4010-4011-8100-000	638.76
Inv 0096672 Total			638.76
Inv 0096675			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	PD Unit# 1404 Repair Svcs	101-4010-4011-8100-000	100.00
Inv 0096675 Total			100.00
Inv 0098673			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	PD Unit# 0431 Repair Svcs	101-4010-4011-8100-000	374.50
Inv 0098673 Total			374.50
Inv 0098674			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	PD Unit# 0432 Repair Svcs	101-4010-4011-8100-000	309.50

Check Number	Check Date		Amount
Inv 0098674	Total		309.50
Inv 0105498			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	PD Lexus Repair Svcs	101-4010-4011-8100-000	440.00
Inv 0105498	Total		440.00
Inv 0120088			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	FD FCC Radio License	101-5010-5012-8020-000	2,000.00
Inv 0120088	Total		2,000.00
Inv 0121111			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Computer Software updates in Unit #1406	101-4010-4011-8100-000	150.00
Inv 0121111	Total		150.00
Inv 0121115			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Computer Software updates in Unit #1407	101-4010-4011-8100-000	150.00
Inv 0121115	Total		150.00
Inv 0121116			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Installation of a support arm equipment tray in Unit #1404	101-4010-4011-8100-000	375.00
Inv 0121116	Total		375.00
Inv 0122944-IN			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	PD Unit # 0134	101-4010-4011-8100-000	623.56
Inv 0122944-IN	Total		623.56
Inv 0122945-IN			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	PD Unit # 1201	101-4010-4011-8100-000	150.00
Inv 0122945-IN	Total		150.00
205055	Total:		6,840.09
CMME4011 - Commline Inc.	Total:		6,840.09
CON9152 - Control Automation Design Inc	Line Item Account		

Check Number	Check Date		Amount
205056	12/05/2018		
Inv 18-053			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	Radio Communication Maint.	500-6010-6711-8170-000	2,900.00
Inv 18-053 Total			2,900.00
205056 Total:			2,900.00
CON9152 - Control Automation Design Inc Total:			2,900.00
JCY1111 - Corney, Jose Line Item Account			
205057	12/05/2018		
Inv 11/13-15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Reimb. Training class on Nov.13-15, 2018	101-4010-4011-8210-000	219.11
Inv 11/13-15 Total			219.11
205057 Total:			219.11
JCY1111 - Corney, Jose Total:			219.11
COR7788 - Cornforth, Darren Line Item Account			
205058	12/05/2018		
Inv Fall 2018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Class Instructor. Payment for Tennis, 3 Classes	101-8030-8032-8267-000	1,228.50
Inv Fall 2018 Total			1,228.50
205058 Total:			1,228.50
COR7788 - Cornforth, Darren Total:			1,228.50
CLAPW101 - County of Los Angeles Line Item Account			
205059	12/05/2018		
Inv IN190000212			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Preparation of Calculation Forms at Intersections (FIRM# 3175)	215-6010-6115-8180-000	1,160.14
Inv IN190000212 Total			1,160.14
205059 Total:			1,160.14
CLAPW101 - County of Los Angeles Total:			1,160.14

DSP0755 - D & S Printing Line Item Account

205060 12/05/2018

Inv 7935

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Comm. Svcs. - Posters for Community Workshop 10/3	101-8030-8021-8050-000	273.75

Inv 7935 Total 273.75

Inv 8013

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	Posters for 10/18 Library Event	101-8010-8011-8050-000	109.50

Inv 8013 Total 109.50

Inv 8026

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Library - 4 Color Cardstock Posters	101-8010-8011-8050-000	15.33

Inv 8026 Total 15.33

Inv 8037

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	1000 Library Card Applications	101-8010-8011-8050-000	251.85

Inv 8037 Total 251.85

Inv 8041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	PD 500 DR Folders & 105# Manila Tag Folder	101-4010-4011-8020-000	445.00

Inv 8041 Total 445.00

Inv 8042

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Plan/Bldg Building Permits	101-7010-7011-8050-000	301.13

Inv 8042 Total 301.13

Inv 8063

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	PD 3800 Clear Vinly Parking/Permit Stickers &5M Monthly Sticker	101-4010-4011-8050-000	2,660.85

Inv 8063 Total 2,660.85

Inv 8074

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Printing & Duplication	101-7010-7011-8050-000	424.31

Inv 8074 Total 424.31

Check Number	Check Date		Amount
Inv 8081			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Printing & Duplication	101-8010-8011-8050-000	163.16
Inv 8081 Total			163.16
205060 Total:			4,644.88
DSP0755 - D & S Printing Total:			4,644.88
GIDA2920 - Davidian, Gilda Line Item Account			
205061	12/05/2018		
Inv 96753			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Refund Deposit for GP Youth House on November 17, 2018	101-0000-0000-2920-000	250.00
Inv 96753 Total			250.00
205061 Total:			250.00
GIDA2920 - Davidian, Gilda Total:			250.00
DOJ4011 - Dept of Justice Line Item Account			
205062	12/05/2018		
Inv 338054			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	PD Applicant Fingerprinting 10/18	101-4010-4011-8020-000	320.00
Inv 338054 Total			320.00
205062 Total:			320.00
DOJ4011 - Dept of Justice Total:			320.00
DEP5072 - Dept of Transportation Line Item Account			
205063	12/05/2018		
Inv SL190037			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	Traffic Signal & Lighting July - Sept. 2018	215-6010-6115-8180-000	576.50
Inv SL190037 Total			576.50
205063 Total:			576.50
DEP5072 - Dept of Transportation Total:			576.50

Check Number	Check Date		Amount
DDL P8010 - Dr. Detail Ph.D Line Item Account			
205064	12/05/2018		
Inv	1669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Lib. Building Maint.	101-8010-8011-8120-000	255.00
Inv 1669 Total			255.00
Inv	1673		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	Lib. Building Maint.	101-8010-8011-8120-000	75.00
Inv 1673 Total			75.00
Inv	1690		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Lib. Building Maint.	101-8010-8011-8120-000	195.00
Inv 1690 Total			195.00
205064 Total:			525.00
DDL P8010 - Dr. Detail Ph.D Total:			525.00
DDEK6712 - Dudek Line Item Account			
205065	12/05/2018		
Inv	20182707		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2018	Swr Rehab. & Replacement Project Construction Engineering Svcs	310-6010-6501-8170-000	2,810.00
Inv 20182707 Total			2,810.00
Inv	20184326		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Swr Rehab. & Replacement Project Construction Engineering Svcs	310-6010-6501-8170-000	6,580.00
Inv 20184326 Total			6,580.00
205065 Total:			9,390.00
DDEK6712 - Dudek Total:			9,390.00
EJAS2010 - Emanuels Jones & Associates Line Item Account			
205066	12/05/2018		
Inv	E18-11-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Legislative Representative Svcs 11/18	101-2010-2011-8170-000	2,075.00
Inv E18-11-12 Total			2,075.00

Check Number	Check Date		Amount
205066 Total:			2,075.00
EJAS2010 - Emanuels Jones & Associates Total:			2,075.00
EMRS4010 - Emergency Response Line Item Account			
205067	12/05/2018		
Inv	T2018-948		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	PD Unit# 1407 Decon Patrol/Svcs Performed	101-4010-4011-8100-000	650.00
Inv T2018-948 Total			650.00
205067 Total:			650.00
EMRS4010 - Emergency Response Total:			650.00
EMAC2021 - Emerson & Associates Line Item Account			
205068	12/05/2018		
Inv	Oct. 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Transportation Planning Professional Services 10/18	101-2010-2021-8170-000	5,000.00
Inv Oct. 2018 Total			5,000.00
205068 Total:			5,000.00
EMAC2021 - Emerson & Associates Total:			5,000.00
EMPI5011 - Empire Cleaning Supply Line Item Account			
205069	12/05/2018		
Inv	1075170		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	FD Cleaning Supplies	101-5010-5011-8020-000	520.48
Inv 1075170 Total			520.48
205069 Total:			520.48
EMPI5011 - Empire Cleaning Supply Total:			520.48
TEENS200 - Energy, Tesla Line Item Account			
205070	12/05/2018		
Inv	11/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Charged \$45 more than required for a Permit	101-0000-0000-5200-004	45.00

Check Number	Check Date		Amount
		Inv 11/14/18 Total	45.00
		205070 Total:	45.00
		TEENS200 - Energy, Tesla Total:	45.00
		ENT5426 - Entenmann-Rovin Line Item Account	
205071	12/05/2018		
		Inv 0139677-IN	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/30/2018	PD repair of Senior Clerk badge
			<u>Line Item Account</u>
			101-4010-4011-8134-000
			78.06
		Inv 0139677-IN Total	78.06
		205071 Total:	78.06
		ENT5426 - Entenmann-Rovin Total:	78.06
		EURO6710 - Eurofins Eaton Analytical Line Item Account	
205072	12/05/2018		
		Inv L0406251	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/27/2018	Water Quality Testing
			<u>Line Item Account</u>
			500-6010-6711-8170-000
			127.00
		Inv L0406251 Total	127.00
		Inv L0406808	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/16/2018	Water Quality Testing
			<u>Line Item Account</u>
			500-6010-6711-8170-000
			60.00
		Inv L0406808 Total	60.00
		Inv L0406817	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/16/2018	Water Quality Testing
			<u>Line Item Account</u>
			500-6010-6711-8170-000
			20.00
		Inv L0406817 Total	20.00
		Inv L0407040	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/18/2018	Water Quality Testing
			<u>Line Item Account</u>
			500-6010-6711-8170-000
			10.00
		Inv L0407040 Total	10.00
		Inv L0408900	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/28/2018	Water QualityTesting
			<u>Line Item Account</u>
			500-6010-6711-8170-000
			60.00

Check Number	Check Date		Amount
Inv L0408900	Total		60.00
Inv	L0408901		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0408901	Total		60.00
Inv	L0408902		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0408902	Total		60.00
Inv	L0409306		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0409306	Total		60.00
Inv	L0409317		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Water Quality Testing	500-6010-6711-8170-000	180.00
Inv L0409317	Total		180.00
Inv	L0409319		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0409319	Total		127.00
Inv	L0410201		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0410201	Total		127.00
Inv	L0411032		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0411032	Total		60.00
Inv	L0411033		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0411033	Total		60.00

Check Number	Check Date		Amount
Inv	L0411384		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	350.00
Inv L0411384 Total			350.00
Inv	L0411755		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0411755 Total			60.00
Inv	L0412014		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Water Quality Testing	500-6010-6711-8170-000	20.00
Inv L0412014 Total			20.00
Inv	L0412703		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0412703 Total			60.00
Inv	L0412705		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0412705 Total			60.00
Inv	L0412706		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2008	Water Quality Testing	500-6010-6711-8170-000	507.50
Inv L0412706 Total			507.50
Inv	L0412711		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0412711 Total			60.00
Inv	L0413076		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0413076 Total			127.00
Inv	L0414119		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Water Quality Testing	500-6010-6711-8170-000	60.00

Check Number	Check Date		Amount
Inv L0414119	Total		60.00
Inv	L0414120		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0414120	Total		60.00
Inv	L0415044		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0415044	Total		60.00
Inv	L0415060		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0415060	Total		127.00
Inv	L0415061		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0415061	Total		127.00
Inv	L0415238		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0415238	Total		60.00
Inv	L0415239		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	200.00
Inv L0415239	Total		200.00
Inv	L0415240		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	120.00
Inv L0415240	Total		120.00
Inv	L0415247		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	80.00
Inv L0415247	Total		80.00

Check Number	Check Date		Amount
Inv	L0415255		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Water Quality Testing	500-6010-6711-8170-000	40.00
Inv L0415255 Total			40.00
Inv	L0415303		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0415303 Total			60.00
Inv	L0415305		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0415305 Total			60.00
Inv	L0415861		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0415861 Total			60.00
Inv	L0415862		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Water Quality Testing	500-6010-6711-8170-000	18.00
Inv L0415862 Total			18.00
Inv	L0416667		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0416667 Total			127.00
Inv	L0416850		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0416850 Total			60.00
Inv	L0416851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0416851 Total			60.00
Inv	L0417202		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Water Quality Testing	500-6010-6711-8170-000	60.00

Check Number	Check Date		Amount
Inv L0417202	Total		60.00
Inv	L0417233		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0417233	Total		60.00
Inv	L0417236		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Water Quality Testing	500-6010-6711-8170-000	350.00
Inv L0417236	Total		350.00
Inv	L0417452		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	960.00
Inv L0417452	Total		960.00
Inv	L0417592		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	1,980.00
Inv L0417592	Total		1,980.00
Inv	L0417593		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	30.00
Inv L0417593	Total		30.00
Inv	L0417965		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0417965	Total		127.00
Inv	L0417966		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	1,080.00
Inv L0417966	Total		1,080.00
Inv	L0417967		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	120.00
Inv L0417967	Total		120.00

Check Number	Check Date		Amount
Inv	L0417968		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Quality Testing	500-6010-6711-8170-000	30.00
Inv L0417968 Total			30.00
Inv	L0418829		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0418829 Total			127.00
Inv	L0419050		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	Water Quality Testing	500-6010-6711-8170-000	20.00
Inv L0419050 Total			20.00
Inv	L0419272		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0419272 Total			60.00
Inv	L0419276		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0419276 Total			60.00
Inv	L0419278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Water Quality Testing	500-6010-6711-8170-000	100.00
Inv L0419278 Total			100.00
Inv	L0419281		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Water Quality Testing	500-6010-6711-8170-000	40.00
Inv L0419281 Total			40.00
Inv	L0419884		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	Water Quality Testing	500-6010-6711-8170-000	40.00
Inv L0419884 Total			40.00
Inv	L0420257		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Water Quality Testing	500-6010-6711-8170-000	60.00

Check Number	Check Date		Amount
Inv L0420257		Total	60.00
Inv	L0420446		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0420446		Total	127.00
Inv	L0420492		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Water Quality Testing	500-6010-6711-8170-000	60.00
Inv L0420492		Total	60.00
Inv	L0420871		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv L0420871		Total	127.00
205072 Total:			9,252.50
EURO6710 - Eurofins Eaton Analytical Total:			9,252.50
EIG1405 - Ewing Irrigation Glendale Line Item Account			
205073	12/05/2018		
Inv	19038		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Citywide Supplies for Parks Irrigation & Landscape Supplies	101-6010-6410-8020-000	21.02
Inv 19038		Total	21.02
Inv	6409365		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Citywide Supplies for Parks Irrigation & Landscape Supplies	101-6010-6410-8020-000	473.16
Inv 6409365		Total	473.16
205073 Total:			494.18
EIG1405 - Ewing Irrigation Glendale Total:			494.18
NEFA8032 - Faulmino, Neil Line Item Account			
205074	12/05/2018		
Inv	11/13/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Residential HET rebate for 314 Monterey Rd #3	500-3010-3012-8032-000	200.00
11/13/2018	Residential showerhead rebate for 314 Monterey Rd #3	500-3010-3012-8032-000	25.00

Check Number	Check Date		Amount
		Inv 11/13/18 Total	225.00
			<hr/>
		205074 Total:	225.00
			<hr/>
		NEFA8032 - Faulmino, Neil Total:	225.00
FED1109 - FedEx Line Item Account			
205075	12/05/2018		
		Inv 6-363-80948	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	PD Transportation Charges	101-4010-4011-8010-000	19.13
		Inv 6-363-80948 Total	19.13
			<hr/>
		205075 Total:	19.13
			<hr/>
		FED1109 - FedEx Total:	19.13
JIFE2970 - Fenske, Jim Line Item Account			
205076	12/05/2018		
		Inv 10/31/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Refund from Soils Report Review Deposit	101-0000-0000-2970-001	563.84
		Inv 10/31/18 Total	563.84
			<hr/>
		205076 Total:	563.84
			<hr/>
		JIFE2970 - Fenske, Jim Total:	563.84
FLKP4010 - File Keepers LLC Line Item Account			
205077	12/05/2018		
		Inv 0537628	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Pick up & Purge Papers Svcs	101-4010-4011-8020-000	62.25
		Inv 0537628 Total	62.25
			<hr/>
		205077 Total:	62.25
			<hr/>
		FLKP4010 - File Keepers LLC Total:	62.25
FCML8032 - Flair Capital Management LLC Line Item Account			
205078	12/05/2018		

Check Number	Check Date		Amount
Inv 1376			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Commercial drip irrigation rebate for 330 Pasadena Ave	500-3010-3012-8032-000	150.00
Inv 1376 Total			150.00
205078 Total:			150.00
FCML8032 - Flair Capital Management LLC Total:			150.00
FNRT4011 - Forensic Nurse Response Team Line Item Account			
205079	12/05/2018		
Inv 10-22-18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	SART Exam DR-18-2279	101-4010-4011-8170-000	1,270.00
Inv 10-22-18 Total			1,270.00
205079 Total:			1,270.00
FNRT4011 - Forensic Nurse Response Team Total:			1,270.00
FREL7101 - Froelich, Jack Line Item Account			
205080	12/05/2018		
Inv 110618			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Name Plate Engraving	101-7010-7011-8050-000	35.38
Inv 110618 Total			35.38
205080 Total:			35.38
FREL7101 - Froelich, Jack Total:			35.38
SGBM6010 - Gabrieleno Band of Mission Indians-Kizh Nation Line Item Account			
205081	12/05/2018		
Inv 1415			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Graves Reservoir Native American Monitoring	500-9000-9289-9289-000	2,923.33
Inv 1415 Total			2,923.33
205081 Total:			2,923.33
SGBM6010 - Gabrieleno Band of Mission Indians-Kizh Nation Total:			2,923.33

Check Number	Check Date		Amount
GTGW8520 - Game Time Line Item Account			
205082	12/05/2018		
Inv	PJI-0098097		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Replacement bracket for picnic table at Garfield Park	101-8030-8031-8120-000	40.55
Inv PJI-0098097 Total			40.55
Inv	PJI-0098753		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Replacement bracket for picnic table at Garfield Park	101-8030-8031-8120-000	80.31
Inv PJI-0098753 Total			80.31
205082 Total:			120.86
GTGW8520 - Game Time Total:			120.86
SAGA2920 - Gammell, Samantha Line Item Account			
205083	12/05/2018		
Inv	96244		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Refund Deposit for War Memorial Building Use on 10/20/18	101-0000-0000-2920-000	500.00
Inv 96244 Total			500.00
205083 Total:			500.00
SAGA2920 - Gammell, Samantha Total:			500.00
GEN1207 - General Pump Company Line Item Account			
205084	12/05/2018		
Inv	26659		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Maint. for City's Well Booster Pump	500-6010-6711-8110-000	3,014.00
Inv 26659 Total			3,014.00
205084 Total:			3,014.00
GEN1207 - General Pump Company Total:			3,014.00
THR5910 - George L.Throop Co. Line Item Account			
205085	12/05/2018		
Inv	01-768339-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Street Light Pole Footing Replacement	215-6010-6201-8020-000	216.26

Check Number	Check Date		Amount
Inv 01-768339-00		Total	216.26
Inv	01-768827-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Concrete and Supplies for 2052 Fair Oaks Ave	230-6010-6116-8020-000	270.97
Inv 01-768827-00		Total	270.97
Inv	01-768925-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2018	Concrete for Laurel Street	230-6010-6116-8020-000	157.13
Inv 01-768925-00		Total	157.13
205085 Total:			644.36
THR5910 - George L.Throop Co. Total:			644.36
GSFM9258 - Golden Sun Firm & Co. Line Item Account			
205086	12/05/2018		
Inv	#1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	WMB Improvement Project	105-9000-9258-9258-000	40,470.00
Inv #1	Total		40,470.00
205086 Total:			40,470.00
GSFM9258 - Golden Sun Firm & Co. Total:			40,470.00
GPPT9090 - Gopher Patrol Line Item Account			
205087	12/05/2018		
Inv	316154		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	250.00
Inv 316154	Total		250.00
Inv	316155		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	250.00
Inv 316155	Total		250.00
Inv	316541		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Gopher Abatement Svcs @ Pasadena Median	101-6010-6410-8180-000	95.00
Inv 316541	Total		95.00

Check Number	Check Date		Amount
205087 Total:			595.00
GPPT9090 - Gopher Patrol Total:			595.00
ANGY8030 - Grady, Anthony Q. Line Item Account			
205088	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Jiu Jitsu Classes	101-8030-8032-8267-000	520.00
Inv Fall 2018 Total			520.00
205088 Total:			520.00
ANGY8030 - Grady, Anthony Q. Total:			520.00
GRA1244 - Graffiti Control Systems Line Item Account			
205089	12/05/2018		
Inv	SPAS1018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Citywide Graffiti Removal 10/18	101-6010-6410-8262-000	1,176.00
Inv SPAS1018 Total			1,176.00
205089 Total:			1,176.00
GRA1244 - Graffiti Control Systems Total:			1,176.00
GRE1270 - Greg's Automotive Services Line Item Account			
205090	12/05/2018		
Inv	13942		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Vehicle Maint. Unit# 16	500-6010-6710-8100-000	140.18
Inv 13942 Total			140.18
205090 Total:			140.18
GRE1270 - Greg's Automotive Services Total:			140.18
CRHY8067 - Hartney, Corey Line Item Account			
205098	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Basketball Classes	101-8030-8032-8267-000	526.50

Check Number	Check Date		Amount												
		Inv Fall 2018 Total	526.50												
		205098 Total:	526.50												
		CRHY8067 - Hartney, Corey Total:	526.50												
		HYBS8180 - Haynes Building Services LLC Line Item Account													
205099	12/05/2018	Inv 37259													
		<table border="1"> <thead> <tr> <th><u>Line Item Date</u></th> <th><u>Line Item Description</u></th> <th><u>Line Item Account</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>09/30/2018</td> <td>Janitorial Coverage for PD Open House</td> <td>101-6010-6601-8180-000</td> <td>120.00</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		09/30/2018	Janitorial Coverage for PD Open House	101-6010-6601-8180-000	120.00					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>													
09/30/2018	Janitorial Coverage for PD Open House	101-6010-6601-8180-000	120.00												
		Inv 37259 Total	120.00												
		Inv 37416													
		<table border="1"> <thead> <tr> <th><u>Line Item Date</u></th> <th><u>Line Item Description</u></th> <th><u>Line Item Account</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>10/31/2018</td> <td>Garfield Arroyo Parks Janitorial Services 10/18</td> <td>232-6010-6417-8180-000</td> <td>1,414.83</td> </tr> <tr> <td>10/31/2018</td> <td>Monthly Janitorial Services 10/18</td> <td>101-6010-6601-8180-000</td> <td>10,561.81</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		10/31/2018	Garfield Arroyo Parks Janitorial Services 10/18	232-6010-6417-8180-000	1,414.83	10/31/2018	Monthly Janitorial Services 10/18	101-6010-6601-8180-000	10,561.81	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>													
10/31/2018	Garfield Arroyo Parks Janitorial Services 10/18	232-6010-6417-8180-000	1,414.83												
10/31/2018	Monthly Janitorial Services 10/18	101-6010-6601-8180-000	10,561.81												
		Inv 37416 Total	11,976.64												
		205099 Total:	12,096.64												
		HYBS8180 - Haynes Building Services LLC Total:	12,096.64												
		DOHE8032 - Heselbarth, Donna J. Line Item Account													
205100	12/05/2018	Inv 001468774													
		<table border="1"> <thead> <tr> <th><u>Line Item Date</u></th> <th><u>Line Item Description</u></th> <th><u>Line Item Account</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>10/16/2018</td> <td>Residential HET Rebate - Acct# 0000695813-001468774</td> <td>500-3010-3012-8032-000</td> <td>198.00</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		10/16/2018	Residential HET Rebate - Acct# 0000695813-001468774	500-3010-3012-8032-000	198.00					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>													
10/16/2018	Residential HET Rebate - Acct# 0000695813-001468774	500-3010-3012-8032-000	198.00												
		Inv 001468774 Total	198.00												
		Inv 001472574													
		<table border="1"> <thead> <tr> <th><u>Line Item Date</u></th> <th><u>Line Item Description</u></th> <th><u>Line Item Account</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>10/16/2018</td> <td>Residential HET Rebate - Acct# 0000696193-001472574</td> <td>500-3010-3012-8032-000</td> <td>198.00</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		10/16/2018	Residential HET Rebate - Acct# 0000696193-001472574	500-3010-3012-8032-000	198.00					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>													
10/16/2018	Residential HET Rebate - Acct# 0000696193-001472574	500-3010-3012-8032-000	198.00												
		Inv 001472574 Total	198.00												
		205100 Total:	396.00												
		DOHE8032 - Heselbarth, Donna J. Total:	396.00												
		HIST7000 - Historic Resources Group Line Item Account													
205101	12/05/2018														

Check Number	Check Date		Amount
Inv 10432			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Sewer Rehabilitation Replacement Monitoring Phase 2	310-6010-6501-8170-000	400.00
Inv 10432 Total			400.00
205101 Total:			400.00
HIST7000 - Historic Resources Group Total:			400.00
HIW6710 - Hi-Way Safety Inc Line Item Account			
205102	12/05/2018		
Inv 80313			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Free Public Parking Signs	230-6010-6116-8020-000	122.11
Inv 80313 Total			122.11
Inv 80868			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	Safety Cones for Water Distribution Division	500-6010-6710-8134-000	501.07
Inv 80868 Total			501.07
205102 Total:			623.18
HIW6710 - Hi-Way Safety Inc Total:			623.18
INF4110 - Information Today, Inc. Line Item Account			
205103	12/05/2018		
Inv 1677278-B1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	Books, Videos, and Recordings	101-8010-8011-8080-000	442.53
Inv 1677278-B1 Total			442.53
205103 Total:			442.53
INF4110 - Information Today, Inc. Total:			442.53
JSAR4011 - Jack's Auto Repair Line Item Account			
205104	12/05/2018		
Inv 16,144			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Vehicle # 77 45 Day Inspection	207-8030-8025-8100-000	55.00
Inv 16,144 Total			55.00

Check Number	Check Date		Amount
Inv 16102			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	45 Day Inspection for Vehicle# 77	207-8030-8025-8100-000	55.00
Inv 16102 Total			55.00
Inv 16115			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Remove & replace svcs on Unit# 0219	101-4010-4011-8100-000	306.17
Inv 16115 Total			306.17
Inv 16127			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Remove & replace battery on Unit# 198	101-4010-4011-8100-000	277.23
Inv 16127 Total			277.23
Inv 16129			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Remove & replace svcs on Unit# 1406	101-4010-4011-8100-000	227.46
Inv 16129 Total			227.46
Inv 16130			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Remove & replace svcs on Unit# 79	207-8030-8025-8100-000	585.03
Inv 16130 Total			585.03
Inv 16133			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	PD Oil, Filter Change/Svcs on Unit 1703	101-4010-4011-8100-000	75.04
Inv 16133 Total			75.04
Inv 16134			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	45 Day Inspection for Van #78	207-8030-8025-8100-000	55.00
Inv 16134 Total			55.00
Inv 16135			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	45 Day Inspection for Van #80	207-8030-8025-8100-000	55.00
Inv 16135 Total			55.00
Inv 16138			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/15/2018	Remove & Replace Battery for Unit# 1703	101-4010-4011-8100-000	390.68
Inv 16138 Total			390.68
Inv 16139			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	45 Day Inspection & Oil/Filter change for Vehicle# 75	207-8030-8025-8100-000	125.95
Inv 16139 Total			125.95
205104 Total:			2,207.56
JSAR4011 - Jack's Auto Repair Total:			2,207.56
ROJA2920 - Jacobs, Rosa Tsay Line Item Account			
205105	12/05/2018		
Inv 96588			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Refund deposit for rental of Eddie Park House 11/3/18	101-0000-0000-2920-000	250.00
Inv 96588 Total			250.00
205105 Total:			250.00
ROJA2920 - Jacobs, Rosa Tsay Total:			250.00
SAUJ8267 - Jacobs, Saul Line Item Account			
205106	12/05/2018		
Inv 11/30/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Presentation of music program Barbershop & Beautyshop Songs	101-8030-8021-8020-000	125.00
Inv 11/30/18 Total			125.00
205106 Total:			125.00
SAUJ8267 - Jacobs, Saul Total:			125.00
JFHL4011 - Jeff Holland Line Item Account			
205107	12/05/2018		
Inv 111618			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Reimbursement for the purchase of 1 motor pants	101-4010-4011-8134-000	262.75
Inv 111618 Total			262.75
205107 Total:			262.75

Check Number	Check Date		Amount
JFHL4011 - Jeff Holland Total:			262.75
JHA307 - John L. Hunter Associates, Inc. Line Item Account			
205108	12/05/2018		
Inv	SOPASNP0818		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	NPDES/Environmental Programs and Outreach/TMDL 8/18	101-6010-6015-8020-000	1,360.00
Inv SOPASNP0818 Total			1,360.00
205108 Total:			1,360.00
JHA307 - John L. Hunter Associates, Inc. Total:			1,360.00
JCRS5011 - Jones Coffee Roasters Line Item Account			
205109	12/05/2018		
Inv	44481		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	FD Supplies	101-5010-5011-8020-000	139.05
Inv 44481 Total			139.05
205109 Total:			139.05
JCRS5011 - Jones Coffee Roasters Total:			139.05
KAIR2920 - Karina Irribarren Line Item Account			
205110	12/05/2018		
Inv	96804		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Refund Deposit for War Memorial Building	101-0000-0000-2920-000	500.00
Inv 96804 Total			500.00
205110 Total:			500.00
KAIR2920 - Karina Irribarren Total:			500.00
KEHE2990 - Keith and Helen Tsang Line Item Account			
205111	12/05/2018		
Inv	1015505		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Refund Deposit - Replacement Trees	101-0000-0000-2990-001	2,925.00
Inv 1015505 Total			2,925.00

Check Number	Check Date		Amount
205111 Total:			2,925.00
KEHE2990 - Keith and Helen Tsang Total:			2,925.00
JOKN4610 - Knighton, John P Line Item Account			
205112	12/05/2018		
Inv	233128345		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Citation 233128345. Overpayment	101-0000-0000-4610-000	50.00
Inv 233128345 Total			50.00
205112 Total:			50.00
JOKN4610 - Knighton, John P Total:			50.00
LOS2226 - L.A.C. Registrar-Recorder Line Item Account			
205113	12/05/2018		
Inv	11/9/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Covenant Real Property - 204 Mockingbird Lane/203 Cedarcrest	101-6010-6011-8020-000	152.00
Inv 11/9/18 Total			152.00
205113 Total:			152.00
LOS2226 - L.A.C. Registrar-Recorder Total:			152.00
CUR7778 - L.N. Curtis & Sons Line Item Account			
205114	12/05/2018		
Inv	INV220729		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	FD Safety Clothing/Equipment	101-5010-5011-8134-000	5,244.50
Inv INV220729 Total			5,244.50
205114 Total:			5,244.50
CUR7778 - L.N. Curtis & Sons Total:			5,244.50
LDCR6410 - LandCare USA LLC Line Item Account			
205115	12/05/2018		
Inv	172793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Park Maintenance Contract Services 9/18	101-6010-6410-8180-000	18,536.85
09/25/2018	Median Strip Contract Services 9/18	215-6010-6416-8180-000	3,682.69

Check Number	Check Date		Amount
09/25/2018	Monthly Landscape 9/18	232-6010-6417-8180-000	1,593.92
09/25/2018	Water Distribution Contract Services 9/18	500-6010-6710-8180-000	1,567.17
09/25/2018	Monthly Landscape 9/18	101-6010-6410-8180-000	18,536.85
09/25/2018	Prop A Park Maintenance Contract Services 9/18	232-6010-6417-8180-000	1,593.92
09/25/2018	Monthly Landscape 9/18	500-6010-6711-8180-000	1,567.17
09/25/2018	Monthly Landscape 9/18	215-6010-6416-8180-000	3,682.69
Inv 172793 Total			50,761.26
205115 Total:			50,761.26
LDCR6410 - LandCare USA LLC Total:			50,761.26
YULA8032 - Lau, Yuk-Woo Line Item Account			
205116	12/05/2018		
Inv	10/16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	Residential HET Rebate - Acct# 0000695707-001467714	500-3010-3012-8032-000	178.00
Inv 10/16/18 Total			178.00
205116 Total:			178.00
YULA8032 - Lau, Yuk-Woo Total:			178.00
LEE1111 - Lee, Richard Line Item Account			
205117	12/05/2018		
Inv	2/12-15/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Reimb. Training Class on Feb. 12-15, 2019	101-4010-4011-8200-000	969.62
Inv 2/12-15/19 Total			969.62
205117 Total:			969.62
LEE1111 - Lee, Richard Total:			969.62
LEIT4011 - LEVA International, Inc. Line Item Account			
205118	12/05/2018		
Inv	EVENT-11110		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Training Class Feb.12-15 2019 for Detective/Crime Analyst	101-4010-4011-8200-000	1,000.00
Inv EVENT-11110 Total			1,000.00
205118 Total:			1,000.00

Check Number	Check Date		Amount
LEIT4011 - LEVA International, Inc. Total:			1,000.00
LSEN4011 - Lifesaver Education Line Item Account			
205119	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor CRP/ AED Classe (10/13/18)	101-8030-8032-8267-000	56.00
Inv Fall 2018 Total			56.00
205119 Total:			56.00
LSEN4011 - Lifesaver Education Total:			56.00
LIN7766 - Linn & Associates Line Item Account			
205120	12/05/2018		
Inv	18.03		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2019	Project 2034 CUP/COA/DRX 8/27-11/7/18	101-7010-7011-8170-000	2,610.00
Inv 18.03 Total			2,610.00
205120 Total:			2,610.00
LIN7766 - Linn & Associates Total:			2,610.00
AMMZ8032 - Martinez, Alma Line Item Account			
205121	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Class Instructor. Payment for Zuma.Tuesday Night	101-8030-8032-8267-000	104.00
Inv Fall 2018 Total			104.00
205121 Total:			104.00
AMMZ8032 - Martinez, Alma Total:			104.00
MAT5563 - Matt Chlor Inc Line Item Account			
205122	12/05/2018		
Inv	20655		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Install Chlorine Injector System at Kollie Station	500-6010-6710-8020-000	17,293.61
Inv 20655 Total			17,293.61

Check Number	Check Date		Amount
205122 Total:			17,293.61
MAT5563 - Matt Chlor Inc Total:			17,293.61
MDCS4011 - MedCycle Systems Line Item Account			
205123	12/05/2018		
Inv	1209275		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Fee disposal of regulated medical waste	101-4010-4011-8020-000	115.00
Inv 1209275 Total			115.00
205123 Total:			115.00
MDCS4011 - MedCycle Systems Total:			115.00
MER2145 - Merit Oil Company Line Item Account			
205124	12/05/2018		
Inv	482432		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Fuel For City Vehicles	101-2010-2011-8100-000	158.28
10/23/2018	Fuel For City Vehicles	101-4010-4011-8105-000	6,805.98
10/23/2018	Fuel For City Vehicles	101-5010-5011-8105-000	633.11
10/23/2018	Fuel For City Vehicles	101-6010-6011-8100-000	158.28
10/23/2018	Fuel For City Vehicles	101-7010-7011-8100-000	158.28
Inv 482432 Total			7,913.93
205124 Total:			7,913.93
MER2145 - Merit Oil Company Total:			7,913.93
MAPA8170 - Miranda's Painting Line Item Account			
205125	12/05/2018		
Inv	131		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	1st Floor Art Gallery Painting	101-2010-2011-8170-000	2,500.00
Inv 131 Total			2,500.00
205125 Total:			2,500.00
MAPA8170 - Miranda's Painting Total:			2,500.00
MISS4011 - Mission Framing Line Item Account			
205126	12/05/2018		

Check Number	Check Date		Amount
Inv	006353		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Metal Plaque for "Tales of Hoffman" serigraph	101-8010-8011-8020-000	60.23
Inv 006353 Total			60.23
205126 Total:			60.23
MISS4011 - Mission Framing Total:			60.23
MMA2011 - Municipal Mgt. Ass'n. of So. CA Line Item Account			
205127	12/05/2018		
Inv	11/2/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Membership Renewal - Margaret Lin	101-2010-2021-8060-000	85.00
Inv 11/2/18 Total			85.00
205127 Total:			85.00
MMA2011 - Municipal Mgt. Ass'n. of So. CA Total:			85.00
NAT9139 - Nat'l Stock Sign Co., Inc Line Item Account			
205128	12/05/2018		
Inv	97451		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	No Parking Signs	101-0000-0000-5505-001	344.93
Inv 97451 Total			344.93
205128 Total:			344.93
NAT9139 - Nat'l Stock Sign Co., Inc Total:			344.93
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
205129	12/05/2018		
Inv	5413		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CNG Station Maint. Svcs 10/18	207-8030-8025-8100-000	375.00
Inv 5413 Total			375.00
205129 Total:			375.00
NGSI6010 - Natural Gas Systems Inc. Total:			375.00

Check Number	Check Date		Amount
NIC7788 - Nicoll, Paul Line Item Account			
205130	12/05/2018		
Inv	00403638		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Refund - Block Party	101-0000-0000-4470-002	182.00
Inv 00403638 Total			182.00
205130 Total:			182.00
NIC7788 - Nicoll, Paul Total:			182.00
NV5R9266 - NV5 Line Item Account			
205131	12/05/2018		
Inv	101088		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Construction Mgmt.&Inspections Svcs-Graves Reservoir Replacem	500-9000-9266-9266-000	20,064.49
Inv 101088 Total			20,064.49
Inv 99046			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2018	Construction Mgmt.&Inspections Svcs-Graves Reservoir Replacem	500-9000-9266-9266-000	21,415.64
Inv 99046 Total			21,415.64
205131 Total:			41,480.13
NV5R9266 - NV5 Total:			41,480.13
CHOS2920 - Ossorio, Christine Line Item Account			
205132	12/05/2018		
Inv	96751		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Refund Deposit for GP Youth House 11/18	101-0000-0000-2920-000	250.00
Inv 96751 Total			250.00
205132 Total:			250.00
CHOS2920 - Ossorio, Christine Total:			250.00
OVDR8011 - OverDrive Inc. Line Item Account			
205133	12/05/2018		
Inv	01148CO18183059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	1,868.32

Check Number	Check Date		Amount
Inv 01148CO18183059	Total		1,868.32
Inv 01148CO18212439			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	cBooks & cAudiobooks FY 18-19	101-8010-8011-8083-000	1,104.26
Inv 01148CO18212439	Total		1,104.26
Inv 01148CO18212450			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	eBooks & cAudiobooks FY 18-19	101-8010-8011-8083-000	282.99
Inv 01148CO18212450	Total		282.99
Inv 01148DA18185419			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	eBooks & cAudiobooks FY 18-19	101-8010-8011-8083-000	98.55
Inv 01148DA18185419	Total		98.55
Inv 01148DA18190423			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	cBooks & cAudiobooks FY 18-19	101-8010-8011-8083-000	629.90
Inv 01148DA18190423	Total		629.90
205133 Total:			3,984.02
OVDR8011 - OverDrive Inc. Total:			3,984.02
PHCP9255 - Pacific Hydrotech Corp. Line Item Account			
205134	12/05/2018		
Inv 1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Graves Reservoir Replacement Project #1	500-9000-9266-9266-000	206,672.50
Inv 1	Total		206,672.50
Inv 2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	Graves Reservoir Replacement Project #2	500-9000-9266-9266-000	16,340.00
Inv 2	Total		16,340.00
205134 Total:			223,012.50
PHCP9255 - Pacific Hydrotech Corp. Total:			223,012.50
PAKH5011 - Parkhouse Tire Inc. Line Item Account			

Check Number	Check Date		Amount
205135	12/05/2018		
Inv	4010141537		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Replacement of tires on the AU-81	101-5010-5011-8100-000	2,572.60
Inv 4010141537 Total			2,572.60
205135 Total:			2,572.60
PAKH5011 - Parkhouse Tire Inc. Total:			2,572.60
PHS4011 - Pasadena Humane Society Line Item Account			
205136	12/05/2018		
Inv	NOV2018SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	PD Animal Control Svcs 11/18	101-4010-4011-8180-000	10,428.25
Inv NOV2018SoPas Total			10,428.25
205136 Total:			10,428.25
PHS4011 - Pasadena Humane Society Total:			10,428.25
PAS8032 - Pasadena Ice Skating Center Line Item Account			
205137	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Class Instructor. Payment for Ice Skating, 3 Classes	101-8030-8032-8267-000	320.00
Inv Fall 2018 Total			320.00
205137 Total:			320.00
PAS8032 - Pasadena Ice Skating Center Total:			320.00
PAW7777 - Pasadena Weekly Line Item Account			
205138	12/05/2018		
Inv	395196		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Library Advertising	101-8010-8011-8040-000	266.00
Inv 395196 Total			266.00
Inv	398810		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	Library Advertising	101-8010-8011-8040-000	266.00
Inv 398810 Total			266.00

Check Number	Check Date		Amount
205138 Total:			532.00
PAW7777 - Pasadena Weekly Total:			532.00
PAY7788 - Payke Gymnastics Line Item Account			
205139	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Gymnastics Classes	101-8030-8032-8267-000	480.00
Inv Fall2018 Total			480.00
205139 Total:			480.00
PAY7788 - Payke Gymnastics Total:			480.00
CGPH4011 - Phillips, Craig Line Item Account			
205140	12/05/2018		
Inv	10/29/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Reimb. Training class on Oct. 29, 2018	101-4010-4011-8210-000	36.34
Inv 10/29/18 Total			36.34
205140 Total:			36.34
CGPH4011 - Phillips, Craig Total:			36.34
PHOE4610 - Phoenix Group Information Systems Line Item Account			
205141	12/05/2018		
Inv	102018184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Citation & Permit Processing 10/18	101-0000-0000-4610-000	2,090.62
11/20/2018	Citation & Permit Processing 10/18	101-0000-0000-4460-000	782.50
Inv 102018184 Total			2,873.12
205141 Total:			2,873.12
PHOE4610 - Phoenix Group Information Systems Total:			2,873.12
PBPP8010 - Pitney Bowes Reserve Account Line Item Account			
205142	12/05/2018		
Inv	1008294323		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/27/2018	Comm. Svcs Postage Meter Supplies	101-8030-8021-8120-000	88.41
Inv 1008294323	Total		88.41
205142 Total:			88.41
PBPP8010 - Pitney Bowes Reserve Account Total:			88.41
TOPL8267 - Plasil, Tony Line Item Account			
205143	12/05/2018		
Inv	Nov 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Ballroom Dance 11/18	101-8030-8021-8267-000	120.00
Inv Nov 2018	Total		120.00
205143 Total:			120.00
TOPL8267 - Plasil, Tony Total:			120.00
PLU4589 - Plumbing Wholesale Outlet Inc Line Item Account			
205144	12/05/2018		
Inv	S100290907.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	PD Faucet and Drinking Fountain Spigot/Parts	101-6010-6601-8020-000	201.13
Inv S100290907.001	Total		201.13
205144 Total:			201.13
PLU4589 - Plumbing Wholesale Outlet Inc Total:			201.13
PODV8267 - Podvoll, Candace Line Item Account			
205145	12/05/2018		
Inv	Nov 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instruct Meditation Classes 11/18	101-8030-8021-8267-000	83.20
Inv Nov 2018	Total		83.20
205145 Total:			83.20
PODV8267 - Podvoll, Candace Total:			83.20
POIN8032 - Pointe by Pointe Line Item Account			
205146	12/05/2018		

Check Number	Check Date		Amount
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Ballet & Cardio Barre	101-8030-8032-8267-000	88.00
Inv Fall2018 Total			88.00
205146 Total:			88.00
POIN8032 - Pointe by Pointe Total:			88.00
POS5265 - Post Alarm Systems Line Item Account			
205147	12/05/2018		
Inv	1118502		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	WMB & Orange Grove Rec Bldg Monitoring Svc 12/18	101-8030-8031-8180-000	48.77
11/05/2018	WMB & Orange Grove Rec Bldg Monitoring Svc 12/18	101-8030-8031-8180-000	48.77
Inv 1118502 Total			97.54
205147 Total:			97.54
POS5265 - Post Alarm Systems Total:			97.54
RAPO2920 - Powell, Raquel Line Item Account			
205148	12/05/2018		
Inv	96754		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Refund Deposit for War Memorial Building 11/17/2018	101-0000-0000-2920-000	500.00
Inv 96754 Total			500.00
205148 Total:			500.00
RAPO2920 - Powell, Raquel Total:			500.00
PRO5412 - Professional Binding Products,Inc Line Item Account			
205149	12/05/2018		
Inv	PSI0198242		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Laminating pouches	101-8030-8021-8020-000	79.91
Inv PSI0198242 Total			79.91
205149 Total:			79.91
PRO5412 - Professional Binding Products,Inc Total:			79.91

POSU8132 - Prudential Overall Supply Line Item Account

205150 12/05/2018

Inv 51017424

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	CREDIT	500-6010-6711-8132-000	-7.47

Inv 51017424 Total -7.47

Inv 51017425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	CREDIT	230-6010-6116-8132-000	-14.35

Inv 51017425 Total -14.35

Inv 52182776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	37.19
10/23/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	32.56

Inv 52182776 Total 69.75

Inv 52182777

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	20.00
10/23/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	15.30
10/23/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	10.90
10/23/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	10.90
10/23/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	29.46

Inv 52182777 Total 86.56

Inv 52185060

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	37.19
10/30/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	25.09

Inv 52185060 Total 62.28

Inv 52185061

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	29.21
10/30/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	10.30
10/30/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	10.30
10/30/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	12.10
10/30/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	10.30

Inv 52185061 Total 72.21

Inv 52187381

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	28.82
11/06/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	38.29

Inv 52187381 Total		67.11
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Inv 52187385

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	14.97
11/06/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	13.17
11/06/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	13.17
11/06/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	17.89
11/06/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	27.36

Inv 52187385 Total		86.56
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Inv 52189648

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	13.17
11/13/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	27.36
11/13/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	13.17
11/13/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	17.89
11/13/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	14.97

Inv 52189648 Total		86.56
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205150 Total:		509.21
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POSU8132 - Prudential Overall Supply Total:		509.21
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DOQU2920 - Quach, Dora Line Item Account

205151 12/05/2018

Inv 96587

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Refund deposit for War Memorial Building Use on 11/3/18	101-0000-0000-2920-000	500.00

Inv 96587 Total		500.00
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205151 Total:		500.00
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DOQU2920 - Quach, Dora Total:		500.00
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JORA2920 - Raju, Jonathan Line Item Account

205152 12/05/2018

Inv 96243

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Refund deposit for rental of Eddie Park House 10/20/18	101-0000-0000-2920-000	250.00

Inv 96243 Total		250.00
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205152 Total:		250.00
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Check Number	Check Date		Amount
JORA2920 - Raju, Jonathan Total:			250.00
RHAL9158 - RHA Landscape Architects-Planners Line Item Account			
205153	12/05/2018		
Inv	1018024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Design Development & Plans for the Bike Lockers, Shelters & Hitc	248-9000-9388-9388-000	1,529.63
Inv 1018024 Total			1,529.63
205153 Total:			1,529.63
RHAL9158 - RHA Landscape Architects-Planners Total:			1,529.63
RKAC6010 - RKA Consulting Group Line Item Account			
205154	12/05/2018		
Inv	28133		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2018	Construction Mgmt & Inspection Svcs 9/18	104-9000-9203-9203-000	1,495.00
Inv 28133 Total			1,495.00
Inv	28134		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2018	Engineering Design Svcs for FY 17-18 Street Improvement Project	104-9000-9203-9203-000	2,822.50
Inv 28134 Total			2,822.50
205154 Total:			4,317.50
RKAC6010 - RKA Consulting Group Total:			4,317.50
IRRO4610 - Rojas, Irene Line Item Account			
205155	12/05/2018		
Inv	233127664		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Refund Deposit - Dismissed in Admin Hearing	101-0000-0000-4610-000	50.00
Inv 233127664 Total			50.00
205155 Total:			50.00
IRRO4610 - Rojas, Irene Total:			50.00
SGV5685 - S.G.V. Medical Center Line Item Account			
205156	12/05/2018		

Check Number	Check Date		Amount
Inv	821903		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2018	PD Blood Alcohol Withdrawal- Perezsosa Andy	101-4010-4011-8170-000	48.00
Inv 821903 Total			48.00
Inv	825983		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2018	PD Blood Alcohol Withdrawal- Gonzalez Erika	101-4010-4011-8170-000	48.00
Inv 825983 Total			48.00
Inv	826278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	PD Blood Alcohol Withdrawal- Carles Solange	101-4010-4011-8170-000	48.00
Inv 826278 Total			48.00
Inv	826318		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	PD Blood Alcohol Withdrawal- Lira Alexander	101-4010-4011-8170-000	48.00
Inv 826318 Total			48.00
Inv	826354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2018	PD Blood Alcohol Withdrawal- Nguyen, Andrew	101-4010-4011-8170-000	48.00
Inv 826354 Total			48.00
205156 Total:			240.00
SGV5685 - S.G.V. Medical Center Total:			240.00
SAN8562 - S.G.V. Newspaper Group Line Item Account			
205157	12/05/2018		
Inv	0011135973		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/16/2018	Public Notice - 801 Rollin St.	101-7010-7011-8040-000	1,198.00
Inv 0011135973 Total			1,198.00
205157 Total:			1,198.00
SAN8562 - S.G.V. Newspaper Group Total:			1,198.00
AMSA4460 - Salcido, Amador Line Item Account			
205158	12/05/2018		

Check Number	Check Date		Amount
Inv	146830		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Refund for unused portion of Annual Ovrenight Parking Permit	101-0000-0000-4460-000	54.00
Inv 146830 Total			54.00
205158 Total:			54.00
AMSA4460 - Salcido, Amador Total:			54.00
SAL7789 - Salcido, Juan Line Item Account			
205159	12/05/2018		
Inv	11/13-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Reimb. Training class on Nov. 13-15, 2018	101-4010-4011-8210-000	219.11
Inv 11/13-15 Total			219.11
205159 Total:			219.11
SAL7789 - Salcido, Juan Total:			219.11
SAN4958 - San Marino Security System Line Item Account			
205160	12/05/2018		
Inv	00116165		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Quarterly Monitoring Fee for Orange Grove Rec. WMB & Garfield	101-8030-8032-8180-000	207.00
09/25/2018	Quarterly Monitoring Fee for Orange Grove Rec. WMB & Garfield	101-8030-8031-8180-000	897.00
Inv 00116165 Total			1,104.00
Inv	R5699		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Wilson Reservoir Quarterly Security System Monitoring	500-6010-6711-8020-000	435.00
Inv R5699 Total			435.00
205160 Total:			1,539.00
SAN4958 - San Marino Security System Total:			1,539.00
SAN8032 - San Pascual Stables Line Item Account			
205161	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Class Instructor. Payment for Horsemanship Classes. (Sat-Sun)	101-8030-8032-8267-000	1,296.00
Inv Fall2018 Total			1,296.00

Check Number	Check Date		Amount
205161 Total:			1,296.00
SAN8032 - San Pascual Stables Total:			1,296.00
FASAS270 - Santos, Fatima Line Item Account			
205162	12/05/2018		
Inv	96088		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	Refund for rental of Garfield Park Gazebo	101-0000-0000-5270-005	150.00
Inv 96088 Total			150.00
205162 Total:			150.00
FASAS270 - Santos, Fatima Total:			150.00
SAEV2990 - Sapphos Environmental Inc. Line Item Account			
205163	12/05/2018		
Inv	1699014-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	Historic Garage Evaluation 2024 Maycrest Ave 10/1-31	101-0000-0000-2990-043	971.25
Inv 1699014-04 Total			971.25
205163 Total:			971.25
SAEV2990 - Sapphos Environmental Inc. Total:			971.25
SBS4010 - SBSB- EVOC Training Center Line Item Account			
205164	12/05/2018		
Inv	12/8/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	PD Training class on 12/8 for PCO's Diaz & Fierro; Cadet Godoy	101-4010-4011-8200-000	750.00
Inv 12/8/18 Total			750.00
Inv	EVC53790		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	PD Training Class on Nov. 8, 2018 for Det. Arthur Burgos	101-4010-4011-8210-000	100.00
Inv EVC53790 Total			100.00
205164 Total:			850.00
SBS4010 - SBSB- EVOC Training Center Total:			850.00

SCUD5270 - Scudari, Dianna Line Item Account

205165	12/05/2018			
Inv	001518924			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
10/16/2018	Residential HET Rebate - Acct# 0000700828-001518924	500-3010-3012-8032-000		100.00
Inv 001518924 Total				100.00
				100.00
205165 Total:				100.00

SCUD5270 - Scudari, Dianna Total: 100.00

SDSI0107 - Security Design Systems, Inc. Line Item Account

205166	12/05/2018			
Inv	219474			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/01/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000		65.18
Inv 219474 Total				65.18
Inv	219475			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/01/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000		30.00
Inv 219475 Total				30.00
Inv	219476			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/01/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000		113.00
Inv 219476 Total				113.00
Inv	219478			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/01/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000		217.46
Inv 219478 Total				217.46
205166 Total:				425.64

SDSI0107 - Security Design Systems, Inc. Total: 425.64

SER6856 - Service Pro Pest Mgmt Company Line Item Account

205167	12/05/2018			
Inv	16958			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
10/22/2018	Citywide Pest Control 10/18	101-6010-6601-8120-000		401.67

Check Number	Check Date		Amount
		Inv 16958 Total	401.67
		205167 Total:	401.67
		SER6856 - Service Pro Pest Mgmt Company Total:	401.67
		SHO6666 - Shono, Jean Line Item Account	
205168	12/05/2018		
		Inv Nov 2018	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/20/2018	Instruct Crochet Class
			<u>Line Item Account</u>
			101-8030-8021-8267-000
			16.00
		Inv Nov 2018 Total	16.00
		205168 Total:	16.00
		SHO6666 - Shono, Jean Total:	16.00
		SHO7777 - Showcases Line Item Account	
205169	12/05/2018		
		Inv 308697	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/17/2018	DVD & Blu-Ray Cases
			<u>Line Item Account</u>
			101-8010-8011-8020-000
			611.01
		Inv 308697 Total	611.01
		205169 Total:	611.01
		SHO7777 - Showcases Total:	611.01
		WLST8267 - Shuttic, William Line Item Account	
205170	12/05/2018		
		Inv Nov 2018	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/20/2018	Instruct Functional Fitness Class
			<u>Line Item Account</u>
			101-8030-8021-8267-000
			550.00
		Inv Nov 2018 Total	550.00
		205170 Total:	550.00
		WLST8267 - Shuttic, William Total:	550.00
		SNML6710 - Sonsray Machinery Line Item Account	
205171	12/05/2018		
		Inv W06247-03	
		<u>Line Item Date</u>	<u>Line Item Description</u>
			<u>Line Item Account</u>

Check Number	Check Date		Amount
10/29/2018	Yard Unit# 17 Water Distribution Backhoe Maint. Svc	500-6010-6710-8110-000	2,339.47
	Inv W06247-03 Total		2,339.47
205171 Total:			2,339.47
SNML6710 - Sonsray Machinery Total:			2,339.47
TAHZ8267 - Sound Appeal Line Item Account			
205172	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Piano Classes	101-8030-8032-8267-000	1,046.50
	Inv Fall 2018 Total		1,046.50
205172 Total:			1,046.50
TAHZ8267 - Sound Appeal Total:			1,046.50
SCIV4011 - South Cities Investigations Line Item Account			
205173	12/05/2018		
Inv	SPPD-18-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2018	3 Background Investigation Fees	101-4010-4011-8170-000	3,300.00
	Inv SPPD-18-4 Total		3,300.00
205173 Total:			3,300.00
SCIV4011 - South Cities Investigations Total:			3,300.00
SOU5132 - South Coast A.Q.M.D Line Item Account			
205174	12/05/2018		
Inv	3307051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	AQMD Annual Renewal of Permit	101-6010-6601-8020-000	406.79
	Inv 3307051 Total		406.79
205174 Total:			406.79
SOU5132 - South Coast A.Q.M.D Total:			406.79
SCLD6601 - South Coast Lighting & Design Line Item Account			
205175	12/05/2018		

Check Number	Check Date		Amount
Inv	4110122925		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Street Lighting Replacements	215-6010-6201-8020-000	3,370.13
Inv 4110122925 Total			3,370.13
205175 Total:			3,370.13
SCLD6601 - South Coast Lighting & Design Total:			3,370.13
SPAC2920 - South Pasadena Arts Council Line Item Account			
205176	12/05/2018		
Inv	0000001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Professional Svcs - City Hall Gallery July - Oct, 2018	101-2010-2011-8170-000	6,312.50
Inv 0000001 Total			6,312.50
205176 Total:			6,312.50
SPAC2920 - South Pasadena Arts Council Total:			6,312.50
SPRE7011 - South Pasadena Review Line Item Account			
205177	12/05/2018		
Inv	K65026		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Publication of Notice - 320 Grand Ave Hearing	101-7010-7011-8040-000	172.50
Inv K65026 Total			172.50
Inv	K65027		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Publication of Notice - 1115 El Centro Hearing	101-7010-7011-8040-000	172.50
Inv K65027 Total			172.50
205177 Total:			345.00
SPRE7011 - South Pasadena Review Total:			345.00
STA5219 - Staples Business Advantage Line Item Account			
205178	12/05/2018		
Inv	3386501838		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	CS Office Supplies	101-8030-8032-8110-000	104.01
Inv 3386501838 Total			104.01

Check Number	Check Date		Amount
Inv	3390965037		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2018	Library Office Supplies	101-8010-8011-8000-000	24.28
Inv 3390965037 Total			24.28
Inv	3390965038		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2018	Library Office Supplies	101-8010-8011-8000-000	96.87
Inv 3390965038 Total			96.87
Inv	3391492075		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	Library Office Supplies	101-8010-8011-8000-000	126.99
Inv 3391492075 Total			126.99
Inv	3392590945		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2018	Library Office Supplies	101-8010-8011-8000-000	14.01
Inv 3392590945 Total			14.01
Inv	3392590948		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2018	Library Office Supplies	101-8010-8011-8000-000	462.82
Inv 3392590948 Total			462.82
Inv	3393224903		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2018	Library Office Supplies	101-8010-8011-8000-000	75.48
Inv 3393224903 Total			75.48
Inv	3393325819		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2018	Library Office Supplies	101-8010-8011-8000-000	60.76
Inv 3393325819 Total			60.76
Inv	3393479285		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	CS Office Supplies	101-8030-8032-8000-000	42.22
Inv 3393479285 Total			42.22
Inv	3393479286		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/17/2018	PW Office Supplies	210-6010-6501-8000-000	9.40
10/17/2018	PW Office Supplies	101-6010-6601-8000-000	15.74
10/17/2018	PW Office Supplies	230-6010-6116-8000-000	15.74
10/17/2018	PW Office Supplies	101-6010-6410-8000-000	15.74
10/17/2018	PW Office Supplies	500-6010-6710-8000-000	15.74
10/17/2018	PW Office Supplies	215-6010-6310-8000-000	15.74
10/17/2018	PW Office Supplies	215-6010-6201-8000-000	15.74
10/17/2018	PW Office Supplies	500-6010-6711-8000-000	78.62
Inv 3393479286 Total			182.46
Inv 3393547986			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2018	Library Office Supplies	101-8010-8011-8000-000	85.71
Inv 3393547986 Total			85.71
Inv 3393623439			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Comm. Svcs Office Supplies	101-8030-8021-8000-000	102.91
10/19/2018	Comm. Svcs Office Supplies	101-8030-8021-8020-000	156.86
Inv 3393623439 Total			259.77
Inv 3393623440			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Comm. Svcs Office Supplies	101-8030-8021-8000-000	11.05
Inv 3393623440 Total			11.05
Inv 3393840891			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	Library Office Supplies	101-8010-8011-8000-000	94.34
Inv 3393840891 Total			94.34
Inv 3393840894			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	Comm. Svcs Office Supplies	101-8030-8031-8000-000	72.21
Inv 3393840894 Total			72.21
Inv 3394187081			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	PD Office Supplies	101-4010-4011-8000-000	183.78
Inv 3394187081 Total			183.78
Inv 3394268687			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	FD Office Supplies	101-5010-5011-8000-000	218.99
Inv 3394268687 Total			218.99

Check Number	Check Date		Amount
Inv	3394268688		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	FD Office Supplies	101-5010-5011-8000-000	62.85
Inv 3394268688 Total			62.85
Inv	3394268689		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2018	FD Office Supplies	101-5010-5011-8050-000	160.20
Inv 3394268689 Total			160.20
Inv	3394477173		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	Library Office Supplies	101-8010-8011-8000-000	10.94
Inv 3394477173 Total			10.94
Inv	3394477174		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	Library Office Supplies	101-8010-8011-8000-000	131.06
Inv 3394477174 Total			131.06
Inv	3394477175		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	PD Office Supplies	101-4010-4011-8000-000	529.05
Inv 3394477175 Total			529.05
Inv	3394905076		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Library Office Supplies	101-8010-8011-8000-000	44.12
Inv 3394905076 Total			44.12
Inv	3395167131		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Library Office Supplies	101-8010-8011-8000-000	61.40
Inv 3395167131 Total			61.40
Inv	3395557915		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2018	FD Office Supplies	101-5010-5011-8050-000	21.23
Inv 3395557915 Total			21.23
Inv	3395814035		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/07/2018	CREDIT FD Office Supplies	101-5010-5011-8000-000	-32.85
Inv 3395814035	Total		-32.85
Inv 3396210940			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2018	PD Office Supplies	101-4010-4011-8000-000	224.65
Inv 3396210940	Total		224.65
Inv 3396210941			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2018	PD Office Supplies	101-4010-4011-8020-000	73.90
Inv 3396210941	Total		73.90
Inv 3396210942			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2018	PD Office Supplies	101-4010-4011-8020-000	73.90
Inv 3396210942	Total		73.90
Inv 3396559687			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	FD Office Supplies	101-5010-5012-8020-000	142.34
Inv 3396559687	Total		142.34
205178	Total:		3,618.54
STA5219 - Staples Business Advantage Total:			3,618.54
STE4845 - Stetson Engineers Inc Line Item Account			
205179	12/05/2018		
Inv 2676-201			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/25/2018	Water Supply Analysis Required for General Plan Update	500-6010-6711-8170-000	386.84
06/25/2018	Water Supply Analysis Required for General Plan Update	500-6010-6711-8170-000	203.16
Inv 2676-201	Total		590.00
Inv 2676-301			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	Water Supply Analysis Required for General Plan Update	500-6010-6711-8170-000	4,776.00
Inv 2676-301	Total		4,776.00
Inv 2676-302			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Water Supply Analysis Required for General Plan Update	500-6010-6711-8170-000	120.06

Check Number	Check Date		Amount
		Inv 2676-302 Total	120.06
		205179 Total:	5,486.06
		STE4845 - Stetson Engineers Inc Total:	5,486.06
		PUST3012 - Stifel, Paul Line Item Account	
205180	12/05/2018		
		Inv 001469814	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Residential Drip Irrigation Rebate - Acct# 0000695917-001469814	500-3010-3012-8032-000	150.00
		Inv 001469814 Total	150.00
		205180 Total:	150.00
		PUST3012 - Stifel, Paul Total:	150.00
		SUSI2994 - Sunset Singers Line Item Account	
205181	12/05/2018		
		Inv 1098*	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2018	Balance for 12/13/18 Seniors Christmas Program sponsored	101-0000-0000-2994-001	250.00
		Inv 1098* Total	250.00
		205181 Total:	250.00
		SUSI2994 - Sunset Singers Total:	250.00
		SUVA8022 - Sunset Vans Inc. Line Item Account	
205182	12/05/2018		
		Inv 14978	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	60 Day Inspection on Vehicle # 80 11/20/18	207-8030-8025-8100-000	150.00
		Inv 14978 Total	150.00
		Inv 14979	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	60 Day Inspection on Vehicle # 75 11/20/18	207-8030-8025-8100-000	90.00
		Inv 14979 Total	90.00
		205182 Total:	240.00

Check Number	Check Date		Amount
SUVA8022 - Sunset Vans Inc. Total:			240.00
SSSS8267 - Super Soccer Stars Line Item Account			
205183	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Class Instructor. Payment for Soccer, 3 Classes	101-8030-8032-8267-000	1,053.00
Inv Fall 2018 Total			1,053.00
205183 Total:			1,053.00
SSSS8267 - Super Soccer Stars Total:			1,053.00
SCRR4010 - Superior Court of CA, County of LA Line Item Account			
205184	12/05/2018		
Inv	740A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Court Fees 10/18	101-0000-0000-4610-000	12,117.00
Inv 740A Total			12,117.00
205184 Total:			12,117.00
SCRR4010 - Superior Court of CA, County of LA Total:			12,117.00
SPWS8020 - SupplyWorks Line Item Account			
205185	12/05/2018		
Inv	457386571		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	262.09
Inv 457386571 Total			262.09
Inv 460574817			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	292.70
Inv 460574817 Total			292.70
Inv 464915552			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	399.52
Inv 464915552 Total			399.52
205185 Total:			954.31

Check Number	Check Date		Amount
SPWS8020 - SupplyWorks Total:			954.31
SWOR8032 - Swords Fencing Studio Line Item Account			
205186	12/05/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Instructor Fencing Classes	101-8030-8032-8267-000	1,008.80
Inv Fall 2018 Total			1,008.80
205186 Total:			1,008.80
SWOR8032 - Swords Fencing Studio Total:			1,008.80
TLMS5011 - Tanouye Lawn Mower Shop Line Item Account			
205187	12/05/2018		
Inv	101518		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	FD Equipment Maint.	101-5010-5011-8110-000	17.51
Inv 101518 Total			17.51
205187 Total:			17.51
TLMS5011 - Tanouye Lawn Mower Shop Total:			17.51
TAEV9224 - Total Access Elevator Inc. Line Item Account			
205188	12/05/2018		
Inv	32923		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Elevator Monthly Maint. Inspection 10/18	101-6010-6601-8120-000	582.75
Inv 32923 Total			582.75
205188 Total:			582.75
TAEV9224 - Total Access Elevator Inc. Total:			582.75
TRE9241 - Trench Shoring Line Item Account			
205189	12/05/2018		
Inv	1094126-0020		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	K-Rail for Hanscom & Illinois Dr	230-6010-6116-8020-000	126.00
Inv 1094126-0020 Total			126.00

Check Number	Check Date		Amount
205189 Total:			126.00
TRE9241 - Trench Shoring Total:			126.00
UCL6115 - UCLA Center for Prehospital Care Line Item Account			
205190	12/05/2018		
Inv	2016		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	FD Education & Training 11/18	101-5010-5011-8170-000	1,985.92
Inv 2016 Total			1,985.92
205190 Total:			1,985.92
UCL6115 - UCLA Center for Prehospital Care Total:			1,985.92
UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account			
205191	12/05/2018		
Inv	468710		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Library Recovering Agency Svcs 9/18	101-8010-8011-8180-000	179.00
Inv 468710 Total			179.00
Inv	475523		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Library Contact Services. Recovering Agency Svcs 11/18	101-8010-8011-8180-000	322.20
Inv 475523 Total			322.20
205191 Total:			501.20
UQMS8010 - Unique Mgmt Svcs Inc. Total:			501.20
POR4707 - United Site Services, Inc. Line Item Account			
205192	12/05/2018		
Inv	114-7587730		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Portable Toilet Svc for Skate Park 10/9-11/5/18	101-8030-8032-8180-000	318.67
Inv 114-7587730 Total			318.67
205192 Total:			318.67
POR4707 - United Site Services, Inc. Total:			318.67

Check Number	Check Date		Amount
UPP7789 - Upper S.G.Mun. Water Dist. Line Item Account			
205193	12/05/2018		
Inv	2/08-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Water Supply for Kolle Ave/Monterey Rd. 8/18	500-6010-6711-8233-000	423,945.60
Inv 2/08-18 Total			423,945.60
Inv	SoPas-101918		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	Water Conservation Rebate Program Rcimbursement 7/1/18-9/30/18	500-3010-3012-8032-000	6,619.00
Inv SoPas-101918 Total			6,619.00
205193 Total:			430,564.60
UPP7789 - Upper S.G.Mun. Water Dist. Total:			430,564.60
BEUT4460 - Utley, Beverly Line Item Account			
205194	12/05/2018		
Inv	10/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Refund Senior annual ONP permit revoked	101-0000-0000-4460-000	32.00
Inv 10/31/18 Total			32.00
205194 Total:			32.00
BEUT4460 - Utley, Beverly Total:			32.00
VEW18020 - Vision Electric Wholesale Inc. Line Item Account			
205195	12/05/2018		
Inv	32594		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2018	Pasadena Ave. Street Lighting Repair-Blown Electrical Component	215-6010-6201-8020-000	86.75
Inv 32594 Total			86.75
Inv	32696		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2018	Vertical 360 Degree Street Lamp LED Lamp Replacement	215-6010-6201-8020-000	344.33
Inv 32696 Total			344.33
205195 Total:			431.08
VEW18020 - Vision Electric Wholesale Inc. Total:			431.08

Check Number	Check Date		Amount
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VORT6116 - Vortex Industries, Inc Line Item Account

205196 12/05/2018

Inv 03-1281500

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Repair FD Garage Door	101-6010-6601-8120-000	365.00

Inv 03-1281500 Total 365.00

205196 Total: 365.00

VORT6116 - Vortex Industries, Inc Total: 365.00

WQTS6010 - Water Quality & Treatment Solutions Line Item Account

205197 12/05/2018

Inv 18-2809

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2018	Water Quality - Discolored Water Technical Support Svcs	500-6010-6711-8170-000	5,620.00

Inv 18-2809 Total 5,620.00

Inv 18-2848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Water Quality - Discolored Water Technical Support Svcs	500-6010-6711-8170-000	1,625.32

Inv 18-2848 Total 1,625.32

Inv 18-2865

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2018	Water Quality - Discolored Water Technical Support Svcs	500-6010-6711-8170-000	467.50

Inv 18-2865 Total 467.50

205197 Total: 7,712.82

WQTS6010 - Water Quality & Treatment Solutions Total: 7,712.82

WES4152 - West Coast Arborists, Inc. Line Item Account

205198 12/05/2018

Inv 142007

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Plant Tree 10/16-10/31/18	215-6010-6310-9181-000	305.00
10/31/2018	Grid Pruning & Palm Pruning 10/16-10/31/18	215-6010-6310-8180-000	28,940.00

Inv 142007 Total 29,245.00

Inv 1-4315

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Crew Rental - Field Lighting Boom Truck at Arroyo Park	101-6010-6410-8180-000	1,260.00

Check Number	Check Date		Amount
		Inv 1-4315 Total	1,260.00
		205198 Total:	30,505.00
		WES4152 - West Coast Arborists, Inc. Total:	30,505.00
		WHI6410 - Whittier Fertilizer Co. Line Item Account	
205199	12/05/2018		
		Inv 340327	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/31/2018	For Comcate at 840 Stratford Ave
			<u>Line Item Account</u>
			101-6010-6410-8020-000
			190.04
		Inv 340327 Total	190.04
		205199 Total:	190.04
		WHI6410 - Whittier Fertilizer Co. Total:	190.04
		PUFG8267 - Wong, Pauline Line Item Account	
205200	12/05/2018		
		Inv	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/20/2018	Instructor line Dance Class, (Sept. & Oct.)
			<u>Line Item Account</u>
			101-8030-8032-8267-000
			187.20
		Inv Total	187.20
		Inv Nov 2018	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/20/2018	Instructor Line Dance
			<u>Line Item Account</u>
			101-8030-8021-8267-000
			76.00
		Inv Nov 2018 Total	76.00
		205200 Total:	263.20
		PUFG8267 - Wong, Pauline Total:	263.20
		ZDAS8267 - Zahra Dance Arts Line Item Account	
205201	12/05/2018		
		Inv Fall 2018	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/20/2018	Class Instructor. Payment for Belly Dance, 2 Classes
			<u>Line Item Account</u>
			101-8030-8032-8267-000
			624.00
		Inv Fall 2018 Total	624.00
		205201 Total:	624.00

Check Number	Check Date		Amount
ZDAS8267 - Zahra Dance Arts Total:			624.00
MZLN8267 - Zeledon, Maria Line Item Account			
205202	12/05/2018		
Inv	Fall2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Payment for Spanish, 1 classes	101-8030-8032-8267-000	646.75
Inv Fall2018 Total			646.75
205202 Total:			646.75
MZLN8267 - Zeledon, Maria Total:			646.75
TOZE2920 - Zomordian-Eghbali, MD, Toska Line Item Account			
205203	12/05/2018		
Inv	R90957/96750		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Refund Deposit for War Memorial Building	101-0000-0000-2920-000	500.00
Inv R90957/96750 Total			500.00
205203 Total:			500.00
TOZE2920 - Zomordian-Eghbali, MD, Toska Total:			500.00
Total:			1,124,522.94

ATTACHMENT 4
Payroll 11-02-18
Payroll 11-16-18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 11.02.18

Account Number	Account Name	12.05.18
101-0000-0000-1010-000	General Fund - Payroll cash	514,174.76
	Other Withholding Payables	\$ 219,224.44
101-0000-0000-1010-000	Net General Fund - Payroll Cash	<u>294,950.32</u>
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	6,920.14
207-0000-0000-1010-000	Prop C - Payroll Cash	5,540.01
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	15,599.30
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C:	4,734.66
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	13,902.49
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	3,401.04
500-0000-0000-1010-000	Water Fund - Payroll Cash	37,624.00
700-0000-0000-2210-000	Internal Revenue Service	54,699.32
700-0000-0000-2220-000	Employment Development Dept.	20,793.62
700-0000-0000-2230-000	Internal Revenue Service	17,292.01
700-0000-0000-2240-000	PERS Pension	89,974.00
700-0000-0000-2260-000	Deferred Comp - Empower	13,547.01
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		<u>578,977.92</u>
Checks		15,168.22
Direct Deposits		367,503.74
I.R.S Payments		71,991.33
E.D.D. - State of CA		20,793.62
PERS Pension		89,974.00
Deferred Comp - Empower		13,547.01
PERS Health		
		<u>578,977.92</u>
To 700		586,728.18
Other PR Payable		219,224.44
ACH Payable		<u>367,503.74</u>

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 11.16.18

Account Number	Account Name	12.05.18
101-0000-0000-1010-000	General Fund - Payroll cash	574,255.87
	Other Withholding Payables	\$ 254,739.59
101-0000-0000-1010-000	Net General Fund - Payroll Cash	319,516.28
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,113.05
207-0000-0000-1010-000	Prop C - Payroll Cash	5,907.01
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	10,187.11
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aessment - PR Ca	5,616.21
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	14,801.02
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	40,037.73
700-0000-0000-2210-000	Internal Revenue Service	67,999.86
700-0000-0000-2220-000	Employment Development Dept.	26,320.32
700-0000-0000-2230-000	Internal Revenue Service	18,847.99
700-0000-0000-2240-000	PERS Pension	91,871.74
700-0000-0000-2260-000	Deferred Comp - Empower	12,090.81
700-0000-0000-2262-000	PERS Health - Actives	108,257.70
101-3011-3041-7131-000	PERS Health - Retirees	45,562.97
Total Checks & Direct Deposits		774,129.80
Checks		17,186.06
Direct Deposits		385,992.35
I.R.S Payments		86,847.85
E.D.D. - State of CA		26,320.32
PERS Pension		91,871.74
Deferred Comp - Empower		12,090.81
PERS Health		153,820.67
		774,129.80
To 700		640,731.94
Other PR Payable		254,739.59
ACH Payable		385,992.35

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **12.05.18**

<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



Craig Koehler, Agency Treasurer



City Council Agenda Report

ITEM NO. 4

DATE: December 5, 2018
FROM: Stephanie DeWolfe, City Manager *[Signature]*
PREPARED BY: Marc Donohue, Chief City Clerk *[Signature]*
SUBJECT: 2019 City Council Meeting Schedule

Recommendation Action

It is recommended that the City Council adopt a City Council meeting schedule for the 2019 calendar year.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

City Council meetings are held on the first and third Wednesdays of each month with Closed Session at 6:30 p.m. and Open Session at 7:30 p.m. Adopting a meeting schedule will give the City Council, staff, and the community the ability to plan their schedules accordingly for the upcoming calendar year. The City Council maintains the ability to adjust, cancel, and/or add other meetings as deemed appropriate.

Alternatives

The City Council may decide to cancel meetings on an individual basis, but this might not allow enough time to provide proper notice for cancellation to the public, as approving a schedule ahead of time helps the City Council and staff plan out the year.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

2019 City Council Meeting Schedule

December 5, 2018

Page 2 of 2

Public Notification of Agenda Item

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

Attachment: Proposed 2019 City Council Meeting Schedule



CITY OF SOUTH PASADENA 2019 CITY COUNCIL MEETING SCHEDULE



City Council Meeting Date	Notes
January 2, 2019	Cancelled due to New Year's Holiday
January 16, 2019	
February 6, 2019	
February 20, 2019	
March 6, 2019	
March 20, 2019	
April 3, 2019	Cancelled due to Spring Break
April 17, 2019	
May 1, 2019	
May 15, 2019	
June 5, 2019	
June 19, 2019	
July 3, 2019	Cancelled due to Independence Day Holiday
July 17, 2019	
August 7, 2019	
August 21, 2019	Cancelled due to Summer Break
September 4, 2019	Cancelled due to Labor Day Holiday
September 18, 2019	
October 2, 2019	
October 16, 2019	
November 6, 2019	
November 20, 2019	Cancelled due to Thanksgiving Holiday
December 4, 2019	
December 18, 2019	

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City Council Agenda Report

ITEM NO. 5

DATE: December 5, 2018
FROM: Stephanie DeWolfe, City Manager 
PREPARED BY: Marc Donohue, Chief City Clerk 
SUBJECT: **Adoption of a Resolution Declaring the Results from the November 6, 2018 General Municipal Election**

Recommendation Action

It is recommended that the City Council adopt a Resolution entitled, "A Resolution of the City Council of the City of South Pasadena, California, reciting the fact of the General Municipal Election held in the City on November 6, 2018, declaring the results, and other matters as provided by law."

Commission Review and Recommendation

This matter was not reviewed by the Commission.

Discussion/Analysis

The attached resolution must be adopted by the City Council to officially declare the results of the election. A Certificate of the Canvass of the Election Returns is expected to be provided by the Los Angeles County Registrar-Recorder/County Clerk (LACRR/CC) by Friday, November 30th. Once the official results are received, staff will modify the proposed resolution. The election results as of November 26th for each office and Measure N are itemized as follows:

Election for a Councilmember – District 4

<u>Candidate Name</u>	<u>Votes Received</u>	<u>Vote Percentage</u>
Michael A. Cacciotti	1,368	70.12%
Eric A. Brady	583	29.88%

Election for a Councilmember – District 5

<u>Candidate Name</u>	<u>Votes Received</u>	<u>Vote Percentage</u>
Diana Mahmud	1,843	100%

Election for a City Clerk

<u>Candidate Name</u>	<u>Votes Received</u>	<u>Vote Percentage</u>
Evelyn G. Zneimer	8,475	100%

Election for a City Treasurer

<u>Candidate Name</u>	<u>Votes Received</u>	<u>Vote Percentage</u>
Gary Pia	8,416	100%

Measure N – Repeal of the Utility Users Tax

The following question (which was designated as Measure N) was submitted to South Pasadena’s registered voters at the November 6, 2018, General Municipal Election:

Shall an Ordinance be adopted repealing the City of South Pasadena's Utility Users Tax in its entirety, thereby eliminating \$3.4 million of locally controlled revenue from the City's general fund budget which is used to fund police and fire services, street improvement and maintenance programs, library services and park and recreation programs for youth and seniors?	Yes
	No

<u>Answer</u>	<u>Votes Received</u>	<u>Vote Percentage</u>
Yes	2,269	20.13%
No	9,000	79.87%

Background

On November 6, 2018, a General Municipal Election was conducted in the City of South Pasadena for the purpose of electing two Members of City Council, a City Clerk, a City Treasurer, and to submit to the voters a question whether to repeal the Utility Users Tax in its entirety (Measure N). In accordance with Resolution No. 7566, the General Municipal Election was consolidated with the General Election that was conducted on the same day by the County. The ballots were counted and the results canvassed and certified by the LACRR/CC.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

An invoice describing the costs to conduct the consolidated election with the County of Los Angeles has not yet been received by the City Clerk’s Office; however, estimated costs provided by the LACRR/CC for the election was \$42,016. Sufficient funds were budgeted in the adopted Fiscal Year 2018-19 Budget under account number 101-1020-1022-8170.

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*.

Attachment:

1. Resolution declaring the results of the November 6, 2018 General Municipal Election

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
RECITING THE FACT OF THE GENERAL MUNICIPAL
ELECTION HELD ON NOVEMBER 6, 2018, DECLARING
THE RESULTS, AND SUCH OTHER MATTERS AS
PROVIDED BY LAW**

WHEREAS, a General Municipal Election was held and conducted in the City of South Pasadena, California, on Tuesday, November 6, 2018, as required by law; and

WHEREAS, notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in General Law cities; and

WHEREAS, pursuant to Resolution No. 7566, the Los Angeles County Registrar-Recorder/County Clerk canvassed the returns of the election and has certified the results to this City Council, which are attached hereto and made a part herein as "Exhibit A."

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

SECTION 1. That the names of the persons voted for at the election for Member of City Council are as follows:

District 4 - Michael A. Cacciotti, Eric A. Brady

District 5 - Diana Mahmud

SECTION 2. That the name of the person voted for at the election for City Clerk is as follows: Evelyn G. Zneimer.

SECTION 3. That the name of the person voted for at the election for City Treasurer is as follows: Gary Pia.

SECTION 4. That the whole number of ballots cast and the number of ballots cast for the above-named office are listed in "Exhibit A," attached hereto and made a part herein.

SECTION 5. That the ballot measure submitted to the voters is as follows:

Shall an Ordinance be adopted repealing the City of South Pasadena's Utility Users Tax in its entirety, thereby eliminating \$3.4 million of locally controlled revenue from the City's general fund budget which is used to fund police and fire services, street improvement and maintenance programs, library services and park and recreation programs for youth and seniors?	Yes
	No

SECTION 6. That the City Council does declare and determine that: Michael A. Cacciotti was elected as Member of the City Council in District 4 for a full term of four years; Diana Mahmud was elected as Member of the City Council in District 5 for a full term of four years; Evelyn G. Zneimer was elected as City Clerk for a full term of four years; and Gary Pia was elected as City Treasurer for the full term of four years.

SECTION 7. The City Clerk shall enter on the records of the City of South Pasadena, a statement of the result of the election, showing: (1) The whole number of ballots cast in the City; (2) The names of the persons voted for; (3) The measure voted upon; (4) For what office each person was voted for; (5) The number of votes given at each precinct to each person, and for and against the measure; and (6) The total number of votes given to each person, and for and against the measure.

SECTION 8. That the City Clerk shall immediately make and deliver to each of the persons elected a Certificate of Election signed by the City Clerk and authenticated; that the City Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

SECTION 9. 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 5th day of December, 2018.

Richard D. Schneider, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk

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 5th day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 6

DATE: December 5, 2018

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

PREPARED BY: Margaret Lin, Principal Management Analyst *ML*

SUBJECT: **Adoption of a Resolution to Opt-Out of the Los Angeles County Metropolitan Transportation Authority Congestion Management Program**

Recommendation Action

It is recommended that the City Council adopt a resolution to opt-out of the Los Angeles County Metropolitan Transportation Authority (Metro) Congestion Management Program (CMP).

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The CMP process was established as part of a 1990 legislative package to implement Proposition 111, which increased the state gas tax from 9 to 18 cents per gallon. The intent of the CMP was to implement congestion reduction projects with the new gas tax revenues by improving land use and transportation coordination. At the time, the CMP was considered innovative for its use of performance-based planning. However, this approach has now become antiquated and expensive. The CMP utilizes an outdated Level of Service (LOS) performance measure to determine roadway deficiencies. This creates inconsistencies with local, state, and federal goals to improve mobility and sustainability. In accordance with California Government Code 65088.3, local jurisdictions within a county may opt-out of the CMP requirement without penalty, if a majority of local jurisdictions representing a majority of the county's population formally adopt resolutions requesting to opt-out of the program. Opting-out of the CMP will eliminate the risk to the City from losing state gas tax funds or being ineligible to receive state and federal Transportation Improvement Program funds as a result of not being in compliance with CMP requirements or performance standards.

Next Steps

Once Metro has received resolutions from local jurisdictions representing a majority of the county's population, Metro will notify the California State Controller, California Department of Transportation, and the Southern California Association of Governments that Los Angeles County has opted-out of the CMP in accordance with the statutory requirements.

Background

On June 28, 2018, the Metro Board approved a staff recommendation to initiate the process to opt-out of the state mandated CMP. The action allows Metro staff to proceed with the next step in the process, which is to provide local jurisdictions with the option to opt-out of the CMP program. The CMP has been found to contradict with Metro's efforts to promote a more sustainable and equitable transportation system. In addition, the passage of Measure M and the update of the Long Range Transportation Plan present Metro with an opportunity to consider new ways to measure transportation system performance measures. The administration of the CMP has become outdated by regional, state, and federal transportation planning requirements. Metro is required by state law to prepare and update, on a biennial basis, a CMP for the County of Los Angeles. The CMP primarily uses a LOS performance metric, which is a measurement of vehicle delay that is inconsistent with the new state-designated performance measure of Vehicle Miles Traveled.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact.

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 Resolution
2. Metro Board Report

ATTACHMENT 1
Draft Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ELECTING TO BE EXEMPT FROM THE LOS ANGELES
COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
CONGESTION MANAGEMENT PROGRAM**

WHEREAS, in 1990, California voters passed Proposition 111 and the requirement that urbanized counties develop and implement a Congestion Management Program (CMP); and

WHEREAS, the legislature and governor established the specific requirements of the CMP by passage of legislation which was a companion to Proposition 111 and is codified in California Government Code Section 65088 to 65089.10; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (Metro) has been designated as the Congestion Management Agency responsible for the Los Angeles County CMP; and

WHEREAS, California Government Code Section 65089.3 allows urbanized counties to be exempt from the CMP based on resolutions passed by local jurisdictions representing a majority of a county's jurisdiction with a majority of the county's population; and

WHEREAS, the CMP is outdated and increasingly out of step with current regional, state, and federal planning processes and requirements, including new state requirements for transportation performance measures related to greenhouse gas reduction; and

WHEREAS, on June 28, 2018, the Metro Board took action to direct Metro staff to work with local jurisdictions to prepare the necessary resolutions to exempt Los Angeles County from the CMP.

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

SECTION 1. The South Pasadena City Council does hereby elect to be exempt from the CMP as described in California Code Section 65088 to 65089.10.

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 5th day of December, 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 5th day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Metro Board Report



Board Report

File #: 2018-0122, File Type: Program

Agenda Number: 22.

**PLANNING AND PROGRAMMING COMMITTEE
JUNE 20, 2018**

SUBJECT: CONGESTION MANAGEMENT PROGRAM OPT-OUT

ACTION: APPROVE RECOMMENDATION

RECOMMENDATION

APPROVE initiating the process for Metro and all Los Angeles County local jurisdictions to opt out of the California Congestion Management Program (CMP), in accordance with State CMP statute.

ISSUE

Metro is required by state law to prepare and update on a biennial basis a Congestion Management Program (CMP) for the County of Los Angeles. The CMP process was established as part of a 1990 legislative package to implement Proposition 111, which increased the state gas tax from 9 to 18 cents. The intent of the CMP was to tie the appropriation of new gas tax revenues to congestion reduction efforts by improving land use/transportation coordination.

While the CMP requirement was one of the pioneering efforts to conduct performance-based planning, the approach has become antiquated and expensive. CMP primarily uses a level of service (LOS) performance metric which is a measurement of vehicle delay that is inconsistent with new state-designated performance measures, such as vehicle miles travelled (VMT), enacted by SB 743 for California Environmental Quality Act (CEQA) transportation analysis.

Pursuant to California Government Code §65088.3 (Attachment A, C.G.C. §65000 et seq.), jurisdictions within a county may opt out of the CMP requirement without penalty, if a majority of local jurisdictions representing a majority of the county's population formally adopt resolutions requesting to opt out of the program. Given that the CMP has become increasingly out of step with regional, state, and federal planning processes and requirements, staff recommends that Metro initiate the process to gauge the interest of local jurisdictions and other stakeholders in opting out of State CMP requirements.

DISCUSSION

Under the CMP, the 88 incorporated cities plus the County of Los Angeles share various statutory responsibilities, including monitoring traffic count locations on select arterials, implementing transportation improvements, adoption of travel demand management and land use ordinances, and mitigating congestion impacts.

The framework for the CMP is firmly grounded in the idea that congestion can be mitigated by continuing to add capacity to roadways. This is evidenced by the primary metric that drives the program which is LOS. Recent state laws and rulemaking, namely AB 32 (California Global Warming Solutions Act of 2006), SB 375 (Sustainable Communities and Climate Protection Act of 2008), SB 743 (Environmental quality: transit oriented infill projects, judicial review streamlining for environmental leadership development projects) and SB 32 (California Global Warming Solutions Act of 2006), all move away from LOS directly or indirectly. Therefore, the CMP contradicts these key state policies and Metro's own efforts to promote a more sustainable and equitable region.

A number of counties have elected to opt out of the CMP over the years including San Diego, Fresno, Santa Cruz and San Luis Obispo counties. The reasons for doing so are varied but generally concern redundant, expensive, administrative processes that come with great expense, little to no congestion benefit and continue to mandate the use of LOS to determine roadway deficiencies.

The passage of Measure M and the update of the Long Range Transportation Plan present Metro with an opportunity to consider new ways to measure transportation system performance, measures that complement efforts to combat climate change, support sustainable, vibrant communities and improve mobility. For Metro and cities alike, the continued administration of the CMP is a distraction at best or an impediment at worst to improving our transportation system.

Over the last several years, the CMP has become increasingly outdated in relation to the direction of Metro's planning process and regional, state, and federal transportation planning requirements. Additional reasons to opt out of the CMP include:

- Relieves Metro and local jurisdictions of a mandate to use a single measure (LOS) to determine roadway deficiencies.
- Eliminates the risk to local jurisdictions of losing their state gas tax funds or being ineligible to receive state and federal Transportation Improvement Program funds, as a result of not being in compliance with CMP requirements or performance standards.
- Eliminates the administrative and financial burden to cities associated with the preparation of documents to demonstrate conformance with the CMP.

ALTERNATIVES CONSIDERED

Metro could continue to implement the CMP as adopted by the Board or look to update the program. We do not recommend this as we have examined multiple ways to adapt state legislative requirements, but we have been unable to fit Los Angeles county mobility complexities to statutory requirements in a manner that achieves consensus of our stakeholders over the twenty-five-year life of the program. Opting out of the CMP gives Metro the flexibility to implement mobility improvements through the programs and projects in the Long Range Transportation Plan adopted by the Board, while furthering improvements to transportation capacity, choice and cost-effectiveness.

DETERMINATION OF SAFETY IMPACT

This Board action will have no adverse impact on safety standards for Metro.

FINANCIAL IMPACT

There is no impact to the current fiscal year budget, nor any anticipated impact to future budgets or the continued flow of state gas tax revenues to local jurisdictions. The recommended action may have a positive impact on Metro and local jurisdiction budgets in future years by eliminating the annual costs associated with implementing the CMP. Annual costs to local agencies vary based on size but generally require a staff commitment of 25-60 hours per jurisdiction plus the cost of conducting traffic counts at the 164 CMP intersections at a cost of approximately \$250 per intersection. For Metro the annual burden of administering the CMP is approximately 1.2 Full Time Equivalents (FTE).

NEXT STEPS

Upon Board approval, staff will proceed in consulting with local jurisdictions and other interested stakeholders as follows:

- Consult with the Metro Technical Advisory Committee (TAC) regarding opting out of the CMP and conduct a workshop of our stakeholders to receive input on the interest in opting out of the CMP.
- With the concurrence of the TAC and workshop participants, request local jurisdictions to consider adopting draft resolution (Attachment B) to opt out of the program.
- Upon receipt of formally-adopted resolutions from a majority of local jurisdictions representing a majority of the population, notify the State Controller, Caltrans, and SCAG that Los Angeles County has opted out of the CMP in accordance with statutory requirements.

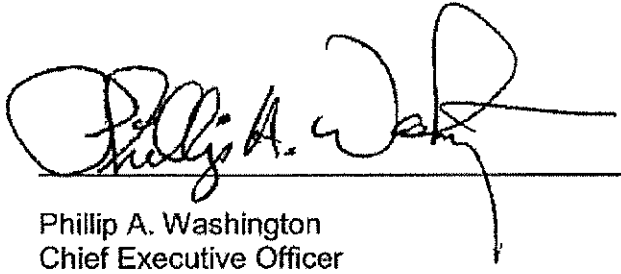
ATTACHMENTS

Attachment A - CMP legislation

Attachment B - Draft Resolution to Opt Out of the Congestion Management Program in Los Angeles County

Prepared by: Paul Backstrom, Manager, Countywide Planning & Development, (213) 922-2183
Mark Yamarone, DEO, Countywide Planning & Development, (213) 418-3452
Kalieh Honish, EO, Countywide Planning & Development, (213) 922-7109
Manjeet Ranu, SEO, Countywide Planning & Development, (213) 418-3157

Reviewed by: Therese W. McMillan, Chief Planning Officer, (213) 922-7077



Phillip A. Washington
Chief Executive Officer

GOVERNMENT CODE - GOV

TITLE 7. PLANNING AND LAND USE [65000 - 66499.58]

(Heading of Title 7 amended by Stats. 1974, Ch. 1536.)

DIVISION 1. PLANNING AND ZONING [65000 - 66210]

(Heading of Division 1 added by Stats. 1974, Ch. 1536.)

CHAPTER 2.5. Transportation Planning and Programming [65080 - 65086.5]

(Heading of Chapter 2.5 amended by Stats. 1977, Ch. 1106.)

65082.

(a) (1) A five-year regional transportation improvement program shall be prepared, adopted, and submitted to the California Transportation Commission on or before December 15 of each odd-numbered year thereafter, updated every two years, pursuant to Sections 65080 and 65080.5 and the guidelines adopted pursuant to Section 14530.1, to include regional transportation improvement projects and programs proposed to be funded, in whole or in part, in the state transportation improvement program.

(2) Major projects shall include current costs updated as of November 1 of the year of submittal and escalated to the appropriate year, and be listed by relative priority, taking into account need, delivery milestone dates, and the availability of funding.

(b) Except for those counties that do not prepare a congestion management program pursuant to Section 65088.3, congestion management programs adopted pursuant to Section 65089 shall be incorporated into the regional transportation improvement program submitted to the commission by December 15 of each odd-numbered year.

(c) Local projects not included in a congestion management program shall not be included in the regional transportation improvement program. Projects and programs adopted pursuant to subdivision (a) shall be consistent with the capital improvement program adopted pursuant to paragraph (5) of subdivision (b) of Section 65089, and the guidelines adopted pursuant to Section 14530.1.

(d) Other projects may be included in the regional transportation improvement program if listed separately.

(e) Unless a county not containing urbanized areas of over 50,000 population notifies the Department of Transportation by July 1 that it intends to prepare a regional transportation improvement program for that county, the department shall, in consultation with the affected local agencies, prepare the program for all counties for which it prepares a regional transportation plan.

(f) The requirements for incorporating a congestion management program into a regional transportation improvement program specified in this section do not apply in those counties that do not prepare a congestion management program in accordance with Section 65088.3.

(g) The regional transportation improvement program may include a reserve of county shares for providing funds in order to match federal funds.

(Amended by Stats. 2003, Ch. 525, Sec. 7. Effective January 1, 2004.)

CHAPTER 2.6. Congestion Management [65088 - 65089.10]

(Chapter 2.6 added by Stats. 1989, Ch. 106, Sec. 9.)

65088.

The Legislature finds and declares all of the following:

(a) Although California's economy is critically dependent upon transportation, its current transportation system relies primarily upon a street and highway system designed to accommodate far fewer vehicles than are currently using the system.

(b) California's transportation system is characterized by fragmented planning, both among jurisdictions involved and among the means of available transport.

(c) The lack of an integrated system and the increase in the number of vehicles are causing traffic congestion that each day results in 400,000 hours lost in traffic, 200 tons of pollutants released into the air we breathe, and three million one hundred thousand dollars (\$3,100,000) added costs to the motoring public.

(d) To keep California moving, all methods and means of transport between major destinations must be coordinated to connect our vital economic and population centers.

(e) In order to develop the California economy to its full potential, it is intended that federal, state, and local agencies join with transit districts, business, private and environmental interests to develop and implement comprehensive strategies needed to develop appropriate responses to transportation needs.

(f) In addition to solving California's traffic congestion crisis, rebuilding California's cities and suburbs, particularly with affordable housing and more walkable neighborhoods, is an important part of accommodating future increases in the state's population because homeownership is only now available to most Californians who are on the fringes of metropolitan areas and far from employment centers.

(g) The Legislature intends to do everything within its power to remove regulatory barriers around the development of infill housing, transit-oriented development, and mixed use commercial development in order to reduce regional traffic congestion and provide more housing choices for all Californians.

(h) The removal of regulatory barriers to promote infill housing, transit-oriented development, or mixed use commercial development does not preclude a city or county from holding a public hearing nor finding that an individual infill project would be adversely impacted by the surrounding environment or transportation patterns.

(Amended by Stats. 2002, Ch. 505, Sec. 1. Effective January 1, 2003.)

65088.1.

As used in this chapter the following terms have the following meanings:

(a) Unless the context requires otherwise, "agency" means the agency responsible for the preparation and adoption of the congestion management program.

(b) "Bus rapid transit corridor" means a bus service that includes at least four of the following attributes:

(1) Coordination with land use planning.

(2) Exclusive right-of-way.

(3) Improved passenger boarding facilities.

(4) Limited stops.

(5) Passenger boarding at the same height as the bus.

(6) Prepaid fares.

(7) Real-time passenger information.

(8) Traffic priority at intersections.

(9) Signal priority.

(10) Unique vehicles.

(c) "Commission" means the California Transportation Commission.

(d) "Department" means the Department of Transportation.

(e) "Infill opportunity zone" means a specific area designated by a city or county, pursuant to subdivision (c) of Section 65088.4, that is within one-half mile of a major transit stop or high-quality transit corridor included in a regional transportation plan. A major transit stop is as defined in Section 21064.3 of the Public Resources Code, except that, for purposes of this section, it also includes major transit stops that are included in the applicable regional transportation plan. For purposes of this section, a high-quality transit corridor means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours.

(f) "Interregional travel" means any trips that originate outside the boundary of the agency. A "trip" means a one-direction vehicle movement. The origin of any trip is the starting point of that trip. A roundtrip consists of two individual trips.

(g) "Level of service standard" is a threshold that defines a deficiency on the congestion management program highway and roadway system which requires the preparation of a deficiency plan. It is the intent of the Legislature that the agency shall use all elements of the program to implement strategies and actions that avoid the creation of deficiencies and to improve multimodal mobility.

(h) "Local jurisdiction" means a city, a county, or a city and county.

(i) "Multimodal" means the utilization of all available modes of travel that enhance the movement of people and goods, including, but not limited to, highway, transit, nonmotorized, and demand management strategies including, but not limited to, telecommuting. The availability and practicality of specific multimodal systems, projects, and strategies may vary by county and region in accordance with the size and complexity of different urbanized areas.

(j) (1) "Parking cash-out program" means an employer-funded program under which an employer offers to provide a cash allowance to an employee equivalent to the parking subsidy that the employer would otherwise pay to provide the employee with a parking space. "Parking subsidy" means the difference between the out-of-pocket amount paid by an employer on a regular basis in order to secure the availability of an employee parking space not owned by the employer and the price, if any, charged to an employee for use of that space.

(2) A parking cash-out program may include a requirement that employee participants certify that they will comply with guidelines established by the employer designed to avoid neighborhood parking problems, with a provision that employees not complying with the guidelines will no longer be eligible for the parking cash-out program.

(k) "Performance measure" is an analytical planning tool that is used to quantitatively evaluate transportation improvements and to assist in determining effective implementation actions, considering all modes and strategies. Use of a performance measure as part of the program does not trigger the requirement for the preparation of deficiency plans.

(l) "Urbanized area" has the same meaning as is defined in the 1990 federal census for urbanized areas of more than 50,000 population.

(m) Unless the context requires otherwise, "regional agency" means the agency responsible for preparation of the regional transportation improvement program.

(Amended by Stats. 2013, Ch. 386, Sec. 3. (SB 743) Effective January 1, 2014.)

65088.3.

This chapter does not apply in a county in which a majority of local governments, collectively comprised of the city councils and the county board of supervisors, which in total also represent a majority of the population in the county, each adopt resolutions electing to be exempt from the congestion management program.

(Added by Stats. 1996, Ch. 293, Sec. 4. Effective January 1, 1997.)

65088.4.

(a) It is the intent of the Legislature to balance the need for level of service standards for traffic with the need to build infill housing and mixed use commercial developments within walking distance of mass transit facilities, downtowns, and town centers and to provide greater flexibility to local governments to balance these sometimes competing needs.

(b) Notwithstanding any other provision of law, level of service standards described in Section 65089 shall not apply to the streets and highways within an infill opportunity zone.

(c) The city or county may designate an infill opportunity zone by adopting a resolution after determining that the infill opportunity zone is consistent with the general plan and any applicable specific plan, and is a transit priority area within a sustainable communities strategy or alternative planning strategy adopted by the applicable metropolitan planning organization.

(Amended by Stats. 2013, Ch. 386, Sec. 4. (SB 743) Effective January 1, 2014.)

65088.5.

Congestion management programs, if prepared by county transportation commissions and transportation authorities created pursuant to Division 12 (commencing with Section 130000) of the Public Utilities Code, shall be used by the regional transportation planning agency to meet federal requirements for a congestion management system, and shall be incorporated into the congestion management system.

(Added by Stats. 1996, Ch. 1154, Sec. 4. Effective September 30, 1996.)

65089.

(a) A congestion management program shall be developed, adopted, and updated biennially, consistent with the schedule for adopting and updating the regional transportation improvement program, for every county that includes an urbanized area, and shall include every city and the county. The program shall be adopted at a noticed public hearing of the agency. The program shall be developed in consultation with, and with the cooperation of, the transportation planning agency, regional transportation providers, local governments, the department, and the air pollution control district or the air quality management district, either by the county transportation commission, or by another public agency, as designated by resolutions adopted by the county board of supervisors and the city councils of a majority of the cities representing a majority of the population in the incorporated area of the county.

(b) The program shall contain all of the following elements:

(1) (A) Traffic level of service standards established for a system of highways and roadways designated by the agency. The highway and roadway system shall include at a minimum all state highways and principal arterials. No highway or roadway designated as a part of the system shall be removed from the system. All new state highways and principal arterials shall be designated as part of the system, except when it is within an infill opportunity zone. Level of service (LOS) shall be measured by Circular 212, by the most recent version of the Highway Capacity Manual, or by a uniform methodology adopted by the agency that is consistent with the Highway Capacity Manual. The determination as to whether an alternative method is consistent with the Highway Capacity Manual shall be made by the regional agency, except that the department instead shall make this determination if either (i) the regional agency is also the agency, as those terms are defined in Section 65088.1, or (ii) the department is responsible for preparing the regional transportation improvement plan for the county.

(B) In no case shall the LOS standards established be below the level of service E or the current level, whichever is farthest from level of service A except when the area is in an infill opportunity zone. When

the level of service on a segment or at an intersection fails to attain the established level of service standard outside an infill opportunity zone, a deficiency plan shall be adopted pursuant to Section 65089.4.

(2) A performance element that includes performance measures to evaluate current and future multimodal system performance for the movement of people and goods. At a minimum, these performance measures shall incorporate highway and roadway system performance, and measures established for the frequency and routing of public transit, and for the coordination of transit service provided by separate operators. These performance measures shall support mobility, air quality, land use, and economic objectives, and shall be used in the development of the capital improvement program required pursuant to paragraph (5), deficiency plans required pursuant to Section 65089.4, and the land use analysis program required pursuant to paragraph (4).

(3) A travel demand element that promotes alternative transportation methods, including, but not limited to, carpools, vanpools, transit, bicycles, and park-and-ride lots; improvements in the balance between jobs and housing; and other strategies, including, but not limited to, flexible work hours, telecommuting, and parking management programs. The agency shall consider parking cash-out programs during the development and update of the travel demand element.

(4) A program to analyze the impacts of land use decisions made by local jurisdictions on regional transportation systems, including an estimate of the costs associated with mitigating those impacts. This program shall measure, to the extent possible, the impact to the transportation system using the performance measures described in paragraph (2). In no case shall the program include an estimate of the costs of mitigating the impacts of interregional travel. The program shall provide credit for local public and private contributions to improvements to regional transportation systems. However, in the case of toll road facilities, credit shall only be allowed for local public and private contributions which are unreimbursed from toll revenues or other state or federal sources. The agency shall calculate the amount of the credit to be provided. The program defined under this section may require implementation through the requirements and analysis of the California Environmental Quality Act, in order to avoid duplication.

(5) A seven-year capital improvement program, developed using the performance measures described in paragraph (2) to determine effective projects that maintain or improve the performance of the multimodal system for the movement of people and goods, to mitigate regional transportation impacts identified pursuant to paragraph (4). The program shall conform to transportation-related vehicle emission air quality mitigation measures, and include any project that will increase the capacity of the multimodal system. It is the intent of the Legislature that, when roadway projects are identified in the program, consideration be given for maintaining bicycle access and safety at a level comparable to that which existed prior to the improvement or alteration. The capital improvement program may also include safety, maintenance, and rehabilitation projects that do not enhance the capacity of the system but are necessary to preserve the investment in existing facilities.

(c) The agency, in consultation with the regional agency, cities, and the county, shall develop a uniform data base on traffic impacts for use in a countywide transportation computer model and shall approve transportation computer models of specific areas within the county that will be used by local jurisdictions to determine the quantitative impacts of development on the circulation system that are based on the countywide model and standardized modeling assumptions and conventions. The computer models shall be consistent with the modeling methodology adopted by the regional planning agency. The data bases used in the models shall be consistent with the data bases used by the regional planning agency. Where the regional agency has jurisdiction over two or more counties, the data bases used by the agency shall be consistent with the data bases used by the regional agency.

(d) (1) The city or county in which a commercial development will implement a parking cash-out program that is included in a congestion management program pursuant to subdivision (b), or in a deficiency plan pursuant to Section 65089.4, shall grant to that development an appropriate reduction in the parking requirements otherwise in effect for new commercial development.

(2) At the request of an existing commercial development that has implemented a parking cash-out program, the city or county shall grant an appropriate reduction in the parking requirements otherwise

applicable based on the demonstrated reduced need for parking, and the space no longer needed for parking purposes may be used for other appropriate purposes.

(e) Pursuant to the federal Intermodal Surface Transportation Efficiency Act of 1991 and regulations adopted pursuant to the act, the department shall submit a request to the Federal Highway Administration Division Administrator to accept the congestion management program in lieu of development of a new congestion management system otherwise required by the act.

(Amended by Stats. 2002, Ch. 505, Sec. 4. Effective January 1, 2003.)

65089.1.

(a) For purposes of this section, "plan" means a trip reduction plan or a related or similar proposal submitted by an employer to a local public agency for adoption or approval that is designed to facilitate employee ridesharing, the use of public transit, and other means of travel that do not employ a single-occupant vehicle.

(b) An agency may require an employer to provide rideshare data bases; an emergency ride program; a preferential parking program; a transportation information program; a parking cash-out program, as defined in subdivision (f) of Section 65088.1; a public transit subsidy in an amount to be determined by the employer; bicycle parking areas; and other noncash value programs which encourage or facilitate the use of alternatives to driving alone. An employer may offer, but no agency shall require an employer to offer, cash, prizes, or items with cash value to employees to encourage participation in a trip reduction program as a condition of approving a plan.

(c) Employers shall provide employees reasonable notice of the content of a proposed plan and shall provide the employees an opportunity to comment prior to submittal of the plan to the agency for adoption.

(d) Each agency shall modify existing programs to conform to this section not later than June 30, 1995. Any plan adopted by an agency prior to January 1, 1994, shall remain in effect until adoption by the agency of a modified plan pursuant to this section.

(e) Employers may include disincentives in their plans that do not create a widespread and substantial disproportionate impact on ethnic or racial minorities, women, or low-income or disabled employees.

(f) This section shall not be interpreted to relieve any employer of the responsibility to prepare a plan that conforms with trip reduction goals specified in Division 26 (commencing with Section 39000) of the Health and Safety Code, or the Clean Air Act (42 U.S.C. Sec. 7401 et seq.).

(g) This section only applies to agencies and employers within the South Coast Air Quality Management District.

(Added by Stats. 1994, Ch. 534, Sec. 2. Effective January 1, 1995.)

65089.2.

(a) Congestion management programs shall be submitted to the regional agency. The regional agency shall evaluate the consistency between the program and the regional transportation plans required pursuant to Section 65080. In the case of a multicounty regional transportation planning agency, that agency shall evaluate the consistency and compatibility of the programs within the region.

(b) The regional agency, upon finding that the program is consistent, shall incorporate the program into the regional transportation improvement program as provided for in Section 65082. If the regional agency finds the program is inconsistent, it may exclude any project in the congestion management program from inclusion in the regional transportation improvement program.

(c) (1) The regional agency shall not program any surface transportation program funds and congestion mitigation and air quality funds pursuant to Sections 182.6 and 182.7 of the Streets and Highways Code in a county unless a congestion management program has been adopted by December 31, 1992, as

required pursuant to Section 65089. No surface transportation program funds or congestion mitigation and air quality funds shall be programmed for a project in a local jurisdiction that has been found to be in nonconformance with a congestion management program pursuant to Section 65089.5 unless the agency finds that the project is of regional significance.

(2) Notwithstanding any other provision of law, upon the designation of an urbanized area, pursuant to the 1990 federal census or a subsequent federal census, within a county which previously did not include an urbanized area, a congestion management program as required pursuant to Section 65089 shall be adopted within a period of 18 months after designation by the Governor.

(d) (1) It is the intent of the Legislature that the regional agency, when its boundaries include areas in more than one county, should resolve inconsistencies and mediate disputes that arise between agencies related to congestion management programs adopted for those areas.

(2) It is the further intent of the Legislature that disputes that may arise between regional agencies, or agencies that are not within the boundaries of a multicounty regional transportation planning agency, should be mediated and resolved by the Secretary of Transportation, or an employee of the Transportation Agency designated by the secretary, in consultation with the air pollution control district or air quality management district within whose boundaries the regional agency or agencies are located.

(e) At the request of the agency, a local jurisdiction that owns, or is responsible for operation of, a trip-generating facility in another county shall participate in the congestion management program of the county where the facility is located. If a dispute arises involving a local jurisdiction, the agency may request the regional agency to mediate the dispute through procedures pursuant to subdivision (d). Failure to resolve the dispute does not invalidate the congestion management program.

(Amended by Stats. 2014, Ch. 345, Sec. 2. (AB 2752) Effective January 1, 2015.)

65089.3.

The agency shall monitor the implementation of all elements of the congestion management program. The department is responsible for data collection and analysis on state highways, unless the agency designates that responsibility to another entity. The agency may also assign data collection and analysis responsibilities to other owners and operators of facilities or services if the responsibilities are specified in its adopted program. The agency shall consult with the department and other affected owners and operators in developing data collection and analysis procedures and schedules prior to program adoption. At least biennially, the agency shall determine if the county and cities are conforming to the congestion management program, including, but not limited to, all of the following:

(a) Consistency with levels of service standards, except as provided in Section 65089.4.

(b) Adoption and implementation of a program to analyze the impacts of land use decisions, including the estimate of the costs associated with mitigating these impacts.

(c) Adoption and implementation of a deficiency plan pursuant to Section 65089.4 when highway and roadway level of service standards are not maintained on portions of the designated system.

(Amended by Stats. 1996, Ch. 293, Sec. 3. Effective January 1, 1997.)

65089.4.

(a) A local jurisdiction shall prepare a deficiency plan when highway or roadway level of service standards are not maintained on segments or intersections of the designated system. The deficiency plan shall be adopted by the city or county at a noticed public hearing.

(b) The agency shall calculate the impacts subject to exclusion pursuant to subdivision (f) of this section, after consultation with the regional agency, the department, and the local air quality management district or air pollution control district. If the calculated traffic level of service following exclusion of these

impacts is consistent with the level of service standard, the agency shall make a finding at a publicly noticed meeting that no deficiency plan is required and so notify the affected local jurisdiction.

(c) The agency shall be responsible for preparing and adopting procedures for local deficiency plan development and implementation responsibilities, consistent with the requirements of this section. The deficiency plan shall include all of the following:

(1) An analysis of the cause of the deficiency. This analysis shall include the following:

(A) Identification of the cause of the deficiency.

(B) Identification of the impacts of those local jurisdictions within the jurisdiction of the agency that contribute to the deficiency. These impacts shall be identified only if the calculated traffic level of service following exclusion of impacts pursuant to subdivision (f) indicates that the level of service standard has not been maintained, and shall be limited to impacts not subject to exclusion.

(2) A list of improvements necessary for the deficient segment or intersection to maintain the minimum level of service otherwise required and the estimated costs of the improvements.

(3) A list of improvements, programs, or actions, and estimates of costs, that will (A) measurably improve multimodal performance, using measures defined in paragraphs (1) and (2) of subdivision (b) of Section 65089, and (B) contribute to significant improvements in air quality, such as improved public transit service and facilities, improved nonmotorized transportation facilities, high occupancy vehicle facilities, parking cash-out programs, and transportation control measures. The air quality management district or the air pollution control district shall establish and periodically revise a list of approved improvements, programs, and actions that meet the scope of this paragraph. If an improvement, program, or action on the approved list has not been fully implemented, it shall be deemed to contribute to significant improvements in air quality. If an improvement, program, or action is not on the approved list, it shall not be implemented unless approved by the local air quality management district or air pollution control district.

(4) An action plan, consistent with the provisions of Chapter 5 (commencing with Section 66000), that shall be implemented, consisting of improvements identified in paragraph (2), or improvements, programs, or actions identified in paragraph (3), that are found by the agency to be in the interest of the public health, safety, and welfare. The action plan shall include a specific implementation schedule. The action plan shall include implementation strategies for those jurisdictions that have contributed to the cause of the deficiency in accordance with the agency's deficiency plan procedures. The action plan need not mitigate the impacts of any exclusions identified in subdivision (f). Action plan strategies shall identify the most effective implementation strategies for improving current and future system performance.

(d) A local jurisdiction shall forward its adopted deficiency plan to the agency within 12 months of the identification of a deficiency. The agency shall hold a noticed public hearing within 60 days of receiving the deficiency plan. Following that hearing, the agency shall either accept or reject the deficiency plan in its entirety, but the agency may not modify the deficiency plan. If the agency rejects the plan, it shall notify the local jurisdiction of the reasons for that rejection, and the local jurisdiction shall submit a revised plan within 90 days addressing the agency's concerns. Failure of a local jurisdiction to comply with the schedule and requirements of this section shall be considered to be nonconformance for the purposes of Section 65089.5.

(e) The agency shall incorporate into its deficiency plan procedures, a methodology for determining if deficiency impacts are caused by more than one local jurisdiction within the boundaries of the agency.

(1) If, according to the agency's methodology, it is determined that more than one local jurisdiction is responsible for causing a deficient segment or intersection, all responsible local jurisdictions shall participate in the development of a deficiency plan to be adopted by all participating local jurisdictions.

(2) The local jurisdiction in which the deficiency occurs shall have lead responsibility for developing the deficiency plan and for coordinating with other impacting local jurisdictions. If a local jurisdiction responsible for participating in a multi-jurisdictional deficiency plan does not adopt the deficiency plan in accordance with the schedule and requirements of paragraph (a) of this section, that jurisdiction shall be considered in nonconformance with the program for purposes of Section 65089.5.

- (3) The agency shall establish a conflict resolution process for addressing conflicts or disputes between local jurisdictions in meeting the multi-jurisdictional deficiency plan responsibilities of this section.
- (f) The analysis of the cause of the deficiency prepared pursuant to paragraph (1) of subdivision (c) shall exclude the following:
- (1) Interregional travel.
 - (2) Construction, rehabilitation, or maintenance of facilities that impact the system.
 - (3) Freeway ramp metering.
 - (4) Traffic signal coordination by the state or multi-jurisdictional agencies.
 - (5) Traffic generated by the provision of low-income and very low income housing.
 - (6) (A) Traffic generated by high-density residential development located within one-fourth mile of a fixed rail passenger station, and
 - (B) Traffic generated by any mixed use development located within one-fourth mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed use development is used for high density residential housing, as determined by the agency.
- (g) For the purposes of this section, the following terms have the following meanings:
- (1) "High density" means residential density development which contains a minimum of 24 dwelling units per acre and a minimum density per acre which is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre shall automatically be considered high density.
 - (2) "Mixed use development" means development which integrates compatible commercial or retail uses, or both, with residential uses, and which, due to the proximity of job locations, shopping opportunities, and residences, will discourage new trip generation.
- (Added by Stats. 1994, Ch. 1146, Sec. 7. Effective January 1, 1995.)*

65089.5.

- (a) If, pursuant to the monitoring provided for in Section 65089.3, the agency determines, following a noticed public hearing, that a city or county is not conforming with the requirements of the congestion management program, the agency shall notify the city or county in writing of the specific areas of nonconformance. If, within 90 days of the receipt of the written notice of nonconformance, the city or county has not come into conformance with the congestion management program, the governing body of the agency shall make a finding of nonconformance and shall submit the finding to the commission and to the Controller.
- (b) (1) Upon receiving notice from the agency of nonconformance, the Controller shall withhold apportionments of funds required to be apportioned to that nonconforming city or county by Section 2105 of the Streets and Highways Code.
- (2) If, within the 12-month period following the receipt of a notice of nonconformance, the Controller is notified by the agency that the city or county is in conformance, the Controller shall allocate the apportionments withheld pursuant to this section to the city or county.
- (3) If the Controller is not notified by the agency that the city or county is in conformance pursuant to paragraph (2), the Controller shall allocate the apportionments withheld pursuant to this section to the agency.
- (c) The agency shall use funds apportioned under this section for projects of regional significance which are included in the capital improvement program required by paragraph (5) of subdivision (b) of Section 65089, or in a deficiency plan which has been adopted by the agency. The agency shall not use these funds for administration or planning purposes.
- (Added by renumbering Section 65089.4 by Stats. 1994, Ch. 1146, Sec. 6. Effective January 1, 1995.)*

65089.6.

Failure to complete or implement a congestion management program shall not give rise to a cause of action against a city or county for failing to conform with its general plan, unless the city or county incorporates the congestion management program into the circulation element of its general plan.
(Added by renumbering Section 65089.5 by Stats. 1994, Ch. 1146, Sec. 8. Effective January 1, 1995.)

65089.7.

A proposed development specified in a development agreement entered into prior to July 10, 1989, shall not be subject to any action taken to comply with this chapter, except actions required to be taken with respect to the trip reduction and travel demand element of a congestion management program pursuant to paragraph (3) of subdivision (b) of Section 65089.
(Added by renumbering Section 65089.6 by Stats. 1994, Ch. 1146, Sec. 9. Effective January 1, 1995.)

65089.9.

The study steering committee established pursuant to Section 6 of Chapter 444 of the Statutes of 1992 may designate at least two congestion management agencies to participate in a demonstration study comparing multimodal performance standards to highway level of service standards. The department shall make available, from existing resources, fifty thousand dollars (\$50,000) from the Transportation Planning and Development Account in the State Transportation Fund to fund each of the demonstration projects. The designated agencies shall submit a report to the Legislature not later than June 30, 1997, regarding the findings of each demonstration project.
(Added by Stats. 1994, Ch. 1146, Sec. 11. Effective January 1, 1995.)

65089.10.

Any congestion management agency that is located in the Bay Area Air Quality Management District and receives funds pursuant to Section 44241 of the Health and Safety Code for the purpose of implementing paragraph (3) of subdivision (b) of Section 65089 shall ensure that those funds are expended as part of an overall program for improving air quality and for the purposes of this chapter.
(Added by Stats. 1995, Ch. 950, Sec. 1. Effective January 1, 1996.)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
_____, CALIFORNIA, ELECTING TO BE EXEMPT FROM
THE CONGESTION MANAGEMENT PROGRAM

WHEREAS, in 1990 the voters of California passed Proposition 111 and the requirement that urbanized counties develop and implement a Congestion Management Program; and

WHEREAS, the legislature and governor established the specific requirements of the Congestion Management Program by passage of legislation which was a companion to Proposition 111 and is encoded in California Government Code Section 65088 to 65089.10; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (Metro) has been designated as the Congestion Management Agency responsible for Los Angeles County's Congestion Management Program; and

WHEREAS, California Government Code Section 65089.3 allows urbanized counties to be exempt from the Congestion Management Program based on resolutions passed by local jurisdictions representing a majority of a county's jurisdictions with a majority of the county's population; and

WHEREAS, the Congestion Management Program is outdated and increasingly out of step with current regional, State, and federal planning processes and requirements, including new State requirements for transportation performance measures related to greenhouse gas reduction; and

WHEREAS, on _____ the Metro Board of Directors took action to direct Metro staff to work with local jurisdictions to prepare the necessary resolutions to exempt Los Angeles County from the Congestion Management Program.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of _____, California, as follows:

1. That the above recitations are true and correct.

2. That the City of _____ hereby elects to be exempt from the Congestion Management Program as described in California Government Code Section 65088 to 65089.10.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of _____ on the ____ day of _____ by the following vote, to wit:

AYES:

NOES:

ABSENT:

(Name), Mayor

ATTEST:

(Name), City Clerk


(SEAL)




City Council Agenda Report

ITEM NO. 7

JDATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director 

SUBJECT: **Discretionary Fund Request from Councilmember Joe and Councilmember Mahmud for the Purpose of Emergency Preparedness Outreach / Education for the Community**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Joe and Councilmember Mahmud designating \$125 each for the purpose of distributing promotional items for community outreach and education effort.

Commission Review and Recommendation

This matter was reviewed by the Public Safety Commission.

Discussion/Analysis

As part of a community outreach and education effort, the Public Safety Commission would like to distribute personal safety whistles at community events such as the Electric Music Festival, Farmer's Market, 4th of July Parade, the Police Department's Open House, and Neighborhood Watch Meetings. The item is a combination light/whistle that attaches to a key chain, that will be printed with the SPPD non-emergency number and will serve as a useful device in an emergency, to alert nearby witnesses to safety hazards, medical emergencies, crimes, and even possibly preventing personal attacks.

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the Fiscal Year (FY) 2018-19 Budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each Councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City).

On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. the Resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. Said allocated funds need not be encumbered

Discretionary Fund Request from Councilmember Joe and Councilmember Mahmud for the Purpose of Emergency Preparedness Outreach / Education for the Community
 December 5, 2018
 Page 2 of 2

by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and excludes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Pledged	Current Year Balance >	\$14,000	\$13,750	\$14,000	\$13,750	\$14,000
	<i>Total</i>	<i>14,000</i>	<i>13,750</i>	<i>14,000</i>	<i>13,750</i>	<i>14,000</i>
12/5/2018	Public Safety Commission - Community Outreach		125		125	
	<i>FYTD Appropriations</i>	<i>0</i>	<i>375</i>	<i>0</i>	<i>375</i>	<i>0</i>
Available at 12/5/18		\$14,000	\$13,375	\$14,000	\$13,375	\$14,000

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item


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



City Council Agenda Report

ITEM NO. 8

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Award Sole Source Purchase of Motorola APX 8000H All Band Portable Radios in the Amount of \$103,000**

Recommendation Action

It is recommended that the City Council:

1. Authorize the purchase of fifteen (15) Motorola APX 8000H All Band Portable Radios in the amount of \$103,000; and
2. Waive bidding requirements and authorize a single sole source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(11)(j).

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

The City's ability to effectively respond to and recover from a disaster has been presented and discussed during the past three annual Community Budget Forums. During these forums, emergency preparedness and the remodeling/upgrading of the City's Emergency Operations Center (EOC) has been identified as a top priority. The purchase of the Motorola APX 8000H All Band Portable Radios (Motorola Radios) has been identified as a necessary equipment upgrade to support the remodel/upgrade of the City's EOC and enhance response capabilities during a catastrophic event.

Discussion/Analysis

The City's EOC recognizes the National All-Hazard approach to disaster management and has adopted the National Incident Management System (NIMS) to manage incidents. In order to support NIMS, the EOC must be equipped with standardized and updated equipment and resources. Arguably, one of the most important upgrades to equipment during the remodeling of the EOC revolves around the City's ability to effectively communicate with surrounding jurisdictions during a disaster. Currently, the South Pasadena Fire Department utilizes Motorola APX 7000 Portable Radios that were purchased in early 2008 and have reached their expected lifespan for front-line portable radios. In addition to reaching their expected lifespan, the Motorola APX 7000's are not equipped with the latest technology and will no longer be supported with updates from Motorola. When the new Motorola Radios go into service, the APX

7000's will be rotated into reserve capacity and utilized as needed to support EOC operations during an event.

The Motorola Radios are equipped with the latest technologies and will ensure that EOC staff, Fire Department personnel, and Police Department personnel can effectively communicate with surrounding local, State, and Federal agencies during a catastrophic event. New portable and mobile radios equipped with the latest technology were also identified by City staff as equipment that would require replacement in order for the City to maintain effective disaster communications.

A unique feature of the Motorola Radios is that they are "All Band" and can receive/transmit on multiple frequencies. Currently, personnel are required to carry and communicate utilizing three separate portable radios depending on the agency and the frequency they are operating on. The "All Band" Motorola Radios function simultaneously on Ultra High Frequencies (UHF), Very High Frequencies (VHF), and 800 MHz. All three of these frequencies are the primary frequencies utilized by agencies within the region.

The standard 2018 LA County Contract pricing for Motorola Radios is approximately \$12,846 per unit/radio. The Los Angeles Area Fire Chiefs Association (LAAFCA) utilized the leverage of all 31 agencies in LA County and recently negotiated a new Los Angeles Territory Volume Subscriber Pricing Program (LATVSP) with Motorola. The end result was an eight (8) level pricing program in which the price per unit would be reduced depending on how many units were purchased by agencies within LA County. The volume pricing levels are as follows:

- Level 1 – 2,500 Units/Radios
- Level 2 – 3,500 Units/Radios
- Level 3 – 4,500 Units/Radios
- Level 4 – 6,000 Units/Radios
- Level 5 – 8,000 Units/Radios
- Level 6 – 10,000 Units/Radios
- Level 7 – 14,000 Units/Radios
- Level 8 – 19,000 Units/Radios

Currently, the LATVSP stands at level 5 pricing which results in a final price per Motorola Radio of \$5,780. This is a reduction of 55% or \$7,066 per radio which results in an overall savings of \$105,990 for 15 radios.

The LATVSP is a limited time offer that is only available to agencies located within LA County. The deadline for agencies to place an order and receive the discounted pricing is December 31, 2018. At this time, Motorola does not intend to repeat this pricing program in the future.

Next Steps

1. Secure order of 15 Motorola Radios as set forth by the LATVSPP.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Motorola Radios will be purchased out of account 101-5010-5012-8020. The funds were approved and appropriated from the EOC Designated Reserves as part of the Fiscal Year (FY) 2018-19 Budget.

Staff researched grant opportunities for the purchase of the radios, there were no grants funds available.

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: Price Quote from Motorola



CUSTOMER ORDER

APX 8000-01E Fire Portable

Date: Sept 12 2018

Selling as: MR Agent Lifeline Dealer Yes

All fields required. * Not Required For LifeLine Dealers

LACO Contract # MA-IS-1240419-1

Customer: Customer Number:

Dealer/Agent/MR Name: Dealer/Agent/MR Address: Prepared By: Jeff Fukasawa

Phone: Fax: Email Address:

Table with columns for Sold To, Street, City, State/Zip, Att, Bill To, Street, City, State/Zip, Att, Ship to, Street, City, State/Zip, Att, Ultimate Destination, Street, City, State/Zip, Att.

Equipment Details and Pricing

Main equipment pricing table with columns: Line #, Qty, Model/Part Number, Item Description, Unit List Price, Unit Discounted Price, Total Extended List Price, Total Extended Discount Price. Includes rows for various radio models and accessories.

ORDER TOTAL \$101,550.00

Indirect Sales Rep and Direct Sales Rep fields with Name, ID, and Man# (if known) sub-fields.

PO #, PO Date, and CRSD fields.

Taxable, Bid And Quote #, Freight Terms, Payment Terms, Ship Partial, Ship Early, Ship via fields.

Table for TX and RX frequencies with columns: TX Freq #1-7, RX Freq #1-7, and 'if applicable' checkboxes.



CUSTOMER ORDER

Date: Sept 12 2018

Selling as: MR Agent Lifeline Dealer

All fields required. * Not Required For LifeLine Dealers

LACO Contract # MA-IS-1240419-1 Customer: Customer Number:

Dealer/Agent/MR Name: Dealer/Agent/MR Address: Prepared By: Jeff Fukasawa

Phone: Fax: Email Address:

Table with columns for Sold To, Street, City, State/Zip, Att, Bill To, Street, City, State/Zip, Att, Ship to, Street, City, State/Zip, Att, Ultimate Destination, Street, City, State/Zip, Att.

Equipment Details and Pricing

Main equipment pricing table with columns: *Line #, Qty, Model/Part Number, Item Description, Unit List Price, Unit Discounted Price, Total Extended List Price, Total Extended Discount Price. Includes items like APX 8000HXE Fire Radio, APX XE500 REMOTE SPEAKER MIC, etc.

ORDER TOTAL \$1,453.30

*Indirect Sales Rep Name, ID, Man# fields. *Direct Sales Rep Name: Mike Bravo, ID, Man# fields.

PO #, PO Date, CRSD fields.

Taxable, *Bid And Quote #, Freight Terms, Payment Terms, Ship Partial, Ship Early, Ship via fields.

Table for TX/RX Freq #1-7 with 'if applicable' columns.

City of S. Pasadena Fire


ITEM	SUMMARY SPREADSHEET	INDIVIDUAL LIST PRICE	DISCOUNT PRICE- 55%	QTY	EXTENDED LIST PRICE	EXTEND SUBSCRIBER DISCOUNT PRICE- 55%	ACCESSORIES DISCOUNT PRICE- 20%
1	APX 8000HXE PORTABLE (FIRE)	\$10,412.00	\$6,737.16	15	\$192,690.00	\$86,710.50	\$1,320.00
	SUB TOTAL			15	\$192,690.00	\$86,710.50	\$1,320.00
	TAX (9.5%)				\$18,305.55	\$8,237.50	\$122.10
	FREIGHT				\$47.00	\$47.00	\$7.90
	5 YEAR EXTENDED WARRANTY				\$6,555.00	\$6,555.00	
	TOTAL				\$210,995.55		\$1,450.00
	Total for Subscriber + Accessories					\$101,550.00	
	Total Cost for Radio Subscriber Upgrade						\$103,000.00




City Council Agenda Report

ITEM NO. 9

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Sheila Pautsch, Community Services Director 

SUBJECT: **Approval of a Concession Lease Agreement with San Pascual Stables, LLC, for Operation of the San Pascual Stables for an Initial Term of 10 Years**

Recommendation Action

It is recommended that the City Council approve, in substantially to form, the attached Concession Lease Agreement (Lease) with San Pascual Stables, LLC (SPS, LLC) for the lease of the San Pascual Stables (Stables) that will begin on December 6, 2018 for an initial term of 10 years.

Commission Review and Recommendation

This matter was reviewed by the San Pascual Stables Subcommittee (Subcommittee). The Subcommittee recommended that the City Council authorize SPS, LLC to operate the Stables. The Subcommittee did review the lease but did not approve the final version of the lease, pending negotiations with the Stables representatives regarding maintenance obligations, term length and monthly payments.

Community Outreach

In February 2015, the City Council established a Subcommittee, of current commissioners, in February 2015 to evaluate the lease for the Stables. A series of monthly Subcommittee meetings were held (February 2015- October 2017). All meetings were open to the public and as a result, staff received ample comments and feedback from constituents.

Discussion/Analysis

Staff recommends that the City of South Pasadena (City) enter into a Lease with SPS, LLC. SPS, LLC accepted the terms and conditions of the Lease. SPS, LLC has shown it can continue to build on past successes and conduct a financially successful equestrian center that expands the equestrian recreation opportunities to the community. This Lease will begin on December 6, 2018.

The Original Term of the lease is ten (10) years. Assuming SPS, LLC is in compliance with all the provisions of the Lease, the term can be extended for two additional five (5) year (Terms). The City will receive about \$66,310 annually in Concession Lease Fees (Fees) from SPS, LLC, which is equivalent to 6% of the estimated annual gross income (The projected gross revenue is approximately \$1,105,174 with SPS, LLC Fees at about \$66,310). In addition to the six percent

(6%) of gross revenue payable to the City under the Lease, SPS, LLC will contribute an additional two percent (2.75%) of the gross revenue to the “San Pascual Stables Capital Improvement Fund” (CIF).

The Lease requires a minimum number of capital improvements to be made during each of the terms. The total cost of these improvements to keep the facility safe and productive is nearly \$600,000 over the two terms. Consequently, a minimum of \$30,000 needs to be set aside each year for the CIF with restricted use of funds outlined in lease. SPS, LLC will contribute 2.75% of the estimated annual gross revenue, which is approximately \$30,392 each year.

SPS, LLC is required to make specific capital improvements during the Lease such as adding a third riding ring, adding security cameras, additional signage, parking and access improvements as well as enhancements to the barn and storage facilities. SPS, LLC will be required to maintain the historic single-family home on site as an affordable housing unit for low or very low income tenants. City will record an affordability covenant on the property restricting the historic residence to occupancy by a low or very low income qualified tenant.

The City will receive monthly financial reports from SPS, LLC and conduct evaluations every six months for compliance to the terms and conditions of the Lease. Compliance will include the requirement to conduct classes and programs for the community and youth organizations. The City will also ensure that SPS, LLC will make every effort to use only electric lawn equipment as well as purchase hybrid tractors.

Alternatives Considered

1. If Council desires to change the terms of the lease, staff will go back into negotiation with SPS, LLC.

Next Steps

1. Staff will monitor finances and report monthly, via a memo, to the City Council.
2. Staff will conduct a six month review for compliance with lease terms in June 2019 and continue thereafter every six months.

Background

The Subcommittee worked with Ron Hagan, Senior Associate Consultant, Integrated Consultant Group, Inc. (ICG, Inc.), and staff to evaluate the existing conditions of the Stables, interviewed the current operator and toured the facilities to create a list of best practices which assisted in creating the Request for Proposals (RFP). Once the RFP was approved by the Subcommittee and by the City Council, the RFP was distributed to multiple equestrian professionals and companies in May 2017.

As a result, five (5) proposals were received. The respondents were All Equestrian Services, LLC; Paddock Riding Club; Dark Horse White Knight Inc.; San Pascual Stables, LLC; and Double Crown, LLC. All five proposals met the minimum requirements to be considered for the new Concession Lease.

Interviews were conducted by an Ad Hoc Committee of the Subcommittee. All proposers were

given forty-five (45) minutes to give an overview of their business with the remainder of the time being used by the panel to ask questions regarding directly related experiences, financials, capital improvements of facilities and capability to perform. The Ad Hoc Committee ranked the proposals and the top four returned for a second interview, which provided an opportunity to clarify issues raised during the review of the written proposal and first interview.

In summary, all proposers met the minimum qualifications as outlined in the RFP. Only SPS, LLC and Paddock Riding Club are currently operating an equestrian center, the others have varying degrees of equestrian experience and business backgrounds. Each proposer presented slightly different approaches on how they would operate the Stables if awarded the Lease. The Ad Hoc Committee determined the proposals from SPS, LLC and Paddock Riding Club presented the best opportunity for the City to meet the goals for the Stables in the future. While Paddock Riding Club could eventually transition their management staff and programs to the Stables and develop a successful operation patterned after their current operation in Los Angeles, the Ad Hoc Committee felt it would take several years to make the transition and consequentially lose current boarders and clients.

The Ad Hoc Committee recommended that the Subcommittee move forward requesting the City Council's consideration to authorize negotiations with SPS, LLC.

On November 1, 2017, the City Council authorized staff to enter into negotiations with SPS, LLC for the Lease of the Stables.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Annually, the City will net roughly \$66,310. SPS, LLC will contribute 2.75% of the gross revenue of around \$30,392 to the CIF for future capital improvement projects for the Stables. The City will control the CIF, which will take in about \$30,392 a year and close to \$600,000 over the full term of the lease (including extensions).

Estimated Annual Gross Revenue (EAGR)	\$1,105,174
Concessions Lease Fee 6% of the EAGR	\$66,310
Capital Improvement Fund (CIF) 2.75% of EAGR	\$30,392
Total Estimated Annual Amount to the City	\$96,702

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: Concession Lease Agreement

CONCESSION LEASE AGREEMENT

THIS CONCESSION LEASE AGREEMENT is entered into as of _____, 2018 between the CITY OF SOUTH PASADENA, a California City (City), whose address is 1414 Mission Street, South Pasadena, CA 91030, and SPS LLC, a California limited liability company ("Concessionaire"), whose address is 900 S Figueroa Street #603, Los Angeles, California 90015. The parties hereby agree as follows:

FOR AND IN CONSIDERATION of the mutual terms, covenants, and conditions herein, City hereby grants to Concessionaire, the exclusive lease to operate the equestrian boarding concession facility, San Pascual Stables ("Concession" or "SPS") at Arroyo Seco Park, signed by the parties, and incorporated herein, subject to the following terms and conditions.

1. PREMISES

That City, in consideration of the payment of concession fees hereinafter specified to be paid by Concessionaire and of the covenants and agreements herein contained to be performed and observed by Concessionaire, does hereby lease to Concessionaire for the purposes hereinafter specified that certain property, the Concession ("the Premises"), in Arroyo Seco Park, and as more particularly shown in Exhibit "A".

2. TERM

This Concession Lease Agreement is for a term of ten (10) years (the "Original Term").

Upon mutual agreement between the City and Concessionaire, the City may extend the "Original Term" for an additional five (5) years (the "First Extended Term");, provided the Concessionaire has complied with and met all terms and conditions of the "Original Term" to the City's reasonable satisfaction. Upon mutual agreement between the City and Concessionaire, the City may extend the lease for an additional five (5) year term ("Second Extended Term"), provided the Concessionaire has complied with and met all terms and conditions of the "Original Term" and the "First Extended Term" to the City's reasonable satisfaction. City shall determine if the Concessionaire has met and complied with the Original Term conditions by review of the bi-annual evaluations performed by the Community Services Director of concessionaire's operation and compliance to the lease agreement terms and conditions, as provided in Exhibit K. Concessionaire will notify City no more than one hundred eighty (180) days nor less than ninety (90) days before the end of the existing term if it desires to extend the lease for either a "First Extended Term" or a "Second Extended Term." The City has sole discretion in determining whether to extend the lease and will consider whether the Concessionaire has complied with or made reasonable progress, in meeting all terms and conditions in the "Original Term." Reasonable progress shall be defined as Concessionaire meeting the intent of the terms and conditions and adhering to the terms and conditions, subject to unforeseen circumstances beyond Concessionaire's control.

This Agreement shall be subject to early termination as follows:

- a. Upon at least one year's prior written notice to such effect by Concessionaire to City.
- b. Upon the failure of Concessionaire or its members to observe any of the requirements of this Agreement, after thirty (30) days' notice from the City that Concessionaire is in default. City may grant additional time to correct the default at its option.
- c. By City upon determination by its City Council that the Concession is a nuisance or public safety hazard, and Concessionaire fails to remedy the same within thirty (30) days after notice (or such longer time as may be reasonably necessary to remedy the same). The City Council shall have sole discretion to determine whether the Concession constitutes a nuisance or public safety hazard to other park users. Upon such a determination (and Concessionaire's failure to remedy the same), Concessionaire shall be given 30 days to remove all its property and repair any damage Concessionaire has caused.
- d. Upon the failure of Concessionaire to complete, to City's satisfaction, all repairs and restoration listed on Exhibit L of the historic residence described in Section 16 within 60 days from the date of execution of this Concession Lease, unless the repair and restoration time is otherwise extended by the City, and subject to time necessary for City's processing of necessary permits and approvals and Force Majeure Events (as defined in Section 43).
- e. Upon a reduction in revenues from the prior year of 20% or more persisting for a six month period of time.
- f. Upon any changes required by law regarding a material change in use of the Property.

3. LEASE FEES

A. Concession Lease Fee. For the "Original Term", Concessionaire shall pay to City as the Concession Lease Fee, without deduction, set off, or demand, the sum equal to the following percentage of Concessionaire's Gross Receipts, as defined in Section 3.D, for the prior calendar month the sum equal to 6% of Concessionaire's gross receipts upon the Premises. For the "Extended Term", if granted by the City, Concessionaire and City shall negotiate the percentage fee at the time of the extension.

B. Capital Improvement Fund Fee.

City will account for these funds in a separate account designated as "**San Pascual Stables Capital Improvement Fund**" and maintain adequate records thereof. These funds are solely for Major Maintenance and Capital Improvements to Structures or Fixed Assets at the facility as defined in Exhibit B. Concessionaire acknowledges that they possess no right, title or interest in these funds other than to help administrate pursuant to this Section.

Following the first whole or partial month of the term hereof, Concessionaire shall furnish to the City by the 20th day of each month, a verified statement of its total gross receipts for the preceding month along with the Concession Lease Fee and Capital Improvement Fund Fee for that period.

The Monthly Gross Revenue Report (Exhibit J), Concession Lease Fee, and the Capital Improvement Fund Fee shall be mailed to:

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

C. Late Charge. If any installment of the Concession Lease Fee or the Capital Improvement Fund Fee due from Concessionaire is not received by City when due, Concessionaire shall pay to City an additional sum of 10% of the overdue concession fee as a late charge, however Concessionaire shall not be liable for a late charge where payments are late due to a Force Majeure Event, as defined by section 43. Acceptance of any late charge shall not constitute a waiver of Concessionaire's default with respect to the overdue amount or prevent City from exercising any of the other rights and remedies available to City.

D. Gross Receipts. Concessionaire is required to recognize its revenue with a cash basis accounting method. The term "gross receipts" herein shall include the total aggregate amount of the business done, sales made, rentals, commissions received, and services performed by Concessionaire, such as, but not limited to, all income from boarding operations, training fees, instruction fees, riding academy, summer camp registration (except the registration taken at the City), facility rentals for parties or weddings, all food and vending sales, filming on the premises, temporary boarding, independent lessons and any other activity for which fees are charged or revenue is received for services rendered in, on, or from the Premises for cash and on credit (it being understood that sales on credit are to be included in gross receipts when cash, or a check, is actually received by Concessionaire). Such revenue shall be reported on the form contained in Exhibit J, attached hereto). Gross receipts shall not include the amount of any tax on sales from the Premises where such taxes are added to the selling price, stated separately, and paid by Concessionaire's customers, and remitted directly to the taxing authorities by Concessionaire.

- i. Concessionaire will maintain detailed records regarding lessons, training and commissions earned by retaining independently verifiable written reports that show date, name of participants, amount collected, and keep a comprehensive all-inclusive calendar of events and class rosters for at least for five (5) years from the date of services rendered, to substantiate accuracy of Concessionaire's reported gross receipts as described in Section 3.D. These records will be provided as back up to Concessionaire's Monthly Gross Revenue Report (Exhibit J) as required in Section 3.D.
- ii. Concessionaire's sales of its fixed assets, such as equipment, will not be considered part of gross receipts, except to the extent purchase of any fixed asset occurred through the Capital Improvement Fund. In addition,

the sale of horses by Concessionaire, (as distinct from sales by boarders, trainers, or others), shall be included in gross receipts. If considered a revenue source, the net profit on the sale of a horse would be included in gross receipts. In addition, boarder reimbursement for actual costs or services, such as veterinarian fees or tack purchases, should not be included in gross receipts. However, if the Concessionaire adds a "handling or service" fee to the actual costs, then this "handling or service" fee shall be included in gross receipts.

- iii. Use of horses owned by boarders for program purposes, whereby Concessionaire gives rent credit (reduced boarding rent) to the boarder for use of their private horse in Concessionaire's programs, activities, or events, shall be reported in the backup records required in 3.D.i and provided to City as required in Section 3.D. This record shall indicate the full rent due for the month less the rent credit (amount of reduced rent) given the boarder for the use of their horse during the month. For liability and security purposes, the Concessionaire shall include language in the Concessionaire's boarding agreement, whereby the boarder agrees to the use of their horse by Concessionaire and the specific rent credit (reduced amount of rent) the boarder shall receive by agreeing to the use of their horse.

4. CAPITAL IMPROVEMENTS

By February 1/August 1, Concessionaire will prepare and submit to the Director of Community Services a "Capital Improvement Fund" plan with projected costs each year with the Director of Community Services to obtain the necessary City approvals and prioritization. Concession major maintenance and/or replacement categories are listed in Exhibit "B". The minimum dollar amount for a project to be approved for this fund is \$1,000. No funding from the "Capital Improvement Fund," set forth in Section 3.B, shall be expended toward any projects listed in Exhibit "B" until all Exhibit "L" repairs and restoration of the historic residence have been completed to City's satisfaction.

No capital improvement fund activities shall begin without City's prior written approval. Work requiring design approval, specific plans and/or specifications, as appropriate, must be submitted to City and approved by City's Planning staff. Such review will be completed by City within ninety (90) working days of City's receipt of required documentation, with Concessionaire responsible to meet all reasonable requests for revision or amendment. Major Maintenance Repairs and Capital Improvements to the historical barn, historic residence or shed shall be in accordance with the City's Cultural Heritage Ordinance Chapter 2, Administration, Article IV.H.

Upon City's approval of a proposed Capital Improvement Project, it shall provide to Concessionaire applicable prevailing wage schedules. As required under the California Labor Code, labor funded from the Capital Improvement Fund and performed on the leasehold shall be compensated at such prevailing wage rates.

On the tenth day of the month following work on Capital Improvements, Concessionaire shall provide City with a "Capital Improvement Status Report" detailing Major

Maintenance Repair and/or Capital Improvements worked on during the month and their anticipated completion date.

Upon completion of an approved capital project, the Concessionaire will submit to the Director of Community Services for reimbursement from the Capital Improvement Fund, a summary of project costs, original invoices, and copies of front and back of canceled checks to vendors. If the Concessionaire uses its own labor for these projects, time cards and payroll records must be submitted in accordance with Prevailing Wage Laws, as described in Section 5. The Director of Community Services will approve the expenditures and forward them to the Finance Department to process for reimbursement to the Concessionaire.

Any unexpended Capital Improvement Funds at the end of the lease shall become the property of City and shall be used to improve the Premises for continued operation. If the lease term is subject to an "Extended Term," the amount remaining in the Capital Improvement Fund shall be rolled over for use in such term.

5. PREVAILING WAGE REQUIREMENTS

Concessionaire is aware of the requirements of California Labor Code Section 1720, *et seq.* and Section 1770, *et seq.*, as well as the California Code of Regulations, Title 8, Section 1600, *et seq.*, ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects on City property. If any maintenance, additions, or improvements performed would total \$1,000 or more, Concessionaire shall fully comply with such Prevailing Wage Laws. Concessionaire shall defend, indemnify and hold harmless the City, its elected officials, employees, volunteers and agents free and harmless from any claim or liability arising from any failure of alleged failure to comply with Prevailing Wage Laws.

6. RECORDS, INSPECTION and AUDIT

Concessionaire shall keep true and accurate books and records showing all of its income and expenses and business transactions in connection with the Concession in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the five year period following the termination of the Agreement, to inspect and audit such books and records including Concessionaire's State of California sales tax return records, Federal and State income tax returns and Federal and State payroll tax reports. All Concessionaire's gross receipt deposits and cash disbursements related to the operation of the Concession shall be maintained in a separate bank account, and not commingled with revenue or disbursements to or from any other source. If City's inspection or audit of Concessionaire's records reveals that it has misreported the amount of actual revenue or disbursements by more than 5% within the relevant reporting period, Concessionaire shall reimburse City for the cost of such inspection or audit.

7. USER RATES AND AGREEMENTS

The rates and charges to users of the Concession are the responsibility of the Concessionaire and do not require approval of the City.

a. Rate Increases. Concessionaire shall not increase the user rates and/or institute any additional services and charges without first notifying the City. While the Concessionaire does not need City approval of rates and fees charged for services and programs, the City must first be notified at least 30 days prior to Concessionaire's intended effective date of the rate or fee increase.

b. Boarder Agreement. Boarder Agreements must include a nondiscrimination clause as stated in this agreement Section 32. Concessionaire is responsible for submitting their Boarder Selection and Wait List Process to the Community Services Director by the first day of operation; any revisions to the Boarder Selection and Wait List Process must also be submitted to the Community Services Director prior to implementation. Original boarding agreements must be retained for three (3) years after their expiration. The Boarder Selection and Wait List Process must be equitable and non-discriminatory. All boarders shall occupy space pursuant to the terms of their Boarder Agreement, Exhibit "C" which Exhibit is attached hereto and made a part hereof. **Boarders will not be allowed to sublet their stalls.**

The Boarder Agreement must contain a section whereby the Boarder may elect to allow Concessionaire to use their horse in Concessionaire's programs at the facility in exchange for rent credit (reduced rent) for their boarding unit(s). If Boarder elects to participate in allowing the Concessionaire to use their horse in Concessionaire's programs (or programs, activities, or instruction conducted by contract trainers or instructors), the specific amount of rent credit (rent reduction) must be specified in the Boarder agreement. Use by the Concessionaire, Concessionaire's trainers, or instructors, of a boarder's private horse without the express written permission of the boarder is prohibited and will be considered a violation of the Concession Lease Agreement with the City and may render the Concession Lease Agreement subject to early termination, unless the boarder specifically authorizes such use by initialing a statement in the Boarders Agreement giving permission to Concessionaire, or Concessionaire's staff, trainers, instructors, and students permission to use their horse.

c. Emergency Cooperation. The Concessionaire must cooperate with City during special events or other unanticipated eventualities. During an emergency whereby horses or other animals from other areas may need to be housed at the stables, the fee for boarding such horses must be approved by the Director of Community Services, or his/her representative, for the City of South Pasadena. Concessionaire shall notify the Director of Community Services, or their representative, immediately upon receiving a request for temporary boarding of horses or other animals at SPS. Temporary boarding fees will only be approved by the City if, in the sole opinion of the City, they represent a fair charge for services needed to board the animals during the unanticipated emergency. It shall be the responsibility of the Concessionaire to justify the requested temporary fee for boarding to the Director of Community Services.

8. CONDITION OF PREMISES AND EQUIPMENT

Concessionaire acknowledges and agrees that the Premises, other than the historical residence as described in Section 16, are in good and tenantable condition. Concessionaire further acknowledges that the equipment to be provided by City is in

good operating condition. Concessionaire shall accept the Premises and equipment to be provided by City in their presently existing "as is, where is" condition and agrees that City shall not be obligated to make any alterations, additions or improvements thereto.

9. USE OF THE PREMISES

Concessionaire shall use the Premises to operate, manage and maintain the service operations for the public described below in this Section upon the terms and conditions of this Agreement and for no other purposes:

- a. A full service equestrian boarding facility for the public, open daily, including but not limited to, horse boarding, group and individual instruction for adults and youth, guided rental rides, community outreach programs targeted to city youth to provide horse related activities, facility rentals for horse shows, special events, birthday parties, filming, and other programs consistent with or complimentary to an equestrian center (for example, horse care clinics, educational, instructional and other services consistent with an equestrian center; tack shop; etc.). The lesson program should offer a variety of trainers that meet the needs of boarders first, and second provide training and access opportunities for others to the site and park trails. Trainers must meet the necessary insurance requirements, set forth in Section 29. Concessionaire shall make its best effort to work with City staff and community youth organizations to introduce local youth to equestrian activities through such programs and activities as summer equestrian camps, Boy Scout and Girl Scout merit badge programs, school field trips, offering group lessons for local nonprofit youth organizations, youth birthday parties, and special open house events planned in coordination with City staff for community youth. Tenant must use its best efforts in good faith to accomplish actions i. through ix.
 - i. Collaborate with the City of South Pasadena, the South Pasadena Unified School District, the local YMCA or other recreation or youth organizations to develop equestrian programs that would complement the activities of such organization including, but not limited to, developing and expanding annual summer camps involving boy and girl scouting-type programs;
 - ii. Tenant shall provide an annual written report to the Parks and Recreation Commission due the fifteenth (15th) day of November of every lease year describing in detail how actions i through v were accomplished by Tenant, and how Tenant's best efforts in good faith resulted in accomplishments regarding items I through ix; and,
 - iii. Establish and maintain annual scholarship opportunities for economically disadvantaged youth and seniors;
 - iv. Create an open trail rental program where members of the community could ride a horse in the Arroyo on an hourly basis either individually, as part of a group, or with a guide knowledgeable of the Arroyo;

- v. Create a facility rental program where individuals or groups could rent facility for planned activities to include, but not limited to: parties, birthdays, weddings, etc.;
 - vi. Develop and maintain an equestrian program that would target people with disabilities;
 - vii. Support fundraising events for community outreach;
 - viii. Develop a marketing program to increase participation in the programs offered and enhance full boarding occupancy; and,
 - ix. Encourage and facilitate regular boarder meetings as a community event and to solicit feedback regarding the operation of the Premises.
- b.** Open daily, offer hours of operation consistent with a public equestrian center, sufficient for the operation of a full-service equestrian center.
- c.** Improve the premises to maximize accessibility, general safety and overall appearance. The Concessionaire will make reasonable access accommodations and comply with all the city, state and federal laws relating to access for people with disabilities.
- d.** Assume all regular maintenance, upkeep and operational obligations for the property to City standards as outlined in the Stable Operations Facility Maintenance Guidelines (see Exhibit "D") and at no cost to the City. Further, no reimbursement from the Capital Improvement Fund may be made for regular maintenance as defined in Exhibit B.
- e.** Provide and maintain a Manure Management Plan that allows no more than 80 cubic yards of manure on the property at any time, must be under the roof of the manure bin, and meets the regulations for drainage on the property (see Exhibit "E").
- f.** Provide a 24 hour/7 day per week presence (by either Concessionaire, an employee or person acting on behalf of Concessionaire) on the site to operate the facility and respond to emergencies on a daily basis. Provide emergency contact numbers for emergencies.
- g.** Concessionaire agrees to hold routine Boarder meetings or publish digital newsletters at least quarterly to keep tenants informed of current activities, issues of concern, future plans, projects, etc.

10. BOARDER SELECTION AND WAITING LIST

The Concessionaire shall establish guidelines with an equitable means for choosing boarders and establishing a waiting list, and submit it for approval to the Community Services Director. The City abides by all state and federal nondiscrimination laws in regards to the use of its park facilities and this obligation is also applicable to Concessionaire.

11. CONCESSIONAIRE'S USE OF BOARDING UNITS

Concessionaire shall use no more than 25% of each type of available boarding units for boarding of Concessionaire's own horses or those of its trainers and instructors. For boarding units whereby the Concessionaire gives reduced rent to trainers or instructors in exchange for in-kind services (such as teaching or performing maintenance or security functions) the reduced rent shall be the amount of income reported in the Concessionaire's gross receipts. The Concessionaire's monthly gross receipts report shall clearly detail which units are used for Concessionaire's horses whereby no rent income is reported and those units used for trainer or instructor horses whereby partial rent is received.

Use of horses owned by boarders for program purposes, whereby Concessionaire gives rent credit (reduced boarding rent) to the boarder for use of their private horse in Concessionaire's programs, activities, or events, shall be reported in the backup records required in 3.D.i and provided to City as required in Section 3.D. This record shall indicate the full rent due for the month less the rent credit (amount of reduced rent) given the boarder for the use of their horse during the month. For liability and security purposes the Concessionaire shall include language in the Concessionaire's boarding agreement whereby the boarder agrees to the use of their horse by Concessionaire and the specific rent credit (reduced amount of rent) the boarder shall receive by agreeing to the use of their horse.

12. CITY'S USE OF BOARDING UNITS

Upon notification from the City, the Concessionaire must permit up to two horses for use by the City's Police Department, to be boarded at no cost to the City. The City agrees to pay Concessionaire's cost, including labor, associated with the feeding and care of its horses.

13. OTHER ACTIVITIES

Other or additional activities by Concessionaire shall require the prior written consent of City, which consent may be granted or withheld in City's sole discretion. City shall process Concessionaire's request in a timely manner, subject to established City approval processes, and shall endeavor to expedite such requests to the extent possible. Concessionaire shall comply with any and all present laws, general rules or regulations of City and any governmental authority now in force relating to sanitation or public health, safety or welfare and environmental matters relating to the condition, use or occupancy of the Premises during the Term. Such rules, regulations and policies of City may include, without limitation, containers for trash removal to aid in the control of rodents, flies, yellow jackets and other insects. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions within Concessionaire's responsibility. Concessionaire shall not use the Premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to the public.

14. RESTRICTED SALES AND USES

- a. Sales and Rentals.** City reserves the right to prohibit the sale, rental, or use by Concessionaire of any article or item which City regards as objectionable, of inferior quality, or beyond the scope of merchandise or equipment deemed necessary for proper services to the public .

b. Containers. Concessionaire and City shall from time to time review items sold and containers used or dispensed by Concessionaire; City prohibits the use of Styrofoam containers by Concessionaire (Muni Code 16.40.46, Ordinance No. 2305).

c. Waste Reduction. City prohibits the sale or use of non-recyclable containers or plastics (Muni Code 16.31.39). No pull-top cans with removable tabs are to be used or sold by Concessionaire. City will provide one (1) recycling container for cans and bottles. Concessionaire should manage all other various materials - beverage containers, mixed paper, cardboard, food waste and green waste as required by City's waste hauler and applicable state statute.

d. Chemicals. No pesticides, herbicides or fungicides may be used or sold by Concessionaire on the Premises that are not approved in writing by City in advance of proposed use or sale.

e. Storage. Concessionaire shall not store food, supplies, equipment or other items outside of a structure on the Premises, except as specifically approved in writing by City in advance of such storage.

f. Private Vehicles. Concessionaire's personnel may drive private vehicles into areas of the Park restricted to non-City vehicles only as required for loading and unloading items used to operate the Premises. Operation of such vehicles shall be subject to regulations established by City from time to time. Concessionaire's personnel may park private vehicles on site that are needed and used in Concessionaire's approved operation.

g. Noise. Concessionaire shall not install, use, or permit to be operated or used on the Premises any public address equipment, television equipment, juke box, radios, loudspeaker, or other equipment producing noises that can be heard outside the Premises or in violation of Municipal Code Chapter 19A, except as approved in writing by City in advance of such operation and use.

h. Electric or Non-Petroleum Powered Equipment. City policy is to replace all gas and diesel powered equipment used to maintain city property with clean energy powered equipment, such as electric, battery, hydrogen fuel cell, or other approved clean energy technology. When Concessionaire replaces existing power equipment, it shall be replaced with clean power equipment if available. Concessionaire shall make its best effort to use only electric lawn mowers and weed wackers in its maintenance operations and shall provide a written explanation to City if it fails to do so. Concessionaire shall replace tractors with hybrid tractors when purchasing new tractors. If, in the City's opinion, the Concessionaire is not making a good faith effort to comply with City Green Policy, the City may consider this a breach of the agreement and place the Concessionaire in default subject to Section 31.

15. FACILITIES AND EQUIPMENT PROVIDED BY CITY

Upon commencement of the Term, City shall provide the following:

- 120 New Barn Box Stalls
- 22 Historic Barn Box Stalls
- 24 Pipe Stalls

- One 125' x 250' lighted arena
- One 110' x 250' lighted arena
- One 60' x 120' lighted arena
- Three turnouts
- Historic residence and shed
- Two sets of lighted crossties
- Outside Pipe Crossties
- Two Hitching posts
- Six-horse wash racks

City shall provide hookup for electrical, telephone, sewer, and potable water service at the existing locations at no cost to Concessionaire; however, Concessionaire shall be responsible for payment of all utilities (Including, but not limited to electric, gas, water, solid waste removal) used at the Premises. Electrical service at these locations shall be 100 and 200 amp. Any future utility hookups deemed necessary by City in its sole discretion will be provided by the City.

16. FACILITY HISTORIC RESIDENCE

There is a historic residence, shed, and barn on the premises. The historic residence and shed were allowed to fall into disrepair and suffered from lack of required maintenance during the term of previous Concessionaire stewardship of the San Pascual Stables property. Accordingly, as a priority project under this Agreement, Concessionaire, at its sole cost, shall complete all repair and restoration of the historic residence as required and specified in Exhibit "L" within 60 days of execution of this Agreement, subject to the necessary time for City permitting and approvals. Concessionaire shall install smoke alarms within each sleeping room and outside of each sleeping room within the hallways of the residence; carbon monoxide detectors shall be installed outside of each sleeping room, within the hallway on each level of the residence, as required by state law. City shall be responsible for the cost and installation of central heating for the historic residence. Should the Concessionaire's repair and restoration work and the City's installation of central heating require temporary relocation of Concessionaire's employee and family, Concessionaire shall be responsible for all such relocation costs.

Upon completion of required repairs and restoration of the historic residence, for the term of this Agreement only, Concessionaire or an employee of Concessionaire may occupy the repaired and restored historic residence for the purpose of providing management and security for the Premises. Such occupancy shall terminate upon termination of the term of this Agreement. Concessionaire is required to leave the residence in a clean and reasonable condition. If not, City shall have the right to bill the Concessionaire for excessive cleaning and repair of the residence. No person shall reside elsewhere on the premises without City's written permission.

If rent is collected by Concessionaire for occupancy by its employee of the residence, City shall have the authority to review and approve any such rental agreement, and this rent shall be included in gross receipts and fees shall be paid on this income. The historic residence shall be identified by the City as a low or very-low income unit in compliance with the City Housing Element, and any rental agreement proposed by the Concessionaire shall reflect this in the calculation of rent. Concessionaire shall be

required to maintain the residence as an affordable unit for low or very low income occupancy and ensure compliance with the terms of any rental agreement, including termination of any occupancy. City may record an affordability covenant on the property restricting the historic residence to occupancy by a low or very low income qualified tenant. Under no circumstances shall any tenant or occupant be permitted to continue to occupy the residence after the termination of this Concession Lease Agreement. Should any occupant refuse to vacate the residence upon notice of termination of tenancy, Concessionaire shall be required to immediately pursue eviction proceedings, including obtaining a writ of possession in unlawful detainer, at its sole cost.

The historic residence, shed, and historic barn are local landmarks and must be kept in good condition. No demolition, alteration, or improvements can be made to the residence, shed, or historic barn without written permission of the City and approval pursuant to the City's Cultural Heritage Ordinance. Concessionaire shall follow the building maintenance standards in Exhibit "D". All Major Maintenance and/or Capital Improvements to the historic residence, shed, and barn must be in compliance with all applicable local, state, and federal building and safety codes and the State Secretary of Interior Standards. City shall have the right to enter and inspect the residence by giving a minimum of 24 hours' notice to Concessionaire. Failure to keep the historic residence maintained and in good repair throughout the term of this lease shall constitute a breach of the lease agreement and be subject to default proceedings under Section 40; provided, however, that if the historic residence or any other part of the Premises is, as of the date hereof, not in compliance with the current building code, Concessionaire is not obligated to expend its own funds to upgrade the historic residence to current building code standards. The State Historical Building Code will be the standard for repairs to the historic residence whenever possible; Concessionaire is not responsible to correct or upgrade pre-existing conditions with respect to any part of the Premises (except to the extent the same is an express obligation of the Concessionaire pursuant to Exhibit L).

17. FACILITIES AND EQUIPMENT PROVIDED BY CONCESSIONAIRE

Concessionaire shall provide, at its own expense, other equipment, as needed, which equipment is not provided by City. This equipment will remain the property and responsibility of Concessionaire who shall obtain written approval of City prior to providing any other equipment that Concessionaire deems to be necessary for the good and proper operation of the recreation area. Concessionaire will pay for gas and electric, burglar alarms, garbage pickup, and water service.

18. PROMOTION; SIGNS

Concessionaire shall not display any signs whatsoever within Arroyo Seco Park or on the Premises without the prior written consent of the City. Application for such consent shall show in reasonable detail the type, character and size of any such sign Concessionaire desires to display. City agrees not to withhold nor delay approval of reasonable requests for signs.

Concessionaire shall maintain a website for San Pascual Stables that provides a link to the City of South Pasadena website, and City, upon approval of Concessionaire's website, shall provide a link on City website to San Pascual Stables website.

Concessionaire shall maintain one or more bulletin boards for posting notices, hours of operation, fees, safety regulations, information about activities on the Premises and may distribute pamphlets or brochures describing the services and activities available on the Premises. All promotional materials shall contain the reference "San Pascual Stables a CITY OF SOUTH PASADENA facility" in not less than 12 point font.

19. PROTECTION OF PARK AND GENERAL PUBLIC USE

It is recognized by Concessionaire that the premises are within a City Park, owned, operated and maintained by the City, as an essential part of its system for furnishing park and recreation opportunities for the inhabitants of the City. This site is located in the Arroyo Seco and is habitat for species of birds, mammals, and plants. Concessionaire agrees to cooperate with the City to protect lands of the City from destruction by erosion, fire or improper use, and to protect the flora and fauna within the Park, as well as the area assigned to Concessionaire and to protect the public at all times from hazards. The provisions of this Agreement shall at all times be considered in order to accomplish the above-mentioned objectives.

All Concessionaire-sponsored activities and participating individuals are subject to the provisions of the City of South Pasadena's codes and ordinances and Concessionaire agrees to abide by all rules and regulations therein. Accidents that occur on the Premises must be reported to the City within 24 hours.

Concessionaire is granted authority to develop, administer and regulate the activities of trainees and others using the Premises pursuant to posted rules and regulations governing use of the Premises and use of the adjoining parkland. All such rules and regulations must be approved in advance in writing by the Director of Community Services and shall not conflict with City Council policy and other rules and regulations established by City. City ordinances and rules and regulations shall take precedence. Concessionaire shall post all rules and instruct customers on the safe use of the concession.

In the case of abuse of the facility or unsafe actions on the part of any person(s), Concessionaire shall courteously and respectfully point out such abuse or unsafe action and request that such person(s) refrain from so doing. Should such action persist or in the case of any dispute, the matter shall be promptly referred to the Director of Community Services or, in case of present danger, to a City Police Officer.

Concessionaire shall cooperate with the City at such time the City decides to implement riding trail improvements along the Arroyo Seco for public use. Concessionaire understands that the northern boundary of the concession property along the Arroyo Seco and the eastern driveway boundary, is designated for future trail development by the City. Development of the trail in these areas may alter the boundary line of the concession property to meet width standards for the trail system. Concessionaire agrees to any modification of the perimeter boundary line necessary to develop the public trail. Concessionaire acknowledges that the trail will be a public trail and is not included within the boundary of the stables concession property. Concessionaire shall be responsible for maintenance of the perimeter fence along the concession property

bordering the trail and separating the trail from the concession property, but not the actual trail maintenance.

20. SAFETY

While City shall provide the normal level of public safety services to the Premises that it supplies to the adjacent and other parkland areas, Concessionaire shall be responsible for having adequately trained personnel on hand during hours of operation as required to perform foreseeable needs for maintaining an orderly operation, protecting visitors, on the Premises and providing emergency response in the event of accident or fire, including first-aid assistance on the Premises. Concessionaire agrees to instruct its personnel to use all reasonable efforts to notify City's Police Department in the event of emergencies or other significant disturbances.

No Special Events will be conducted by Concessionaire without prior approval by the City. In order to insure the safety of the public, these safety precautions will be followed at all times:

a. Smoking. Smoking will be strictly prohibited on the Premises and the surrounding area.

b. Reporting Accidents. All injury accidents shall be reported to the Director of Community Services within 24 hours.

c. Fire Protection. Concessionaire shall take all necessary precautions to prevent fire in or about the Premises, and Concessionaire shall carefully observe all rules of City relative to fire prevention. Concessionaire shall, at its expense, install and maintain such fire prevention and firefighting practices and equipment as may be specified or required by the City or any other agency having jurisdiction to regulate fire prevention measures at the Premises.

d. Hazardous Substances. No goods, merchandise or material shall be kept, stored, or sold in or on said Premises which are in any way explosive or hazardous; and no offensive or dangerous trade, business, or occupation shall be carried on therein or thereon, and nothing shall be done on said Premises, other than as is provided for in this contract, and no machinery or apparatus shall be used or operated on said Premises which will, in any way injure said Premises or adjacent buildings. Gasoline and other flammable material shall be stored, handled, and used by Concessionaire as required by present or future regulations and laws.

Concessionaire represents and warrants to City that Concessionaire will not generate, store, release or dispose of any hazardous materials on, under or about the Premises in violation of any hazardous substance laws (as defined below). Concessionaire shall indemnify, defend and hold City harmless from any costs, losses, claims, damages, penalties and liabilities arising from Concessionaire's generation, storage, release, or disposal of any hazardous materials on or about the Premises. The provisions of this section will survive the expiration or termination of this Agreement.

For purposes of this Agreement the term "Hazardous Materials" includes, but is not limited to, substances defined as "hazardous substances," "hazardous materials," or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq.; and those substances defined as hazardous, toxic, hazardous wastes, toxic wastes, or as hazardous or toxic substances, including, but not limited to petroleum and petroleum by-products, by any law or statute now or after this date in effect in California; and in the regulations adopted and publications promulgated pursuant to those laws (all collectively "hazardous substance laws").

21. EMPLOYEES-PERSONNEL.

All persons employed or utilized in connection with the operation of the Premises, including relatives, shall be adequately trained for such purposes, shall be courteous, shall be suitably and neatly attired so as to be recognizable as employees of Concessionaire, and in no event shall any such person be under the age of sixteen (16) years. If in the reasonable judgment of City, any such person is incompetent, disorderly, discourteous, or otherwise objectionable, such person, including relatives, shall be discharged or reassigned to a non-City facility upon Concessionaire's receipt of written notice from City's Community Services Director to such. Concessionaire shall devote his/her own time and attention to the conduct of the services to be rendered on and from the Premises to the extent reasonably required to ensure such standards of operation called for in this Agreement.

Concessionaire shall insure all employees who supervise minors meet the provisions of the Public Resources Code, Section 5164, Exhibit "F" which is attached hereto and made a part hereof, that Concessionaire will require employees or contractors that have direct supervision over or conduct programs with minors, to be fingerprinted.

22. SUGGESTIONS-GRIEVANCE COMPLAINT PROCEDURE

Concessionaire agrees to install, maintain and operate the following suggestions-complaint procedure for the Concession. Concessionaire shall post and keep posted on the office reception room bulletin board the following notice:

Suggestions - Complaint Procedure

"Any person desiring to present any suggestion or complaint concerning the operation or condition of the San Pascual Stables shall present same verbally to the Concession Manager. If satisfaction is not obtained, the suggestion or complaint shall be followed up in writing to the Concession Manager, with a copy to be mailed to the Director of Community Services, CITY OF SOUTH PASADENA, 1414 Mission Street, South Pasadena, CA 90130."

Subject to the provisions of the Agreement, both City and Concessionaire shall in good faith endeavor to respond positively and favorably to such suggestions and complaints.

23. LICENSES

Concessionaire shall, at its expense, obtain from time to time and shall be in possession of and display such licenses, permits or certificates issued by Federal, State or County authorities certifying that the business operations, equipment, facilities, products on sale and methods of preparing, serving and selling thereof all meet current health and sanitation regulations, as well as all necessary business licenses and permits.

24. CONCESSIONAIRE'S MAINTENANCE OBLIGATION

Concessionaire shall maintain any and all concession structures (including the historic residence, shed and historic barn), facilities, improvements, and equipment on the Premises in good order and repair, at Concessionaire's cost and expense, during the entire term. Concessionaire shall perform, at Concessionaire's own expense, any required maintenance and repairs, including small structural maintenance.

No reimbursement from the Capital Improvement Fund may be made for such required maintenance and repairs; other than for City-approved Major Maintenance and Capital Improvements as outlined in Exhibit B. Should Concessionaire fail, neglect or refuse to do so, the City shall have the right, but not the obligation, to perform such maintenance or repairs for the Concessionaire's account, and the Concessionaire agrees to promptly reimburse the City for the cost thereof, provided, however, that the City shall first give Concessionaire 30 days' written notice of its intention to perform such maintenance. City shall not be obligated to make any repairs to or maintain any improvements on the subject Premises unless otherwise required by this Agreement.

City reserves the right of entry for its employees and agents to inspect the Premises as deemed necessary by City, and the right (but not obligation) to do any and all work of any nature necessary for preservation, maintenance and operation of the park in which the Premises are located. Concessionaire shall be given reasonable notice when any such work may become necessary and will adjust concession operations in such a manner that City may proceed expeditiously.

Concessionaire expressly agrees, at its own cost and expense, to maintain and operate all of the Premises in a clean, safe, wholesome, and sanitary condition free of trash, garbage or obstructions of any kind and in compliance with any and all present and future laws, rules or regulations of any governmental authority now or in the future having jurisdiction over the Premises. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions.

a. Repair and Replacement by City. City shall have the obligation to repair or replace to the extent the damage or destruction is caused, after the effective date of this Agreement, by the sole negligence of City.

b. Repair and Replacement by Concessionaire. Concessionaire shall have the obligation to repair or replace to the extent damage or destruction is caused by Concessionaire, or to the extent insurance proceeds are received by Concessionaire (which shall be held in trust by the City for such purposes), or to the extent that proceeds would have been obtained by Concessionaire if Concessionaire had been carrying the insurance required by this Agreement.

25. CONCESSIONAIRE'S SPECIFIC ONGOING "REGULAR MAINTENANCE"

In addition to the general maintenance required under Section 24 above, Concessionaire shall perform the following ongoing regular maintenance and repairs, improvements and programs in a prompt manner, without reimbursement from the Capital Improvement Fund (See Exhibit B):

- a. Keeping all signage on site up to date and in good condition so that it is easily readable and posted in plain sight locations where staff, customers, vendors, and visitors can easily observe the safety rules and policies of use at the facility.
- b. Establishing and maintaining a manure storage and removal program, where by no more than 80 cubic yards of manure may be on the premises at any time. Maintaining manure storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- c. Establishing and maintaining feed, stall chips, and hay storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- g. Cleaning waterers at least weekly, or more often, as necessary to prevent algae buildup and repairing waterers when needed.
- h. Twice daily cleaning of stalls and paddocks including manure removal, treating of urine spots with stall freshener, placement of sufficient ground shavings/chips, use of rodent bars, and maintaining the ground or flooring on a level basis, and avoiding runoff of water used to clean areas.
- i. Shaping or re-sloping outside paddocks and barns for improved footing and drainage at least annually.
- j. Clean and maintain food managers daily.
- k. Replace burned out bulbs and repair light fixtures promptly as needed.
- l. Clean restroom at least twice a day or more often as needed.
- m. Mow and remove weeds from exterior of barns, paddocks, arenas, picnic areas, and perimeter of the premises so that the grounds are free from weeds and fire hazard conditions. Annually, prior to June 15th of each year, Concessionaire shall conduct hazardous fuel reduction up to 100 feet around all structures on site in compliance with State of California requirements specified in Public Resources Code 4291.
- n. Maintenance of all landscaping and trees, to include trimming and replacement when needed subject to City's tree ordinance Chapter 34 of the South Pasadena Municipal Code.
- o. Repair perimeter fencing as needed.

- p. Monitor and control pest problems - pigeons, flies, etc. All pesticide use must be preapproved by the City's IPM coordinator. An annual termite inspection shall be required for the historic residence.
- q. Check all fire hoses regularly and outside water source for fire engines.
- r. Monitor and repair plumbing as needed.
- s. Keep all arenas well sprinkled to minimize dust.
- t. Regular horse health checks (2-3x's/day).
- u. Use of outdoor turnouts will be minimized during the rainy season (October 6 - April 15). Daily manure removal will be required for any turnout use during the rainy season.
- v. Maintain storm drains in accordance with Regional Water Quality Control Board guidelines.
- w. Keep all pathways through barns compacted and sprinkled to minimize dust.

26. CONCESSIONAIRE'S ALTERATIONS, ADDITIONS AND MAJOR MAINTENANCE

At any time during the term hereof, Concessionaire shall have the right, subject to prior written approval by City as hereinafter provided in **Exhibit B**, to construct alterations, additions and/or perform Major Maintenance, as well as Capital Improvements to Structures or Fixed Assets on the premises using the Capital Improvement Fund described in Section 3.B. to pay for such expense. Whenever Concessionaire desires to perform Major Maintenance, as defined in **Exhibit B**, construct alterations to structures or fixed assets, or add additional permanent amenities to the premises, it shall prepare specifications and working drawings and submit them to City for approval, which approval shall not be unreasonably withheld, provided that the proposed work will be of high quality, compatible with the purposes described and compatible in finish, color, and design with the existing structures on the Premises and the Park environment.

Upon expiration or termination of this Agreement, any alterations or additions to the Premises or to any structures located thereon, and all fixtures, shall remain upon the Premises and be surrendered to and become the property of the City, except that thirty (30) day prior to expiration or termination of this Agreement, Concessionaire shall ascertain from the City whether the City desires to have any such alterations removed from the Premises or have the Premises or any portion thereof restored to their condition as of the date of this Agreement. If City so desires, Concessionaire shall remove or restore same before the end of the term at no cost to the City.

27. TITLE TO IMPROVEMENTS

Concessionaire hereby acknowledges the title of City in and to the Premises described in this Agreement, including real property improvements existing or erected thereon, and hereby covenants and agrees never to assail, contest, or resist said title.

28. INDEMNITY

Concessionaire hereby waives all claims and recourse against the City, including the right to contribution for loss of damage by reason of death or injury to persons or damages to property, whether the person or property of Concessionaire, its agents or employees, or third persons arising from, growing out of or in any way connected with or incident to this Agreement, except claims arising from the sole negligence or sole willful misconduct of City, its officers, directors, agents, or employees.

The provisions of this section shall survive the termination or expiration of this Agreement.

Concessionaire shall indemnify, hold harmless, and defend the City, and its officers, directors, agents and employees (each of which is an indemnitee) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses, including attorneys' fees, penalties, judgments or obligations whatsoever for or in connection with injury (including death) or damage to any person or property or pecuniary or monetary loss resulting from, arising out of, or in any way related to activity conducted by Concessionaire, including, but not limited to, Concessionaire's development, construction, occupation, use, operation, or maintenance of the concession, residence, Premises, or any facilities, including events occurring on or of the Premises or facilities, regardless of how the injury or damage was caused or suffered, unless the injury or damage resulted from the sole negligence or the intentional and willful misconduct of City, its officers, directors, agents, or employees.

Concessionaire shall require a signed waiver and release, on a form approved by the City, from any guest, invitee or person utilizing services provided by Concessionaire including by not limited to, any training, individual instruction for adults and youth, guided rental rides, community outreach programs targeted to city youth to provide horse related activities, facility rentals for horse shows, special events, birthday parties, filming, and other programs consistent with or complimentary to an equestrian center.

City shall have no responsibility to safeguard the equipment and property of Concessionaire or any of its invitees. City shall have no responsibility to safeguard or protect the Concessionaire, or its employees, agents, officers, directors, or any of its invitees from bodily injury (including death) or personal injury.

In the event a claim is made against City or City is named a co-defendant in any action, arising out of, or in any way related to activity conducted by Concessionaire, Concessionaire shall immediately notify City of such fact, and at City's option shall either retain legal counsel of City's choice to represent City in such action at Concessionaire's sole expense or reimburse City for City's litigation costs, expenses and attorney's fees in undertaking to represent itself.

In the event a claim is made against both City and Concessionaire for joint and several liability, notwithstanding any apportionment of liability between City and Concessionaire, Concessionaire shall nevertheless be responsible to indemnify and hold harmless City as fully set forth above, unless the court determines that the injury or damage resulted from the sole negligence or intentional and willful misconduct of City, its officers, directors, agents, or employees.

29. INSURANCE

Concessionaire shall carry during the term of this Concession Lease Agreement, at its own cost and expense, the following insurance:

a. **"All Risk"** property insurance of Concessionaire's property located at the Premises. City shall be named as "loss payee."

b. **General Liability** (Bodily Injury and Property Damage) including Premises and Operations (including off-site operations), Blanket Contractual Liability, Broad Form Property Damage, Products and Completed Operations, Personal Injury, and Owners and Contractors Protective Liability in an amount not less than \$2,000,000 per occurrence and at least \$4,000,000 in the aggregate which amount may be satisfied through an umbrella policy.

c. **Fire/Property Insurance** on all improvements and equipment on the Premise. Standard Fire Insurance with extended coverage and vandalism and malicious mischief endorsements thereon, on all improvements on the Premise in an amount equal to 90% of the full replacements cost thereof, and insuring the interests of the City and the Concessionaire as same shall appear. Concessionaire and City agree, to extent permissible, that they will waive their rights to subrogate fire damage. The policy shall contain a special endorsement that the City shall be the loss payee and such proceeds shall be disbursed and used to repair or rebuild and such improvements so damaged or destroyed (if such course of action is required by this Agreement.

d. **Automobile Liability** (Bodily Injury and Property Damage) extending to owned, non- owned and hired vehicles and including contractual liability covering all liability assumed under the License in an amount not less than \$1,000,000 per occurrence.

e. **Worker's Compensation** as required by law and Employer's Liability with limits of \$1,000,000 per occurrence. The insurer will waive all rights of subrogation against City, its officials, directors, employees, agents and volunteers.

f. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and are subject to approval by City.

g. **Other Insurance Provisions:** The policy is to contain, or be endorsed to contain, the following provisions:

- i. Concessionaire shall endorse City, its officials, directors, employees, agents and volunteers as additional insured in its General Liability and Automobile Liability policies. The coverage shall contain no special limitations on the scope of protection afforded to City, its officials, directors, employees, agents or volunteers.
- ii. Concessionaire's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or

self-insurance available to City, its officials, directors, employees, agents or volunteers.

- iii. All endorsements to policies shall be executed by an authorized representative of the insurer.

h. All Coverages: Each insurance policy required by this clause shall be endorsed to state that City will be provided thirty (30) days written notice of cancellation or material change in the policy language or terms.

- ii. Insurance is to be placed with insurers with an A.M. Best's rating of no less than A- or better.
- iii. Concessionaire shall furnish City with certificates of insurance and endorsements to the policies evidencing coverage required by this License prior to the start of operations at the Premises. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Concessionaire's insurer in its normal course of business and shall be received and approved by City prior to execution of this License by City. City reserves the right to require complete, certified copies of all required insurance policies in the event of an insurance claim. The Concessionaire shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.

30. WAIVER OF CLAIMS

The Concessionaire hereby waives any claim against the City, its officers, directors, agents, or employees for damage or loss caused in connection with or as a result of any suit or proceeding directly or indirectly attacking the validity of this Agreement or any part thereof or as a result of any judgment or award in any suit or proceeding declaring this Agreement null, void or delaying the same or any part thereof from being carried out.

31. WAIVER OF CONTRACT TERMS

No waiver by either party at any time of any of the terms, conditions, or covenants of this Agreement shall be deemed as a waiver at any time thereafter of the same or of any other terms, condition, or covenant herein contained, nor of the strict and prompt performance thereof. No delay, failure or omission of City to re-enter the Premises or to exercise any right, power, privilege, or option or be accrued shall impair any such right, power, privilege, or option or be construed as a waiver of such default or a relinquishment of any right or acquiescence therein.

No notice to the Concessionaire shall be required to restore or revive time as of the essence after the waiver by the City of any default. No option, right, power, remedy, or privilege of City shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, options, and remedies given to the City by this Agreement shall be deemed cumulative.

32. NON-DISCRIMINATION

The Concessionaire, its contractors, instructors, and members shall not discriminate because of sex, sexual orientation, race, religion, age, color, disability, or national origin, against any person by refusing to furnish such person any accommodation, facility, service or privilege offered to or enjoyed by the general public. Nor shall the Concessionaire or Concessionaire's employees or members publicize the accommodations, facilities, services or privileges in any manner that would directly or inferentially reflect upon or question the acceptability of the patronage of any person because of sex, sexual orientation, race, religion, age, color, disability, or national origin. In the performance of this contract, the Concessionaire will not discriminate against any applicant because of sex, sexual orientation, race, religion, age, color, disability, national origin, or any other class protected by law.

33. TAXES

Concessionaire shall pay when due all taxes levied on personal property used or maintained upon the Premises and shall pay any possessory or use tax that may be levied in connection with use of the Premises, Concessionaire agreeing to indemnify and save City harmless from all taxes whatsoever arising out of or in any way connected to the operations conducted by Concessionaire upon the Premises.

34. PAYMENT OF DEBTS - NO LIENS

Concessionaire shall promptly pay all debts incurred by it for materials, supplies, equipment, merchandise or services used in or about or in connection with its business or operations, and the wages and salaries and payroll taxes of all employees employed thereon. Concessionaire shall permit no liens to be levied upon or to attach to any property used by it in the performance of this Agreement. Concessionaire shall pay before delinquency all license fees, taxes, and assessments imposed, levied or assessed upon items or upon any property used by Concessionaire in the performance of this Agreement or upon Concessionaire's possessory interest therein, upon Concessionaire's business or activity conducted hereunder or Concessionaire's right to conduct same, or based upon the proceeds of such business or activity.

35. ASSIGNMENT AND SUBLETTING

Concessionaire shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Concessionaire's interest in the License or in the Premises, except as expressly permitted by the City pursuant to Section 15 (Facility Residence).

36. RIGHT OF ENTRY

Concessionaire agrees that City and its agents may enter upon the Premises at all reasonable times to inspect the same, and to fulfill any of the rights granted City under the terms of this Agreement, or otherwise to protect any of the rights of City and there shall be no liability against City for damages thereby sustained by Concessionaire nor

shall Concessionaire be entitled to any abatement or reduction of rental herein by reason of the exercise by City of any such right herein reserved.

37. CONFLICT OF INTEREST

Concessionaire warrants and covenants that no official or employee of City nor any business entity in which an official or employee of City is interested; (1) has been employed or retained to solicit or aid in the procuring of this contract; (2) will be employed in the performance of this contract without the immediate divulgence of such fact to City. In the event City determines that the employment of any such official, employee or business entity is not compatible with such official's or employee's duties as an official or employee of City, Concessionaire, upon request of City, shall terminate such employment immediately. For breaches or violation of this section, City shall have the right both to annul this contract without liability and, in its discretion, recover the full amount of any such compensation paid to such official, employee or business entity.

38. CONCESSIONAIRE AS INDEPENDENT CONTRACTOR

It is expressly agreed that under the lease to operate the facility granted by this Agreement, Concessionaire shall be an independent contractor, and is not an agent or employee of City. Except as otherwise expressly limited by other provisions of this Agreement, Concessionaire has and shall retain the right to exercise full control and supervision of the operation of the facility, and full control over the employment, direction, compensation and discharge of all persons assisting Concessionaire in the operation of the facility under this Agreement. Concessionaire shall be solely responsible for all matters, and shall be solely responsible for Concessionaire's own acts and those of subordinates and employees.

39. NOTICES

Any notices required or permitted to be given under this Agreement shall be certified mail and addressed to respective parties at their addresses indicated on the first page hereof. Such addresses may be changed from time to time by notice in writing to either party. Such notices shall be deemed delivered at the time mailed.

40. DEFAULT

The occurrence of any one or more of the following events shall constitute a material default of this License by Concessionaire.

- a. The vacating or abandonment of the Premises by Concessionaire.
- b. The failure of Concessionaire to make any payment of concession lease fees, capital improvement fund fees, or any other payment required to be made by Concessionaire hereunder, upon 30 days written notice from City of non-payment.
- c. The failure of Concessionaire to submit the required monthly reports as listed in Section 3.Di, upon 30 days written notice from City of failure to submit required reports.

- d. The failure of Concessionaire to observe or perform all of the covenants, conditions or provisions of this lease to be observed or performed by Concessionaire, upon 30 days written notice from City to Concessionaire. If the nature of Concessionaire's default is such that more than thirty days are reasonably required for cure thereof, then Concessionaire shall not be in default if Concessionaire shall commence such cure within the thirty day period and thereafter diligently prosecutes such cure to completion.
- e. The failure of Concessionaire to comply with any written order or directives relating to the Premises from any governmental entity within the time set forth in such order and all applicable appeal rights have been exhausted.
- f. If any petition is filed by Concessionaire under any section or chapter of the federal Bankruptcy Code as it may be amended from time to time and such petition is not dismissed within ninety days after the filing thereof; if Concessionaire becomes insolvent or makes a transfer in fraud of creditors; if Concessionaire makes a general arrangement or general assignment for the benefit of creditors; if a receiver, custodian or trustee is appointed for any of the assets of Concessionaire located at the Premises and the appointment is not vacated within ninety days.
- g. The discovery by City that Concessionaire has provided the City with any material false information.

41. REMEDIES

In the event of a material default by Concessionaire, City may:

- a. Terminate this Concession Lease Agreement in which case Concessionaire shall immediately surrender possession of the Premises to City and remove any personal property not then granted to the City.
- b. Take possession of the Premises as the agent and on account of Concessionaire, and if it so elects may lease or rent the whole or any part of the Premises for the balance or any part of the term of this lease and retain any lease fees received and apply the same in payment on account of Concessionaire. The performance of any or all of said acts by City shall not release Concessionaire from the full and strict compliance with all of the terms, conditions and covenants of this lease on Concessionaire's part and Concessionaire shall pay any deficiency that may exist after deducting any lease fees received, if any.
- c. It is understood that the remedies herein provided for City in case of a violation of the terms of this lease by Concessionaire are not exclusive, but are in addition to the remedies provided by law or at equity, and any of which remedies City shall have the right to use at its option.

42. HOLD OVER

Any holding over after the expiration of the term of this Concession Lease Agreement, with the consent of City, shall be construed to be a rental from month to month on the

same terms and conditions specified herein so far as applicable. City may terminate any hold over occupancy thirty (30) days written notice to Concessionaire.

43. FORCE MAJEURE

Neither Party shall be in breach of its obligations under this Agreement or incur any liability to the other Party for any losses or damages of any nature whatsoever incurred or suffered by that other (otherwise than under any express indemnity in this Agreement) if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure Event except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred. A Force Majeure Event is defined as an act of God, such as, but not limited to fire, flood, earthquake, mudslide; an act of war; or acts or threats of terrorism, but does not include any such damage caused by either Party.

44. MODIFICATION OF AGREEMENT

Notwithstanding any of the provisions of this Agreement, the parties may hereafter, by mutual consent agree to modifications thereof or additions thereto in writing which are not forbidden by law. City shall have the right to grant reasonable extensions of time to Concessionaire for any purpose or for the performance of any obligation of Concessionaire hereunder.

45. ATTORNEYS' FEES

Should either party bring any legal action or proceeding for the breach of any term, covenant or Condition of this Agreement, the Court shall award reasonable attorneys' fees to one or more of the parties therein based upon the degree to which each party prevails in such action or proceeding, as determined by the Court.

46. ADVICE OF COUNSEL

Each party hereto has been provided full opportunity for review of this Agreement by legal counsel. Therefore, no presumption or rule that ambiguity shall be construed against the drafting party shall apply to the interpretation or enforcement of this Agreement.

47. MISCELLANEOUS

Headings are for convenience only and shall not be considered in the interpretation of this Agreement. This Agreement shall benefit and bind the successors and assigns of the respective parties hereto.

48. ENTIRE AGREEMENT

This Standard Concessionaire Lease Agreement constitutes the entire agreement between the parties regardless of any other representations that may have been made either orally or in writing.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures as of the day first herein above written.

CONCESSIONAIRE
SPS LLC,
a California limited liability company

CITY OF SOUTH PASADENA

By _____

David Sterckx, Managing Member

By: _____

Richard D Schneider, M.D., Mayor

Date: _____

Date: _____

**EXHIBIT A
AERIAL MAP OF PREMISES**



The proposed trail will run along the south side of the stables property from San Pasqual Ave to meet the Arroyo Seco then traverse north to meet with the Lower Arroyo Trail in Pasadena.

 Proposed future trail
 FENCE LINE

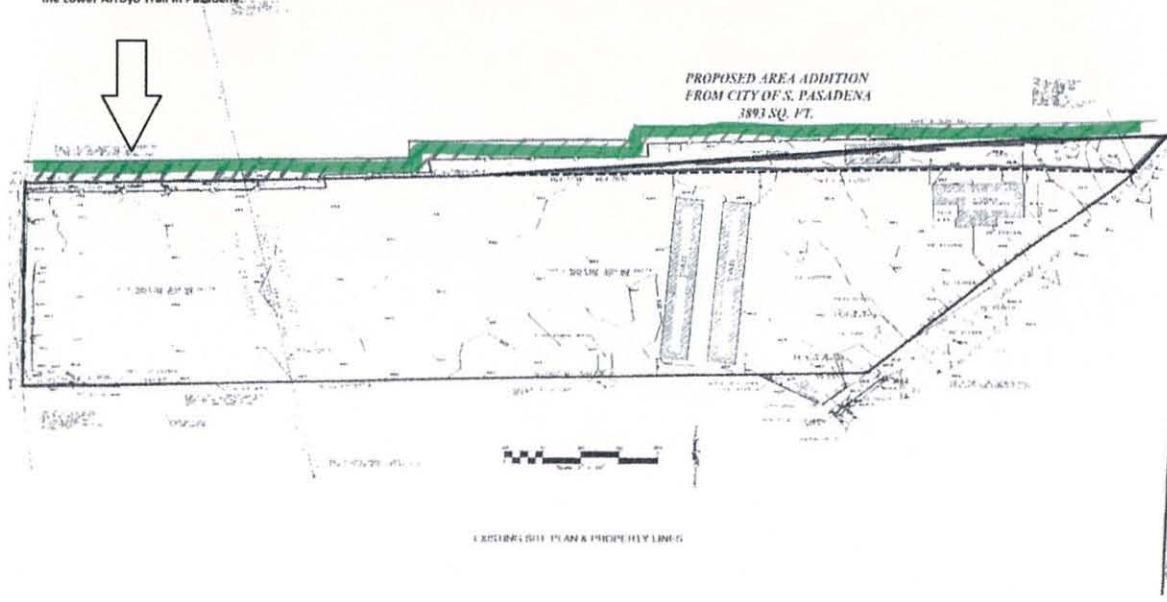


EXHIBIT B

DEFINITION OF "REGULAR MAINTENANCE", "MAJOR MAINTENANCE", AND "CAPITAL IMPROVEMENTS TO STRUCTURES AND FIXED ASSETS"

For purposes of determining what costs are eligible for reimbursement for the Capital Improvement Fund the following shall be the agreed definitions of what is "Regular Maintenance", "Major Maintenance", and "Capital Improvements to Structures and Fixed Assets". All regular maintenance costs are the responsibility of the Concessionaire and shall not be reimbursed from the Capital Improvement Fund. Major maintenance items may be considered by the City to be eligible for reimbursement from the Capital Improvement Fund if the City finds that the need for the "Major Maintenance" was not caused by neglect or failure of the Concessionaire to provide "Regular Maintenance", but rather from normal wear and tear, deterioration, natural disaster, or need to upgrade to meet new safety standards, and the cost is \$1,000 or more. All improvements in the "Capital Improvements to Structures and Fixed Assets" definition shall be eligible for reimbursement from the Capital Improvement Fund, as long as, the City gives its prior consent and approval for the improvement.

REGULAR MAINTENANCE

"Regular Maintenance" is defined as the costs necessary to maintain operations on the site in a safe and inviting condition and are those maintenance functions that are performed on a regular basis according to best practices in the industry. These functions include, but are not limited to, the following:

- Keeping all signage on site up to date and in good condition so that it is easily readable and posted in plain sight locations where staff, customers, vendors, and visitors can easily observe the safety rules and policies of use at the facility.
- Establishing and maintaining a manure storage and removal program, whereby no more than 80 cubic yards of manure may be on the premises at any time. Maintaining manure storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- Establishing and maintaining feed, stall chips, and hay storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- Cleaning waterers at least weekly, or more often, as necessary to prevent algae buildup and repairing waterers when needed.
- Twice daily cleaning of stalls and paddocks including manure removal, treating of urine spots with stall freshener, placement of sufficient ground chips, use of rodent bars, and maintaining level of the ground.
- Shaping or re-sloping outside paddocks and barns for improved footing and drainage at least annually.
- Clean and maintain food and water managers as required.
- Replace burned out bulbs and repair light fixtures promptly as needed.

- Clean restroom at least twice a day or more often as needed.
- Mow and remove weeds from exterior of barns, paddocks, arenas, picnic areas, and perimeter of the premises so that the grounds are free from weeds and fire hazard conditions. Annually, prior to June 15th of each year, Concessionaire shall conduct hazardous fuel reduction up to 100 feet around all structures on site in compliance with State of California requirements specified in Public Resources Code 4291.
- Maintenance of all landscaping and trees, to include trimming and replacement when needed. In compliance with Chapter 34, South Pasadena Municipal Code the City's tree ordinance.
 - Repair perimeter fencing as needed.
- Monitor and control pest problems - pigeons, flies, mosquitos, etc. All pesticide use must be preapproved by the City's Director of Public Works.
- Check all fire hoses regularly and outside water source for fire engines.
- Monitor and repair plumbing as needed.
- Keep all arenas well sprinkled to minimize dust.
- Regular horse health checks (2-3x's/day)
- Use of outdoor turnouts will be minimized during the rainy season (October 6 April 15). Daily manure removal will be required for any turnout use during the rainy season and within 24 hours of any other precipitation.
- Maintain storm drains in accordance with Regional Water Quality Control Board guidelines.
- Keep all pathways through barns compacted and sprinkled to minimize dust.
- Use of all electric leaf blowers, weed whacker, trimmer, edger, hedger and mowers with the exception of tractors.

MAJOR MAINTENANCE

"Major Maintenance" is defined as the costs necessary to perform tasks above and beyond those of the "Regular Maintenance" required tasks to ensure safe operations on the site and meet the boarding or programming demand for the facility. These tasks are those major repairs or replacements that are needed to be performed on a periodic basis due to deterioration, obsolescence, safety reasons, or changes in City, County, or State codes. "Major Maintenance" tasks must cost a minimum of \$1,000, be preapproved by the City, and be made to structures or fixed assets on the premises. "Major Maintenance" items may include, but are not limited to, the following:

- Roof repair
- Arena, turnout, and paddock piping replacement
- Manure and Feed Storage Bin replacement

- Storm damage repair
- Grading and water collection structures required by code
- Barn remodel
- Residence remodel/code upgrades
- Parking lot resurfacing and restriping
- Arena lighting replacement
- Security lighting repair or replacement
- Shade structure replacement
- Major tree replacement
- Perimeter fence replacement
- Repair or replacement of concrete slabs
- Major utility upgrades

CAPITAL IMPROVEMENTS TO STRUCTURES OR FIXED ASSETS

Capital improvements to structures or fixed assets is defined as alterations, additions, or replacement of the permanent amenities fixed to the premises.

The following categories of capital improvements may receive reimbursement from the Capital Improvement Fund with City's prior consent:

1. Alteration or expansion of existing arenas or adding additional arenas
2. Adding additional barn or paddock space on the premises.
3. Complete replacement and installation of automatic horse watering equipment and new feeding devices.
4. Upgrading or additional boarder convenience facilities.
5. Construction of new facilities on the premises approved by the City.
6. New or additional fire protection system.
7. New or additional Arena lighting.
8. Security Lighting and Video Surveillance
9. Parking Lot expansion
10. Access and Right-of-Way Improvements

Additional major maintenance categories or capital improvement to structures or fixed assets categories may be recommended by Concessionaire or the City and established only upon City's written authorization in City's sole discretion.

All new acquired fixed assets that will become property of the City must be placed on an inventory list and a City identification number affixed, if possible. This will be the responsibility of the City.

Major Maintenance and Capital improvements to the historical house, shed, and barn shall be in accordance with the City's Cultural Heritage Ordinance Chapter 2, Administration, Article IV.H. Concessionaire shall provide City with a monthly Capital Improvement Status Report detailing Major Maintenance and/or Capital Improvements worked on during the month and status of completion timeline.

EXHIBIT C BOARDER AGREEMENT

**SAN
PASCUAL
STABLES**



221 San Pascual Avenue
South Pasadena, CA 91030
(323) 258-3099

BOARDING AGREEMENT

THIS AGREEMENT, dated this _____ day of _____, 20____, made between SAN PASCUAL STABLES, a partnership of the State of California, with its principal offices located at 6242 Hepth Court, Long Beach, California 90803-4600, hereinafter referred to as the "STABLE," and _____, telephone number _____, hereinafter referred to as the "OWNER"

1. **Fees, Term & Location:**
In consideration of \$ _____ per horse per month, paid by OWNER in advance on the first day of each month, STABLE agrees to board the horse(s) described hereinafter at STABLE, located at 221 San Pascual Avenue, South Pasadena, California, in stable/stock number _____ commencing on _____, 20____, on a month-to-month basis. Fees are considered past due on the seventh day of the month and will be subject to a five (5) percent late fee.
All boarding rates charged by STABLE may be changed upon giving thirty (30) days notice to OWNER.
2. **Description of Horse(s):**
Name of Horse(s) _____
Color _____ Height _____ Markings _____ Sex _____
3. **Feed and Facilities:**
STABLE agrees to provide adequate feed and facilities for normal and reasonable care required to maintain the health and well-being of the animal.
4. **Exercise:**
OWNER shall be solely responsible for the exercise of the animal(s) and it is expressly understood by OWNER that the horse(s) will not be overworked.
5. **Risk of Loss:**
During the time that the horse is in custody of STABLE, STABLE shall not be liable for any sickness, disease, injury, theft, death or injury which may be suffered by the horse(s) or any other cause of action, whatsoever, arising out of being committed in any way with the boarding of said horse(s). This includes, but is not limited to, any personal injury or disability the horse may receive while on STABLE'S premises.
OWNER fully understands that STABLE does not carry any insurance on any horse(s) not owned by it for boarding or for any other purposes for which the horse(s) are covered under any public liability, accidental injury theft or equine mortality insurance and that all risks connected with boarding or for any other reason for which the horse(s) is/are in the possession of the premises of the STABLE, are to be borne by OWNER.
6. **Hold Harmless:**
OWNER agrees to hold STABLE, its officers, agents and employees, and the City of South Pasadena free and harmless of any and all claims, demands, actions and costs or expenses in connection therewith, that may arise out of the services or use of STABLE'S facility. OWNER expressly waives any and all claims for compensation and releases and discharges STABLE, its officers, agents and employees, and the City of South Pasadena from any and all demands, actions and causes of action arising from any and all loss or damage sustained by any person or persons who assert that said loss or damage was the direct or indirect result of any act or action by the animal herein named.
7. **Emergency Care:**
STABLE agrees to attempt to contact OWNER should STABLE feel that medical treatment is needed for said horse(s) but if STABLE is unable to contact OWNER, STABLE is then authorized to secure emergency veterinary and farrier care required for the health and well-being of said horse(s). All costs for such care secured shall be paid by OWNER, and STABLE is authorized, as OWNER'S agent, to arrange direct billing to the OWNER.
8. **Shoing, Worming & Vaccinations:**
OWNER agrees to provide the necessary shoing and worming of the horse(s), and such expense for the same shall be the obligation of OWNER. STABLE reserves the right to worm horse(s) by currently vaccinated and OWNER agrees to provide vaccinations for the horse(s) at appropriate time intervals and expense for same shall be the obligation of OWNER.
9. **Rules and Regulations:**
OWNER agrees to abide by all Rules and Regulations established by STABLE for the proper management and safety of STABLE, its boarders and users. These rules and regulations, which are posted and set forth on the reverse side of this agreement, are subject to change without notice and they make a part of this agreement by reference. Violation of established Rules and Regulations may be grounds for termination of the Agreement by STABLE giving OWNER thirty (30) days written notice.
10. **Restrictions of Horse(s):**
No stallions of any age or pregnant or lactating mares with foal will be permitted to be boarded.
11. **Default:**
Either party may terminate this Agreement for failure of the other party to meet any material terms of this Agreement. In the event of any default by one party, the other party shall have the right to recover attorney's fees and court costs incurred as a result of said default.
12. **Assignment:**
This Agreement cannot be assigned by OWNER without the express written consent of STABLE.
13. **Notice of Termination:**
OWNER and STABLE agree that thirty (30) days written notice shall be given to the other party when terminating this Agreement.
14. **Right of Lien:**
OWNER is put on notice that STABLE has a right of lien, as set forth in the law of the State of California for the amount due for board and keep of such horse(s) described herein and also for such storage, and shall have the right to enforce its lien under the California Stableman's Lien Law (California Civil Code, sections 3080 - 3080.22).
15. **General Release:**
I, we hereby agree to assume full responsibility and risk from the use of the facilities at SAN PASCUAL STABLES, and further agree to hold SAN PASCUAL STABLES, the Corbel Partnership, agents, employees, instructors, trainers free from any and all damages or liability of any kind, for injury to person or property arising as a result of use of the facilities at SAN PASCUAL STABLES." Initials: _____

THIS AGREEMENT is subject to the laws of the State of California.

Executed at _____, this _____ day of _____, 20____.

<p>By: _____ Name, typed or printed _____ Address _____ City/State/Zip _____ Telephone No. _____</p> <p>Operated by the Corbel Partnership</p>	<p>By: _____ Name, typed or printed _____ Residence Address, City and Zip Code _____ Billing Address, City and Zip Code _____ Telephone No. _____ Signature of partner or guardian if OWNER is under 18: _____ Date: _____</p>
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EXHIBIT D

STABLE OPERATIONS FACILITY MAINTENANCE GUIDELINES

Concessionaire will place a high priority on keeping its structures and public facilities well maintained and available to serve its customers and visitors.

Concessionaire will also view the stable infrastructure as a significant part of the public trust that must be properly maintained and operated to ensure a long and useful service.

Subject to the provisions in Exhibit B, Concessionaire shall maintain the premises according to the following standard guidelines:

BARN BUILDING/STRUCTURES GENERAL GUIDELINES

1. Siding is not cracked, broken, loose, rotted or missing sections.
2. Siding or other wood is not in direct contact with soil and no vines or plant material will be allowed to grow near, thus discouraging rot, loosening damage, and infestation by insects.
3. Stucco and masonry walls are free of chips, cracks, and efflorescence.
4. Paint does not exhibit signs of peeling, flaking, or blistering.

ROOF GUIDELINES

1. Surface is free from debris and overhanging tree branches and will remain structurally sound with no sagging beams or decks.
2. Decking is free of water intrusion, especially around roof vents and skylights.
3. Eaves are kept straight and rafter tails free of rot.
4. Roof is free from displacement, warping and moss.
5. Deteriorating or curling composition shingles will be replaced as well as loose, damaged, or missing wood shingles.
6. Flat surfaces are free of ponding, blistering or splitting.
7. Flashings are kept fastened, caulked and free of corrosion.
8. Gutters and downspouts are kept fastened and free of debris and corrosion.

FOUNDATION GUIDELINES

1. Structurally sound with no excessive cracking or bowing.
2. Walls are free of termite shelter tubes.
3. Sill plates are anchored to foundation for earthquake safety and are free of rot or insect infestation.
4. Area is clear of debris that would attract wood-destroying insects and pathogens.
5. Foundation is free of differential settlement or displacement. Concrete pads are level, well drained and free of excessive cracks.

7. Crawl space entrances are operable and screened.
8. Foundation is adequately vented for proper air circulation.

FRAMING GUIDELINES

1. Wood is plumb and free of termites, insect damage and rot.
2. Steel beams and columns are free of rust and corrosion
3. Joists and girders are free of rot, deterioration and sagging.

DESIGN COLOR CONTROL GUIDELINES

1. Color control of all structures should be consistent with the original design concept.
2. The colors applied in the construction of new facilities, and in their maintenance thereafter, are approved by the City.
3. Buildings and structures should use only City-approved standard colors.

BUILDING INTERIORS GENERAL GUIDELINES

1. Free of damage attributable to accumulated moisture.
2. Clean and free of evidence of vandalism, unnecessary markings, excessive dirt, etc.

WALLS AND WALL COVERINGS GUIDELINES

1. Clean, dry and free from moisture damage.
2. Free from graffiti or markings and paint is free of cracking or peeling.

DOOR AND WINDOW GUIDELINES

1. Hung correctly and operable.
2. Equipped with necessary locking devices for security.
3. Caulked and free film cracks, chips, or missing sections.

FLOOR GUIDELINES

1. Structurally sound with no signs of displacement or sagging
2. Free from surface deterioration, excessive wear or safety hazards.

FURNISHING GUIDELINES

1. Safe, serviceable, and usable.
2. Clean and compatible and appropriate to their surroundings.

ELECTRICAL SYSTEM GUIDELINES

SYSTEM	GUIDELINES
Wiring	<ol style="list-style-type: none"> 1. Electrical code compliant, insulation not frayed or damaged, and no open splices. 2. Panel box has ample service, correctly sized fuses, or circuit breakers, and is properly grounded. 3. Panels are accessible, obstruction free, and properly labeled.
Fixtures, Lamps, and Appliances	<ol style="list-style-type: none"> 1. Contain the proper size elements (wattage) and operate properly. 2. Fixtures are appropriate for use and secure.
Outlets	<ol style="list-style-type: none"> 1. Not overloaded for rated carrying capacity. 2. Have cover plates. 3. Outlets in bathroom areas or areas directly adjacent to sinks should have ground-fault circuit protection.
Motors and Electrical Equipment	<ol style="list-style-type: none"> 1. Clean and operating within designed temperature and pressure settings.

PLUMBING SYSTEM GUIDELINES

Licensee shall promptly notify director of Community Services of emergencies and work requests.

- i. Piping free from corrosion and leaks.
2. Fixtures functioning correctly and free from leaks.
3. Porcelain/ enamel fixture surfaces smoothed and free from chipping.
4. Drain, waste, and vents have tight fittings and free from odors.
5. Clean outs accessible with locations mapped.
6. Water heaters strapped, wrapped, and free of leaks, including pressure relief valves.

HVAC SYSTEM GUIDELINES

Maintained by Licensee

1. Components inspected annually.
2. Filters changed at least annually or more frequently as recommended by manufacturer.
3. No signs of leakage through ducts, vents, or roof penetrations.
4. Thermostats set for maximum energy efficiency and fully operational.

EXHIBIT E
SAN PASCUAL STABLES
MANURE MANAGEMENT PLAN

To comply with State and Federal water quality standards that protect streams and ground water, insure a clean stable operation, control odor, prevent insect and rodent infestation, store and dispose of horse manure in an enclosed covered storage facility so that not more than 80 cubic yards of manure remains on the property at any time, Concessionaire shall adhere to the following manure Management Plan.

A. Procedure for Cleaning Stalls and Pipe Corrals and Removing Manure

Stalls and pipe corrals shall be cleaned twice daily. First cleaning in the morning: wet spots and manure shall be removed and replaced with a mix of white and brown shavings. The second cleaning in the afternoon shall remove all manure again. Manure shall be handled by a trained team of staff who will take appropriate sanitary precautions by wearing face masks and gloves. Manure shall be transported via wheelbarrow to our manure storage unit.

B. Procedure for Manure Storage and Disposal

Diagram or photo of manure storage facility with dimensions and capacity is shown in attachment E-1. The manure disposal schedule is shown in attachment E-2.

The use of two mobile enclosed storage units are required for transport and storage of the manure before removing it from the property altogether. Concessionaire shall remove the entire manure pile twice weekly (typically Monday and Thursday; Removal company: Earthworks) to ensure cleanliness and prevent rodent or insect issues. Dimensions of the manure pile may not exceed: height: 5ft; length 12ft; width 20ft; manure pile shall be covered at all times.

Concessionaire shall remove 80 cubic yards of manure twice weekly to remain in accordance with state and federal water quality standards.

Concessionaire shall use two main types of rodent control systems to prevent infestation: ultrasonic repellants (a fairly new technology that uses sound waves to repel rodents, making it completely non-toxic and silent to humans and livestock ;) and non-toxic rodent traps, which are maintained daily.

Concessionaire shall spray the entire property daily with an insect repellant that is on the City's list of approved pesticides.

C. Procedure for Preventing Waste Run Off into Arroyo Seco

Concessionaire shall remove the entire manure pile twice weekly (typically Monday and Thursday) by Earthworks or other contractor to ensure cleanliness and prevent rodent or insect issues frequent removal of the pile is required to prevent runoff and ground water intrusion. Manure shall be moved into two removable storage units, and shall be maintained on the ground for as little time as possible. In addition, the manure pile is blocked on three sides from the adjunct Arroyo Seco land by concrete walls, which work to prevent any draining/leaking/runoff. Finally, the slight incline of the land from the manure pile creates a natural water flow into barn property, toward our wash stalls, which have appropriate drainage. A map of the facility indicating where the manure pile lies, where the storage units are, and where the incline directs water flow, is attached as attachment E-1. The new concrete bins will have a slight incline to contain the waste into the bins.

D. Procedure for Odor Control

The manure shall be removed from SPS twice a week. Surrounding area is cleaned daily. Using this system, we have no odor issues. This procedure will be maintained.

E. Inspection Procedures

Concessionaire, Barn Manager and Foreman shall both inspect manure cleaning and disposal daily and shall promptly address and issues. General Manager shall also be responsible to assure regular inspection and maintenance of the manure pile.

Exhibit E-1

Location of Manure Storage Bins and Water flow direction (white line)



Exhibit E-2
Manure Removal Schedule

Stall and Corral Cleaning by San Pascual Stables Staff

Morning cleaning – wet spots and manure will be removed and replaced with a mix of white and brown shavings

Afternoon cleaning – manure will be removed

Manure will be transported by wheel barrel to manure storage

The pile will not exceed 5feet in height, 12feet in length and 20 feet in width and will be covered at all times

Removal Company: Earthworks

Monday and Thursday - two 40 cubic yard bins are removed and replaced

EXHIBIT F
PUBLIC RESOURCES CODE SECTION 5164

- (1) A county or city or city and county or special City shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special City operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).
- (2) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.
- (3) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.
- (4) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.
- (5) To give effect to this section, a county or city or special city shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special City shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.
- (6) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

EXHIBIT G

CERTIFICATION OF NO CONFLICT OF INTEREST

The City shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the City Council finds that special circumstances exist which justify the approval of such contract:

1. Employees of the City or of public agencies for which the City Council is the governing body;
2. Profit-making firms or businesses in which employees described in number one serve as officers, principles , partners , or major shareholders ;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be perform1ed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principles, partners, or major shareholders. Contracts submitted to the City Council for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated. The undersigned warrants that the Concessionaire is in compliance with these requirements and makes this declaration on behalf of a San Pascual Stables LLC and hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____[state].

San Pascual Stables, LLC

David Sterckx, Managing General Partner

Official's Signature

Date

**EXHIBIT H
EQUAL EMPLOYMENT OPPORTUNITY
CERTIFICATION**

San Pascual Stables LLC

Business Address

Internal Revenue Service Employer Identification Number _____

GENERAL

In accordance with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e-17, Section 504 of the Rehabilitation Act of 1975, the Food Stamp Act of 1977, the Welfare and Institutions Code Section 1000, Americans with Disability Act of 1990, California Department of Social Services Manual of Policies and Procedures Division 21, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION

1. Concessionaire has a written policy statement prohibiting discrimination in all phases of employment. Check One Yes No

2. Concessionaire periodically conducts a self-analysis or utilization analysis of its work force. Check One Yes No

3. Concessionaire has a system for determining if its employment practices are discriminatory against protected groups. Check One Yes No

4. Where problem areas are identified in employment practices Concessionaire has a system for taking reasonable corrective action, which includes the establishment of goals and timetables. Check One Yes No

Signature _____ Date _____

**EXHIBIT J
MONTHLY GROSS REVENUE REPORT**

Report Date: _____ Reporting Period: _____

Gross Income from Boarding Operations

Total Monthly stall/paddock rent income: \$ _____

Number of stalls/paddocks rented at full charge: _____

Number of stalls/paddocks used for owners/trainer's horses: _____

Number of vacant stalls/paddocks: _____

Number of stalls/paddocks rented below full charge: _____

Gross rental Income from Historic Residence and Shed

Total monthly rent from home: \$ _____

Total monthly rent from storage shed: \$ _____

Gross income from events

Total gross income from show events \$ _____

Total gross income from Birthday parties \$ _____

Total gross income from Weddings/Special events: \$ _____

Total gross income from filming onsite: \$ _____

Total gross income from sales onsite (food, feed, and merchandize) \$ _____

Gross Income from Services

Total gross income from additional horse care services: \$ _____

Total gross income from riding academy classes: \$ _____

Total gross income from riding camps: \$ _____

Total gross income from training/instruction fees: \$ _____

Total gross income from temporary boarding or trailer storage: \$ _____

Total gross income from providing trail rides/guides: \$ _____

Total gross income from other services \$ _____

TOTAL GROSS INCOME FOR REPORTING PERIOD \$ _____

TOTAL LEASE PAYMENT (6%) FOR REPORTING PERIOD: \$ _____

TOTAL CAPITAL IMPROVEMENT FUND (2%) PAYMENT \$ _____

This form, along with payment, must be submitted to:

City of South Pasadena

Attn: Finance Department

1414 Mission Street, South Pasadena, CA 91030

With a copy to the Director of Community Services no later than the 20th day of the month after the reporting month.

**EXHIBIT K
SAN PASCUAL STABLES CONCESSION EVALUATION**

Date: _____

For Period from _____ to _____

The purpose of this evaluation is to track progress and performance in meeting the terms and conditions required in the San Pascual Stables Concession Lease Agreement. Bi-Annual evaluations will be forwarded to City Council during each term of the agreement to provide City Council with information and data necessary to determine if concessionaire is in compliance with the terms and conditions of the agreement. If the evaluation discovers the concessionaire is not in compliance, a notice to correct will be issued by the City, which could lead to default and termination if not corrected within the time frame contained in the lease agreement.

Concession Lease Fee

Concessionaire has provided completed gross revenue forms monthly and has made percentage lease payments on time during evaluation period.

_____ Every month _____ Late one month _____ Late more than one month

Comments or remedies needed: _____

Capital Improvement Fund Fee

Concessionaire has provided completed gross revenue forms monthly and has made percentage payments for the Capital Improvement Fund on time during evaluation period.

_____ Every month _____ Late one month _____ Late more than one month

Comments or remedies needed: _____

Special Events and Emergencies

The Concessionaire cooperated with City during special events or other unanticipated eventualities and followed procedures outlined in the terms and conditions of the lease agreement.

Every time Most of the time Never

Comments or remedies needed: _____

Use of Premises

Concessionaire used the Premises to operate, manage and maintain the service operations for the public described in the terms and conditions of the lease agreement and for no other unauthorized purposes.

Yes With few exceptions There were many unauthorized uses

Comments or remedies needed: _____

Facility Maintenance

Concessionaire performed all regular maintenance, upkeep and operational obligations for the property to City standards as outlined in the Stables Operations Facility Maintenance Guidelines of the lease agreement at no cost to the City.

Yes Did not meet City standards City received complaints

Comments or remedies needed: _____

Manure Management Plan

Concessionaire followed the procedures for the Manure Management Plan and allowed no more than 80 cubic yards of manure on the property at any time, kept manure bin clean and covered, and met the regulations for drainage on the property.

Yes Most of the time Did not follow Manure Management Plan

Comments or remedies needed: _____

Staffing and Personnel

Concessionaire provided quality personnel for the operation of the stables per the terms and conditions outlined in the lease agreement.

Had full staffing Some staffing issues Unable to meet requirements

Comments or remedies needed: _____

Maintenance Equipment

Concessionaire provided the maintenance equipment necessary to properly maintain the facility in a clean, safe, operating condition.

Yes Some of the equipment Poor maintenance on all equipment

Comments or remedies needed: _____

Protection of Park Property and Public Safety

Concessionaire met terms and conditions outlined in the lease agreement with regards to protection of park property, public safety, site security, and public access.

Yes Some discrepancies Failed to provide security, access or safety

Comments or remedies needed: _____

Business Licenses and Permits

Concessionaire maintained all required licenses, permits or certificates required by Federal, State, County, and City authorities.

Complied completely Missing some required permits Has no permits

Comments or remedies needed: _____

Programs and Activities

Concessionaire met City goals of providing a diverse selection of equestrian opportunities to the community and was cooperative and communicated with the City.

_____ Completely _____ Somewhat Not at all

Comments or remedies needed: _____

Completed by: _____

Title: _____

Delivered to Concessionaire on: (Insert Date) _____

EXHIBIT L CONCESSIONAIRE'S REQUIRED REPAIRS TO HISTORIC RESIDENCE

The following list is an illustrative but not exhaustive list of the work required in the historic residence to bring it to a habitable condition. Concessionaire shall bring the residence into compliance with applicable electrical and plumbing codes for any required electric and plumbing work, subject to all applicable building permits.

Exterior

- Seal and repaint all Exterior Walls- to correct peeling, blistering, and cracking-it is presently unknown whether the dilapidated paint condition also poses a lead paint hazard, which would also be required to be abated.
- Seal and repaint Wood Windows- to correct paint blistering, cracking, flaking, and peeling on window components decaying and rotting at exterior sill and frames.
- Remove plywood from boarded windows- note that replacement windows must be consistent with the style, size and cladding of the original windows.
- Replace missing door at basement.
- Replace or repair loose and damaged window screens with like kind materials.
- Remove plywood enclosure under existing porch.
- Remove wires running through window.
- Reduced stacked stone wall height to maximum of 48 inches.

Interior

- Correct exposed siding above stairway.
- Install handrail on stairs and complete construction of stairs from first to second floor.
- Repair Water damage soft flooring around toilet- subfloor will need to be inspected for dry rot and possibly replaced, and then recovered with appropriate flooring; toilet will need to be inspected for possible leak and likely replaced.
- Correct water heater installation; move to a permitted location.
- Remove/abate unpermitted electrical wiring.
- Install smoke and carbon monoxide detectors as required by law.

The Structural Report for the Stables House (Sept 2018) indicates that the building is in relatively good condition. The City will be responsible for the structural work recommended in the report.



City Council Agenda Report

ITEM NO. 10

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: David Bergman, Interim Planning and Building Department Director *DB*

SUBJECT: **Release Expired Covenants for a Development, Operation and Reciprocal Easement Agreement for Multiple Properties within the Former Mission Oaks Parking District**

Recommendation Action

It is recommended that the City Council authorize the release of an expired covenant for a Development, Operations and Reciprocal Easement Agreement applied to various properties located within the former Mission Oaks Parking District and authorize the City Manager to execute all related documents.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

An interested buyer for the properties at 901 Fair Oaks Avenue and 1511 Mission has requested that the City of South Pasadena (City) release an expired covenant on three parcels (legal description of parcels included as Exhibit A in Attachment 1). The parcels were previously covered by a Development, Operation and Reciprocal Easement Agreement (Agreement) between the City, the former South Pasadena Redevelopment Agency, and property owners. On September 24, 1984, the Agreement was recorded with an expiration date of April 16, 2009. The Agreement has not been extended. The current owner of these properties is proposing a sale, which will require a clear title and removal of any encumbrances. Both the buyer and seller are requesting that the City release this covenant regarding the expired Agreement in order to have a clear title to the properties.

Next Steps

1. If the Council authorizes the release, the City would then file a release of a recorded instrument with the County Registrar Recorder's Office.
2. Staff will also prepare a letter to notify the remaining property owners in the former Mission Oaks Parking District that they may also contact the City if they desire the release of covenant from their respective properties. The City will prepare the instruments for the release with the understanding that the property owner will pay for the recording of the document with the County.

Background

In 1984, a Development, Operation & Reciprocal Easement Agreement was formed to create the Mission Oaks Parking District that was intended to collectively manage the surface parking assets on the interior of the block. In 2009, at the expiration of the agreement the district was dissolved ending any assessments or district responsibility for operations and maintenance. Despite the dissolution of the district, the covenants were not removed from the affected properties.

An interested buyer discovered the covenant on the properties and contacted the City to request the release of the lien of the expired Agreement. Upon Council approval, the City Manager will execute the release instrument for the two parcels specified above. There are other parcels that are still covered by the lapsed Agreement, each recorded with the County under a separate instrument. Staff will prepare a letter to the remaining property owners to notify them of the opportunity to release the covenant from their property. Because of the fee required to record the release of each covenant, staff is recommending that City Council authorize the City Manager to execute and record the release of covenant only when it is requested by a property owner.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

A document recording fee of \$150 must be paid to the Register Recorder's office for each instrument by the property owner. Release of the covenant will facilitate the sale of the property and provide a new assessed valuation that would result in an increase in property tax revenues. In addition, future development of the property could result in increased sales and business license tax revenues.

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. Release of Recorded Instrument, with Exhibit A – Legal Description of Properties
2. Development, Operation and Reciprocal Easement Agreement (1984)
3. Mission Oaks Parking District Map and List of Property Addresses

ATTACHMENT 1
Release of Recorded Instrument, with Exhibit A –
Legal Description of Properties

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

CITY OF SOUTH PASADENA
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030

RELEASE OF RECORDED INSTRUMENT

That the certain DEVELOPMENT, OPERATION AND RECIPROCAL EASEMENT AGREEMENT Dated April 16, 1984

Claimed by THE CITY OF SOUTH PASADENA

Against OWNERS AND TENANTS AND ALL SUCCESSORS IN INTEREST

Recorded on September 27, 1984, as Instrument No. 84-1161336

Of Official Records of LOS ANGELES County, California,

Upon the following real property, set forth in Exhibit A, attached and incorporated by reference,
Is hereby released, due to the termination by of the Agreement pursuant to its terms, on April 16, 2009.

Dated: _____

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES } ss.

City of South Pasadena

By: Stephanie DeWolfe, City Manager

On _____ before me, _____ personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) (is/are) subscribed to the within instrument, and acknowledged to me that (he/she/they) executed the same in (his/her/their) authorized capacity(ies), and that by (his/her/their) signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public (Seal)

(This area for official notarial seal)

EXHIBIT A

PARCEL 1: The easterly 50 feet of lots 4, 5 and 6, in block "G"
Raymond Villa Tract No. 1
Recorded In Book 1, Page 91 of Records
Los Angeles County Recorders Office
State of California

Excepting therefrom the North 5 feet of the above,
described portion of said Lot 6,
conveyed to the City of South Pasadena.

PARCEL 2: Lots 7 and 8, In Block "G"
Raymond Villa Tract No. 1
Recorded In Book 1, Page 91 of Records
Los Angeles County Recorders Office
State of California

Except that portion within the lines of Mission Street,
as conveyed to said City.

PARCEL 3: Lot 9, In Block "G"
Raymond Villa of Tract 1
Recorded In Book 1 Page 91 of Records
Los Angeles County Recorders Office
State of California

Except therefrom the southerly 12.50 feet measured
on the Easterly line thereof.

ATTACHMENT 2
Development, Operation and Reciprocal Easement
Agreement (1984)

84 1161336

12 Pages
Return to:
Community Redevelopment Agency
Attn: Charles R. Martin
1414 Mission Street
South Pasadena, CA 91030

DEVELOPMENT, OPERATION
AND
RECIPROCAL EASEMENT
AGREEMENT

FREE D

This agreement is made and entered into on the dates executed below by and between:

- 1) The Redevelopment Agency of the City of South Pasadena, a public Agency, hereinafter referred to as the "CRA";
- 2) The City of South Pasadena, a public agency, hereinafter referred to as "City"; and
- 3) The undersigned owners (or tenants) of certain parcels of property with the City, hereinafter referred to individually and collectively as "Owners".

A. Exhibits: the parties hereby incorporate herein as though at this point set forth in full the following exhibits:

"A": Project map showing two block area bounded by Mission, Hound, Oxley and Fair Oaks - hereinafter referred to as "project area". The project area includes within it a blocked off area enclosed by dashes, hereinafter referred to as the "Parking area". See Exhibit "A", attached hereto & made a part hereof.

"B": A spread sheet showing certain calculations, hereinafter referred to as the "spread sheet" - accompanied by a separate page of explanatory notes. See Exh. "B", attached hereto & made a part hereof.

"C": Estimated costs, hereinafter referred to as "public contributions". See Exh. "C", attached hereto & made a part hereof.

"D": The specific real property owned or leased by each respective "owner" signing a counterpart of this Agreement, which property is burdened by the provisions hereof as covenants running with the land when this Agreement is recorded. See Exh. "D", attached hereto & made part hereof.

"E": Public Liability and Property Damage Insurance. See Exh. "E", as attached hereto and made a part hereof.

B. Recitals: The parties hereto desire to improve the project area in manner and means set forth herein:

1) the "Agency" is a public body corporate and politic exercising governmental functions and powers and organized and existing under the Community Redevelopment Law of the State of California; and

RECORDED IN OFFICIAL RECORDS
RECORDER'S OFFICE
LOS ANGELES COUNTY
CALIFORNIA
31 MIN. 9 AM. SEP 27 1984
PAST.

ii) the "City" is a public body corporate and politic exercising governmental functions and powers under the general laws of the State of California; and

iii) The "owners" are the owners (or tenants) of Parcels E through S and X as shown on the spread sheet and identified on the project map - all located within the project area; and

iv) This Agreement is made pursuant to the provisions of the Redevelopment Plan which was originally approved and adopted on August 20, 1975 by the City Council of the City by Ordinance No. 1692 and was amended on November 3, 1976 by Ordinance No. 1719; and

v) The parties desire to make certain covenants and agreements for the development, use, maintenance and operation of the project area, and to grant certain easements into, over and across the parking area.

Now, Therefore, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Parking District. Parties agree to cooperate together and form a Parking District pursuant to public law (either the 1911 Act, the 1913 Act, the Parking Act of 1979, or the 1943 Vehicle Parking Act), having as its boundaries, the project area. In addition, the parties will form an on-going maintenance assessment district for the continuing maintenance of the public facilities therein. All parties agree not to block or protest said district or its goals in any manner, and to execute such documents as may be necessary to implement such Parking District.

a) Said Parking District will thereafter construct within one year, excluding legal challenges, and thereafter maintain the Parking Area located therein, by demolition, grading, surfacing and striping.

b) Each of the parties (in consideration of the mutual and reciprocal rights and advantages) does hereby lease (or sublease) to the Parking District (or CRA) any and all lands owned (or under lease) to the extent located within the proposed parking lot (including vacated streets), together with the authority to the Parking District or CRA to operate said leased lands, and parking lot as one integral parking area without regard to property lines, ownership or use - to the end that the parking lot will produce approximately 208-216 parking spaces. Such leases (or subleases) shall run for the life of this Agreement. The CRA or City may acquire by purchase or condemnation any land not so leased.

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- c) The CRA will be responsible for all of the costs of acquisition and construction, estimated at \$120,000 CRA Funds, plus \$82,600 of jobs bill funds, plus contribution of credits for the undergrounding of utilities.
- d) No property outside the boundaries of the Project Area shall be included in the Parking District.
2. Maintenance District. The Parking District (or CRA or City) shall have authority under public law to assess each of the parties for maintenance and repairs. Each of the parties agrees to pay such assessment within 30 days or agrees the same may be placed as a lien on its property and collection enforced according to law. Assessments must be levied pro rata according to the proportions shown in the final column of the spread sheet. As maintenance, there shall be included as costs, appropriate insurance, as set forth on Exhibit E.
3. Operation of Parking Lot. The day to day operation of the parking lot (including employee parking) shall be administered initially by a legally constituted committee of five (known as the "Operations Committee") elected from time to time by a vote of the parties to this Agreement - each party having one vote; if this fails, then administration shall be by the City's Board of Parking Place Commissioners. The parking will be operated as a common parking area available for the customers, invitees and employees of the parties in which each of the parties gives up its individual rights to specific spaces so that there may be one large parking area without obstruction by any property or fixtures of the parties - without fences or impediments, reciprocally available to all.
- a) The parking lot shall be so managed that it serves the Project area only - all parties agree that the concept is to exclude parking from other areas;
- b) The CRA agrees in approving development outside the Project area to approve only those developments not utilizing this parking lot as requisite parking; except that development within other phases of the 4 block area shall be required to execute Reciprocal Easement Agreements, tying joint parking areas together.
- c) As to the property located at 1500 El Centro Street, all parties agree that the appropriate development is: a) the rear 1/2 is to be a part of this parking lot; 2) the front half may be developed but must conform to Code parking; until the front 1/2 is so developed, all existing structures will be razed and temporary parking placed thereon.
4. Owners Improvements. Each owner will within 12 months:
- a) expend up to the amount shown in the final column of the spread sheet,
- to modify and open up pedestrian access to the back end of the building to the parking lot, and to aesthetically improve the rear access,

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- 4
- according to a plan on file with the CRA or such other plan first approved by the operations committee.
 - Facilities with no access, such as the Rialto or facilities with conforming existing access shall be excused; and
 - b) connect at its expense to the new undergrounding in an aesthetic manner, and
 - c) install at its own expense rubbish areas and loading docks, as needed but not interfering with the parking lot. Such shall be done according to said Plan on file or such other Plan first approved by the Operations Committee.
 - d) Pay and continue to pay all property taxes.
5. Additional Signs. Each owner will install new advertising signs at the improved rear entrances - and if necessary zoning exceptions therefor shall be considered by the City.
- 6A. Parking Credits. A survey shall be taken and each of the owners shall be recorded as to the number of parking spaces each owns in the "before" condition. After the parking lot modifications are completed, then any owner (not in default of this Agreement) who is deficient in Code-parking may purchase from the City on a first come, first served basis "credit" for any of the new or additional spaces created by the new parking lot as compared to the total in the "before" condition i.e. the "surplus spaces". The surplus space will be "sold" for cash as a credit on code compliance. The price will be the final cost per stall of each of the total number of spaces as constructed. Thereafter each purchaser shall be recorded as receiving credit for such number of parking spaces vis-a-vis Code parking. It is the credit that is purchased, not the space, the credit will not be transferable, but the credit will be an incidence of fee ownership in the event of termination of the District through operation of law.
- 6B. Existing Easements. Existing easements, access and rights shall be subordinated to this Agreement during its term; thereafter such existing rights may again be used.
- 6C. Non-conforming Parking. The existing preexisting "grandfathered" code requirements regarding deficient parking shall not be changed with regard to the parties during the term of this Agreement.
- 6D. Stack Parking. The stack (or tandem) parking depicted in the Plan is dependent on access; if not forthcoming, such tandem parking will be re-designed with a reduction of 8 plus or minus spaces.

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7. Certificate of Compliance: Each owner who signs and complies with the executory provisions hereof shall receive a "certificate of compliance" and thereafter such land shall be exempt from eminent domain by the CRA.

8. Control and Modification: All matters relating to the election, terms and authority of the "Operations Committee" and all amendments of this Agreement (so far as the owners are concerned) shall be controlled by 2/3rds of the owners by unit vote based upon percentage of land contribution to the parking area (except that every party hereto shall have at least one unit vote).

9. Special Provisions: No fees shall be charged for parking. The spaces contiguous to Bank of America shall be short term parking. The City shall enforce all parking regulations. Bank of America and Parcel E shall not be required to improve rear entrances.

10. Further Documents: It is contemplated that further documents may be necessary and all parties will cooperate and sign.

11. Term: This Agreement shall continue for a period of 25 years and thereafter by mutual extensions for terms, or at will.

12. Enforcement: This Agreement may be enforced by Court action; the loser to pay attorney fees and costs.

13. Execution: This Agreement may be signed in duplicate counterparts but will not become effective until all have signed. If less than all sign, the CRA (at its sole option) may decide to proceed with less than all - in which case such decision shall be binding on those that have signed.

DATED: February 29, 1984.

PACIFIC SOUTHWEST REALTY COMPANY,
a Delaware corporation

BY: [Signature]
R. Wayne Smith, Vice President

BY: [Signature]
John H. Collins, Asst. Vice President

901 Fair Oaks Avenue
South Pasadena, Calif. 91030

Property Address
City of South Pasadena

[Signature]
C.R.A. Chairman - The Chairman
Samuel G. Knowles
City of South Pasadena

[Signature]
Mayor Alvalee C. Arnold

Mailing Address for Notices:

P. O. Box 2097 Terminal Annex 10-115
Los Angeles, Calif. 90051

Approved as to Form:
Charles R. Martin

[Signature]
Attorney

Notary Seal:

84-1161336

STATE OF CALIFORNIA }
COUNTY OF Los Angeles } ss

On April 2, 1984, before me, the undersigned, a Notary Public in and for said State, personally appeared R. Wayne Smith personally known to me or proved to me on the basis of satisfactory evidence to be a Vice President, and John H. Collins personally known to me or proved to me on the basis of satisfactory evidence to be a Asst. Vice President of the SECURITY PACIFIC NATIONAL BANK, the association that executed the within instrument, known to me to be the persons who executed the within instrument on behalf of the association therein named, and acknowledged to me that such association executed the same, and acknowledged to me that such association executed the within instrument pursuant to its by-laws or a resolution of its board of directors.

WITNESS my hand and official seal.



84-1161336

Windell H. Muhammad
(Notary Public's Signature)

030874 4-83* 25 P3 Bank Officer's Material Acknowledgment

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

On 2/29/84, before me, the undersigned, a Notary Public in and for said State, personally appeared Alvilee C. Arnold, known to me to be the Mayor and Samuel G. Knowles, known to me to be the Chairman, CRA, of the City of South Pasadena, and known to me to be the persons who executed the within instrument on behalf of said Public Agency, and acknowledged to me that such Public Agency executed the same.

WITNESS my hand and official seal.

Signature: Marjorie B. Friendt
Marjorie B. Friendt
Notary Public in and for said County

84-1161336



EXHIBIT "A"

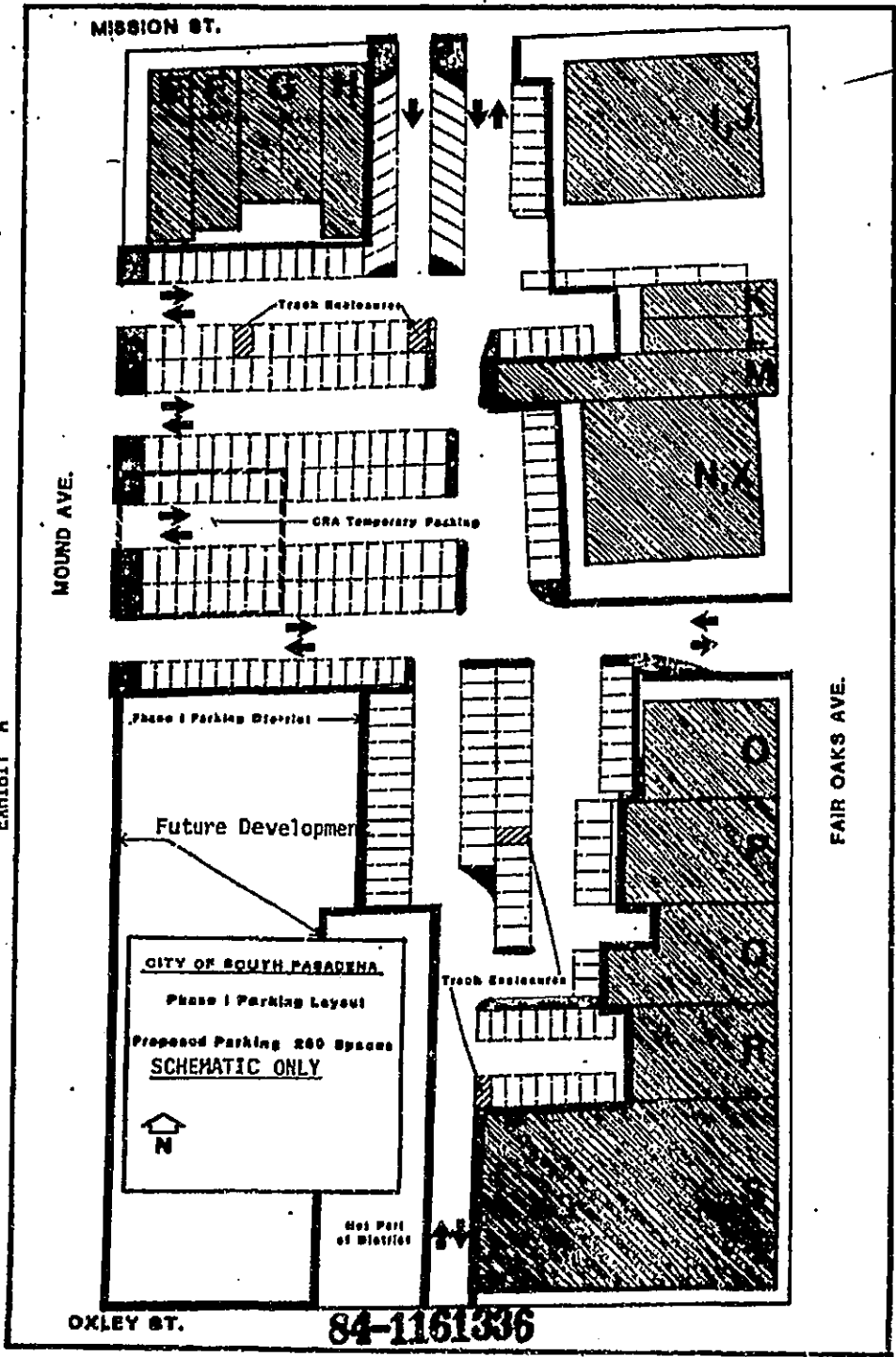


EXHIBIT "B"
SOUTH PASADENA DOWNTOWN PARKING LOT
PROPERTY ASSESSMENTS

Map Ref.	Property Owner	Building Area ¹ (sq.ft.)	Parking Area Available ² (sq.ft.)	Parking Area Contribution ³ (sq.ft.)	Fair Share of Parking Area ⁴ (sq.ft.)	Differential ⁵ Surplus/ (Deficit) (sq.ft.)	Improvement Costs ⁶	Land Costs ⁷ Debit/ (Credit)	Total Costs ⁸ Debit/ (Credit)
E	Pettes	2,000	2,598	840	1,574	(834)	\$ 5,851	\$ 2,440	\$ 8,291
F	Caputo	2,430	3,156	1,161	2,034	(873)	7,109	2,554	9,653
G	Hutton	3,000	3,896	1,720	2,511	(791)	8,777	2,314	11,091
H	Cox	2,500	3,247	1,075	2,092	(1,017)	7,314	2,975	10,289
LJ	Pacific Southwest Realty (Security Pacific Bank)	7,760	10,079	10,937	6,494	4,443	22,702	(12,998)	9,704
K	Andersen	1,455	1,890	1,308	1,218	90	4,257	(263)	3,994
L	Speers	1,546	2,008	1,082	1,294	(212)	4,523	620	5,143
M	Swan	4,000	5,195	- 0 -	3,347	(3,347)	11,702	9,792	21,494
N,X	Bank of America	8,550	11,105	18,647	7,155	11,492	25,014	(33,621)	(8,607)
O	E.W. Services (East/West S&L)	4,015	5,215	4,510	3,360	1,150	11,746	(3,364)	8,382
P	Filley	5,100	6,624	3,780	4,268	(488)	14,920	1,428	16,348
Q	Weber	4,422	5,743	3,465	3,701	(236)	12,937	690	13,627
R	Schechter	4,345	5,643	4,318	3,636	682	12,711	(1,995)	10,716
S	Bank of America (Theater)	13,800	17,664	- 0 -	11,381	(11,381)	39,788	33,296	73,084
Y	South Pasadena CRA	3,640	4,728	4,368	3,046	1,322	10,649	- (3,868)	6,781
	Public Space (Streets, Alleys, and Karp Property)	- 0 -	- 0 -	31,580	- 0 -	NA	- 0 -	- 0 -	- 0 -
TOTALS		68,363	88,791	88,791	57,211	- 0 -	\$ 200,000	\$ - 0 -	\$ 200,000

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PROPERTY ASSESSMENT NOTES:

- 1 Reflects the area of the building footprints and not the gross leasable area.
- 2 Calculated by multiplying the building area times the ratio of total parking area (public and private) to total building area (existing and proposed).
Total Parking Area (public and private)/Total Building Area (existing and proposed) = 88,791 sq.ft./68,363 sq.ft. = 1.298
- 3 Calculated by scaling from the maps the area contributed by each property to the parking lot.
- 4 Calculated by multiplying the building area times the ratio of total private parking area to total building area.
Private Parking Area/Total Building Area (existing and proposed) = 57,211 sq.ft./68,363 sq.ft. = 0.837
- 5 Represents the difference between Parking Area land contributions and fair-share Parking Area requirements.
- 6 Calculated by multiplying the building area times the improvement costs per square foot of building area (\$200,000/68,363 sq.ft. = \$2.926/sq.ft.)
- 7 Calculated by multiplying the improvement costs per square foot of building area (\$2.926/sq.ft.) by the Parking Area land contribution differential. Properties contributing more land than their required amount received a credit, while those contributing less received a debit. Land costs were assumed to equal improvement costs on a per square foot of building area basis.
- 8 Calculated by adding improvement costs with land costs. A credit indicates that reimbursement is due to the property owner because of extraordinary land contributions.

84-161306

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EXHIBIT "C"

DOWNTOWN PARKING LOT

CITY OF SOUTH PASADENA/SOUTH PASADENA COMMUNITY
REDEVELOPMENT AGENCY CONTRIBUTIONS TO PARKING DISTRICT

Land Contributions

1. Streets and Alleys (El Centro Street and Edison Lane)	26,580 sq.ft. @ \$10/sq.ft.	\$ 265,800
2. Assessor's Parcel No. 5315-003-38 (Karp Property): Includes acquisition, and relocation costs.	5,060 sq. ft.	200,000
3. Morrow and Holman		<u>65,000</u>
		\$ 530,800

Construction Costs

1. Parking Lot		\$200,000
2. Utilities Undergrounding		105,000
Consulting and Engineering Fees		<u>72,858</u>
	Subtotal Costs	\$908,658
Jobs Bill Contribution		<u>-82,000</u>
	TOTAL COSTS	<u>\$826,658</u>

12/83

84-1161336



EXHIBIT "C"

EXHIBIT "D"

LEGAL DESCRIPTION OF PACIFIC SOUTHWEST REALTY COMPANY
PARKING LOT ENCUMBERED BY THIS DOCUMENT

The land referred to in this policy is situated in the County of Los Angeles, State of California, and is described as follows:

PARCEL 1:

The easterly 50 feet of lots 4, 5 and 6, in block "G" of the Raymond Villa Tract No. 1, in the City of South Pasadena, in the County of Los Angeles, State of California, as per map recorded in Book 1, Page 91 of Maps, in the office of the County Recorder of said County.

Excepting therefrom the North 5 feet of the above described portion of said Lot 6, conveyed to the City of South Pasadena.

PARCEL 2:

Lots 7 and 8, in Block "G" of Raymond Villa Tract No. 1, in the City of South Pasadena, in the County of Los Angeles, State of California, as per map recorded in Book 1, Page 91 of Maps, in the office of the County Recorder of said County.

Except that portion within the lines of Mission Street, as conveyed to said City.

PARCEL 3:

Lot 9, in Block "G" of Raymond Villa of Tract 1, in the City of South Pasadena, in the County of Los Angeles, State of California, as per map recorded in Book 1 Page 91 of Maps, in the office of the County Recorder of said County.

Except therefrom the Southerly 12.50 feet measured on the Easterly line thereof.

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EXHIBIT "D"



12

EXHIBIT 'E'

Public Liability and Property Damage Insurance: The Operations Committee will, and is hereby authorized to, purchase and maintain public liability and property damage insurance on the parking lot, with the following specifications:

Coverage: Owners, landlords and tenants' liability.

Limits: \$1,000,000 combined Single Limit Bodily Injury and Property Damage.

Named Insureds: Each owner and tenant - by name. Each member of Operations Committee.

Terms: This policy shall be specifically endorsed to be primary insurance.

Other Insurance: Said insurance does not relieve or replace any insurance that is now or hereinafter carried by any owner or tenant subject to this document.

84-1161336

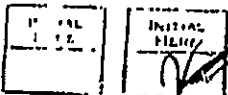
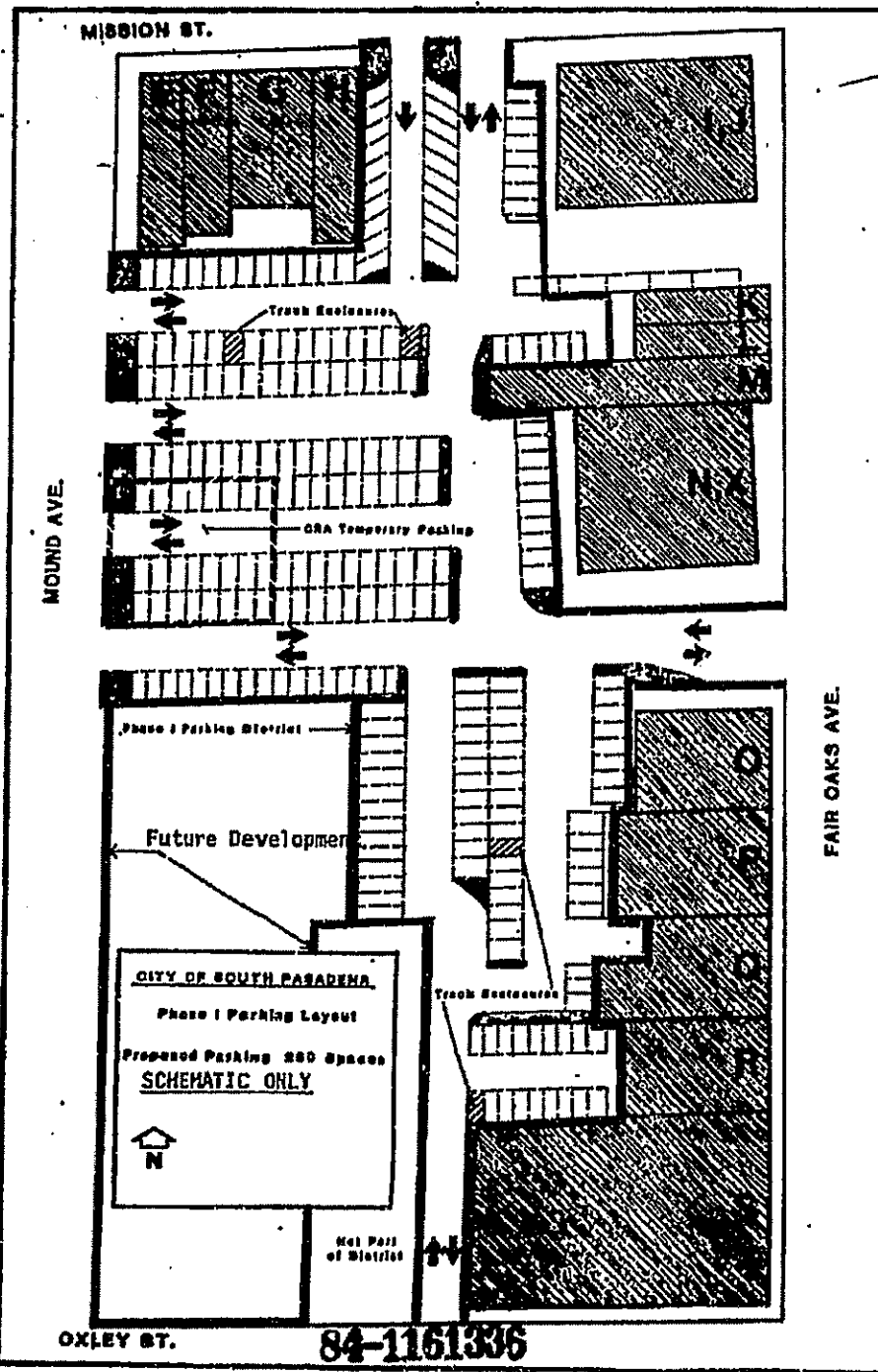


EXHIBIT "E"



ATTACHMENT 3
Mission Oaks Parking District Map and List of
Property Addresses

EXHIBIT "A"



MISSION OAKS PARKING DISTRICT

BLOCK G			
	APN	Exhibit "A" Block Letter	Address
1)	5315-003-046	E	906 Mound Avenue
2)	5315-003-047	F	1503 Mission Street
3)	5315-003-048	G	1505-1507 Mission Street
3)	5315-003-049	H	1509 Mission Street
4)	5315-003-050 & 058	I & J	1511 Mission St. & 901 Fair Oaks Ave.
5)	5315-003-054	K	917 Fair Oaks Avenue
6)	5315-003-055	L	919 Fair Oaks Avenue
7)	5315-003-056	M	921 Fair Oaks Avenue
8)	5315-003-057	N & X	923 Fair Oaks Avenue

BLOCK C			
	APN	Exhibit "A" Block Letter	Address
1)	5315-003-032	Behind R	1500 Oxley Street
2)	5315-003-033	Behind S	1508 Oxley Street
3)	5315-003-034	Behind S	1510 Oxley Street
4)	5315-003-036 & 037	CITY	CITY LOT/Nursery
5)	5315-003-039	O	1001 Fair Oaks Avenue
6)	5315-003-040	P	1005 Fair Oaks Avenue
7)	5315-003-041	Q	1009-1011 Fair Oaks Avenue
8)	5315-003-042	R	1013 Fair Oaks Avenue
9)	5315-003-043	S	1019 Fair Oaks Avenue

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

Memo

Date: December 5, 2018
To: The Honorable City Council
From: Mayor Richard D. Schneider, M.D. MD for BDS
Re: Commission Appointment

With the City Council concurrence at the December 5, 2018 City Council Meeting, I propose to appoint the following to a partial term ending December 31, 2019:

- **William Cross to the Cultural Heritage Commission**

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


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City Council Agenda Report

ITEM NO. 21

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: David Bergman, AICP, Interim Director Planning & Building 
Edwar Sissi, Associate Planner 

SUBJECT: **Public Hearing to Consider the Designation of the Koebig House located at 320 Grand Avenue as a City Landmark, Number 54, Planning Project Number 2123-LHD**

Recommendation Action

It is recommended that the City Council designate the Historic Koebig House, located at 320 Grand Avenue as a City Landmark, Number 54 in accordance to the required findings as outlined in the City's Cultural Heritage Ordinance, Section 2.63(A). Staff analysis has determined that the Historic Resource meets the required findings which are as follows: (a) That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and (b) That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and (c) That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

Commission Review and Recommendation

This matter was reviewed by the Cultural Heritage Commission (CHC) at their regularly scheduled meeting on September 20, 2018. The CHC has made a unanimous recommendation that the City Council designate 320 Grand Avenue (the Koebig House) as a South Pasadena Landmark.

Executive Summary

The Koebig House located at 320 Grand Avenue was constructed in 1927 through 1928 by noted architect H. Roy Kelley. The current property owners of the home have applied for Landmark Designation. The property is currently listed on the City's Historic Inventory with a California Historic Resource Status Code of 2B2. These Status Codes serve as a standardized evaluator mechanism during Historic Surveys for purposes of classification on the historic significance of a particular property or site. The California State Office of Historic Preservation (OHP) defines the 2B2 classification as being, "Determined eligible for National Register (NR) as an individual property and as a contributor to an eligible district in a federal regulatory process. These properties are listed in the California Register (CR)." The CHC along with Staff are recommending approval of the Landmark Designation. In accordance with the City's Cultural

Heritage Ordinance, the City Council set a date certain for the public hearing on the proposed designation of the Koebig House to the regularly scheduled City Council meeting on December 5, 2018.

Community Outreach

Opportunity for public comment was provided at the CHC meeting; no public comment was given. The public hearing on December 5, 2018 will provide additional opportunity for public comment on matters pertaining to the proposed Landmark Designation of the Koebig House located at 320 Grand Avenue. The public hearing of December 5, 2018 was also publicly noticed in accordance to the requirements of the City's Cultural Heritage Ordinance as a method of community outreach and to encourage public comment.

Discussion/Analysis

In accordance to the City's Cultural Heritage Ordinance, Chapter 2.58 of the South Pasadena Municipal Code (SPMC), the CHC considered a recommendation by the established Landmark Subcommittee regarding the nomination of a new City Landmark. In support of the Subcommittee's findings, the CHC has made a unanimous vote of recommendation to the City Council for the landmarking of the Koebig House located at 320 Grand Avenue in the City of South Pasadena.

Designation Criteria for Landmark Status:

In concurrence with Staff's analysis, the Landmark Subcommittee has determined that the Koebig House located at 320 Grand Avenue meets the criteria required for Landmark Designation as outlined in SPMC Section 2.63(B). The Landmark Subcommittee identified that criteria numbers 3, 4, 6, and 7 are applicable to the eligibility of the Koebig House as a City Landmark. The identified criteria are listed as follows:

3. Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the City, State, or United States.

The original owner of the home was Dr. Walter C.S. Koebig. Dr. Koebig was a noted orthopedic surgeon in California in the first half of the 20th century. Among his accomplishments, he held a prominent position in the State Health and Development Department of physical training work in the schools, and was the Head of the corrective work in the Los Angeles City Schools.

4. Its exemplification of a particular architectural style of an era of history of the City.

While there are several other homes on South Grand Avenue designed in the Tudor Revival style, the Koebig House is singular in its brick construction and evocation of an English Cotswold Cottage located on a slightly raised site. These characteristics cause the home to, literally and figuratively, rise above the other 1920s period revival homes in the neighborhood.

6. Its identification as the work of a person or persons whose work has influenced the heritage of the City, the State, or the United States.

The Koebig House was designed by H. Roy Kelly, who had a long, award-winning career as an architect based in Southern California. Kelley's design for this house captured first place in House Beautiful magazine's first "small house" competition in 1929. He served on the architectural advisory board of Good Housekeeping magazine from 1931 to 1938 and was commissioned by Life magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by Herbert Hoover. His work helped popularize ranch-style and mid-century modern homes in the West.

7. Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials, or craftsmanship.

Both inside and out, the Koebig House exhibits thoughtful attention to architectural design, detail, materials, and craftsmanship. The placement of bricks and clinkers making up the exterior facades of the home was carefully considered to maximize the charm, character and texture of the house. This attention to detail was continued in the construction of the rear patio, planter beds and retaining walls, as well as the decorative wrought iron gates and original light fixtures. The home features rarely seen details such as the vertically placed "combers" over the upper windows and the oriel window with its leaded glass consisting of diamond-shaped lights. Use of quality materials, attention to detail and outstanding workmanship are apparent on the home's interior as well. In the foyer and living room, original dark mahogany paneling and "hand adzed" (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms.

Required Findings per SPMC Section 2.63(A):

The Landmark Subcommittee of the CHC has concurred with Staff's analysis on the required findings to support the designation pursuant to SPMC Section 2.63(A). The required findings are listed as follows:

a. That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and

Designation of the Koebig House as a city landmark is consistent with the purpose of the Cultural Heritage Ordinance in that it will preserve, maintain, and safeguard the city's heritage and character as embodied and reflected in the site and structures that serve as significant reminders of the city's social, educational, cultural and architectural history; encourage maintenance and preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of landmarks and historic structures; preserve diverse and harmonious architectural styles, reflecting phases of the city's history; and encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage. Therefore this finding can be made.

b. That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and

The proposed landmark meets criteria 3, 4, 6 and 7 for landmark designation listed in subsection 2.63(b) of the South Pasadena Municipal Code. Therefore, this finding can be made.

c. That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

The proposed landmark exhibits a high degree of integrity, as it has had only minimal alterations since its construction 90 years ago. Therefore, this finding can be made.

Alternatives Considered

1. The City Council may deny the Landmark Designation of 320 Grand Avenue, known as the Koebig House.
2. The City Council may remand the item back to the Cultural Heritage Commission for further study.
3. The City Council may continue the public hearing of the Landmark Designation to a date certain.

Next Steps

1. Upon a vote by the Council to approve the Designation of the Koebig House as City Landmark Number 54, the City shall record the City Council Resolution of the Landmark Designation with the County Recorder's Office.
2. Staff will formalize the approval of the Designation by written notice to the owners and applicant.

Background

The single-family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Dr. Koebig was a prominent orthopedic surgeon in the Los Angeles area. Dr. Koebig was featured in the *Los Angeles Times*, and appeared regularly as a guest speaker before local civic groups.

The Historic Koebig House is located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2.

The house was designed by noted local architect Harold Roy Kelley (1893-1989). Mr. Kelly was renowned for his period revival homes built in the Los Angeles region from Palos Verdes to Pasadena. He is perhaps most famous for his design of the Pringle House in Los Angeles, and the RAND Headquarters in Santa Monica. Mr. Kelly won numerous recognitions for his work and served on the architectural advisory board of *Good Housekeeping* magazine from 1931 to 1938 and he was commissioned by *Life* magazine in 1937 to design a model home for the entire nation. He also served on the architectural advisory committee for the Bel-Air Estates and the

Landmark Designation of 320 Grand Avenue (Koebig House)

December 5, 2018

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Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by President Herbert Hoover.

The Koebig House was the winner of *House Beautiful* magazine's first "small house" competition in 1929 and was featured in a nationwide traveling exhibition. Additionally, the house is noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Complete Guide as "a compact Tudor villa in brick." South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Koebig House is privately owned and the City will not incur direct costs related to ownership or maintenance of the Historic property. As a Landmark, the property owners have the opportunity to enter into a Mills Act Agreement pursuant to the procedures and regulations outlined in the Municipal Code and subject to the approval of the City Council. The City could incur indirect fiscal impacts with Mills Act Agreements through reduced property tax revenues.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

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.

The public hearing of the September 20, 2018 Cultural Heritage meeting was duly noticed in accordance to the requirements of the City's Cultural Heritage Ordinance. Certified Mail letters were sent to the applicant and the owners of the property. The City also mailed individual property notices to all properties within a 300 foot radius of the subject site. Additionally, the nomination of the Koebig House was duly noticed in the South Pasadena Review on September 7, 2018.

The noticing of this public Hearing for the Designation of the Landmark by City Council was duly noticed as required by the City's Cultural Heritage Ordinance including 300 foot property radius mailings, a newspaper publication, and certified letters to the owners and applicant.

Landmark Designation of 320 Grand Avenue (Koebig House)

December 5, 2018

Page 6 of 5

Attachments:

1. Resolution, Designating the Koebig House as City Landmark Number 54.
2. Resolution No. 7584 Setting the Date Certain for the Designation of the Landmark.
3. CHC Letter of Notice to City Council on Decision for Recommendation of Designation.
4. CHC Landmark Subcommittee Report and Findings.
5. Landmark Application and Additional Materials.
6. DPR Form of Grand Avenue North District (Potential District).
7. Proof of Public Notification of Public Hearing on Designation, South Pasadena Review.
8. Listing of South Pasadena Landmarks.
9. Mapping Diagrams, Historic Aerials, and Photographs.

ATTACHMENT 1

Resolution Designating 320 Grand Avenue,
the Koebig House, as City Landmark Number 54

RESOLUTION NO. XXXX**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DESIGNATING 320 GRAND AVENUE, KNOWN AS THE KOEBIG
HOUSE, AS A HISTORIC CITY LANDMARK
(LANDMARK NUMBER 54)**

WHEREAS, Section 2.62 of the South Pasadena Municipal Code, Ordinance No. 2315 (“Cultural Heritage Ordinance”) authorizes the Cultural Heritage Commission (“the Commission”) to recommend to the City Council the designation of appropriate properties as Landmarks; and

WHEREAS, on April 5, 2018, the Planning Division received an application for Landmark designation for the Historic home located at 320 Grand Avenue, historically known as the “Koebig House”; and

WHEREAS, on April 19, 2018, at the regularly scheduled CHC meeting, the CHC reviewed the request of Landmark Designation and appointed the Landmark Subcommittee (“Subcommittee”) with two Commission members; and

WHEREAS, on May 15, 2018, the Subcommittee met with the property owners at the subject site to tour the property; and

WHEREAS, on August 8, 2018, the Subcommittee formalized their findings and notified Staff of their request to carry the Landmark nomination to the full CHC for the Commission’s formal vote on the recommendation to City Council for Designation; and

WHEREAS, on September 20, 2018, the CHC formalized their recommendation to the City Council for designation of the Koebig House as a City Landmark by a unanimous vote of 4-0, with one CHC member absent; and

WHEREAS, on October 4, 2018, the CHC provided notice to the City Council via the City’s Clerk’s office of the Commission’s formal recommendation to have the Koebig House designated as a City Landmark by the City Council of South Pasadena; and

WHEREAS, on October 17, 2018, the City Council of the City of South Pasadena held a duly noticed regularly scheduled meeting to set a date certain for the public hearing of the Landmark Designation at the regularly scheduled City Council Meeting on December 5, 2018.

WHEREAS, on December 5, 2018, the City Council of South Pasadena held a duly noticed regularly scheduled meeting to provide a public hearing and receive public testimony on the proposed Landmark Designation of the Koebig House located at 320 Grand Avenue.

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. The City Council has determined that the criteria standards as outlined in the Cultural Heritage Ordinance, Section 2.63(B), have been satisfactorily met for the eligibility of Landmark listing based upon the recommendation of applicable criteria by the Cultural Heritage Commission:

- 3. Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the City, State, or United States.**

The original owner of the home was Dr. Walter C.S. Koebig. Dr. Koebig was a noted orthopedic surgeon in California in the first half of the 20th century. Among his accomplishments, he held a prominent position in the state health and development department of physical training work in the schools, and was the head of the corrective work in the Los Angeles City Schools.

- 4. Its exemplification of a particular architectural style of an era of history of the City.**

While there are several other homes on South Grand Avenue designed in the Tudor Revival style, the Koebig House is singular in its brick construction and evocation of an English Cotswold Cottage located on a slightly raised site. These characteristics cause the home to, literally and figuratively, rise above the other 1920s period revival homes in the neighborhood.

- 6. Its identification as the work of a person or persons whose work has influenced the heritage of the City, the State, or the United States.**

The Koebig House was designed by H. Roy Kelly, whom had a long, award-winning career as an architect based in Southern California. Kelley's design for this house captured first place in House Beautiful magazine's first "small house" competition in 1929. He served on the architectural advisory board of Good Housekeeping magazine from 1931 to 1938 and was commissioned by Life magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on

Home Building by Herbert Hoover. His work helped popularize ranch-style and mid-century modern homes in the West.

7. Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials, or craftsmanship.

Both inside and out, the Koebig House exhibits thoughtful attention to architectural design, detail, materials, and craftsmanship. The placement of bricks and clinkers making up the exterior facades of the home was carefully considered to maximize the charm, character and texture of the house. This attention to detail was continued in the construction of the rear patio, planter beds and retaining walls, as well as the decorative wrought iron gates and original light fixtures. The home features rarely seen details such as the vertically placed “combers” over the upper windows and the oriel window with its leaded glass consisting of diamond-shaped lights. Use of quality materials, attention to detail and outstanding workmanship are apparent on the home’s interior as well. In the foyer and living room, original dark mahogany paneling and “hand adzed” (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms.

SECTION 3. The City Council considered the designation criteria contained in the Cultural Heritage Ordinance and makes the following findings as required in Section 2.63(A) based upon the recommendation of the Cultural Heritage Commission:

a. That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and

Designation of the Koebig House as a city landmark is consistent with the purpose of the Cultural Heritage Ordinance in that it will preserve, maintain, and safeguard the city’s heritage and character as embodied and reflected in the site and structures that serve as significant reminders of the city’s social, educational, cultural and architectural history; encourage maintenance and preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of landmarks and historic structures; preserve diverse and harmonious architectural styles, reflecting phases of the city’s history; and encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage. Therefore this finding can be made.

b. That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and

The proposed landmark meets criteria 3, 4, 6 and 7 for landmark designation listed in subsection 2.63(b) of the South Pasadena Municipal Code. Therefore, this finding can be made.

c. That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

The proposed landmark exhibits a high degree of integrity, as it has had only minimal alterations since its construction 90 years ago. Therefore, this finding can be made.

SECTION 4. Based on the evidence presented in the Staff Report, testimony received during the public hearing, minutes, other records of proceeding, and its findings herein, the City Council hereby approves the designation of 320 Grand Avenue, historically known as the Koebig House, as official Historic Landmark Number 54.

SECTION 5. That this Resolution shall take effect immediately upon its adoption.

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of December, 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 5th day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
City Council Resolution No. 7584,
Setting the Date for the Designation of the Landmark

RESOLUTION NO. 7584**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SETTING A DATE AND TIME FOR A PUBLIC HEARING
FOR THE DESIGNATION OF THE KOEBIG HOUSE
LOCATED AT 320 GRAND AVENUE AS A HISTORIC
CITY LANDMARK**

WHEREAS, Section 2.62 of the South Pasadena Municipal Code, Ordinance No. 2315 (“Cultural Heritage Ordinance”) authorizes the Cultural Heritage Commission (“the Commission”) to recommend to the City Council the designation of appropriate properties as Landmarks; and

WHEREAS, on April 5, 2018, the Planning Division received an application for Landmark designation for the Historic home located at 320 Grand Avenue, historically known as the “Koebig House”; and

WHEREAS, on April 19, 2018, at the regularly scheduled CHC meeting, the CHC reviewed the request of Landmark Designation and appointed the Landmark Subcommittee (“Subcommittee”) with two Commission members; and

WHEREAS, on May 15, 2018, the Subcommittee met with the property owners at the subject site to tour the property; and

WHEREAS, on August 8, 2018, the Subcommittee formalized their findings and notified Staff of their request to carry the Landmark nomination to the full CHC for the Commission’s formal vote on the recommendation to City Council for Designation; and

WHEREAS, on September 20, 2018, the CHC formalized their recommendation to the City Council for designation of the Koebig House as a City Landmark by a unanimous vote of 4-0, with one CHC member absent; and

WHEREAS, on October 4, 2018, the CHC provided notice to the City Council via the City’s Clerk’s office of the Commission’s formal recommendation to have the Koebig House designated as a City Landmark by the City Council of South Pasadena; and

WHEREAS, on October 17, 2018, the City Council of the City of South Pasadena held a duly noticed regularly scheduled meeting to set a date certain for the public hearing of the Landmark Designation.

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. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT ON WEDNESDAY, THE 5TH DAY OF DECEMBER, 2018, AT THE HOUR OF 7:30 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBER, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE LANDMARK DESIGNATION OF THE KOEBIG HOUSE LOCATED AT 320 GRAND AVENUE.


SECTION 3. NOTICE. That the Planning Division is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this Resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 4. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 5. That this Resolution shall take effect immediately upon its adoption.

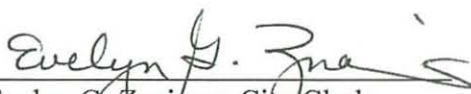
SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of October, 2018.


Richard D. Schneider, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:


Evelyn G. Zneimer, City Clerk
(seal)


Teresa L. Highsmith, City Attorney

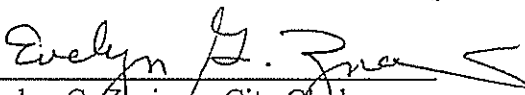
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of October, 2018, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Mahmud, and Mayor Schneider

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zheimer, City Clerk
(seal)

ATTACHMENT 3
CHC Letter of Notice to City Council on Decision for
Recommendation of Designation



City of South Pasadena

1414 MISSION, SOUTH PASADENA, CA 91030

TEL: 626.403.7220

WWW.SOUTHPASADENACA.GOV

PLANNING & BUILDING DEPARTMENT

CULTURAL HERITAGE COMMISSION

October 4, 2018

THE SOUTH PASADENA CITY COUNCIL
1414 Mission Street
South Pasadena, CA 91030

RE: LANDMARK DESIGNATION FOR THE KOEBIG HOUSE LOCATED AT 320 GRAND AVENUE

Dear Honorable Council Members:

At their regularly scheduled meeting on September 20, 2018, the Cultural Heritage Commission unanimously voted to recommend to the Council that the Historic property located at 320 Grand Avenue, known as the Koebig House, be designated as an official City Landmark. Included herein are the findings that the CHC has made in accordance to the City's Cultural Heritage Ordinance, Section 2.58 of the South Pasadena Municipal Code.

The single-family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2 (2B)/5S3. The house is noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Complete Guide as "A compact Tudor villa in brick". South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

As part of the Designation Procedure requirements detailed in SPMC, Section 2.63(C)(7), the Commission shall notify in writing to the City Council regarding their decision on recommendation within 15 days of the CHC hearing.

The Cultural Heritage Commission enthusiastically recommends this Historic Resource to the City Council for designation as a City Landmark. We, the Commission, look forward to receiving any questions or other feedback which the Council may have.

Sincerely,

Mark Gallatin
Chair, Cultural Heritage Commission

Attachment:
CHC Report Outlining the Findings of the Landmark Subcommittee.

ATTACHMENT 4
CHC Landmark Subcommittee Report and Findings

CHC Landmark Subcommittee Report, Draft August 8, 2018
Mark Gallatin, Chairman
Rebecca Thompson, Commissioner

320 South Grand Avenue: Review of Application for Landmark Status

Introduction

The City of South Pasadena received an application for landmark status for the home at 320 South Grand Avenue on April 5, 2018. At the meeting of the Cultural Heritage Commission (CHC) on April 19, 2018, a landmark subcommittee consisting of Chairman Mark Gallatin and Commissioner Rebecca Thompson was appointed, as required by Section 2.63(c)(2) of the South Pasadena Municipal Code. The landmark subcommittee reviewed the application materials, met with the property owner on site on May 15, 2018 and toured the property at that time. Subsequent research was conducted online and at the South Pasadena Public Library into the history of the home, its architect and builder, and prior owners. This report presents the landmark subcommittee's recommendation on the ability of the proposed application to meet one or more of the criteria required for landmark designation, explaining with brief facts the way in which the property was important to the local, state or national history during the period of significance, including any significant themes and historic contexts to which the property relates.

Background

The single family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2 (2B)/5S3. The house is noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Complete Guide as "A compact Tudor villa in brick". South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

The home retains a high degree of physical integrity. In addition to its textured exterior walls and English-style casement windows, a unique feature of the Koebig House is the vertically placed stones over the second floor windows. In the Cotswolds area of central England, they are known as "combers" and are meant to direct water away from the walls. The home's south elevation features an oriel leaded-glass window with diamond-shaped lights. On the interior, the kitchen and laundry room have been remodeled

several times over the years. An original maid's room is now a den which opens onto the kitchen and breakfast area. In the foyer and living room, original wood paneling and "hand adzed" (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms. In the rear yard, a wall separating the yard from a service area was removed for the installation of a swimming pool in 1985. The rear patio area features brick and mortar paving, planter beds and retaining walls, much of which dates to the home's construction. There are also four decorative wrought iron gates. Indicative of the rising importance of the private automobile both nationally and in Los Angeles in the 1920s, the home has a three-car brick garage, with attached workshop and tool shed, accessible from Hermosa Street. The garage was equipped with a gas tank, a hoist and ladder for repairing cars and a sand pit for capturing oil.

The materiality of the house, its retaining walls and garden paths is one of textured surfaces consisting of stones, brick and clinker bricks. Thus it shares certain features with the Arts & Crafts homes which utilized materials from the Arroyo Seco, one block to the west. While H. Roy Kelley more often worked in a Mediterranean vocabulary in the San Gabriel Valley, the Koebig House is a rare extant example where he drew his inspiration from the English tradition. Beyond its distinctive style, the house personifies the ideal of a small, architect-designed single family home planned with care and efficiency for the contemporary family in the first third of the last century. In the context of 1920s Growth (1920-29), the Koebig House is a unique example of the 1920s Residential theme, significant for its high degree of physical integrity and its associations with a regionally important architect and a prominent local resident.

Harold Roy Kelley (aka H. Roy Kelley) (1893-1989), was a major figure in Southern California architecture during the period 1925-1957. Kelley was renowned for his exceptional renditions of period revival homes built from Palos Verdes to Pasadena throughout the 1920's and 1930's, which earned him numerous honors from both the architectural press and his fellow practitioners.

Kelley was born in New York on May 2, 1893. Prior to college, Kelley gained experience working in architectural firms and was able to skip his freshman courses upon entering Cornell University. Kelley graduated at age 22 with a degree in architecture in 1915. A year later, he authored an essay on the English house in which he espoused simplicity over elaborate decoration and a respect for a home's natural setting, values later made tangible in the Koebig House. Upon graduation, Kelley got a job working under architect Paul Chalfin, then under architect Herbert L. Foltz, and finally under Herb Bass until he was drafted. Kelley served with the American Expeditionary Forces in France in WWI and was discharged in 1919, settling in Los Angeles in 1920, where he found employment with Harry Allen and L. Andrew Reinhard before he established his own independent practice in 1925 in San Marino.

The Koebig House was the winner of *House Beautiful* magazine's first "small house" competition in 1929 and was featured in a nationwide traveling exhibition. He served on the architectural advisory board of *Good Housekeeping* magazine from 1931 to 1938 and was commissioned by *Life* magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by Herbert Hoover. Progressive architects and the federal government saw in the burgeoning "small house" movement, emphasizing minimal rooms and maximum functionality, an affordable solution to middle class housing needed after WW I and during the Great Depression. His work helped popularize ranch-style and mid-century modern homes in the West.

His design for the Pringle house captured the 1938 "House Beautiful" prize from the Architectural League of New York, the fourth time he was so honored. He also won the competition for the model American home, sponsored by the Home Owners Institute of America with a house built at Sleepy Hollow, N.Y., with Farrar & Watmough of New York acting as supervising architects.

During World War II Kelley designed camouflage for Douglas Aircraft and in 1944 was named by the War Department to design military installations. Kelley was a past board member of the American Institute of Architects, past president of the Los Angeles Architectural Club and a member of more than a dozen service and civic groups. Kelley, throughout his career designed many Monterey revival style homes in the Los Angeles area, the RAND headquarters in Santa Monica, as well as the Institute of Aeronautical Science in Los Angeles. He retired in 1957 and died in Altadena, at the age of 95, in 1989.

One of the most admired attributes of an H. Roy Kelley residence is how well it relates to its outdoor setting. Kelley was a master at creating a harmonious flow between the spaces through the use of windows, French doors, loggias and terraces and the Kelley houses, whether they be English like the Pringle house, Hacienda Spanish or Monterey, were always bright and sun-filled. There is nothing gloomy about an H. Roy Kelley house. For the twelve-room Pringle house, Kelley created a series of terraces and loggias surrounding both the front and rear elevations with the effect continuing through garden terraces leading to the enormous pool and pool house. The effect was one of great charm and easy livability. As *House & Garden* was to write in May 1937, "Loggias, opening from the house and the pavilion beside the swimming pool, permit shaded comfort out-of-doors while the terrace and garden between the pool and the house invite leisurely loitering in the open air."

Likewise, the Koebig House exhibits a harmonious relationship between outside and inside design elements. For example, the shape of the roofline creates a cozy bedroom ceiling on the second floor or an inglenook for sitting and enjoying the view out a window. The distinctively English inspiration for the exterior continues when one steps

through the front door and into the entry foyer, its mahogany paneling reminiscent of old English manor houses in both material and craftsmanship. The architect designed the home to respect the topography of the site, adding a retaining wall that is both functional and stylish. Instead of a prominent front porch, which Kelley felt would be compromised by noise from the street, the Koebig House is oriented to the rear garden, accessible from doors opening out from the living room and sun room.

The home's original owner was Dr. Walter C.S. Koebig. Dr. Koebig was a practicing orthopedic surgeon in Los Angeles. His importance in the medical community was referenced by the *Los Angeles Times* in 1922, when it reported that Dr. Koebig "holds a position in the state health and development department of physical training work in the schools, and is at the head of the corrective work in the Los Angeles schools". Newspapers of the time show Dr. Koebig was a guest speaker before civic groups in Los Angeles and the San Gabriel Valley, including addresses to mothers on "the importance of correctly fitting shoes for the growing child, correct posture in standing and walking, and the cause and cure of weak and fallen arches of the feet".

Statement of Significance

The Koebig House is significant in the context of Architecture and Design as well as in the context of 1920s Growth (1920-1929). In the first context, it is an exemplar of the 20th Century Period Revivals theme and the Tudor Revival sub-theme. Taking its inspiration from a variety of late medieval English building traditions, Tudor Revival had its origins in the late 19th-century English Arts and Crafts movement and was first seen in this country in 1890s estate houses. The style became increasingly popular in the first two decades of the 20th century and its heyday was in the 1920s and 1930s, thanks in part to rapid suburban growth and advancements in masonry veneering techniques.

The Koebig House is a veritable textbook of High style Tudor Revival design elements: two stories in height with a steeply-pitched, multi-gable wood shake roof; exterior walls veneered in brick which mimics the appearance of medieval construction techniques; tall, narrow casement windows, some with leaded diamond-shaped lights, and set in horizontal groupings or projecting bays; a main entrance set under a secondary gable with paneled wood doors and a central chimney with elaborate brickwork.

In the second context, the home's significance is derived from its construction during the period of significance; its representation of important patterns and trends in single-family residential development from this period; its display of most of the character-defining features of the Tudor Revival style enumerated above; and its retention of the essential aspects of integrity: location, design, setting, materials, workmanship, feeling, and association.

Criteria for Landmark Designation

Criteria and standards for the designation of landmarks shall include any or all of the following, as applicable:

(1) Its character, interest or value as a part of the heritage of the community;

N/A

(2) Its location as a site of a significant historic event;

N/A

(3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;

The original owner of the home was Dr. Walter C.S. Koebig. Dr. Koebig was a noted orthopedic surgeon in California in the first half of the 20th century. Among his accomplishments, he held a prominent position in the state health and development department of physical training work in the schools, and was the head of the corrective work in the Los Angeles city schools.

(4) Its exemplification of a particular architectural style of an era of history of the city;

While there are several other homes on South Grand Avenue designed in the Tudor Revival style, the Koebig House is singular in its brick construction and evocation of an English Cotswold Cottage located on a slightly raised site. These characteristics cause the home to, literally and figuratively, rise above the other 1920s period revival homes in the neighborhood.

(5) Its exemplification of the best remaining architectural type in a neighborhood;

N/A

(6) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;

The Koebig House was designed by H. Roy Kelley, who had a long, award-winning career as an architect based in Southern California. Kelley's design for this house captured first place in *House Beautiful* magazine's first "small house" competition in 1929. He served on the architectural advisory board of *Good Housekeeping* magazine from 1931 to 1938 and was commissioned by *Life* magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by Herbert Hoover. His work helped popularize ranch-style and mid-century modern homes in the West.

(7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;

Both inside and out, the Koebig House exhibits thoughtful attention to architectural design, detail, materials and craftsmanship. The placement of bricks and clinkers making up the exterior facades of the home was carefully considered to maximize the charm, character and texture of the house. This attention to detail was continued in the construction of the rear patio, planter beds and retaining walls, as well as in the decorative wrought iron gates and original light fixtures. The home features rarely seen details such as the vertically placed “combers” over the upper windows and the oriel window with its leaded glass consisting of diamond-shaped lights. Use of quality materials, attention to detail and outstanding workmanship are apparent on the home’s interior as well. In the foyer and living room, original dark mahogany paneling and “hand adzed” (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms.

(8) It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;

N/A

(9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood; or

N/A

(10) Its potential for yielding information of archaeological interest;

N/A

Required Findings

As required by Section 2.63(a)(2) of the South Pasadena Municipal Code, in addition to a statement of significance, this report shall provide written findings stating the reasons the landmark qualifies for designation on the South Pasadena register of landmarks and historic districts. These findings shall include:

- (A) That the designation of landmark or historic district is consistent with one or more of the purposes set forth in SPMC 2.58B; and

Designation of the Koebig House as a city landmark is consistent with the purpose of the Cultural Heritage Ordinance in that it will preserve, maintain, and safeguard the city’s heritage and character as embodied and reflected in the site and structures that serve as significant reminders of the city’s social, educational, cultural and architectural history; encourage maintenance and

preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of landmarks and historic structures; preserve diverse and harmonious architectural styles, reflecting phases of the city's history; and encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage;

(B) That the landmark or historic district meets one or more of the criteria for designation listed in subsection (b) of this section; and

The proposed landmark meets criteria 3, 4, 6 and 7 for landmark designation listed in subsection 2.63(b) of the South Pasadena municipal code.

(C) That the landmark or historic district possesses historic integrity of location, design, setting, materials, workmanship, feeling, or association.

The proposed landmark exhibits a high degree of integrity, as it has had only minimal alterations since its construction 90 years ago.

Recommendation on Landmark Status

In conclusion, pursuant to South Pasadena Municipal Code Section 2.63(a), we recommend that 320 South Grand Avenue be given landmark status based on its consistency with Criterion 3 of South Pasadena Municipal Code Section 2.63(b) due to its identification with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States, with Criterion 4, as being the exemplification of a particular architectural style of an era of history of the city, with Criterion 6, due to its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States, and with Criterion 7, due to its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship.

ATTACHMENT 5
Landmark Application and Additional Materials



CITY OF SOUTH PASADENA

PLANNING & BUILDING DEPARTMENT

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

CITY LANDMARK or HISTORIC DISTRICT NOMINATION

APPLICATION FORM

<p>Case No: _____ - LHD</p> <p>Business License Current <input type="checkbox"/></p> <p>Office Use Only</p>
--

ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. *Failure to apply for a business license prior to beginning work may result in late fees.* Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

SECTION A: Landmark Property Information (for Landmark nominations of individual properties)

Project Address: 320 South Grand Avenue, South Pasadena, Ca. 91030

Property Type: _____

Historic Name: Koebig House

Potential/Registered Historic District: Grand Avenue North

Assessor Parcel No.: 5317-040-008 Tract 8445, Lot 6

Architect(s): H.Roy Kelley

Builder: John Pittendrigh

Original Use: Single Family Home

Current Use: Single Family Home

Architectural Style: English Revival with Cotswold Cottage features

Architectural Period: Interwar, 1920s and 1930s

Construction Materials: Wood Frame, brick and Stone Veneer

Date Structure Built: 1927 -1928 Historic Evaluation Code: 2B2 (2B)/5S3

SECTION C: Property Owner Information (Landmark Nomination)

HISTORIC OWNERSHIP INFORMATION

Original Owner's Name: Dr. Walter C.S.Koebig

Other Significant Owner's: Miss Mary K. Miller

CURRENT PROPERTY OWNER INFORMATION

Owner's Name: _____

Owner's Address: 320 South Grand Avenue, South Pasadena, California 91030

Telephone (Business): _____ Telephone (Home): _____

E-mail: _____

Applicant's Name: Stamps and Stamps Inc.

Applicant's Address: _____

Telephone (Business): _____ Telephone (Other): _____

E-mail: _____

SECTION D: Owner's Consent (for individual Landmark nomination)

If you, as owner(s), support the designation of your property as an Historic Landmark, please so signify in the space below:

I/we certify that I/we am/are the owners of the property being hereby nominated for designation as an Historic Landmark under the Cultural Heritage Ordinance of the City of South Pasadena, California and hereby consent to said designation of the property as an Historic Landmark.

Owner's Name (print) Owner's Signature 4/5/2018
Date

Owner's Name (print) Owner's Signature 4/5/2018
Date

SECTION F: Proponents/Supporters

If there are any known individuals or organizations that have expressed support for the nomination of your property as an Historic Landmark, or support the Historic District nomination, please fill out their information below (use additional sheets if necessary):

_____	_____	<u>SPPF TREASURER</u>
Name (print)	Signature	Address/Organization
_____	_____	<u>SPPF PRESIDENT</u>
Name (print)	Signature	Address/Organization
_____	_____	<u>SPPF Secretary</u>
Name (print)	Signature	Address/Organization
_____	_____	<u>SPPF BOARD MEMBER</u>
Name (print)	Signature	Address/Organization
_____	_____	<u>SPPF</u>
Name (print)	Signature	Address/Organization
_____	_____	<u>SPPF</u>
Name (print)	Signature	Address/Organization

SECTION G: Property/District Description

NARRATIVE DESCRIPTION

Provide a descriptive narrative of the subject property or District and any information pertinent to its historic significance including significant exterior and interior architectural features, significant owners, occupiers, visitors, and significant uses or events that took place there (use additional sheets if necessary).

The Arroyo Seco is one block to the West. Grand Avenue to the South Includes family homes built at
roughly the same period as the Koebig House, some with English Revival elements, such as half timbered
facades, steeply pitched roofs and gables, and turreted entrances.

ADDITIONS / MODIFICATIONS (for each contributing property, or proposed Landmark)

Provide a dated and detailed list of the subject property's construction history of any additions, modifications and/or alterations that are based on fact through building permit records, County Assessor records, photographs and/or an Architectural Historian's report (use additional sheets if necessary).

The Koebig-Sherman House is remarkably intact for a house built in 1927, and still retains it's original foot-
print and garage. An exterior wall was removed that separated the rear yard from a service area, and a
swimming pool was added there. Also the kitchen and laundry has been remodeled several times, and a
maid's room has been converted into a den, opening onto the kitchen and breakfast area. All the panelling,
and beams are original in the foyer and living room, and the bathrooms retain much of their original tile work
and fixtures.

PRESENT CONDITION

Describe the current condition of the subject property/District including the exterior, interior, and site conditions. Also, describe the neighborhood context.

Exterior Condition: Good condition over-all, but there is a deterioration in the lime mortar between the
bricks and stone that should be cleaned and repointed. The house is clad entirely in brick with stone accents,
including the pavers and patio.

Interior Condition: Good condition.

Site Condition: Good condition. The site retains its original level changes and brick formed planter
beds and retaining walls, as well as four decorative wrought iron gates. The garden has been xeriscaped,
with a waterwise irrigation system, and extensively planted with specimen cacti and succulents.

Neighborhood Context: The Streets of Grand and Hermosa have an extensive collection of period style
houses, ranging from Spanish Colonial, Regency Revival and Tudor to Victorian, Farm House and Crafts-
man bungalows.

SECTION H: Designation Criteria

Criteria and standards for the designation of Landmarks shall include any or all of the following as applicable. Please indicate applicability accordingly. Provide a descriptive narrative of the subject property and any information pertinent to its historic significance including significant exterior and interior architectural features of the property, significant owners, occupiers, visitors, and significant uses or events that took place there.

1. Its character, interest or value as a part of the heritage of the community:

In style and materials, the Koebig House includes features of the English Revival style and thus relates to houses of similar date and style to the South on Grand. In the retaining walls and facade of the house, a textured surface of stones, bricks and clinker bricks links the house to Arts&Crafts Houses to the North, primarily in Pasadena. It contributes to the outstanding residential architecture of the Arroyo Neighborhoods.

2. Its location as a site of a significant historic event:

N/A

3. Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States:

The original owner, Dr. C.S.Hoebig, was an orthopedic surgeon in Los Angeles. The Los Angeles Times, in 1922 wrote that Koebig "holds a position in the state health and development department of physical training work in the schools, and is at the head of the corrective work in the Los Angeles schools."

4. Its exemplification of a particular architectural style of an era of history of the city:

The Koebig House demonstrates an ideal more than a distinctive style. That ideal is the small architect-designed family home, well planned and efficient for the modern family. The house also belongs to a period in the history of Los Angeles, starting in the 1920s, when a demand for suburban houses for the middle class grew, along with garages to house automobiles, which had become more affordable and ubiquitous.

5. Its exemplification of the best remaining architectural type in a neighborhood:

The Koebig House is a unique structure and a rare surviving example of Kelley's use of English Features in houses that he designed in the San Gabriel Valley. More commonly, he used features of the Mediterranean Style.

6. Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States:

The Architect, H. Roy Kelley, played an important role in the development of small, architect designed houses for the American middle class after world war 1. His designs were published in national magazines of architecture and design, and shown in exhibits that traveled across the country. In 1931, President Hoover appointed Kelley to the Presidential Advisory Commission on home building. In 1937, Life Magazine commissioned him to "design a model home for all the nation" Kelley helped develop and promote the Ranch and Mid Century Modern Styles in California after the second World War.

7. Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship:

Much of the success of the design is found in relationship of exterior and interior design elements:the shape of a roofline becomes a cozy sloping ceiling in a bedroom, or the shape of an inglenook looking out one of the upstairs windows. The english notes in exterior brickwork find a compliment inside in the choice of paneled mahogany, inspired by old english manors, as well as hand chiseled ceiling beams. Inside and out there is a high level of crafstmanship. Also noteworthy is the way that Kelley adjusted to the sloping contours of the lot, adding a retaining wall at the street that becomes a means of privacy and a stylish note.

8. It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif:

Together with houses built to the north in Pasadena, the Koebig House belongs among the historically important architect designed family homes built along or near the Arroyo Seco since the beginning of the twentieth century.

9. Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood:

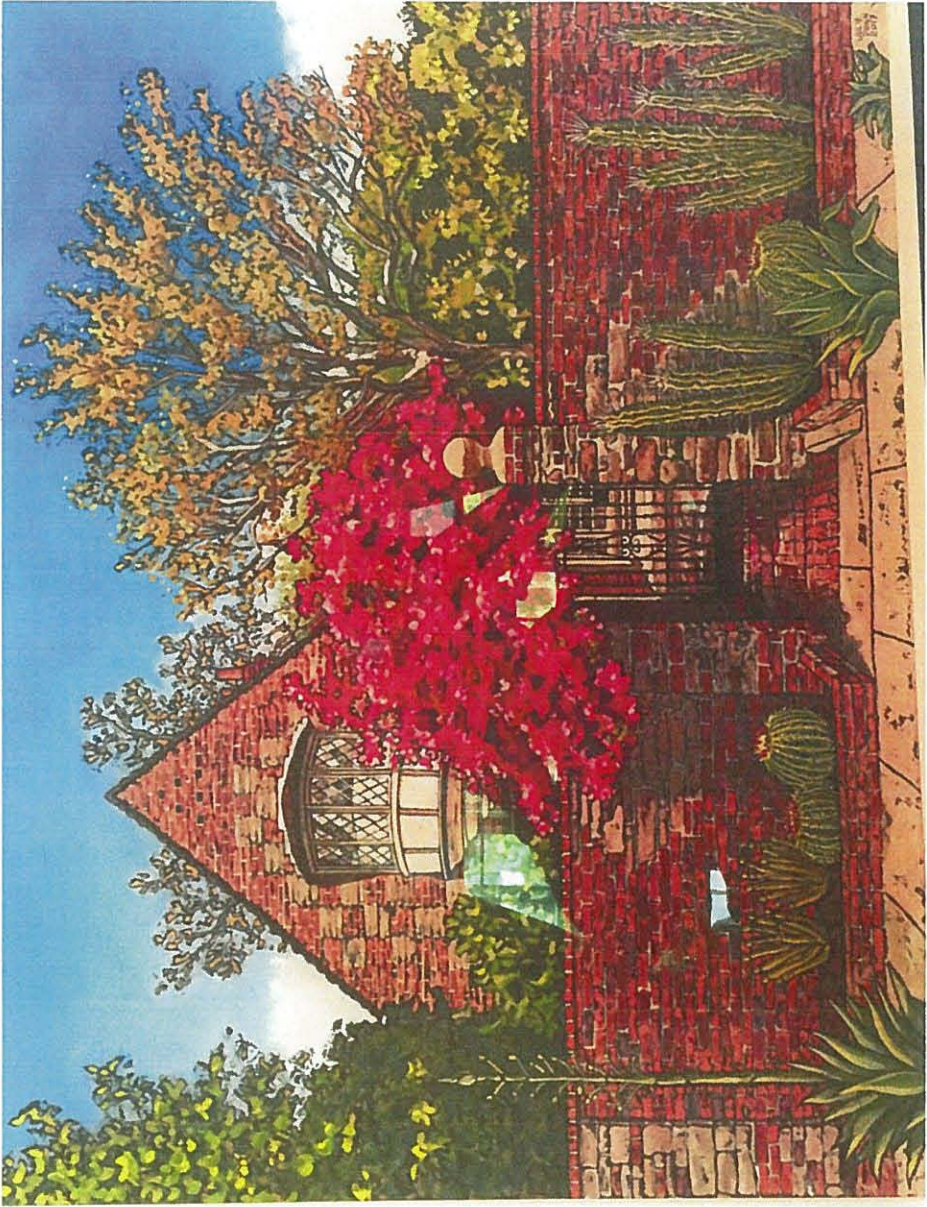
The Koebig House, with its soaring gables, rises on an elevated lot at the corner of Grand and Hermosa. It stands above other nearby properties, literally, and also in terms of its superior design.

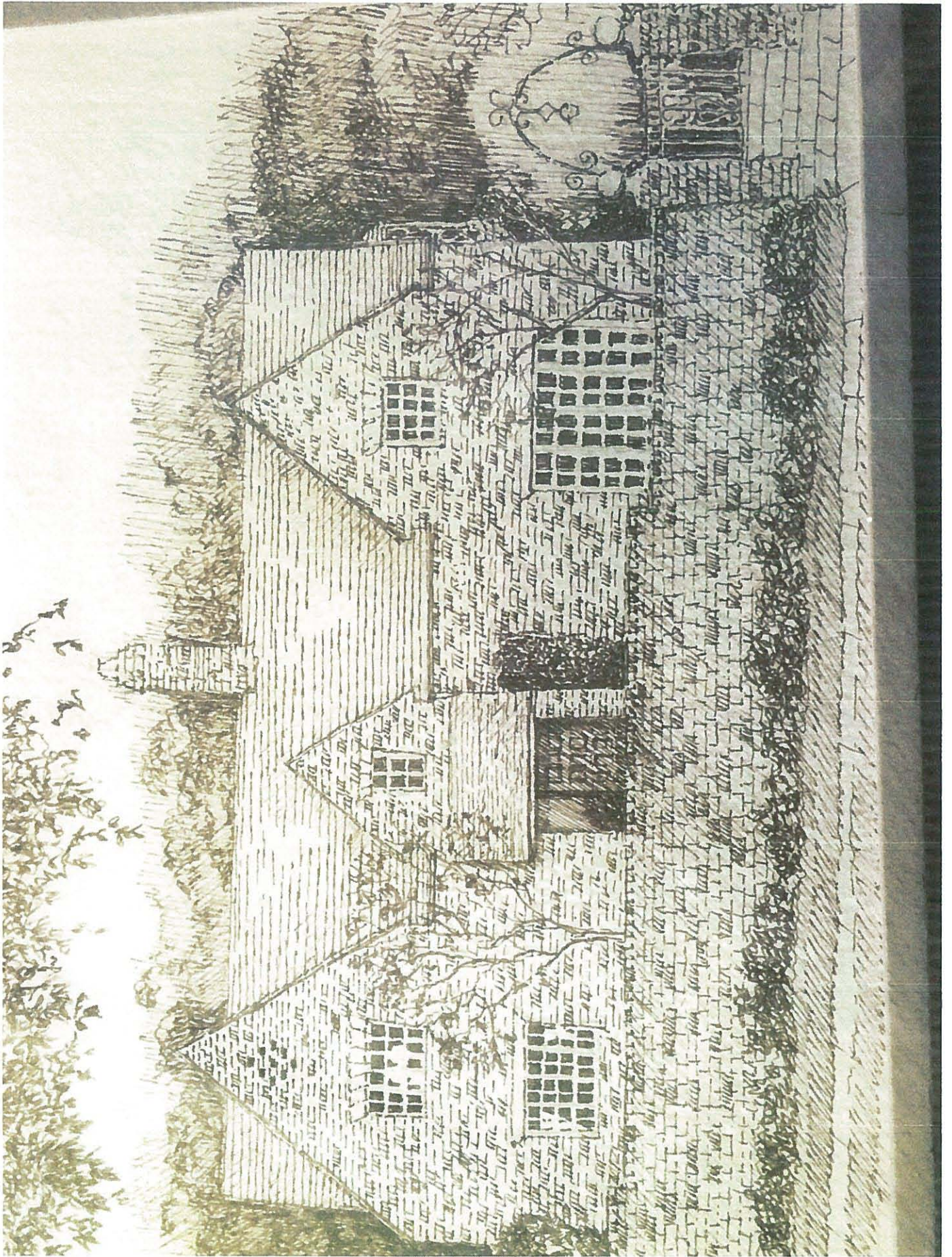
10. Its potential for yielding information of archaeological interest:

There are no known indications of archaeological materials at this location.

11. In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction:

N/A







320 SOUTH GRAND



320 SOUTH GRAND

Koebig House Landmark Description

4.4.18

Designed by nationally known architect H. Roy Kelley, the Koebig House at 320 South Grand, 1927-28, received immediate and widespread recognition as an exemplar of a new type of American home. The so-called “small house,” with a few rooms designed to maximize function, was championed by progressive architects and even the federal government as an answer to housing middle class families after World War 1 and through the difficult economic times of the 1930s. Kelley was appointed by President Hoover in 1931 to the Presidential Advisory Commission on Home Building. In 1937, *Life* magazine commissioned him to design a “model home for all the nation.” In California, Kelley’s long career included contributions to the development of the ranch and midcentury modern styles, both logical outcomes of the “small house” movement.

In February 1929, the Koebig House was featured in *House Beautiful* as the winner of the magazine’s first “small house” competition. The photos and plans also traveled across the country in an exhibition featuring the work of the winners and runners-up. The caption for the Koebig House described the front façade. “This house, which suggests those of the Cotswolds of England, has a straightforward simplicity that is very delightful and a beautifully textured wall surface obtained by the use of small pieces of stratified rock, ranging in color from warm buff to brown, and selected brick roughly laid.”

By naming the Cotswolds as an inspiration, the judges may have been referring to contemporary notions of the simple cottages typical of the English countryside, to the high pitched roofs, the open gables and dormers, and the charming look of local stone and brick. The vertically placed stones above the second floor windows are known as “combers” in the Cotswolds, where they direct water away from the walls. Casement windows, all original to this project, typify English domestic architecture. So does the dramatic oriel window on the south façade of the Koebig House.

But *House Beautiful* may have had a more generalized notion of English houses. Kelley certainly did. In 1916, after he had finished his studies at Cornell University, he penned an essay on the English house. Many of his ideas found a home in South Pasadena.

Simplicity creates beauty, he argued, not applied ornament. The visual appeal of the Koebig front façade depends on the shape and irregular placement of the gables and casement windows across an otherwise unadorned façade. Kelley let the natural beauty and variety of the stones and brick provide color and texture.

Another element Kelley associated with the English house, and a point made by the *House Beautiful* judges, was respect for the natural setting. The Koebig House sits on a modest rise, enough so that Kelley needed to add a retaining wall at the street level. Like many architects of the early twentieth century, Kelley believed nature was a source of healthy relaxation for a family. He had no use for a front porch, which he thought only offered the noise from the street and a place to watch neighbors. Instead, he oriented the Koebig House to the back garden. Doors from the living room and sun room open onto a terrace and a garden. [The original garden was replaced by a swimming pool in 1985.]

Kelley's interpretation of the English house also appears in the interior. The entry hall features mahogany panels reminiscent of English Tudor homes. Kelley specified "hand adzed" (chiseled) beams for the living room. Even with these references to the past, Kelley planned the house to function efficiently for a modern American family. At the front door, for example, the entry hall leads to a dining room on the left, to stairs leading to the sunken living room on the right, and directly across from the door, to stairs leading up to the bedrooms on the second floor, all the rooms central to a family's daily life.

The house featured a maid's quarters, which was located at the back corner of the house, behind the kitchen. The maid used a door that opened to the north, providing access to a

walled service yard (to accommodate a clothesline) and a narrow sidewalk that led to the street, a path also used by service people making deliveries to the house. [The path survives, but the quarters and the service yard have been modernized.]

The Koebig House was built at a time when the suburbs of Los Angeles were expanding, and as they did, automobile use increasing. Kelley built a three-bay garage that opened onto Hermosa Street. The garage featured a sand pit to capture oil during a change, a gas tank, as well as a hoist and ladder to use when making repairs. The garage survives, including its attached workshop and tool shed.

When *House Beautiful* printed their story on the Koebig House, they noted the successful floor plan, specifically drawn for the Koebig family. "The plan of the house is well organized and nicely balanced and shows an economical adaptation to definite requirements. It is designed for a family of four, a man and his wife and the owner's father and mother, who each have a separate bedroom."

The owner of the house, Walter C.S. Koebig, was an established orthopedic surgeon at the time. He specialized in the care of children and, in the 1922, according to a story in the *Los Angeles Times*, "holds a position in the state health and development department of physical training work in the schools, and is at the head of the corrective work in the Los Angeles schools." His parents, Mr. and Mrs. A.H. Koebig, were German immigrants (from the late nineteenth century) who settled in San Bernardino; they had three sons. One of the sons ran a business with the father: Koebig & Koebig offered civil, consulting, sanitary and structural engineering services in Los Angeles. The family's importance occasioned a notice in the *Los Angeles Times* and the *San Bernardino County Sun* in 1930, both noting the golden wedding anniversary of the parents, which included a dinner at the Jonathan Club and a reception at "320 South Grand avenue, South Pasadena, for which more than 200 invitations were issued."

In South Pasadena, the Koebig House sits in a neighborhood of houses of comparable size, many built in this interwar period of the 1920s and '30s. Some, like the Koebig House, show elements of the English Revival style. But the Koebig House stands apart. With its superior design, it belongs to the tradition—which originated in Pasadena—of exquisite, architect-designed family homes near the Arroyo Seco. The choice of clinker brick on the house and surrounding walls is a small nod to the fabled Arts and Crafts artisans who established this Arroyo culture at the turn of the twentieth century.

(end)

CITY OF SOUTH PASADENA

BUILDING AND ALLIED PERMITS

LOCATION 320 GRAND AVE.
 LOT 6 BLOCK _____ TRACT 8445

OWNER MISS MARY K MILLER
659 N. BERENDO. L.A.

TRENCH	FRAME	WIRING	RGH. PLMB.	SEWER	FIN PLMB.	FIN. BLDG.	ELEC. FIX.
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DATE	NUMBER	CLASSIFICATION	CONTRACTOR	ESTIMATED COST
7-21-27	5807	BUILDING	JOHN FITTENDRICH	14,000 00
10-24-27	8953	ELECT. WIRING	W.E. LANGSTAFF	620
12-21-27	9013	ELECT. FIXTURES	TOBERTS MFG. Co.	3.00
8-15-27	7451	PLUMBING	SO. PASADENA PLUMB.	1575 00
		SEWER		

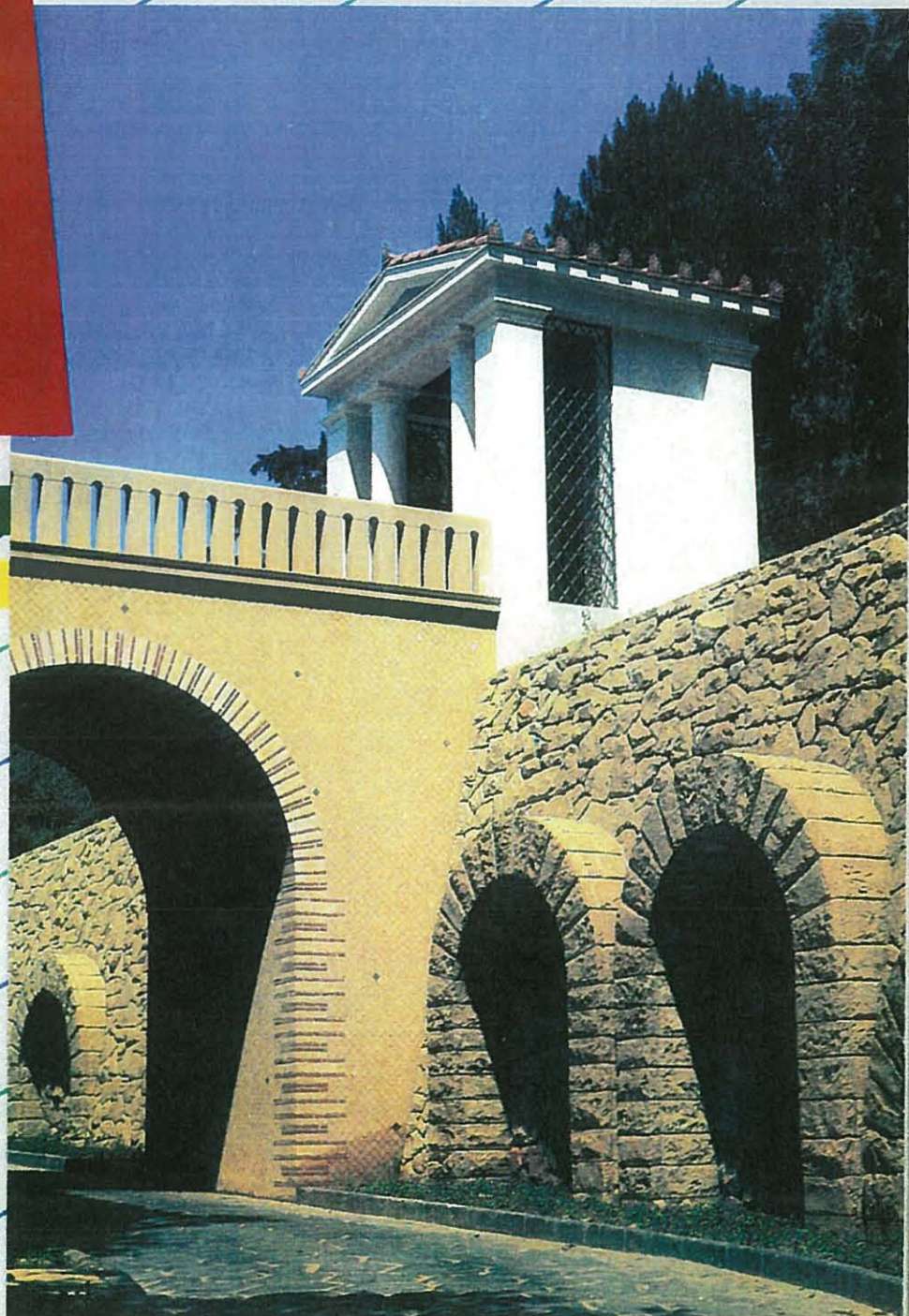
A C O M P L E A T G U I D E

A

ARCHITECTURE IN
LOS ANGELES

DAVID GEBHARD

ROBERT WINTER





5 House

6. House, ca. 1925

Donald McMurray
309 N. Grand Avenue, South Pasadena

With its scalloped wall and beautiful maintenance, this Spanish Colonial Revival house is almost too good to be true.

7. Davis House, 1936-37

Roland E. Coate
1230 Hillside Road

Federal Revival in painted brick. Note the arcaded office on the one-story wing to the south.

8. Perrin House, 1926

Garvin Hodson
415 W. State Street

Monterey Revival with mannered touches strongly suggesting the influence of George Washington Smith.

9. Westridge School, 1906-1980

324 Madeline Drive, South Pasadena

The campus, most of whose buildings can easily be seen from the street, is a veritable museum of the works of Pasadena's architectural worthies.

Remember that the school is private property. Buildings are listed in clockwise fashion.

a. Administration Building, 1923

Marston, Van Pelt, and Maybury

A modest Tudor Revival structure by a firm that was more at home with the congeries of Mediterranean.

b. Performing Arts Building, 1909

Frederick L. Roehrig

North wing added 1932; Bennett and Haskell

Stage designed 1958; Henry Dreyfuss

Most of the Roehrig design has been covered up or remodelled. The later wing harmonizes with the Tudor Administration Building. The stage is, of course, the product of one of the world's greatest industrial designers, who incidentally lived a few blocks away.

c. Hoffman Gymnasium-Auditorium, 1980

Whitney R. Smith

A shingled box reminiscent of Smith's Neighborhood Church.

d. Pitcairn House (now Fine Arts Building), 1906

Charles and Henry Greene

Interior remodelled 1973

Roland E. Coate, Jr. (Timothy Andersen, associate)

The Greenes in beautiful form. This building is now a good example of recycling. The interior retains many of the old features; the exterior, with its wonderful stepped windows reflecting the interior staircase, remains exactly as built.

e. Laurie and Susan Frank Art Studio, 1978

Whitney R. Smith

Seeley G. Mudd Science Building, 1978

Whitney R. Smith

How do you design new buildings next to a major work by the Greenes? Smith chose shingles but wisely understated the design, though the Art Studio may have been modelled on the Gamble House garage—a good model.

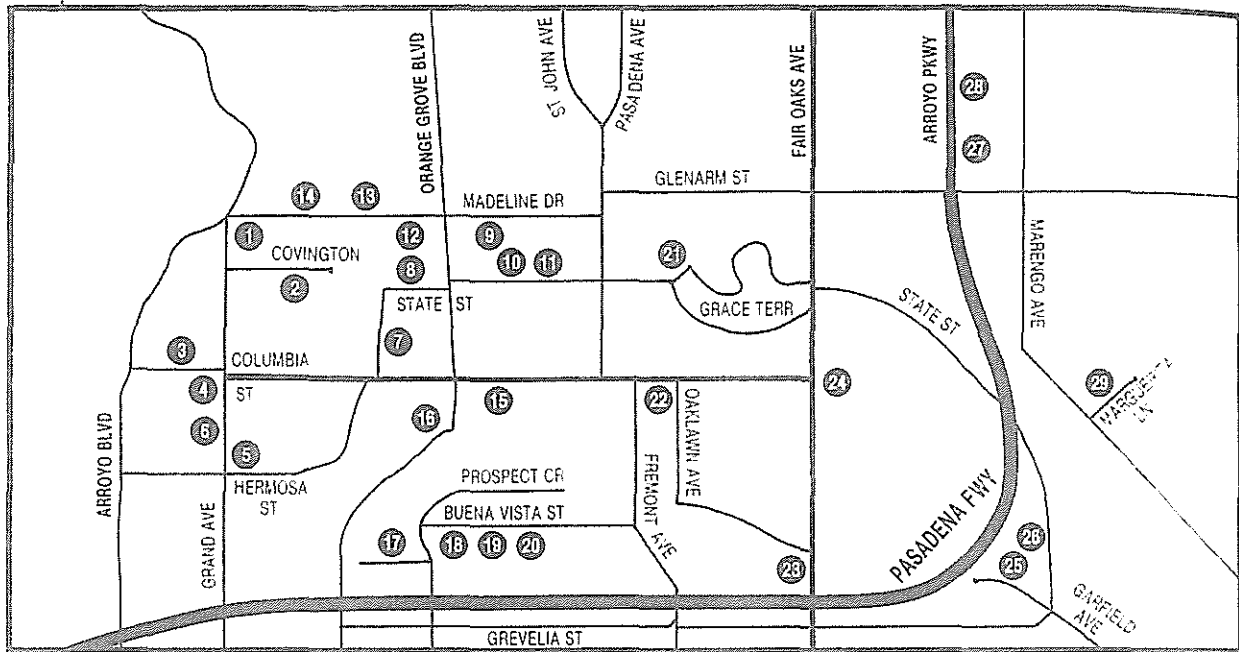
The landscaping of the south half of the campus is by Yosh Kuromiya.

f. Ranney House Classrooms, 1962

Henry Eggers and Walter W. Wilkman

Gladys Peterson Building, 1962

Henry Eggers and Walter W. Wilkman

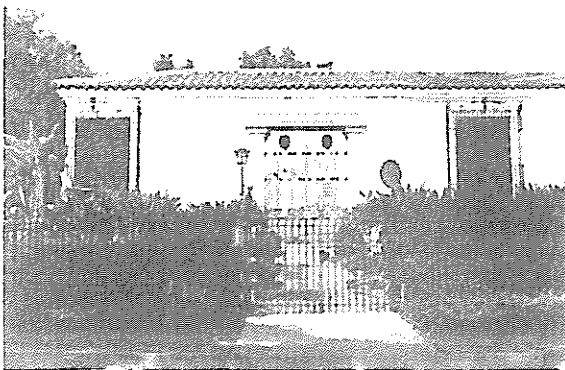


through the northern part of South Pasadena. Thus, at the risk of inflaming the passions of people in both Pasadena and South Pasadena, we have included a part of South Pasadena in the following section and then in a later section rather courageously gone on to move east through the main part of South Pasadena. We do this not to confuse but to help the knowledgeable admirer of architecture who cares nothing for political boundaries, particularly since they were drawn on the principles of the Anti-Saloon League.

1. House, 1938

Donald McMurray
Southeast corner of Grand Avenue and Madeline Drive, Pasadena

A Spanish urban house of great quality. Its model was a seventeenth-century house in Antigua, Guatemala.



1. House

2. House, 1950

Leland Evison
520 Covington Place

Good conservative Modern with oiled redwood exterior.

3. Jeffries House, 1922

Bertram G. Goodhue
695 Columbia Street

Unfortunately, when this once-huge house was divided a few years ago, the wonderful Churrigueresque entrance was removed. But we are told that it is still possible to see some of the architect's intentions from a gate on Columbia Street.

4. Tanner-Behr House, 1917

Reginald D. Johnson
Southwest corner of Columbia Street and Grand Avenue, South Pasadena

A rather formidable essay in the Mediterranean style, now best viewed from the gate on Grand Avenue. The two Roman busts at the tops of the gate posts always have wreaths around them at Christmastime. Notice also the lovely antique pink wall.

5. House, ca. 1925

H. Roy Kelley
Northeast corner of Hermosa Street and Grand Avenue, South Pasadena

A compact Tudor villa in brick.

HOUSE BEAUTIFUL

BUILDING

PLANTING

FURNISHING



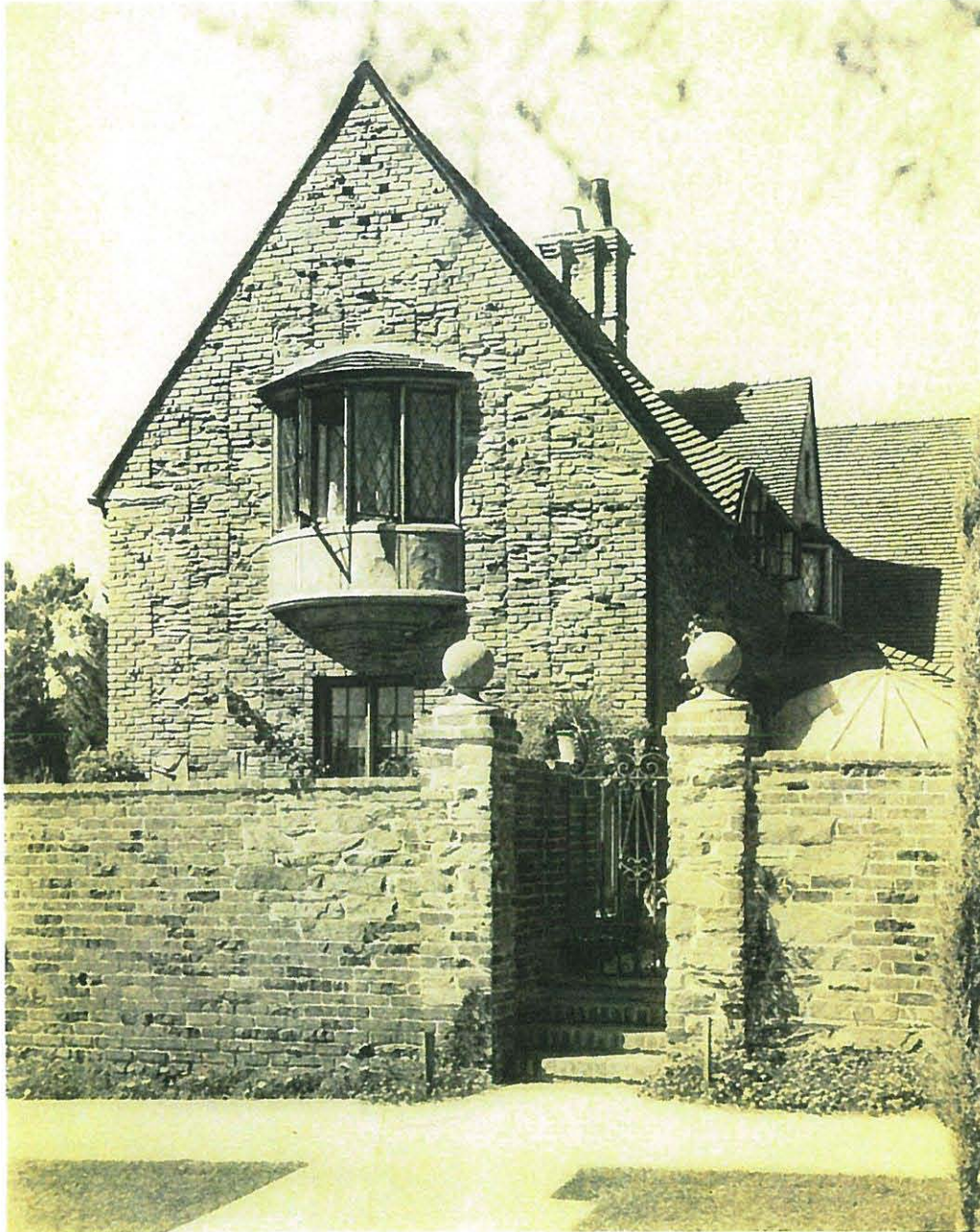
cents

FEBRUARY 1929 - FURNITURE AND EQUIPMENT NUMBER

Two Prize Houses

SUBMITTED IN OUR
SECOND SMALL-HOUSE COMPETITION BY TWO CALIFORNIA ARCHITECTS
H. ROY KELLEY AND GORDON B. KAUFMANN

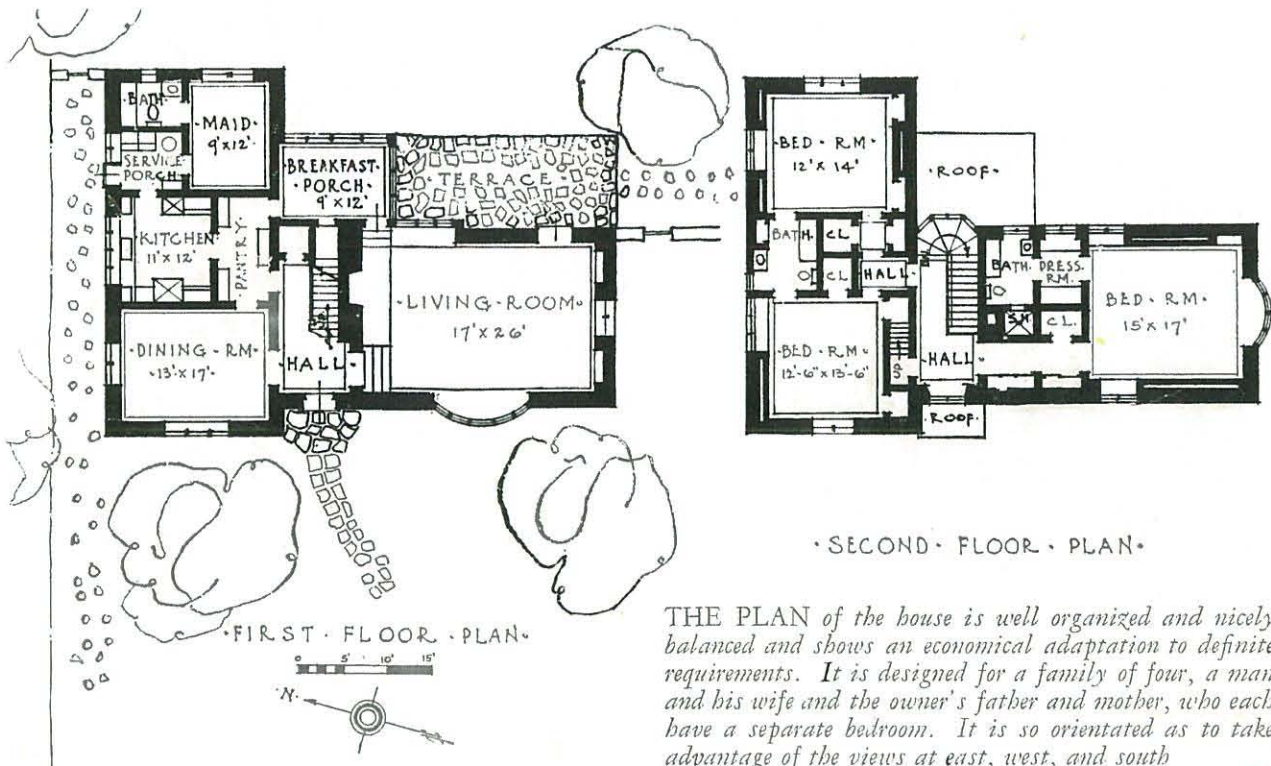
George Haight

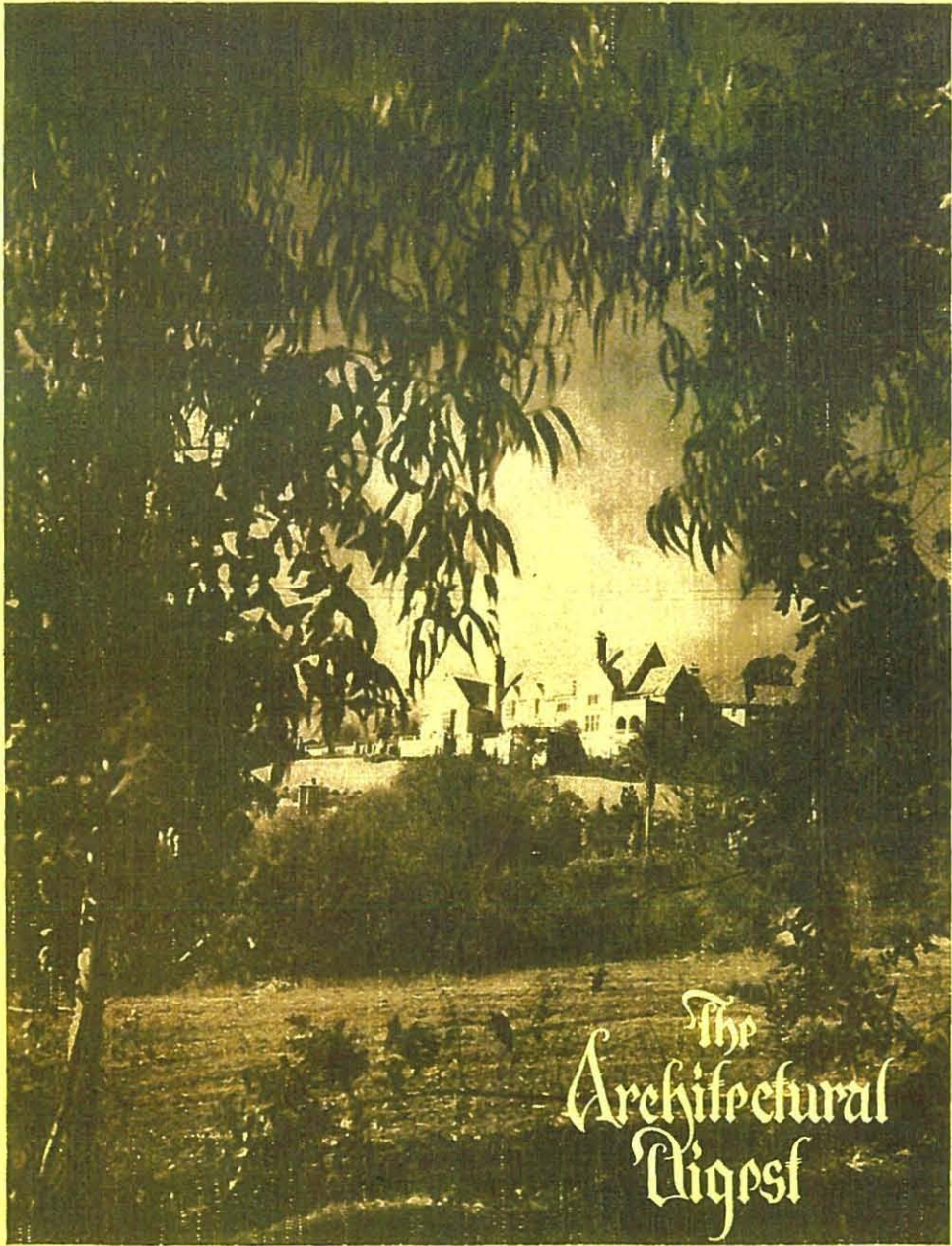


DESIGNED BY H. ROY KELLEY for Dr. W. C. S. Koebig, this house won the first prize of \$1000 for the best house of from five to seven rooms in our Small-House Competition which closed last November. This view shows the living-room end and terrace. A general view and plans are shown on the following page

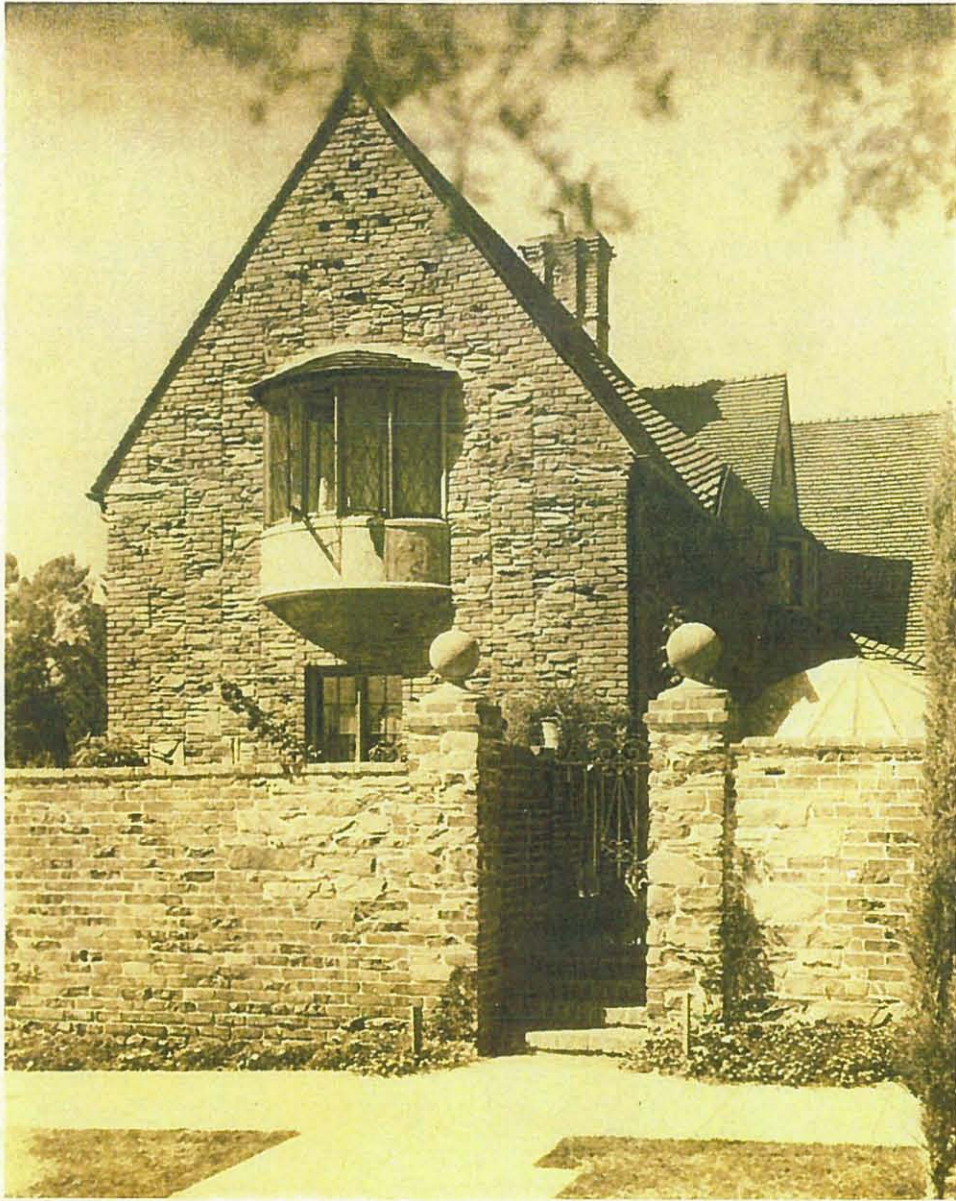


THE GENERAL VIEW of the house designed for Dr. W. C. S. Koebig by H. Roy Kelley, Architect. This house, which suggests those of the Cotswolds of England, has a straightforward simplicity that is very delightful and a beautifully textured wall surface obtained by the use of small pieces of stratified rock, ranging in color from warm buff to brown, and selected brick roughly laid. As the lot is five feet above the street level, a retaining wall was required. This wall gives privacy and adds much to the attractiveness of the composition.





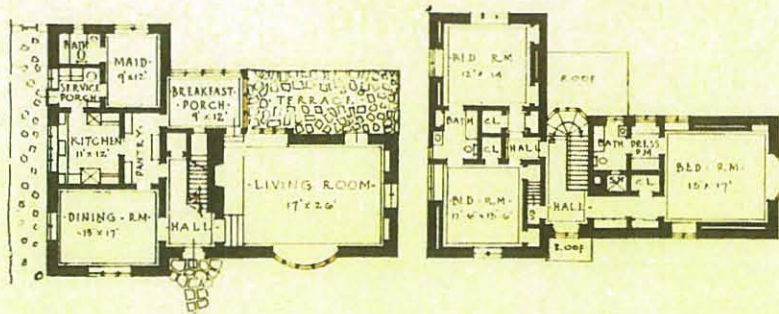
The
Architectural
Digest



Photo, Haight

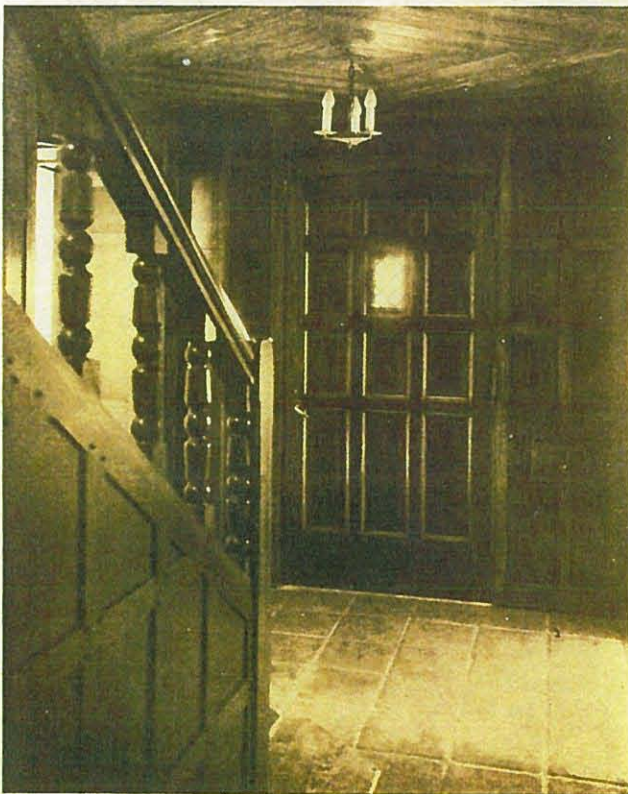
Residence of Dr. and Mrs. Walter C. S. Koebig, Pasadena—H. Roy Kelley, Architect

Urane Plumbing Materials Installed





Residence of Dr. and Mrs. Walter C. S. Koebig, Pasadena—H. Roy Kelley, Architect Photo, Haight



Crane Plumbing Materials Installed

Photo, Haight

ATTACHMENT 6
DPR Form of Grand Avenue North District
(Potential District)

PRIMARY RECORD

Other Listings

Review Code

Reviewer

Date

Page 1 of 0

Resource Name or #: (Assigned by recorder)

Grand Avenue North District

P1. Other Identifier: Grand Avenue North District

P2. Location: Not for Publication Unrestricted

a. County Los Angeles

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad Date T ; R ; 1/4 of 1/4 of Sec ; B.M.

c. Address: 300 Block Grand Avenue City South Pasadena Zip 91030

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

The Grand Avenue North District is located just above the Mid Grand Avenue Revival District, along the 300 block of Grand Avenue in the western portion of South Pasadena. Comprised of 5 contributing properties, this district is characterized by large, single-family residences designed in period revival architectural styles, including Tudor Revival and Spanish Colonial Revival. Occupying large lots with generous setbacks, the two-story homes are located behind fences or low-rise walls. Mature trees and concrete sidewalks line the street. Carefully maintained grass lawns cover the front yards and a variety of trees and shrubs are planted adjacent to the perimeter walls of each property.

P3b. Resource Attributes: (List attributes and codes) HP 2. Single family property

P4. Resources Present: Building Structure Object Site District Element of District Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
 Prehistoric Historic Both
1924-1928

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: 10/1/02

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments: NONE Continuation Sheet District Record Rock Art Record
 Location Map Building, Structure, and Object Record Linear Feature Record Artifact Record
 Sketch Map Archaeological Record Milling Station Record Photograph Record
 Other: (List)

ATTACHMENT 7
Proof of Public Notification of Public Hearing on
Designation, South Pasadena Review

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES**

I am a citizen of the United States and employed by a publication in the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the mentioned matter. I am the principal clerk of the South Pasadena Review, a newspaper published weekly in the City of South Pasadena, County of Los Angeles, and adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of July 31, 1952, Case Number 601549. The notice, of which the attached is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

November 16, 2018

I certify, under the penalty of perjury, that the foregoing is true and correct.


Signature

Dated in South Pasadena, California

November 16, 2018

**PROOF OF PUBLICATION
SOUTH PASADENA REVIEW
P.O. Box 3710
South Pasadena, CA 91031
(626) 792-6397**

SOUTH PASADENA REVIEW PUBLIC NOTICE

PUBLIC NOTICE

CITY OF SOUTH PASADENA CITY COUNCIL TO HOLD A PUBLIC HEARING ON THE DESIGNATION OF A HISTORIC LANDMARK FOR PROPERTY LOCATED AT 320 GRAND AVENUE IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The City of South Pasadena hereby gives notice that the City Council will consider a recommendation by the Cultural Heritage Commission to designate the property located at 320 Grand Avenue, historically known as the Koebig House, as a City Landmark.

Public Hearing Scheduled

The City Council of the City of South Pasadena will conduct a public hearing for the purpose of considering the Cultural Heritage Commission's recommendation to designate 320 Grand Avenue as a City Landmark. The house is known for its original owner, Dr. Walter C.S. Koebig whom was a prominent local surgeon. The single-family residence and detached garage is designed in the English Revival style, with Colswold Cottage features by renowned architect H. Roy Kelley and built over the course of 1927 and 1928. The house is also noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Complete Guide.

Date & Time: Wednesday, December 5, 2018 beginning at 7:30 p.m.

**Location: City Council Chambers, City Hall
1424 Mission Street, South Pasadena**

Questions/Comments

The City of South Pasadena encourages public comment on this and other projects. You or your representative, or any other persons may comment at the Public Hearing, or provide written comment to the Planning and Building Department, 1414 Mission Street, South Pasadena, California, 91030, or you may call 626-403-7220.

Environmental Review

The Planning and Building Department of the City of South Pasadena has reviewed this project and determined that it is Categorical Exempt under the California Environmental Quality Act (CEQA) review, under Section 15308, Class B.

David Bergman, AICP
Interim Director of Planning and Building

NOTE: STATE GOVERNMENT CODE SECTION 65009 NOTICE: If you challenge this application in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of South Pasadena at, or prior to, the public hearing.

PUBLISHED DATE: NOVEMBER 16, 2018 - SOUTH PASADENA REVIEW

ATTACHMENT 8
Listing of South Pasadena Landmarks

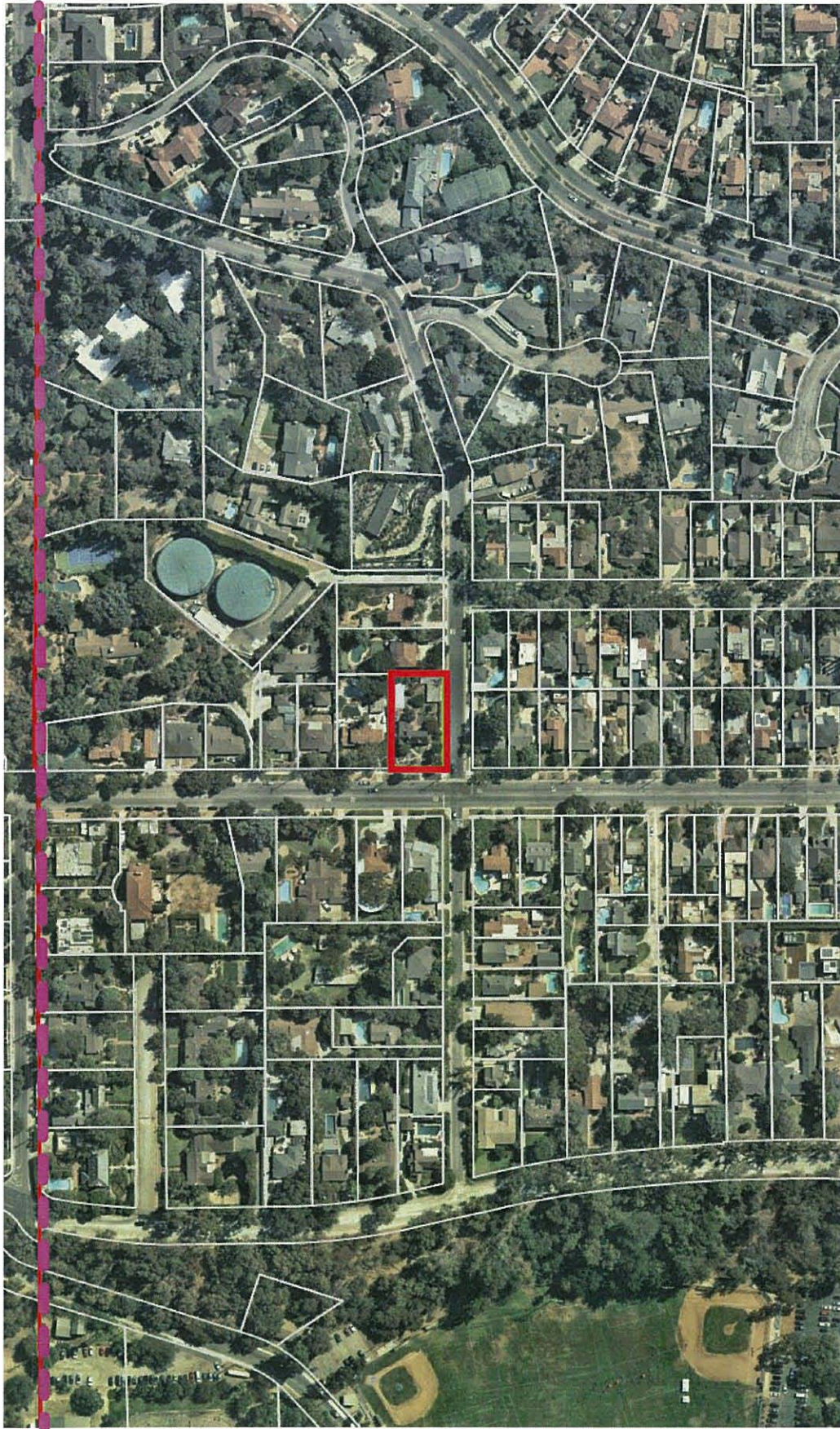
SOUTH PASADENA HISTORIC LANDMARKS

Landmark No.	Address	APN	Historic Name	Year Built	Type	Status Code	National Register	City Council Resolution	Date Designated
1	1804 Foothill Street	5318-002-018	Adobe Flores & Cactus Garden	1843-1846	SFR	1S	Yes, 1973	CHC	November 18, 1971
2	435 Fair Oaks Avenue	5317-019-900	South Pasadena War Memorial Building	1921-1922	Community	2S			November 15, 1971
3	Oaklawn & Fair Oaks Avenue		Oaklawn Bridge and Waiting Station	1906	Community	2S	Yes, 1973		May 26, 1905
4	1001 Buena Vista Street	5317-009-025	Garfield Residence	1905	SFR	1B	Yes, 1973		March 16, 1972
5	913 Meridian Avenue	5315-020-906	Meridian Iron Works Building	1890	Community	1D			March 16, 1972
6	851 Lyndon Street	5314-020-015	Wynate	1887	SFR	1S	Yes, 1973		March 16, 1972
7	Meridian Ave. Parkway		Meridian Avenue Watering Trough and Wayside Station	1906	Community				March 16, 1972
8	1017-1019 El Centro Street	5315-006-015	South Pasadena Bank Building	1904	Commercial	1D			March 16, 1972
9	Oaklawn & Columbia Street	multi	Oaklawn Avenue Portals	1905	Community				March 16, 1972
10	1115 El Centro Street	5315-007-901 5315-007-903	South Pasadena Public Library	1907-1908 & 1930	Community	1D			March 16, 1972
11	1301 Chelten Way	5320-028-004	Miltimore House	1911	SFR	1S	Yes, 1971		May 17, 1972
12	Ashbourne Drive & Chelten Street	multi	Ashbourne Drive & Chelten Street Oak Trees	c. 1891	Oak Tree				May 17, 1972
13	1635 Laurel Street	5320-008-015	Clokey Oak Tree	c. late 1700s	Oak Tree				June 15, 1972
14	2007 Ashbourne Drive	5321-002-031	Ashbourne -Chelten Hybrid Oak Tree	unknown	Oak Tree				June 15, 1972
15	215 Orange Grove Avenue	5317-039-020	Andrew O. Porter Residence	1875	SFR	3S			September 20, 1972
16	Fair Oaks Avenue & Raymond Hill		Rayond Hill Waiting Station	c. 1902					October 19, 1972
17	1005 Buena Vista Street	5317-009-91	Howard Longley Residence	1897	SFR	1B	Yes, 1974		October 19, 1972
18	Between Sycamore & Pasadena Avenue & Metro ROW	multi	Cawston Ostrich Farm	c. 1986	Site				March 15, 1973
19	Arroyo Drive, (opposite 430 Arroyo Drive)	5493-038-905	Cathedral Oak Monument	c. 1930	Marker				January 17, 1974
20	424 & 430 Arroyo Drive	5317-043-017 5317-043-018	Manuel Garfias Adobe Site		Site				April 17, 1975
21	1103 Monterey Road	5319-028-001	Leo Longley Residence	1885	SFR	4S2			June 26, 1975
22	920 Fremont Avenue	5315-003-022	Grace Brethren Church	1907	Church	3S		CC	April 20, 1977
23	225 Grand Avenue	5317-044-023	Dr. John S. Tanner Residence	1917	SFR	3S		CC	April 20, 1977
24	1414 Alhambra Road	5319-013-039	Lloyd E. Morrison Residence	1923	SFR	5S1		CC	April 20, 1977
25	1019 Fair Oaks Avenue	5315-003-043	Rialto Theatre	1924	Commercial	1S	yes, 1978	CC	December 1, 1977
26	950-966 Mission Street	5315-021-001	Mission Arroyo Hotel	1923	Commercial	1D		CC	April 18, 1979
27	729 Mission Street	5313-007-068	Baragner Studios	1925	Commercial	3S		CC	June 3, 1981
28	816 Bonita Drive	5310-035-901	Gokowski House	1928	SFR	2S		CC	July 5, 1979
29	309 Monterey Road	5311-012-004	Vivekaqanda House	c. 1877	SFR	3S		CC	April 20, 1983
30	1327 Diamond Avenue	5315-008-900	School Administration Building	1925	Community	5S1		CC	July 6, 1983
31	634-636 Mission Street	5313-006-041	Markey Building	1928	Commercial	5S1		CHC	October 26, 1983

SOUTH PASADENA HISTORIC LANDMARKS

Landmark No.	Address	APN	Historic Name	Year Built	Type	Status Code	National Register	City Council Resolution	Date Designated
32	2017 Edgewood Drive	5321-003-900	Eddie House & Memorial Park	1910	Community	5B1		CC	July 5, 1984
33	1325 Monterey Road	5319-028-036	St. James Episcopal Church	1907	Church			CC	May 6, 1987
34	709 Meridian (original) / 1000 Mission Street (relocated)	5315-014-047	Century House / Halloween House	1888/1889	SFR/ Commercial	1S		CC	February 3, 1988
35	517 Garfield Avenue	5318-002-002	Adobe "Eulalia Perez"	1924	SFR	5B1		CC	December 2, 1992
36	201 Orange Grove Avenue	5317-039-013	Bissell House	1887	SFR	4S		CC	April 7, 1993
37	1501 Mission Street / 906 Mound Avenue	5315-003-046	Pettec Building	1923	Commercial	5D3		CC 6408	August 7, 1996
38	410 Arroyo Drive (approximate location)	5317-043-022	Garfias Spring Site		Site			CC 6541	March 5, 1997
39	2031 Berkshire Avenue	5310-017-004	Mabel Packard House	1914	SFR	5B1		CC 6542	March 5, 1997
40	844 Monterey Road	5315-018-021	Washburn House	1908	SFR	5D3		CC 6498	August 6, 1997
41	929 Buena Vista Street	5317-035-004	Torrance Childs House	1902	SFR	2B		CC 6530	July 5, 1998
42	1120 Buena Vista Street	5317-011-026	Knox-Merwin-Porter House	1870	SFR	4X		CC 6620	July 19, 2000
43	909 Lyndon Street	5314-023-007	East Wynate	1896	SFR	2S2		CC 6621	July 19, 2000
44	1114 Garfield Avenue	5324-012-032	Chouinard House	1907	SFR	5S1		CC 6622	July 19, 2000
45	815 Mission Street	5315-020-900	Municipe Plunge Building	1939	Community	5S1		CC 6623	July 19, 2000
46	1414 Fair Oaks Avenue	5320-005-023	Smith and Williams Building	1958	Commercial	5S1		CC 6763	November 19, 2003
47	323/335 Monterey Road	5311-012-010 5311-012-011	Burwood House	1910	SFR/ Commercial	5S3		CC 6858	January 18, 2006
48	919 Columbia Street	5317-006-004	Riggins House	1885	SFR	2S		CC 6859	January 18, 2006
49	800-802 Fair Oaks Avenue	5318-014-009	Fair Hope Building	1911	Commercial	5S1		CC 6910	December 20, 2006
50	1040 Stratford Avenue	5318-019-038	Huntzinger House	1910	SFR	4B		CC 6990	July 2, 2008
51	325 Monterey Road	5311-012-037	Fleet House	1947	SFR	5S1		CC 7051	May 20, 2009
52	209 Beacon Avenue	5317-006-001	Whitney R. Smith House and Studio	1907	SFR	4S2		CC 7155	April 20, 2011
53	1107 Buena Vista Street	5317-010-033	David M. Rabb Family Homestead	1910	SFR	4X		CC 7158	June 1, 2011
54	320 Grand Avenue	5317-040-008	Koebig House	1927	SFR	2B2			December 2, 2018
55	1115 El Centro Street	5315-007-901	Library Tree	1930	Ficus Tree				December 2, 2018

ATTACHMENT 9
Mapping Diagrams, Historic Aerials, and
Photographs of the Property



VICINITY AERIAL

PARCELS



SUBJECT SITE



CITY BOUNDARY

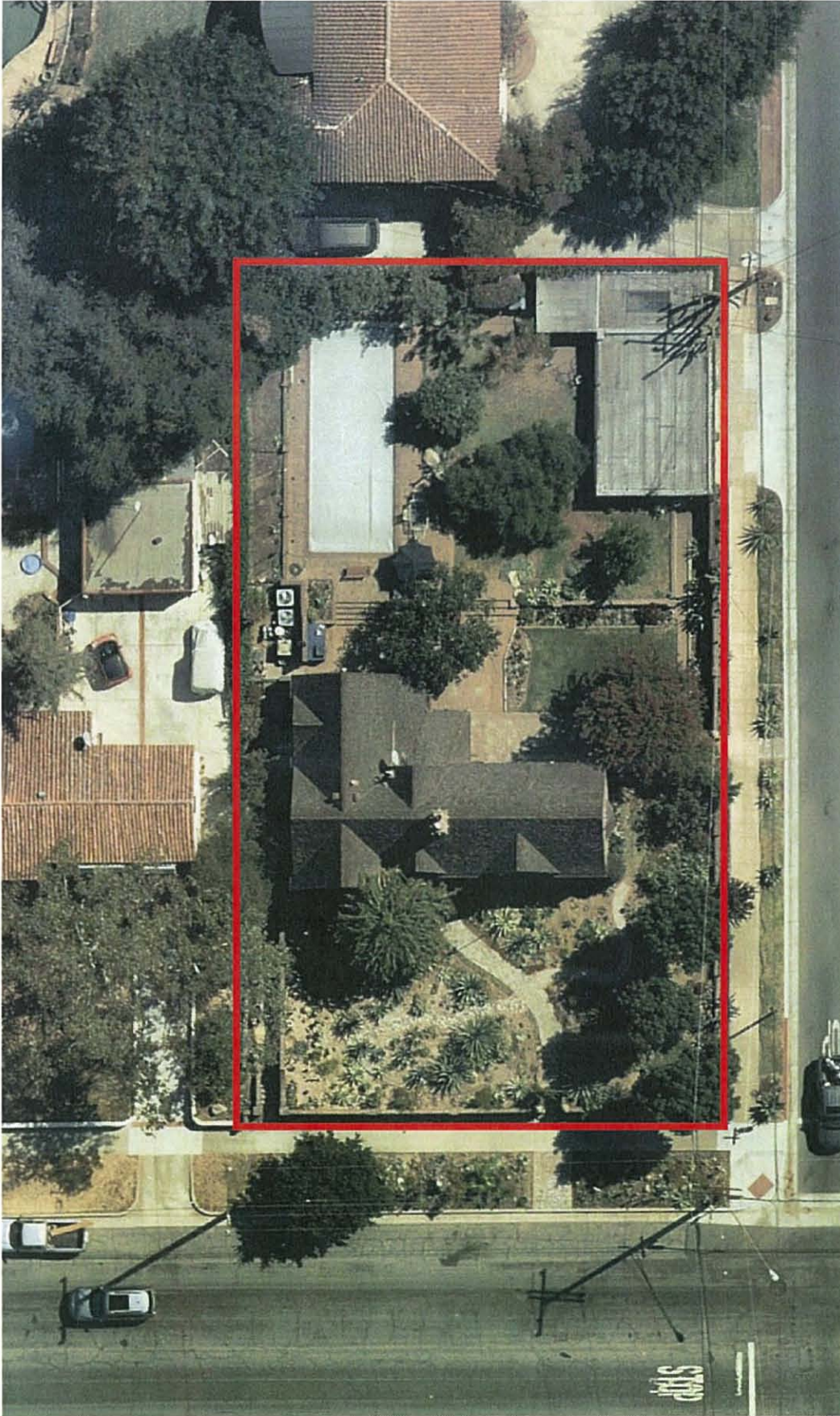


LEGEND

SOURCE: DIGITAL MAPS



FIGURE - 1: VICINITY AERIAL



PROXIMITY AERIAL

PARCELS

SUBJECT SITE



LEGEND



FIGURE - 2: PROXIMITY AERIAL

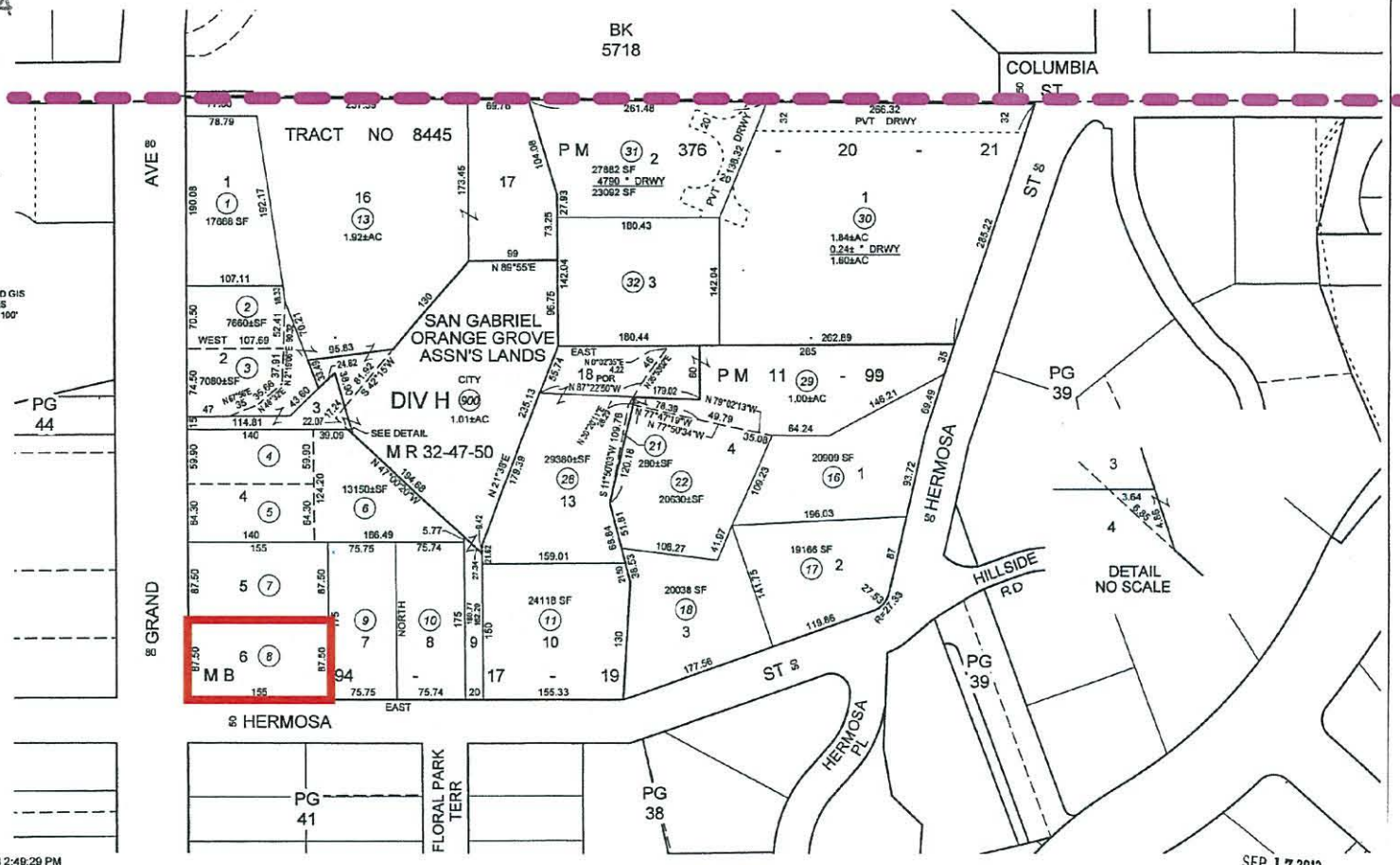
SOURCE: DIGITAL MAPS

5317	40	P. A. 5317 - 40	TRA 9030	REVISED: 690501 92022502013002-04	92102103008002-04 92102103008004-04 2013091202004001-27	SEARCH NO	OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002
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2014



MAPPING AND GIS SERVICES
SCALE 1" = 100'



ASSESSOR PARCEL MAP

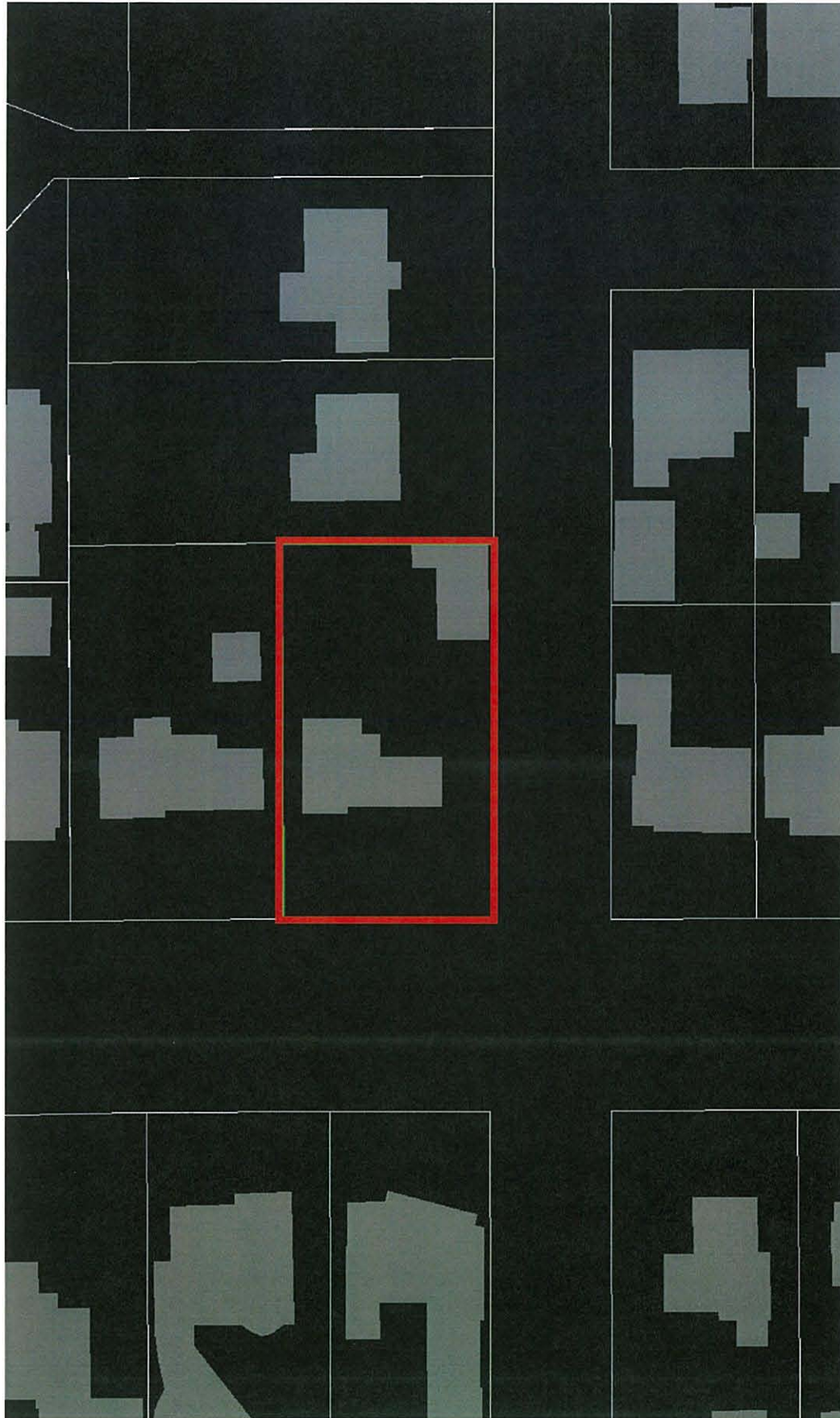
LEGEND

-  SUBJECT SITE
-  CITY BOUNDARY
-  PARCELS

FIGURE - 3: ASSESSOR MAP



SOURCE: LA COUNTY ASSESSOR



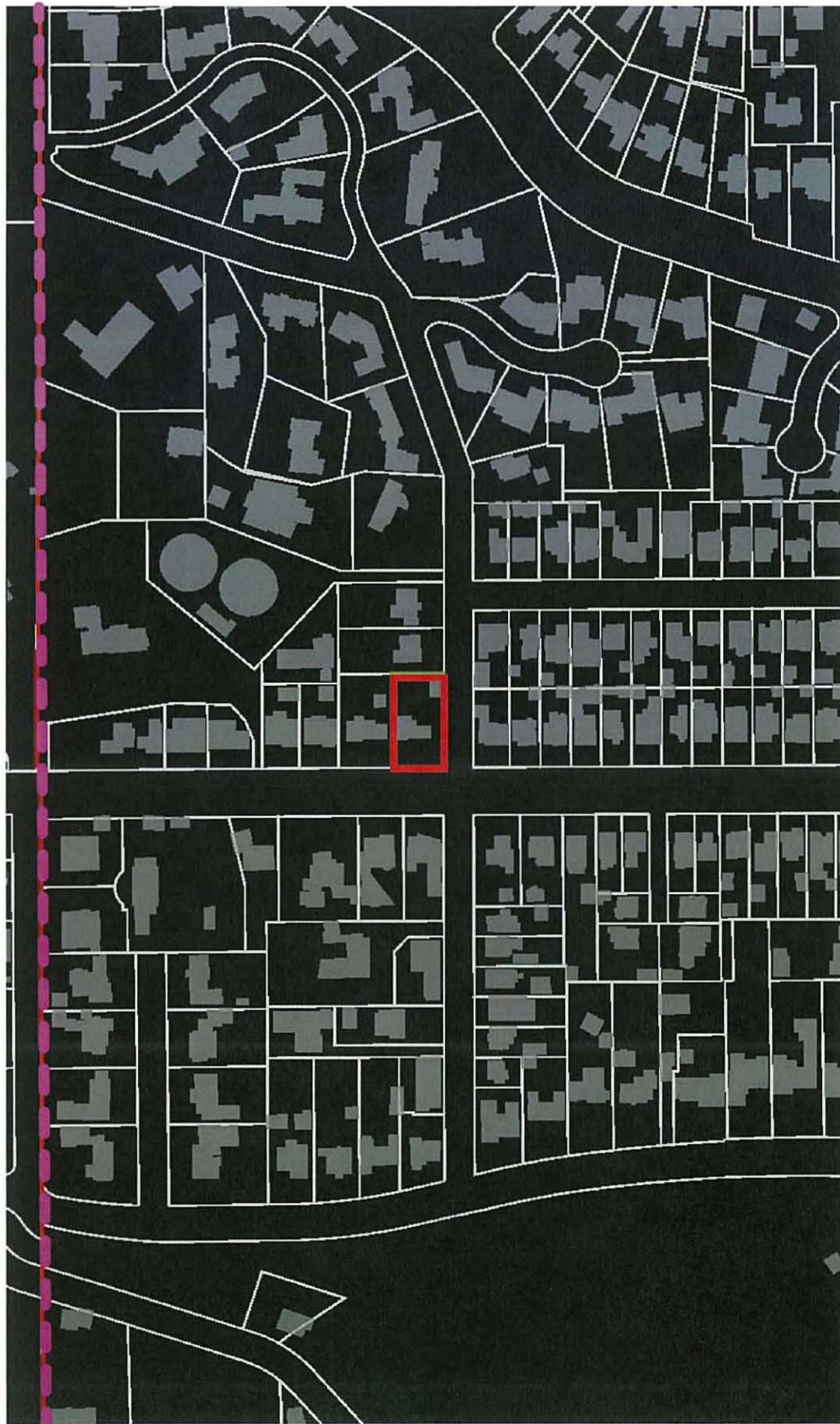
LEGEND

-  SUBJECT SITE
-  BUILDING FOOTPRINT
-  PARCELS



FIGURE - 4: FOOTPRINTS - PROXIMITY

SOURCE: DIGITAL MAPS



BUILDING FOOTPRINTS - VICINITY

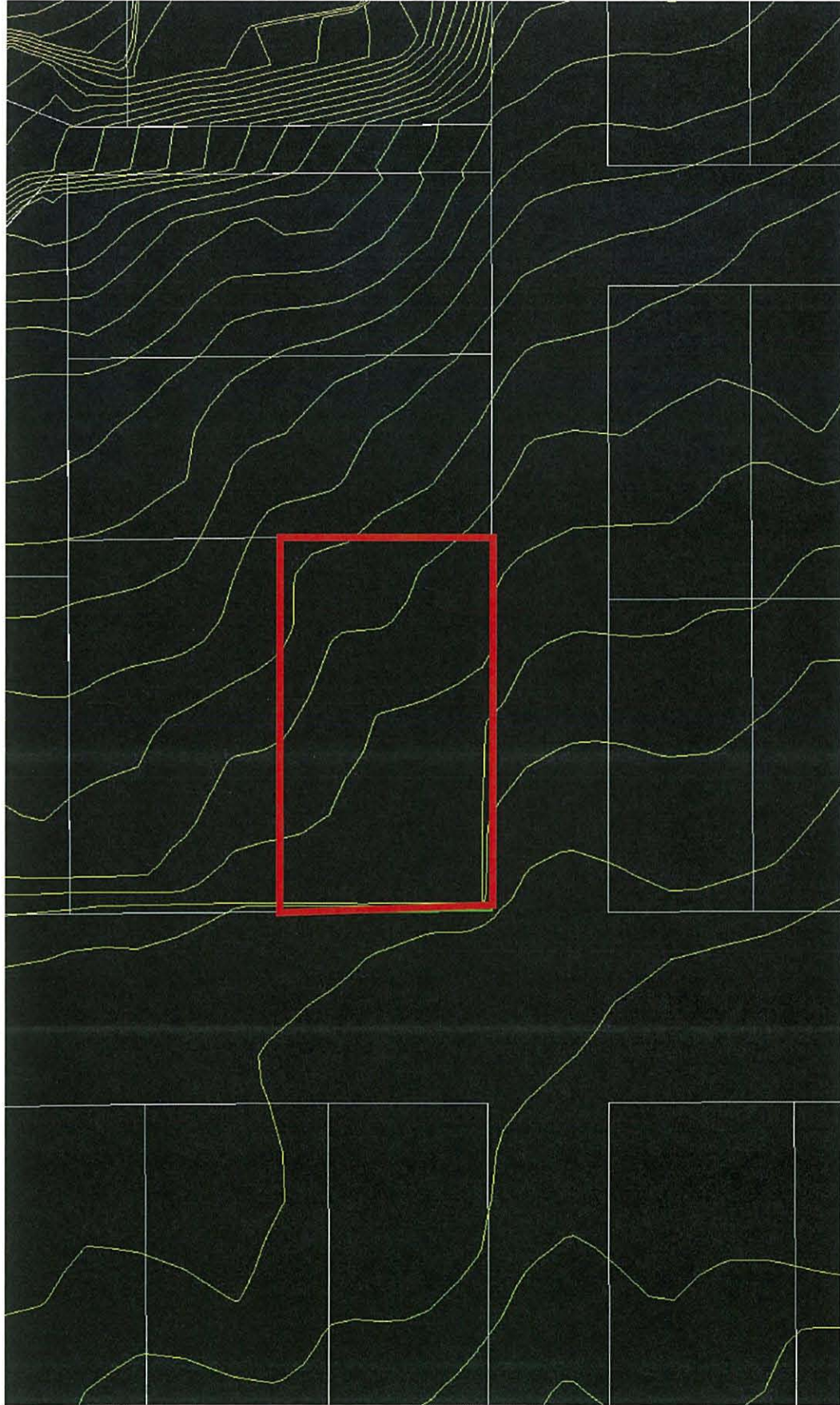
LEGEND

	SUBJECT SITE		PARCELS
	BUILDING FOOTPRINT		CITY BOUNDARY

FIGURE - 5: FOOTPRINTS - VICINITY



SOURCE: DIGITAL MAPS



2 FOOT TOPOGRAPHIC MAP - PROXIMITY

PARCELS



SUBJECT SITE

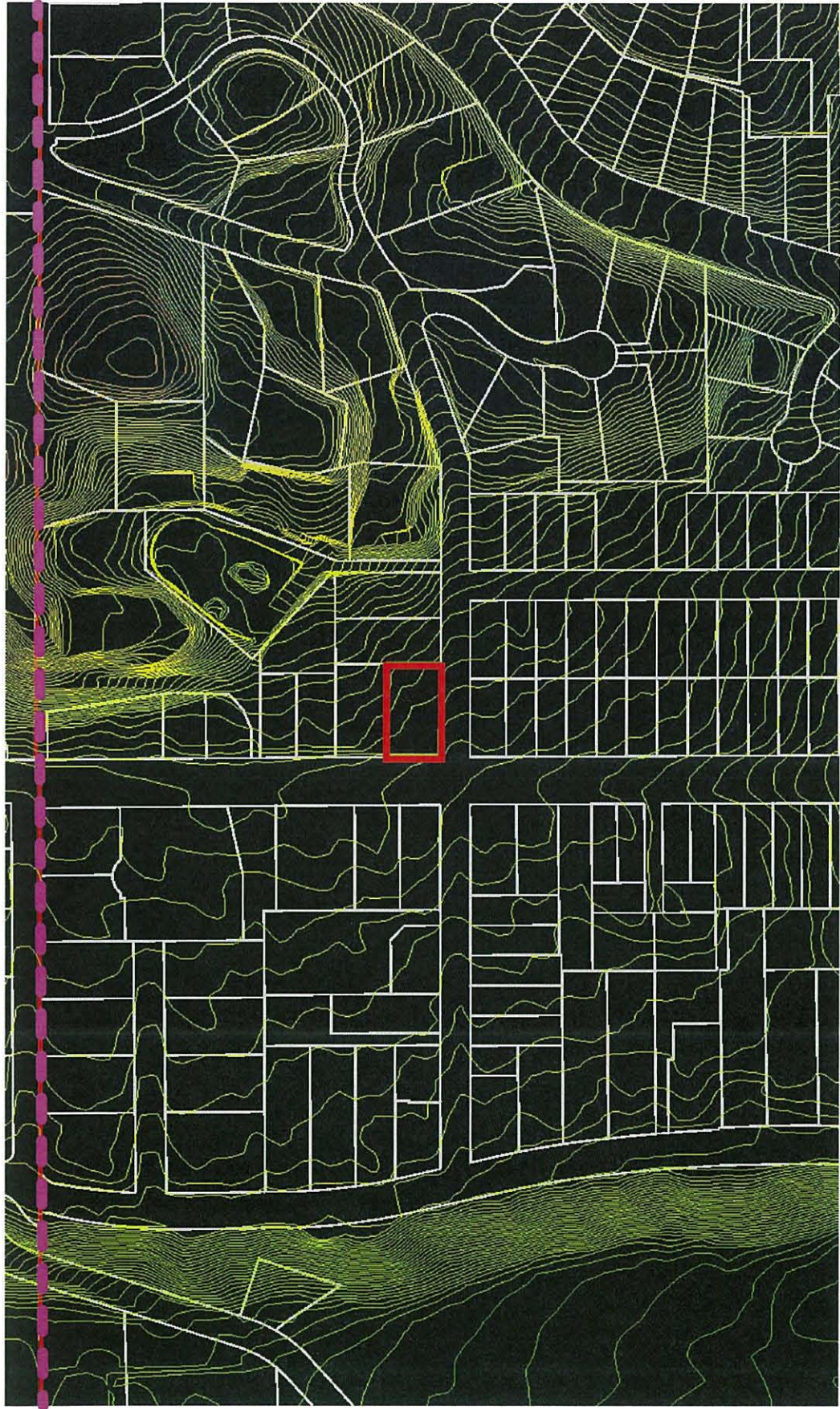


LEGEND

SOURCE: DIGITAL MAPS



FIGURE - 6: 2 FOOT TOPO - PROXIMITY



2 FOOT TOPOGRAPHIC MAP - VICINITY

LEGEND




-  SUBJECT SITE
-  CITY BOUNDARY
-  PARCELS

FIGURE - 7: 2 FOOT TOPO - VICINITY

SOURCE: DIGITAL MAPS



AERIAL SURVEY - 1937

SUBJECT SITE

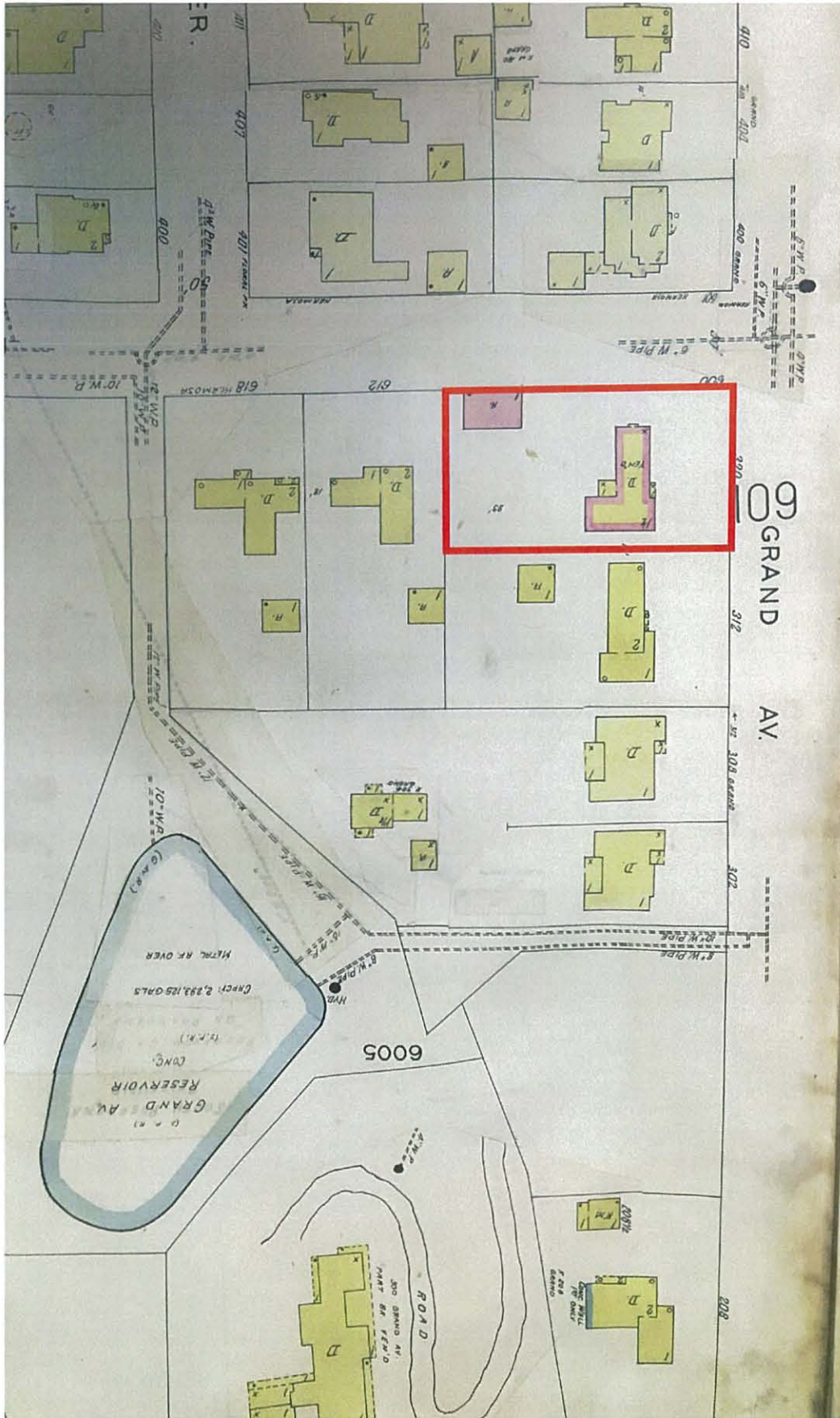


LEGEND

SOURCE: FAIRCHILD AERIAL SURVEY

FIGURE - 8: AERIAL SURVEY (1937)





SANBORN MAP - 1930

LEGEND

-  SUBJECT SITE
-  PARCELS
-  BUILDING FOOTPRINTS

FIGURE - 9: SANBORN MAP (1930)

SOURCE: SANBORN FIRE INSURANCE



HISTORIC INVENTORY PROPERTIES

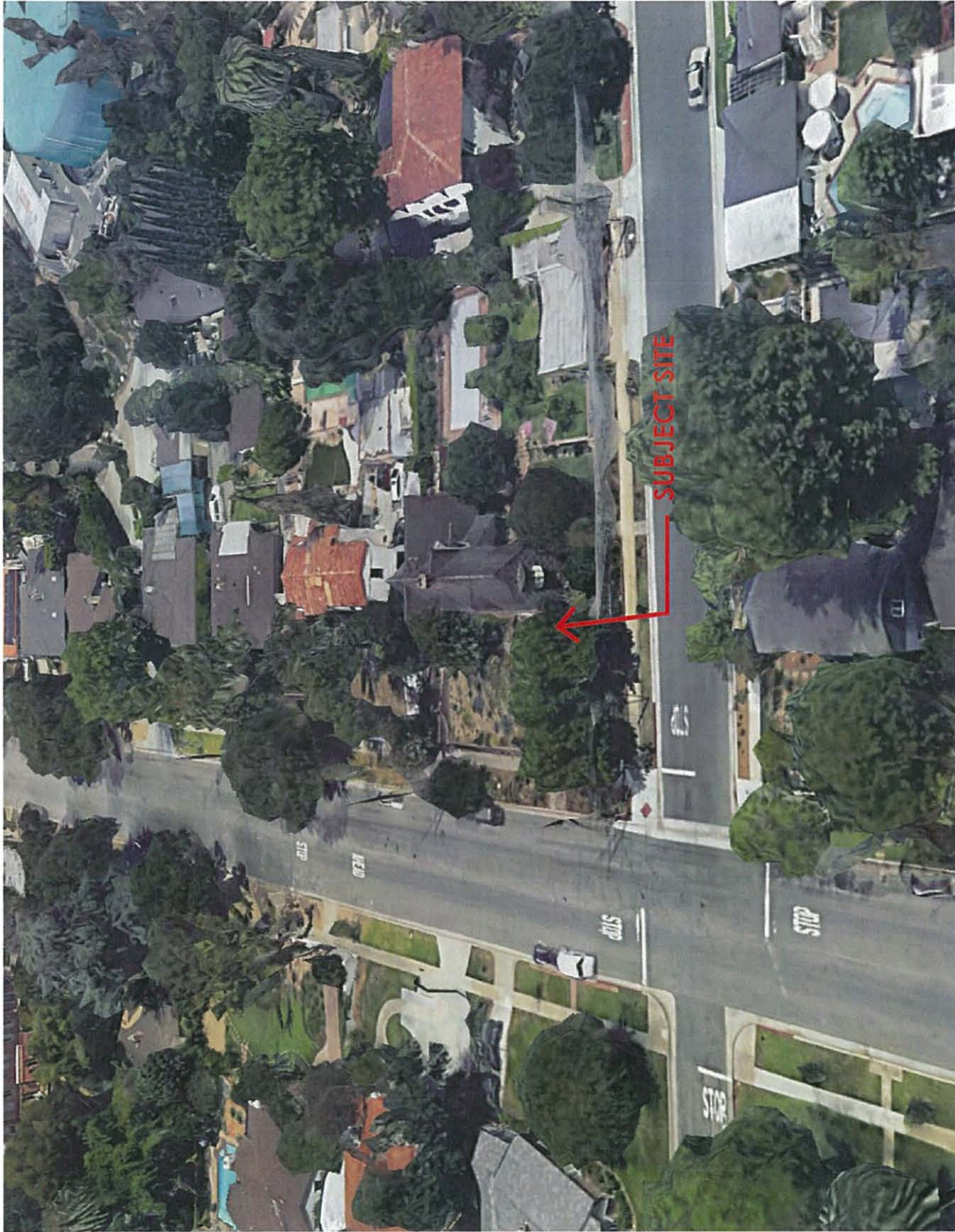
LEGEND

	SUBJECT SITE		PARCELS		HISTORIC PROPERTIES
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FIGURE - 10: HISTORIC PROPERTIES



SOURCE: FAIRCHILD AERIAL SURVEY



SOURCE: GOOGLE EARTH

FIGURE - 11: BIRDS EYE VIEW (LOOKING NORTH)



SOURCE: GOOGLE EARTH

FIGURE - 12: BIRDS EYE AERIAL (LOOKING WEST)



SOURCE: GOOGLE EARTH

FIGURE - 13: BIRDS EYE AERIAL (LOOKING SOUTH)



FIGURE - 14: SITE PANORMA PHOTOGRAPH (LOOKING EAST)

SOURCE: PLANNING

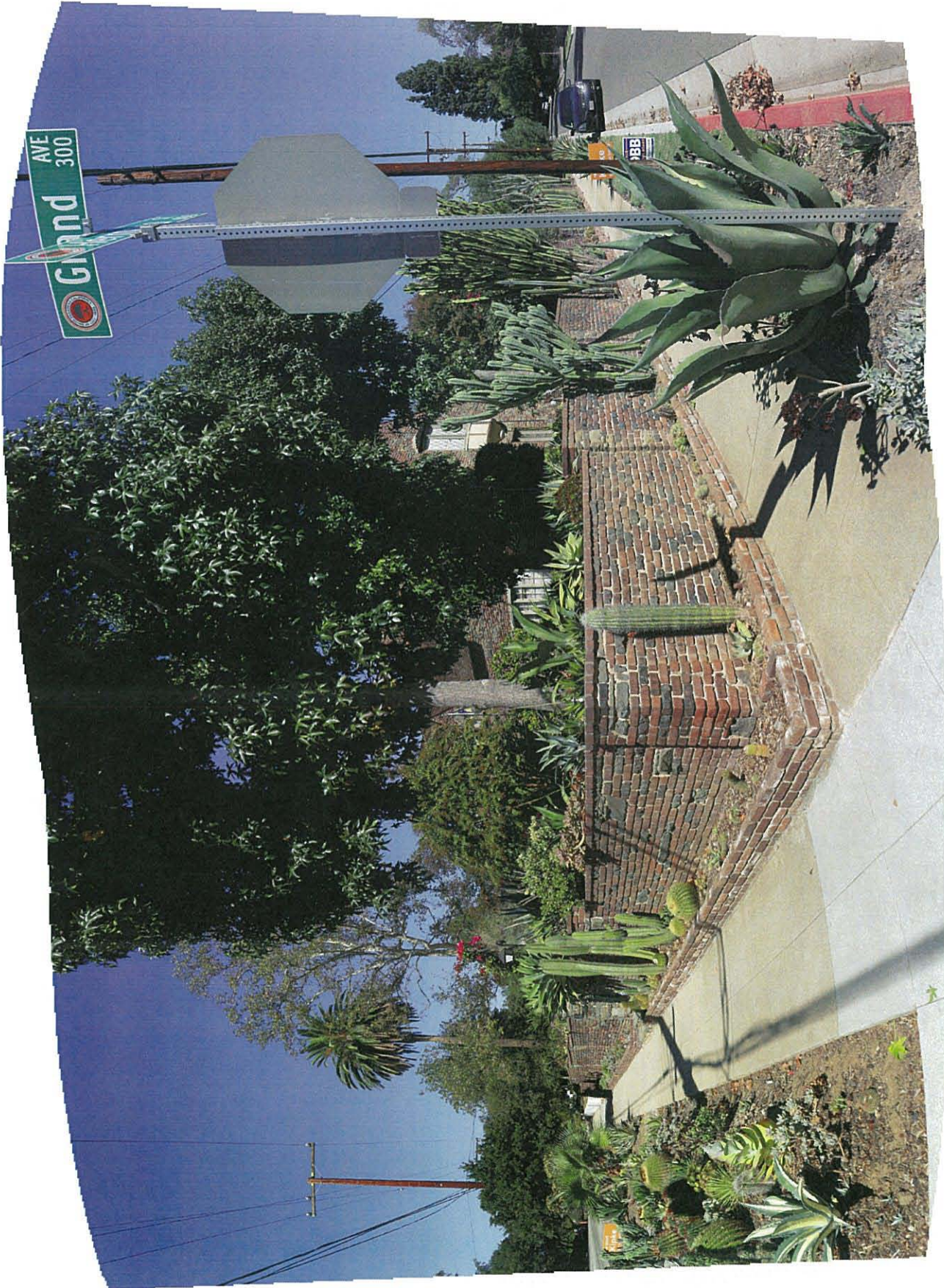


FIGURE - 15: SITE PANORMA (CORNER VIEW)

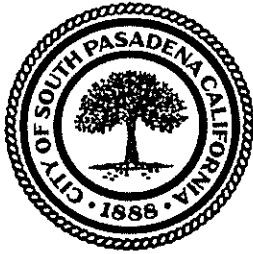
SOURCE: PLANNING



FIGURE - 16: SITE PANORMA (LOOKING NORTH)

SOURCE: PLANNING

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City Council Agenda Report

ITEM NO. 22

DATE: December 5, 2018

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

PREPARED BY: Kahono Oei, Acting Public Works Director
Kristine Courdy, Public Works Operations Manager *[Signature]*

SUBJECT: **First Reading and Introduction of an Ordinance to Amend Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code**

Recommendation Action

It is recommended that the City Council read by title only for the first reading, waiving further reading, and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code”.

Commission Review and Recommendation

This matter was reviewed by the Natural Resources and Environmental Commission (NREC) at several of their 2018 meetings. At their November 13, 2018 meeting, the NREC made minor modifications and edits which have been incorporated into the proposed Chapter 34 (Trees and Shrubs) amendments. The Commission recommended that the City Council adopt the proposed revisions to Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code (SPMC).

Community Outreach

This matter was reviewed at several public NREC meetings in 2017 and 2018.

Discussion/Analysis

One of the City of South Pasadena (City) 2018-19 strategic plan goals emphasizes the importance on protecting and preserving the City’s urban forest. The primary task associated with that strategic plan goal is updating Chapter 34 (Trees and Shrubs) of the SPMC, referred to as the Tree Ordinance.

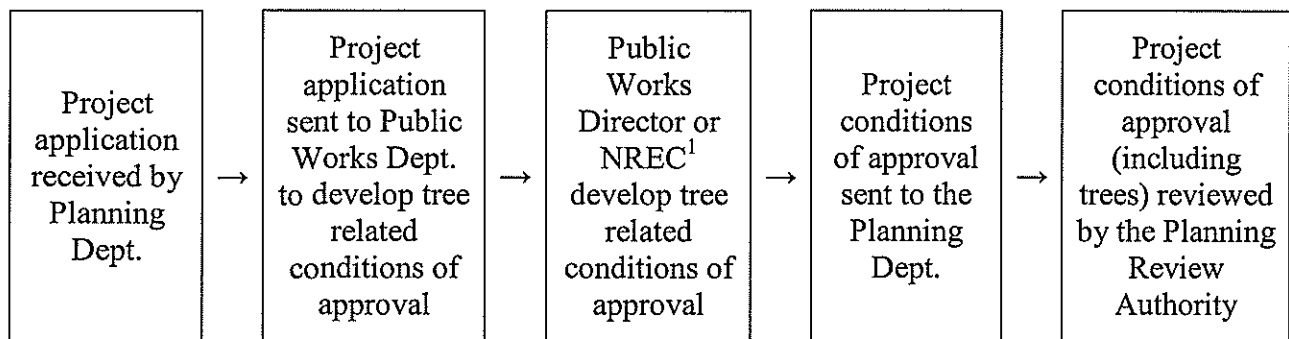
Summary of Proposed Tree Ordinance Amendments

The proposed Tree Ordinance amendments better reflect the City’s goal of protecting and maintaining a healthy tree canopy. Edits have been suggested throughout the chapter, some grammatical in nature, and others are points of clarification to better define the tree removal process, as well what level of care is required by residents of trees on their property. Below are the goals associated with the proposed Tree Ordinance amendments:

- Reflect the goal of protecting and maintaining a healthy tree canopy;
- Better align the application review process for tree removals associated with development so that projects don't get caught between two different approval processes (Planning versus NREC);
- Ensure trees are protected during development activity;
- Defining criteria for referring tree removal applications to the NREC;
- Improve the tree removal permit process and provide clarifications to help permit applicants; and
- Increase the tree replacement requirements for trees associated with development projects.

Tree Removal Application Review for Development Projects

Public Works and Planning & Building Department staff met to coordinate the process for tree removals associated with development projects. The proposed Tree Ordinance includes an updated process where tree removals associated with development projects are reviewed by the Public Works Department or NREC before the Planning Review Authority (i.e. Planning Commission). The Public Works Department or NREC develop tree removal related conditions of approval that are provided as advisory recommendations to the Planning Review Authority. This allows a development project to move through the approval process in a more sequential manner and minimize conflicting direction from multiple approving bodies. Below is a flow chart of how the tree removals associated with development projects have been integrated with the planning review process:



- 1) Section 34.6 (c) lists the criteria that the Public Works Director shall follow for referring a tree removal permit application to the NREC.

Defining Criteria for Referring Tree Removal Applications to the NREC

The current Tree Ordinance includes a provision that tree removal applications shall only be referred to the NREC based on the discretion of the Director or if an appeal of the Director's decision has been filed. Permit applicants have complained about the inconsistencies in applications being sent to the NREC versus completed under an administrative review.

Defining criteria of when tree removal applications are referred to the NREC will help ensure that a consistent policy is being enforced. This will help manage the expectations of the applicants, staff, and NREC and ensure consistent processes are being followed. Below is a

summary of the criteria listed under 34.6 (c) that the Public Works Director shall follow for referring a tree removal permit application to the NREC:

- The applicant is proposing to remove three or more healthy non-native significant trees.
- The applicant is proposing to remove any healthy significant oak trees or significant native species trees.
- The applicant is proposing to remove any heritage tree.
- The city receives reasonable objections during the notification period.
- An appeal of the director's decision has been filed in accordance with this chapter.
- At the discretion of the director.

Staff recommends that the proposed amendments to the Tree Ordinance be adopted by the City Council. The proposed Ordinance combines the desires of the City Council to provide better protection to the City's tree canopy, while also improving the process through which a property owner may apply for a tree removal permit.

Next Steps

1. December 19, 2018, second reading and adoption of the ordinances amending Chapter 34 (Trees and Shrubs) of the SPMC.
2. Staff will update all applications and the City website to ensure consistency with the proposed Tree Ordinance amendments.

Background

The City has been designated a Tree City USA for over 18 years. One of the requirements in achieving that status is that the City must have a Tree Care Ordinance. Adopted on February 20, 1991, Ordinance No. 1991 enacted SPMC Chapter 34 (Sections 34.1 through 34.10), referred to as the Tree Ordinance. The Tree Ordinance aims to protect all trees within the City. The Tree Ordinance has been modified several times, most recently on October 17, 2012, under Ordinance No. 2237. The current Tree Ordinance has a

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The proposed SPMC amendments to Chapter 34 are expected to have no fiscal impact.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA).

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. Ordinance Amending Chapter 34 (Trees and Shrubs)
2. Chapter 34 (Trees and Shrubs) red line edits

ATTACHMENT 1
Ordinance Amending Chapter 34 (Trees and Shrubs)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA
AMENDING CHAPTER 34 (“TREES AND SHRUBS”)

SECTION 1. Chapter 34 (“Trees and Shrubs”) of the South Pasadena Municipal Code is amended to read as follows:

CHAPTER 34
TREES AND SHRUBS*

Sections:

- 34.1 Definitions.
- 34.2 Protected tree and shrub health, trimming, and removal - Violations.
- 34.3 Tree protection required in connection with development activity.
- 34.4 Protected tree and shrub permit applications.
- 34.5 Tree removal and replacement plans.
- 34.6 Permit issuance or denial of tree removal permit applications.
- 34.7 Criteria for approving tree removal permit applications.
- 34.7-5 Replacement tree requirements.
- 34.8 Appeals of tree trimming and removal permit decisions.
- 34.9 Exemptions.
- 34.10 Obstruction.
- 34.11 Maintenance of trees on public property.
- 34.12 Penalties.

* For state law as to “Tree Planting Act of 1931,” see Sts. & H C.A., §§ 22000 to 22202. As to “Park and Playground Act of 1909,” see Gov. C.A., §§ 38000 to 38213.

As to hitching animals to trees, see § 5.12 of this Code. As to collection of brush, tree, etc., trimmings and stumps, see § 16.14. As to removal of trees from parks, see § 21.7.

34.1 Definitions.

As used in this chapter:

- (a) “Caliper” means the diameter of the trunk of a tree measured at four feet above natural grade. In the case of multi-trunked trees, “caliper” is the sum of each trunk measured at four feet above the grade.
- (b) “Certified Arborist” means a professional in tree care industry who has received their arborist certification through the International Association of Arboriculture.

- (c) “City Arborist” means a certified arborist designated by the director.
- (d) “Commission” means Natural Resources and Environmental Commission (NREC).
- (e) “Damage” means any action taken which causes injury, disfigurement or death of a tree.
- (f) “Deadwood” means limbs, branches or a portion of a tree void of green leaves during a season of the year when green leaves should be present.
- (g) “Development” shall be defined per the city zoning code, section 36.700.020.
- (h) “Director” means public works director.
- (i) “Dripline” means a series of points formed by the vertical dripping of water from the outermost branches and leaves of a tree.
- (j) “Front yard” means that portion of private property as designated in the city zoning code.
- (k) “Heritage tree” means a tree of historical value because it is a South Pasadena historical landmark. It could be found on private or public property.
- (l) “Intentional violation” means a violation of Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of the requirements of Chapter 34 or who has previously violated the provisions of Chapter 34. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or removal permit in the city shall be presumed to know the provisions of Chapter 34.
- (m) “ISA” means the International Association of Arboriculture.
- (n) “Mature tree” means any variety of tree that has a caliper of at least four inches or more.
- (o) “Native species tree” means any species of tree native to Southern California as defined by resolution adopted by the city council.
- (p) “Oak tree” means species of tree of the genus *Quercus*.
- (q) “Planning review authority” means the individual or official city body (director of planning and building, design review board, cultural heritage commission, planning commission or city council) identified by the city zoning code as having responsibility and authority to review and approve or disapprove the development permit applications described in Article 6 of the city zoning code (zoning code administration).
- (r) “Protected shrub” means a woody plant that is over sixteen feet in height, which has one or more trunk(s) equal to or greater than a four inch diameter.

- (s) “Protected tree” means a heritage tree, mature oak tree, mature native species tree, significant tree, or protected shrub.
- (t) “Protection” means the safeguarding of trees through proper treatment.
- (u) “Real estate developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the city for sale or lease to third parties.
- (v) “Removal” means uprooting, cutting or severing of the main trunk of a tree.
- (w) “Shrub” means a woody plant that is less than sixteen feet in height and may be multi-stemmed.
- (x) “Significant tree” means any variety of tree that has a caliper of one foot or more.
- (y) “Standard of care” means compliance with ISA standards for tree care, irrigation, and maintenance, including trimming of foliage for tree or shrub.

34.2 Protected tree and shrub health, trimmings, and removal – Violations.

- (a) It is unlawful for any person to harm by any means, damage or cause to be damaged, or fail to comply with the standards of care described in subsection 34.1(y), for any tree located within the city.
- (b) It is unlawful for any person to remove or transplant any protected tree from any property within the city unless a tree removal permit is first obtained from the city.
- (c) It is unlawful for any person to trim or prune more than twenty percent of the live foliage or limbs of any heritage tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.
- (d) It is unlawful for any person to trim or prune more than ten percent of the live foliage or limbs of any mature Oak tree or a mature native species tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.
- (e) It is unlawful to remove any protected tree or shrub that is part of a watershed, wildlife habitat, and/or erosion control on hillsides without first obtaining a tree removal permit from the city.
- (f) It is unlawful for any person to remove any tree from the parkway area between a sidewalk or private property line and street curb, without the written permission of the director or designee.

34.3 Tree protection required in connection with development activity.

- (a) Development must not interfere with tree standard of care. Irrigation should be administered to replace any soil moisture lost due to site excavation and a tree should continue to receive the amount of irrigation needed to thrive.
- (b) Development shall not cause any physical damage to the limbs, bark, crown, or where the roots join the stem.
- (c) No grading shall occur within the dripline of a protected tree. All work conducted within the protected dripline area should be accomplished only with hand tools and all activity within this area should be kept to a minimum to minimize soil compaction. This area should not be subjected to incidental construction work or to disposal of construction debris, including but not limited to paint, plaster or chemical solutions.
- (d) Natural or preconstruction grade should be maintained per the recommendations of the city arborist in accordance with ISA standards. At no time during or after construction should soil be in contact with the trunk of any tree above natural grade.
- (e) No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a protected tree. No building, structure, wall or impervious paving shall be constructed within the dripline of any mature oak tree. Limited exceptions may be allowed by the director and documented on the permit.
- (f) Any required trenching should be routed to minimize root damage and cutting of roots should be avoided by placing pipes and cables above or below uncut roots.
- (g) Pruning or trimming of oak trees and other trees should be limited to the removal of dead wood and the correction of potentially hazardous conditions as evaluated by a qualified certified arborist and approved by the director through the city's tree trimming permitting process. All pruning should be done in accordance with ISA pruning standards.

34.4 Protected tree and shrub permit applications.

- (a) Any person applying for a tree removal permit or tree trimming permit shall file with the director an application in writing on a form furnished by the director. Such application form shall contain the following information:
 - (1) The name and residence or business address of the applicant;
 - (2) The location or description of the property, on which the proposed trees are to be removed or trimmed;
 - (3) A description of the proposed work included the reason for tree removal or trimming;
 - (4) A tree removal and replacement plan in accordance with this chapter, if the application is for a tree removal permit;

- (5) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;
 - (6) Additional information as the director may require. This information may include, but is not limited to, a list obtained from the county assessor of the names of the owners of all parcels within a one hundred-foot radius of the property upon which the trees are to be removed or trimmed.
- (b) In addition to the application requirements of subsection (a) above, tree removal applications associated with development shall include all of the following:
- (1) An arborist report prepared by a certified arborist;
 - (2) Project narrative;
 - (3) The proposed development plan depicting the actual and proposed location of structures, topography and existing trees, whether to be retained or proposed for removal;
 - (4) Site plan with elevations showing before and after sight lines of the properties landscaping and trees;
 - (5) Any other information the director or commission deem necessary for reviewing the tree removal application.
- (c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council.

34.5 Tree removal and replacement plans.

Tree removal and replacement plans shall contain the following information:

- (a) A drawing of the property which shows the location and species of all existing protected trees and shrubs identified; if the removal of trees is part of a development proposal, a site plan showing the proposed development, including all existing and proposed structures, and the topography of the site shall be included, in accordance with subsection 34.4(b).
- (b) The tree species and trunk caliper of all trees to be removed must be clearly identified.
- (c) The reason for removal. Any trees proposed for removal due to poor health or condition shall have the condition of the tree documented in a written report prepared and signed by a certified arborist.

- (d) A second drawing of the property after the proposed tree removal which shows remaining trees and all proposed replacement trees. The replacement tree sizes and species must be clearly identified.
- (e) A certified arborist review of the tree plan may be required per the determination of the director or his/her designee. The certified arborist shall be contracted and managed by the city and all fees incurred shall be the responsibility of the property owner.

34.6 Permit issuance or denial of tree removal permit applications.

- (a) For tree removal permit applications associated with development:
 - (1) The applicant shall be responsible for all fees associated with the tree removal application review and processing in accordance with the fees established by resolution of the city council.
 - (2) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing to the director. The notification process can be waived for development if noticing is being sent associated with the development as required by the Planning Review Authority and such notice specifically identifies the proposed removal of trees.
 - (3) The director, after considering the application pursuant to the criteria set forth in Section 34.7 and any comments received by interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.
 - (4) When tree removal permits associated with development are referred to the commission, the commission shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The commission's recommendations and conditions of approval shall be advisory to the planning review authority decision associated with the development.
 - (5) Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the city's arborist. Upon the planning review authority's approval of the development application and

satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit. Upon the applicant's proof to city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by chapter 34.

(b) For tree removal permit applications not associated with development:

- (1) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing to the director.
- (2) Upon expiration of the fifteen-day period, the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in Section 34.7 and any comments received by interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.
- (3) The decision of the director shall take effect fifteen calendar days after the date of mailing of the decision to the applicant and any interested persons. Unless the director's decision is appealed to the commission, upon payment of all fees associated with the tree removal as established by resolution of the city council, and paying a deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the city's arborist, the applicant shall be issued a tree removal permit. Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should the applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by chapter 34.

(c) The director may refer any tree removal permit to the commission for decision for any of the following reasons:

- (1) The applicant is proposing to remove three or more healthy non-native significant trees; or

- (2) The applicant is proposing to remove any healthy significant oak trees or significant native species trees; or
- (3) The applicant is proposing to remove any heritage tree; or
- (4) The city receives reasonable objections during the notification period; or
- (5) An appeal of the director's decision has been filed in accordance with this chapter; or
- (6) At the discretion of the director.

Should the application be referred to the commission, unless the decision of the commission is appealed, the commission shall make its decision after holding a noticed public meeting. The decision of the commission shall take effect fifteen calendar days after the date of public meeting.

34.7 Criteria for approving tree removal permit applications.

- (a) Subject to the imposition of conditions pursuant to subsection (b) of this section, a tree removal permit may be issued in any one of the following instances:
 - (1) Where the tree itself, its excess foliage or its limbs pose a reasonable risk of injury or harm to any persons or property, or is substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to a fence or wall), swimming pool or building, and there is no feasible and reasonable alternative to mitigate the interference.
 - (2) Where, upon taking into account the size, shape, topography and existing trees upon the lot, the denial of the permit would create an unreasonable hardship on the property owner. Redesign of any proposed development as an alternative to removal of an existing protected tree does not create an unreasonable hardship.
 - (3) Where a written determination has been made by a certified arborist, after a visual inspection and scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to property or to other trees. The director or commission may waive the requirement for a certified arborist's statement when the tree can reasonably be determined to be dead by a lay person's visual inspection, or when, after conducting an inspection of the tree, the director determines that the tree poses an obvious and imminent threat to life or property.
 - (4) For the removal of significant or mature trees, where the proposed replacement tree planting provides greater benefits than the existing tree's value, benefits or species.
- (b) A tree removal permit may be issued that is conditioned upon the replacement or transplanting of the tree(s) either on-site or off-site. Such replacement shall be subject to the following provisions:

- (1) Designation by the director or the commission of the number, size, species and location of replacement tree(s) based on consideration of the size and species of the established tree(s) proposed for removal, the significance the tree(s) proposed to be removed has on the landscaping as seen from public view, the size of the lot, and the number of existing trees on the lot.
- (2) Because of their size and/or significance, single tree(s) that have been removed may be required to be replaced with multiple trees, subject to review and approval by the director or his/her designee. If the subject property cannot accommodate multiple trees, alternative locations within the city (public right-of-way, park, etc.) may be designated.
- (3) If replacement trees are required, the property owner must agree to accept the conditions of replacement by his or her signature on the application and make the replacement tree deposit (per sub-section 34.6(a)(6)) before issuance of the permit.
- (4) When the work designated in the permit is completed, the applicant shall contact the public works department for an inspection of the work. Any tree removal will require complete removal and grinding of the stump and backfilling of the hole.
- (5) Should the tree designated as a replacement not survive for a period of at least two years, further replacement shall be required of the applicant or payment to the city of the full cost to replace the tree at a location to be determined by the city.
- (6) Where the permit allows the removal, replacement, or transplanting of tree(s), director or commission may, in their discretion, require the applicant to post a bond or surety for a five-year period to pay for the replacement of any tree(s) that do not survive the five-year period. The amount of the bond or surety shall be in accordance with the "Guide for Plant Appraisal" (ISA publication, most recent edition).
- (7) Unless otherwise stated in the conditions of approval, the tree removal permit shall be valid for a period of one year with the planting of new trees on the applicant's property to occur during the next planting season as determined by ISA and local climate conditions.

34.7-5 Replacement tree requirements.

The number of replacement trees is determined by the size of the existing tree(s) approved for removal, unless otherwise determined by the director in accordance with chapter 34.

- (a) Listed below are the replacement tree requirements for permitted tree removal not associated with development:

- (1) For replacement of significant trees, one twenty-four-inch box replacement tree shall be required for each ten-inch increment of the diameter of the existing tree, or portion thereof. For example:
 - i. One twenty-four inch box replacement tree shall be required for each tree removed with a diameter up to ten inches.
 - ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a diameter between eleven and twenty inches.
 - iii. Three twenty-four inch box replacement trees shall be required for each tree with a diameter between twenty-one and thirty inches.
 - iv. Four twenty-four inch box replacement trees shall be required for each tree with a diameter between thirty-one and forty inches; and so forth.
- (2) For replacement of mature oak trees, mature native species trees, and heritage trees two twenty-four-inch box native species replacement trees shall be required for each ten-inch increment of the diameter of the existing tree, or portion thereof. For example:
 - i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter up to ten inches.
 - ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter between eleven and twenty inches.
 - iii. Six twenty-four inch box native species replacement trees shall be required for each tree with a diameter between twenty-one and thirty inches.
 - iv. Eight twenty-four inch box native species replacement trees shall be required for each tree with a diameter between thirty-one and forty inches; and so forth.

(b) Listed below are the replacement tree requirements for permitted tree removals associated with development:

- (1) For replacement of significant trees, one twenty-four-inch box replacement tree shall be required for each six-inch increment of the diameter of the existing tree, or portion thereof. For example:
 - i. One twenty-four inch box replacement tree shall be required for each tree removed with a diameter up to six inches.

- ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a diameter between seven and twelve inches.
 - iii. Three twenty-four inch box replacement trees shall be required for each tree with a diameter between thirteen and eighteen inches.
 - iv. Four twenty-four inch box replacement trees shall be required for each tree with a diameter between nineteen and twenty-four inches; and so forth.
- (2) For replacement of mature oak trees, mature native species trees, and heritage trees, two twenty-four-inch box native species replacement trees shall be required for each six-inch increment of the diameter of the existing tree, or portion thereof. For example:
- i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter up to six inches.
 - ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter between seven and twelve inches.
 - iii. Six twenty-four inch box native species replacement trees shall be required for each tree with a diameter between thirteen and eighteen inches.
 - iv. Eight twenty-four inch box native species replacement trees shall be required for each tree with a diameter between nineteen and twenty-four inches; and so forth.

34.8 Appeals of tree trimming or removal permit decisions.

- (a) Appealing tree removal permit applications associated with development: Tree removal decisions associated with development are advisory to the planning review authority as a condition of approval of development and are not appealable. An applicant may appeal any development decision and its conditions of approval pursuant to the appeal process set forth in the zoning code.
- (b) Appealing tree removal permit applications not associated with development: The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in writing submitted to the commission staff liaison within fifteen calendar days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within fifteen calendar days after the date of decision of the commission. The appeal shall specifically identify the

grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.

- (c) If a tree removal is granted for a tree on the basis of imminent threat to life or property, the decision will be considered final and is not appealable.
- (d) For appealing decisions related to tree trimming: The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in writing submitted to the commission staff liaison within fifteen calendar days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within fifteen calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.
- (e) The applicant shall be responsible for all actual costs, including staff time, associated with any appeals.

34.9 Exemptions.

- (a) No permit is required for the removal or trimming or pruning of a tree damaged by a storm, fire, or other natural disaster which has been determined to be dangerous by the director, police chief, fire chief, or code enforcement officer.
- (b) No permit is required when the fire department has deemed the removal of the tree(s) is critical to providing an effective firebreak.
- (c) Public utility companies required to remove or trim protected trees, upon submittal of a letter to the director or their designee outlining the specific trees along with reasons for removal or trimming, shall be exempt from the provisions of this chapter.
- (d) The city and its contractors will not be required to obtain permits, but shall otherwise comply with this chapter.
- (e) No permit is required for the removal or trimming or pruning of shrubs, other than protected shrubs.

34.10 Obstruction.

- (a) It is unlawful for any person, firm or corporation owning, leasing, occupying, having charge or control of any lot or premises in the city, to keep or maintain thereon any tree, shrub or plant, or portion thereof, that interferes with or obstructs the free passage of pedestrians along or upon adjacent public sidewalks or of vehicles along or upon adjacent public rights-of-way.
- (b) Every fence, sign, wall, hedge, tree, shrub or planting located within seventy-five feet of the point of intersection of the centerlines of streets or within seventy-five feet of the point of intersection of the centerline of a street and a railroad right-of-way, that is more than thirty-

six inches in height measured from the nearest adjacent public street level and that, in the opinion of the director constitutes an obstruction to the clear view of motorists on the streets is declared to be a public nuisance; provided, however, that nothing in this section shall be deemed to apply to a wall, building or structure that has been or that may be constructed under a permit issued by the building department of the city.

34.11 Maintenance of trees on public property.

The public works department shall be responsible for the maintenance of trees on public property including but not limited to public rights-of-way and public parks. The public works department shall prepare and implement the annual work plan for the maintenance of trees on public property. The adjacent property owner or tenant is responsible for irrigation of parkway trees in accordance with chapter 31.

34.12 Penalties.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor, except, at the discretion of the city prosecutor, the violation may be reduced to an infraction. Persons violating any of the provisions of this chapter shall be subject to the following:

- (a) Penalties for any person who unintentionally violates the provisions of this chapter shall be as follows: the standard inspection fee; double the required tree removal or trimming permit fee; and planting double the number of replacement trees required pursuant to section 34.7-5.
- (b) Penalties for an intentional violation shall be as follows: the penalties described in subsection a of this section plus payment of a tree replacement fee in an amount up to, but not to exceed double the value of the destroyed, removed, or damaged tree. The city arborist shall determine the value of the destroyed, removed, or damaged tree by using the most recent edition of the ISA Guide for Plant Appraisal.
- (c) Penalties for an intentional violation in connection with development or anticipated future development on the property shall be as follows: the penalties described in subsections (a) and (b) plus the city manager may refer the violation to the city prosecutor for criminal charges. The city manager may also refer the violation to the planning commission for public hearing. The burden of proof shall be on the city to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The planning commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period up to five years from the date of the violation for the property upon which the violation occurred.

In determining whether a building permit may be issued with regard to the aforementioned prohibition, the planning commission shall consider whether the tree violation appears to be in furtherance of a development, as evidenced in the extent of tree damage, removal, damage to the root system, and/or excessive trimming of trees within the buildable area of a property;

oral or written admissions or repeated actions taken in spite of prior warnings; notices of violations; and the number and size of the damaged and/or removed trees.

Intentional violations in the context of development or anticipated development of property shall require the planning commission to determine whether restitution trees are to be planted on the property on which the violation occurred, public land with costs paid to the city for tree selection, planting and maintenance, or a combination of both. The restitution trees shall be subject to a survival guarantee pursuant to section 34.7(b)(6) and (7).

For purposes of this section, the violation shall be presumed to have occurred on the date the city has actual knowledge of the violation, and the violator shall have the burden of proving an earlier commencement date, if entitlement to an earlier date is claimed.

Notwithstanding the aforementioned prohibition, building or construction-related permits may be issued if in the opinion of the director of planning and building, they are necessary for the preservation of public health, safety or welfare.

Payment of any penalty and planting of replacement trees shall occur within sixty calendar days of the date the violator was directed to take such action, except the director shall have discretion to grant an extension for replacement tree planting upon the violator's showing of good cause. If the violator does not complete planting of replacement trees within the allotted time, the director may procure and plant the requisite replacement trees, and the violator shall be responsible for reimbursing the city for such additional costs within thirty calendar days of the city's issuance of a billing statement.

If the costs are not recovered by the city in sixty calendar days, the city manager can instruct that the outstanding obligation be collected in any of the following manners:

- (1) A civil action in the name of the city, in any court of competent jurisdiction; or
 - (2) Use of a debt collection agency; or
 - (3) A lien on the subject property.
- (d) All penalties and additional costs related to a tree violation must be paid to the city prior to its issuance of building or construction-related permits unless, in the opinion of the director of planning and building, such permits are necessary for the preservation of public health, safety or welfare.

SECTION 2. SEVERABILITY. If any provision, section, paragraph, sentence or word of this ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

SECTION 3. CEQA. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15308 as an agency regulatory framework that is intended to assure the maintenance, restoration, enhancement or protection of the environment.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

SECTION 5. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 19th day of December, 2018.

Marina Khubesrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____
Evelyn Zneimer, City Clerk
(Seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the ___ day of _____, 201_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn Zneimer, City Clerk
(seal)

ATTACHMENT 2
Chapter 34 (Trees and Shrubs) Red Line Edits

CHAPTER 34 TREES AND SHRUBS*

Sections:

- 34.1 _____ Definitions.
- ~~34.2 _____ Protected tTree and sShrub hHealth, Ttrimming, and rRemoval -
Violations.~~
- ~~34.32 _____ Tree Pprotection required in connection with in Antieipation of and during
Ddevelopment Aactivity. (Work done Pursuant to a Development
Proposal Approved by the City.)~~
- ~~34.3 _____ Violations.~~
- 34.4 _____ Protected tTree and sShrub pPermit aApplications.
- 34.5 _____ Tree rRemoval and rReplacement pPlans.
- ~~334.6 _____ Permit Issuance or Denial of Tree Removal Permit Applications.4.6
Permit issuance or denial of tree removal permit applications.~~
- 34.7 _____ Criteria for aApproving tTree rRemoval pPermit aApplications.
- 34.7-5 _____ Replacement tTrees rRequirements.
- 34.8 _____ Appeals of TTree tTrimming and rRemoval pPermit dDecisions.
- 34.9 _____ Exemptions.
- 34.10 _____ Obstruction.
- 34.11 _____ Maintenance of tTrees on pPublic pProperty.
- 34.12 _____ -Penalties.

* For state law as to “Tree Planting Act of 1931,” see Sts. & H C.A., §§ 22000 to 22202. As to “Park and Playground Act of 1909,” see Gov. C.A., §§ 38000 to 38213.

As to hitching animals to trees, see § 5.12 of this Code. As to collection of brush, tree, etc., trimmings and stumps, see § 16.14. As to removal of trees from parks, see § 21.7.

34.1 Definitions.

As used in this chapter:

- (a) “Caliper” ~~is means~~ the diameter of the trunk of a tree measured at four feet above natural grade. In the case of multi-trunked trees, “caliper” is the sum of each trunk measured at four feet above the grade.
- ~~(b) “Certified Arborist” means a professional in tree care industry who has received their arborist certification through the International Association of Arboriculture.~~
- ~~(c) “City Arborist” means a certified arborist designated by the director.~~

(d) “Commission” means Natural Resources and Environmental Commission (NREC).

~~(b)~~(e) “Damage” means any action taken which causes injury, disfigurement or death of a tree.

~~(e)~~(f) “Deadwood” means limbs, branches or a portion of a tree void of green leaves during a season of the year when green leaves should be present.

~~(d) “Damage” means any action taken which causes injury, disfigurement or death of a tree.~~

(g) “Development” shall be defined per the city zoning code, section 36.700.020.

(h) “Director” means pPublic wWorks dDirector.

~~(e)~~(i) “Dripline” means a series of points formed by the vertical dripping of water from the outermost branches and leaves of a tree.

~~(f)~~(j) “Front yard” means that portion of private property as designated in the city zoning code.

~~(k) “Heritage tree” is-means a tree of historical value because of its association with a place, building, natural feature of the land, or an event of local, regional or national historic significance because it is a South Pasadena -Hhistorical lLandmark. It could be found on private or public property.~~

~~(g)~~(l) “Intentional violation” means a violation of CChapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of the requirements of CChapter 34 or who has previously violated the provisions of CChapter 34. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or removal permit in the city shall be presumed to know the provisions of CChapter 34.

~~(h)~~

(m) “ISA” means the International Association of Arboriculture.

(n) “Mature tree” is-means any variety of tree that has a caliper of at least four inches or more.

(o) “Native species tree” means any species of tree native to Southern California as defined by resolution adopted by the city council.

~~(i)~~

~~(p) “Oak tree” shall-means species of tree of the genus Quercus.~~

~~(j)~~

~~(q) “Planning rReview aAuthority” means the individual or official cCity body (dDirector of pPlanning and bBuilding, dDesign rReview bBoard, cCultural hHeritage cCommission, pPlanning cCommission or cCity cCouncil) identified by the city zoning code as having~~

responsibility and authority to review; and approve or disapprove the development permit applications described in Article 6 of the city zoning code (zoning code administration).

(r) “Protected sShrub” means a woody plant that is over sixteen feet in height, which has one or more trunk(s) equal to or greater than a four inch diameter.

~~(k)~~(s) “Protected tFree” means a heritage tree, mature oak tree, mature native species tree, significant tree, or protected shrub.

~~(H)~~(t) “Protection” means the safeguarding of trees through proper treatment.

~~(m)~~(u) “Real estate developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the city for sale or lease to third parties. (Ord. No. 1991, § 2; Ord. No. 2051, § 5; Ord. No. 2126, § 2; Ord. No. 2237, § 3, 2012.)

(v) “Removal” means uprooting, cutting or severing of the main trunk of a tree.

(w) “Shrub” means a woody plant that is less than sixteen feet in height and may be multi-stemmed.

~~(n)~~

(x) “Significant tree” means any variety ofis a tree that has a caliper of one foot or more.

~~(o)~~(y) “Standard of care” means compliance with ISA standards for tree care, irrigation, and maintenance, including trimming of foliage for tree or shrub.

~~(p) — “Oak tree” shall mean species of tree of the genus Quercus.~~

~~(q) — “Native species tree” means any species of tree native to Southern California as defined by resolution adopted by the city council.~~

~~(r) — “Intentional violation” means a violation of Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of the requirements of Chapter 34 or who has previously violated the provisions of Chapter 34. A commercial arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or removal permit in the city shall be presumed to know the provisions of Chapter 34.~~

~~(s) “Real estate developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the city for sale or lease to third parties. (Ord. No. 1991, § 2; Ord. No. 2051, § 5; Ord. No. 2126, § 2; Ord. No. 2237, § 3; 2012.)~~

~~34.2 Protection during Development Activity. (Work done Pursuant to a Development Proposal Approved by the City.)~~

~~(a) No grading shall occur within the dripline of a significant or heritage tree.~~

~~(b) No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a significant or heritage tree. (Ord. No. 1991, § 4; Ord. No. 2126, § 12.)~~

34.23 Protected Tree and Shrub Health, Trimmings, and Removal – Violations.

(a) It is unlawful for any person to harm by any means, damage or cause to be damaged, or fail to comply with the standards of care described in subsection 34.1(y), for any significant or mature heritage tree, significant or mature Oak tree, or significant or mature native species protected tree located within the city. Sufficient moisture for trees and shrubs must be provided in order for the trees to remain healthy.

(b) It is unlawful for any person to remove or transplant any significant or mature heritage tree, a significant, or a mature native species tree, or a significant or mature Oak protected tree from any property within the city unless a tree removal permit is first obtained from the city.

(c) It is unlawful for any person to trim or prune more than twenty percent of the live foliage or limbs of any significant or mature heritage tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

(d) It is unlawful for any person to trim or prune more than ten percent of the live foliage or limbs of any significant or mature Oak tree or a significant or mature native species tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

~~(e) It is unlawful for any person to damage or cause to be damaged any significant or mature heritage tree, significant or mature Oak tree, or significant or mature native species tree located within the city.~~

~~(f)~~(e) It is unlawful to remove any protected tree or shrub that is part of a watershed, wildlife habitat, and/or erosion control on hillsides without first obtaining a tree removal permit from the city.

(f) It is unlawful for any person to remove any tree or shrub from the parkway area between a sidewalk or private property line and street curb, without the written permission of the public works director or designee. (Ord. No. 1991, § 6; Ord. No. 2126, § 3; Ord. No. 2237, § 5, 2012.)

~~(g)~~

~~(h)~~

~~(i)~~ **34.32 Tree Protection required in connection with Anticipation of and during Development aActivity. (Work done Pursuant to a Development Proposal Approved by the City.)**

- ~~(a)~~ Development must not interfere with normal tree standard of care. Irrigation should be administered to replace any soil moisture lost due to site excavation and a tree should continue to receive the amount of irrigation needed to thrive.
- ~~(b)~~ Development shall not cause any physical damage to the limbs, bark, crown, or where the roots join the stem.
- ~~(a)(c)~~ No grading shall occur within the dripline of a significant protected tree or heritage tree. All work conducted within the protected dripline area should be accomplished only with hand tools and all activity within this area should be kept to a minimum to minimize soil compaction. This area should not be subjected to incidental construction work or to disposal of construction debris, including but not limited to paint, plaster or chemical solutions.
- ~~(d)~~ Natural or preconstruction grade should be maintained for as great a distance from the trunk of each tree as construction permits per the recommendations of the city arborist in accordance with ISA standards. At no time during or after construction should soil be in contact with the trunk of any tree above natural grade.
- ~~(e)~~ No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a significant protected tree or heritage tree. (Ord. No. 1991, § 4; Ord. No. 2126, § 12.) No building, structure, wall or impervious paving shall be constructed within the dripline of any mature oak tree. Limited exceptions may be allowed by the director and documented on the permit.
- ~~(f)~~ Any required trenching should be routed to minimize root damage and cutting of roots should be avoided by placing pipes and cables above or below uncut roots.
- ~~(j)(g)~~ Pruning or trimming of oak trees and other trees should be limited to the removal of dead wood and the correction of potentially hazardous conditions as evaluated by a qualified certified arborist and approved by the director through the city's tree trimming permitting process. All pruning should be done in accordance with ISA pruning standards.

34.4 Protected tTree and sShrub pPermit aApplications.

(a) Any person applying for a tree removal permit or tree trimming permit shall file with the ~~public works~~ director an application in writing on a form furnished by the director. Such application form shall contain the following information:

(1) The name and residence or business address of the applicant;

(2) The location or description of the property, on which the proposed trees are to be removed or trimmed;

~~—The proposed development plan or site plan depicting the actual and proposed location of structures, topography and existing trees, whether to be retained or proposed for removal;~~

~~(2)~~

(3) A description of the proposed work included the reason for tree removal or trimming;

~~(3)~~(4) A tree removal and replacement plan in accordance with this chapter, if the application is for a tree removal permit;

~~(4)~~(5) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;

~~(5)~~(6) Additional information as the public works director may require. This information may include, but is not limited to, a list obtained from the county assessor of the names of the owners of all parcels within a one hundred-foot radius of the property upon which the trees are to be removed or trimmed.

(b) In addition to the application requirements of subsection (a) above, tree removal applications associated with development shall include all of the following:

~~—Tree removal and replacement plans in accordance with this chapter;~~

(1) An arborist report prepared by a certified arborist;

(2) Project narrative;

(3) The proposed development or site plan depicting the actual and proposed location of structures, topography and existing trees, whether to be retained or proposed for removal;

(4) Site plan with topography and elevations showing before and after sight lines of the properties landscaping and trees;

(5) Any other information the director or commission deem necessary for reviewing the tree removal application.

~~(b)~~(c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council. ~~(Ord. No. 1991, § 8; Ord. No. 2051, §§ 1—4; Ord. No. 2126, § 4.)~~

34.5 Tree rRemoval and rReplacement pPlans.

~~A~~Tree removal and replacement plans ~~to shall be submitted with an application for a tree removal permit requesting removal of fourthree or more trees shall and shall~~ contain the following information:

- ~~(a)~~ (a) A drawing of the property which shows the location and species of all existing protected trees and shrubs ~~The location of all trees on the property with all heritage trees, mature trees, native species trees, oak trees, and significant trees identified; if the removal of trees is part of a development proposal, a site plan showing the proposed development, including all existing and proposed structures, and the topography of the site shall be included, in accordance with subsection 34.4(b).-~~
- ~~(b)~~ The tree species and trunk caliper of all trees to be removed must be clearly identified.
- ~~(c)~~ The reason for removal. Any trees proposed for removal due to poor health or condition shall have the condition of the tree documented in a letter-written report prepared and signed by a certified ~~an arborist certified by the International Society of Arboriculture (ISA).~~
- ~~(e)~~(d) A second drawing of the property after the proposed tree removal which shows remaining trees and all proposed replacement trees. The replacement tree sizes and species must be clearly identified.
- ~~(e)~~ An certified arborist review of the tree plan may be required per the determination of the ~~public works~~ director or his/her designee ~~or by the commission.~~ The certified arborist shall be contracted and managed by the city and all fees incurred shall be the responsibility of the property owner.
- ~~(d)~~
All tree removal permit applications associated with development shall include a tree removal and replacement plan.
- ~~(e)~~ — (Ord. No. 1991, § 10; Ord. No. 2126, § 5.)

34.6 Permit issuance or denial of tree removal permit applications.

(a) For tree removal permit applications associated with dDevelopment:

All tree removal applications associated with dDevelopment shall include all of the following:

~~Tree Removal and Replacement Plans in accordance with this chapter Chapter 34;~~

~~In addition, the applicant shall submit an arborist report prepared by a certified arborist;~~

~~site plan with topography and elevations showing before and after sight lines of the properties landscaping and trees;~~

~~proposed development site plan showing existing and proposed structures and trees, including those proposed for removal, and project narrative;~~

~~Any other information the director or commission deem necessary for reviewing the tree removal application.~~

~~Submit an application package with all documents required in accordance with this chapter.~~

- (1) ~~The applicant shall be responsible for all fees associated with the tree removal application review and processing in accordance with the fees established by resolution of the city council.~~
- (2) ~~Upon receipt of the completed application, the director shall, if the application is for a tree removal permit, cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing to the director. ThisThe notification process can be waived for development if noticing is being sent associated with the development as required by the Planning Review Authority and such notice specifically identifies the proposed removal of trees.~~
- (3) ~~The director, after considering the application pursuant to the criteria set forth in Section 34.7 and any comments received by interested residents, shall provide the Planning Review Authority with recommendations and conditions of approval associated with the proposed tree removal application. The director's recommendations and conditions of approval shall be considered advisory to the Planning Review Authority's decision associated with the development.~~
- (4) ~~When a tree removals permits associated with development isare referred to the commission, the commission shall provide the Planning Review Authority with recommendations and conditions of approval associated with the proposed tree removal application. The commission's recommendations and conditions of approval shall be considered advisory to the Planning Review Authority decision associated with the development.~~
- (5) ~~Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development Building Permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit for the required replacement trees, in an amount sufficient to~~

cover the cost of all required replacement trees, as determined by the city's arborist. Upon the planning review authority's approval of the development application and satisfaction of all conditions of approval, and payment of all required fees, the The applicant shall be issued a tree removal permit ~~once they comply with all the tree removal permit conditions of approval.~~ Upon the ~~The~~ applicant's proof to city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. ~~will receive back the deposit once they demonstrate that the required replacement trees have been planted according to the approved tree replacement plan.~~ Should applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost ~~For any required replacement trees not planted according to the approved tree replacement, the remaining deposit will be used to plant any the required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by Chapter 34.~~

(b) For tree removal permit applications not associated with ~~non-D~~development:

- (1) Upon receipt of the ~~completed~~ application, the director shall ~~, if the application is for a tree removal permit,~~ cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing to the director.
- (2) Upon expiration of the fifteen-day period, ~~or upon filing if for a tree trimming permit only,~~ the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in Section 34.7 and any comments received by interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.
- (3) ~~The director, in his or her sole discretion, may refer any application to the commission for consideration of the application. Should the application be referred to the commission, the commission shall make its decision after holding a noticed public meeting.~~ The decision of the director ~~or the commission~~ shall take effect fifteen calendar days after the date of mailing of the decision to the applicant and any interested persons. Unless the director's decision is appealed to the commission, upon payment of all fees associated with the tree removal as established by resolution of the city council, and paying a deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the city's arborist ~~payment of all fees associated with the approved tree removal application,~~ the applicant shall be issued a tree removal permit. Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree

replacement plan, the city shall reimburse applicant's replacement tree deposit. Should the applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by chapter 34.

~~-(Ord. No. 1991, § 12; Ord. No. 2126, § 6.)~~

~~—The applicant shall be issued a permit once they comply with all the tree removal permit conditions of approval and have paid all fees associated with the tree removal as established by resolution of the city council.~~

(c) The director ~~may~~shall Below is the criteria for referring any tree removal permits to the commission for decision for any of the following reasons:

(1) The applicant is proposing to remove three or more healthy non-native significant trees; or

(2) The applicant is proposing to remove ~~any two or more~~ healthy significant oak trees or significant native species trees; or

(3) The applicant is proposing to remove ~~any~~remove one or more heritage trees; or

(4) The city receives reasonable objections during the notification period; or

(5) An appeal of the director's decision has been filed ~~Appealing the decision of the director~~ in accordance with this ~~c~~Chapter; or

(6) At the discretion of the director.

Should the application be referred to the commission, unless the decision of the commission is appealed, the commission shall make its decision after holding a noticed public meeting. The decision of the commission shall take effect fifteen calendar days after the date of public meeting.

34.7 Criteria for aApproving tTree rRemoval pPermit aApplications.

(a) Subject to the imposition of conditions pursuant to subsection (b) of this section, a tree removal permit may be issued in any one of the following instances:

(a)

(1) Where the tree itself, its excess foliage or its limbs poses a reasonable risk of injury or harm to any persons or property, or is substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to a fence or wall), swimming pool or building, and there is no feasible and reasonable alternative to mitigate the interference.

- (2) Where, upon taking into account the size, shape, topography and existing trees upon the lot, the denial of the permit would create an unreasonable hardship on the property owner. Redesign of any proposed development as an alternative to removal of an existing protected tree does not create an unreasonable hardship.
 - (3) Where a written determination has been made by ~~a~~ an ISA certified arborist, after a visual inspection and scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to property or to other trees. The director or commission may waive the requirement for ~~an~~ a certified arborist's statement when the tree can reasonably be determined to be dead by a lay person's visual inspection, or when, after conducting an inspection of the tree, the director determines that the tree poses an obvious and imminent threat to life or property.
 - (4) For the removal of significant or mature trees, where the proposed replacement tree planting provides greater benefits than the existing tree's value, benefits or species.
- (b) A tree removal permit may be issued that is ~~conditioned~~ upon the replacement or transplanting of the tree(s) either on-site or off-site. Such replacement shall be subject to the following provisions:
- (1) Designation by the director or the commission of the number, size, species and location of replacement tree(s) based on consideration of the size and species of the established tree(s) proposed for removal, the significance the tree(s) proposed to be removed has on the landscaping as seen from public view, the size of the lot, and the number of existing trees on the lot.
 - ~~(1)~~
 - (2) Because of their size and/or significance, single tree(s) that have been removed may be required to be replaced with multiple trees, subject to review and approval by the director or his/her designee. If the subject property cannot accommodate multiple trees, alternative locations within the city (public right-of-way, park, etc.) may be designated.
 - ~~(3) An existing tree(s) on site may be designated to serve as a replacement tree(s) upon commission approval.~~
 - ~~(4)~~(3) If replacement trees are required, the property owner must agree to accept the conditions of replacement by his or her signature on the application and make the replacement tree deposit (per sub-section 34.6(a)(-6)) before issuance of the permit.
 - (4) When the work designated in the permit is completed, the applicant shall contact the public works department for an inspection of the work. Any tree removal will require complete removal and grinding of the stump and backfilling of the hole.
 - ~~(5)~~

~~(6)~~(5) Should the tree designated as a replacement not survive for a period of at least two years, further replacement shall be required of the applicant or payment to the city of the full cost to replace the tree at a location to be determined by the city.

~~(7)~~(6) Where the permit allows the removal, replacement, or transplanting of tree(s), director or commission may, in their discretion, require the applicant to post a bond or surety for a five-year period to pay for the replacement of any-the tree(s) that do not survive the a five-year period. The amount of the bond or surety shall be in accordance with the “Guide for Plant Appraisal” (ISA publication, most recent edition).

~~(8)~~(7) Unless otherwise stated in the conditions of approval, the tree removal permit shall be valid for a period of one year with the planting of new trees on the applicant’s property to occur during the next planting season as determined by ISA and local climate conditions. (Ord. No. 1991, § 14; amended during 4/04 supplement; Ord. No. 2126, § 7; Ord. No. 2188, § 1, 2009; Ord. No. 2191, § 1, 2009; Ord. No. 2237, § 2, 2012.)

34.7-5 Replacement ~~f~~Trees rRequirements.

The number of replacement trees is determined by the size of the existing tree(s) approved for removal, unless otherwise determined by the director in accordance with Chapter 34. Below are the number of trees required for permitted tree removals:

(a) Listed below are the replacement tree requirements fFor ~~F~~permitted tree Rremoval Ppermits-not Aassociated with non-Ddevelopment:

(1) For replacement of significant trees, ~~O~~one twenty-four-inch box replacement tree shall be required for each ten-inch increment of the diameter of the existing tree, or portion thereof, for significant trees. For example:

i. One twenty-four inch box replacement tree shall be required for each tree removed with a diameter up to ten inches. ; sSpecifically, a significant tree with a diameter of up to ten inches requires one replacement tree;

Two twenty-four inch box replacement trees shall be required for a tree with each tree removed with a diameter between eleven and twenty inches-requires two replacement trees.;

ii.

iii. Three twenty-four inch box replacement trees shall be required for each a tree with a diameter between twenty-one and thirty inches-requires three replacement trees and so forth.

iv. Four twenty-four inch box replacement trees shall be required for each tree with a diameter between exceeding-thirty-one and forty inches; and so forth.

(2) For replacement of mature oak trees, mature native species trees, and heritage trees two twenty-four-inch box native species replacement trees shall be required for each ten-inch increment of the diameter of the existing tree, or portion thereof. For example:

i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter up to ten inches.

ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter between eleven and twenty inches.

iii. Six twenty-four inch box native species replacement trees shall be required for each tree with a diameter between twenty-one and thirty inches.

iv. Eight twenty-four inch box native species replacement trees shall be required for each tree with a diameter between thirty-one and forty inches; and so forth.

(b) Listed below are the replacement tree requirements for permitted Tree Removals Associated with Development:

(1) For replacement of significant trees, one twenty-four-inch box replacement tree shall be required for each six-inch increment of the diameter of the existing tree, or portion thereof. For example:

i. One twenty-four inch box replacement tree shall be required for each tree removed with a diameter up to six inches.

ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a diameter between seven and twelve inches.

iii. Three twenty-four inch box replacement trees shall be required for each tree with a diameter between thirteen and eighteen inches.

iv. Four twenty-four inch box replacement trees shall be required for each tree with a diameter between nineteen and twenty-four inches; and so forth.

(2) For replacement of mature oak trees, mature native species trees, and heritage trees, two twenty-four-inch box native species replacement trees shall be required

for each six-inch increment of the diameter of the existing tree, or portion thereof.
For example:

- i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter up to six inches.
- ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a diameter between seven and twelve inches.
- iii. Six twenty-four inch box native species replacement trees shall be required for each tree with a diameter between thirteen and eighteen inches.
- iv. Eight twenty-four inch box native species replacement trees shall be required for each tree with a diameter between nineteen and twenty-four inches; and so forth.

34.8 Appeals of tTree tTrimming or rRemoval pPermit dDecisions.

(a) Appealing Ttree removal permit applications associated with development: Tree removal decisions associated with development are advisory to the planning review authority as a condition of approval of development and are not appealable. An applicant may appeal any development decision and its conditions of approval pursuant to the appeal process set forth in the zoning code.

(1) Appealing a tree removal decision associated with Development:

Recommendations and conditions of approval for tree removals by the director or commission associated with Development are advisory to the Planning Review Authority. Therefore, tree removal appeals associated with Development shall follow the appeal process in the city zoning code.

1. —Appealing Ttree removal permit applications not associated with development:
For tree removal permit applications associated with non Development:

(2)(b) The applicant or any interested party may appeal the decision of the director to the ~~natural resources~~ commission by filing an appeal in writing submitted to the ~~secretary of the~~ commission ~~staff liaison~~ within fifteen ~~calendar~~ days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within fifteen ~~calendar~~ days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal. (~~Ord. No. 1991, § 16; Ord. No. 2126, § 8.~~)

- (c) If a tree removal is granted for a tree on the basis of imminent threat to life ofr property, the decision will be considered final and is not appealable.
- (d) For appealing decisions related to tree trimming: The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in writing submitted to the commission staff liaison within fifteen calendar days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within fifteen calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.
- (e) The applicant shall be responsible for all actual costs, including staff time, associated with any appeals.

34.9 Exemptions.

- (a) No permit is required for the removal or trimming or pruning of a tree damaged by a storm, fire, or other natural disaster which has beenand determined to be dangerous by the ~~public works~~ director, police chief, fire chief, or code enforcement officer.
- (b) No permit is required when the fire department has deemed the removal of the tree(s) is critical to providing an effective firebreak.
- (c) Public utility companies required to remove or trim protected trees, upon submittal of a letter to the ~~public works~~ director or their designee outlining the specific trees along with reasons for removal or trimming, shall be exempt from the provisions of this chapter.
- (d) The city and its contractors will not be required to obtain permits, but shall otherwise comply with this chapter.
- (e) No permit is required for the removal or trimming or pruning of hedgesshrubs, other than protected shrubs. (~~Ord. No. 1991, § 17; Ord. No. 2126, § 9.~~)

34.10 Obstruction.

- (a) It is unlawful for any person, firm or corporation owning, leasing, occupying, having charge or control of any lot or premises in the city, to keep or maintain thereon any tree, shrub or plant, or portion thereof, that interferes with or obstructs the free passage of pedestrians along or upon adjacent public sidewalks or of vehicles along or upon adjacent public rights-of-way.
- (b) Every fence, sign, wall, hedge, tree, shrub or planting located within seventy-five feet of the point of intersection of the centerlines of streets or within seventy-five feet of the point of intersection of the centerline of a street and a railroad right-of-way, that is more than thirty-six inches in height measured from the nearest adjacent public street level and that, in the opinion of the director constitutes an obstruction to the clear view of motorists on the streets is declared to be a public nuisance; provided, however, that nothing in this section shall be deemed to apply to a wall, building or structure that has been or that may be constructed

under a permit issued by the building department of the city. (~~Ord. No. 1991, § 18; Ord. No. 2126, § 10.~~)

34.11 Maintenance of Trees on Public Property.

The public works department shall be responsible for the maintenance of trees on public property including but not limited to public rights-of-way and public parks. The public works department shall prepare and implement the annual work plan for the maintenance of trees on public property. The adjacent property owner or tenant is responsible for irrigation of parkway trees in accordance with chapter 31. (~~Ord. No. 2051, § 6.~~)

34.12 Penalties.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor, except, at the discretion of the city prosecutor, the violation may be reduced to an infraction. Persons violating any of the provisions of this chapter shall be subject to the following:

- (a) Penalties for any person who unintentionally violates the provisions of this chapter shall be as follows: the standard inspection fee; double the required tree removal or trimming permit fee; and planting double the number of replacement trees required pursuant to section 34.7-5.
- (b) Penalties for an intentional violation shall be as follows: the penalties described in subsection a of this section plus payment of a tree replacement fee in an amount up to, but not to exceed double the value of the destroyed, removed, or damaged tree. The city arborist shall determine the value of the destroyed, removed, or damaged tree by using the most recent edition of the ~~International Society of Arboriculture (ISA)~~ Guide for Plant Appraisal.
- (c) Penalties for an intentional violation in connection with development or anticipated future development on the property shall be as follows: the penalties described in subsections (a) and (b) plus the city manager may refer the violation to the city prosecutor for criminal charges. The city manager may also refer the violation to the planning commission for public hearing. The burden of proof shall be on the city to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The planning commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period up to five years from the date of the violation for the property upon which the violation occurred.

In determining whether a building permit may be issued with regard to the aforementioned prohibition, the planning commission shall consider whether the tree violation appears to be in furtherance of a development, as evidenced in the extent of tree damage, removal, damage to the root system, and/or excessive trimming of trees within the buildable area of a property; oral or written admissions or repeated actions taken in spite of prior warnings; notices of violations; and the number and size of the damaged and/or removed trees.

Intentional violations in the context of development or anticipated development of property shall require the planning commission to determine whether restitution trees are to be planted on the property on which the violation occurred, public land with costs paid to the city for tree selection, planting and maintenance, or a combination of both. The restitution trees shall be subject to a survival guarantee pursuant to section 34.7(b)(6) and (7).

For purposes of this section, the violation shall be presumed to have occurred on the date the city has actual knowledge of the violation, and the violator shall have the burden of proving an earlier commencement date, if entitlement to an earlier date is claimed.

Notwithstanding the aforementioned prohibition, building or construction-related permits may be issued if in the opinion of the director of planning and building, they are necessary for the preservation of public health, safety or welfare.

Payment of any penalty and planting of replacement trees shall occur within sixty calendar days of the date the violator was directed to take such action, except the ~~public works~~ director shall have discretion to grant an extension for replacement tree planting upon the violator's showing of good cause. If the violator does not complete planting of replacement trees within the allotted time, the ~~public works~~ director may procure and plant the requisite replacement trees, and the violator shall be responsible for reimbursing the city for such additional costs within thirty calendar days of the city's issuance of a billing statement.

If the costs are not recovered by the city in sixty calendar days, the city manager can instruct that the outstanding obligation be collected in any of the following manners:

- (1) A civil action in the name of the city, in any court of competent jurisdiction; or
- (2) Use of a debt collection agency; or
- (3) A lien on the subject property.

~~(e)~~(d) All penalties and additional costs related to a tree violation must be paid to the city prior to its issuance of building or construction-related permits unless, in the opinion of the director of planning and building, such permits are necessary for the preservation of public health, safety or welfare. (~~Ord. No. 2126, § 11; Ord. No. 2237, § 4, 2012.~~)



City Council Agenda Report

ITEM NO. 23

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: David Bergman, Interim Planning Director *DB*
Kahono Oei, Interim Public Works Director *for DB*
Craig Koehler, Finance Director

SUBJECT: **Adoption of an Urgency Ordinance Creating a Sidewalk Vending Permitting Program to Comply with Senate Bill No. 946**

Recommendation Action

It is recommended that the City Council introduce and adopt an Urgency Ordinance entitled “An Ordinance of the City Council of the City of South Pasadena Amending Section 19.49-1 (“Mobile Food Vending”) of Article 1 (“In General”) of Chapter 19 (“Motor Vehicles and Traffic”) of the South Pasadena Municipal Code to Exclude Self-Propelled Vehicles from the Definition of Vending Vehicle, Amending Section 21.16 (“Sales”) of Chapter 21 (“Parks”) to Require Sidewalk Vending Permits for Sales in Parks, and Adding Article VII (“Sidewalk Vending Permit”) of Chapter 18 (“Business, Professions and Trades”) Creating a Permitting Program to Regulate Sidewalk Vendors”

Commission Review and Recommendation

Due to the fact that the sidewalk vending regulations and permit requirements must be in place prior to January 1, 2019, the Urgency Ordinance was not reviewed by a Commission.

Executive Summary

Senate Bill (SB) No. 946, effective January 1, 2019, establishes a new framework for regulating sidewalk vending on public property. Some of the bill’s provisions conflict with various provisions of South Pasadena’s municipal code. The Ordinance under consideration would allow the City to create a permitting process to impose its own regulations, not in conflict with State law, to promote the health, safety, and welfare of its residents. Because it must go into effect prior to January 1, 2019, the Ordinance is proposed as an Urgency Ordinance authorized by Government Code Section 36937(b), and requiring a four-fifths (4/5) City Council vote.

Discussion/Analysis

A “sidewalk vendor” is someone who sells food, beverages, or merchandise from non-motorized conveyances or from his or her person on the public sidewalk or other pedestrian path. A non-motorized conveyance includes a pushcart, stand, display, pedal-driven cart, wagon, showcase, and rack. A sidewalk vendor may be stationary, operating from a fixed location, or roaming.

Ordinance Adopting Sidewalk Vending Permitting Program

December 5, 2018

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SB 946 lists a number of impermissible regulations. First, the City is prevented from requiring a sidewalk vendor to operate within specific parts of the sidewalk of public pedestrian path. However, the City may prohibit sidewalk vendors near certified farmers' markets, swap meets, or areas subject to a temporary special permit. Second, the City may not prohibit a sidewalk vendor from selling food or merchandise from the sidewalks or public pedestrian paths in a City park, except where the City has contracted with a concessionaire for the exclusive sale of food or merchandise. Third, the City may not require a sidewalk vendor to obtain the consent or approval of any nongovernmental entity or person before selling food or merchandise. Fourth, the City may not restrict sidewalk vending to a designated neighborhood or other area, although the City may prohibit a stationary sidewalk vendor from operating in an exclusively residential zone. Lastly, the City may not restrict the number of sidewalk vendors permitted in the City.

Notwithstanding these five prohibitions, the City may impose additional regulations if they directly relate to objective health, safety, or welfare concerns. The City may also regulate the time, place, and manner of sidewalk vending, including, but not limited to, any of the following:

- Restricting the hours of operation;
- Requiring maintenance of sanitary conditions;
- Complying disability access standards;
- Obtaining a use permit and/or business license;
- Possessing a valid California seller's permit for sales tax compliance;
- Requiring additional licenses from other state or local agencies as required by law;
- Requiring compliance with other generally applicable laws; and
- Providing information on vendor operations.

Sidewalk Vending Ordinance Amendment

The proposed City Council Urgency Ordinance incorporates the permissible regulations listed above, including the following:

- (1) prohibiting stationary sidewalk vending in residential areas,
- (2) limiting roaming sidewalk vendors within residential areas to the hours of 9:00 a.m. through 5:00 pm.,
- (3) prohibiting sidewalk vending within 500 feet of a permitted certified farmers' market, permitted swap meet, or any area subject to a temporary use permit for the duration of the permit, among others, and
- (4) requiring sidewalk vendors to maintain a distance of at least 50 feet from other sidewalk vendors.

The Ordinance also creates a detailed permitting process requiring applicants to:

- (1) provide personal identification,
- (2) list the items they intend to sell,
- (3) undergo criminal background checks,
- (4) submit evidence of health permits and seller's permits, as required, and
- (5) obtain a city business license.

Ordinance Adopting Sidewalk Vending Permitting Program

December 5, 2018

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In addition, the Ordinance imposes a number of regulations on health, safety, and welfare grounds, including:

- (1) requiring sidewalk vendors of food or beverages to wear a hairnet and food service gloves,
- (2) preventing sidewalk vendors from emitting loud, unnecessary or unusual noises,
- (3) prohibiting sidewalk vendors from leaving their equipment within the public right-of-way from 10:00 p.m. to 8:00 p.m.,
- (4) requiring sidewalk vendors to display their vending permits, and
- (5) preventing sidewalk vending on public sidewalks/pedestrian paths with a slope greater than five percent.

The Ordinance charges the Department of Public Works with administering and enforcing the City's sidewalk vending permitting program. Operating without a permit or in violation of a permit is punishable by an administrative citation set by a graduated schedule of fines set at the maximum levels allowed by state law. A sidewalk vendor unable to pay a fine may request an ability-to-pay determination under SB 946, which may result in a reduction of the fine amount to up to 20 percent of the total.

This Urgency Ordinance amends the definition of "Vending Vehicle" to exclude the term "self-propelled." The amendment clarifies that the regulations governing "vending vehicles" under Section 19.49.1 are limited to motorized vehicles, like food trucks, and do not apply to self-propelled vehicles subject to the sidewalk vending permit program.

The Urgency Ordinance also amends Section 21.16 "Sales" of Chapter 21 "Parks" to clarify vending on sidewalks or paths within parks would require written consent of the city manager or a sidewalk vending permit.

The City intends to adopt this Ordinance before SB 946 takes effect on January 1, 2019. An Urgency Ordinance, adopted by a 4/5th vote under Government Code Section 36937(b) takes effect upon adoption.

Alternatives Considered

The City Council may choose not to adopt an ordinance regulating sidewalk vending and be subject to state law on the matter, without local control.

Next Steps

1. If adopted, the Ordinance will be implemented in cooperation with the Finance Department, which normally processes business licenses, and the Public Works Department, as the Public Works Director will issue the permit as it impacts the use of the public right of way (sidewalks).
2. If the Ordinance is approved, staff will bring back a resolution at the December 19, 2018 City Council meeting to establish a permit fee.

Background

On September 17, 2018, Governor Brown signed Senate Bill No. 946 to decriminalize sidewalk vending, prohibit local bans, and provide a guideline regarding permissible regulations. The Legislature concluded this bill was necessary for two reasons concerning immigration. First, immigrant rights activists oppose local laws banning sidewalk vending, claiming such laws unfairly target the poor and immigrants. SB 946's author, Senator Ricardo Lara, cited these concerns as a motivation for his bill. Second, Proponents of SB 946 argued the criminalization of sidewalk vending makes undocumented immigrants vulnerable to deportation, citing an undocumented immigrant and mother of four detained by ICE after she was cited for multiple violations of Rancho Cucamonga's sidewalk vending ban. In response to these concerns, and in particular to the experiences of sidewalk vendors in the City of Los Angeles, which has an estimated 50,000 persons working in this field, the Legislature adopted SB 946. The bill prohibits cities from criminalizing sidewalk vending and allows cities to adopt reasonable regulations, within defined limits, on sidewalk vending. Staff prepared the attached ordinance to enact a permitting system for the City to regulate sidewalk vending.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Department of Public Works' current budget is sufficient to absorb the anticipated cost of administering and enforcing the Ordinance's proposed sidewalk vending program. Permit fees, to be set by the City Council by resolution, which can be set at a level sufficient to recover the City's costs from processing and providing permits, will help offset the cost of this program. Staff will bring back a proposed resolution to establish a permit fee if the Ordinance is approved by the City Council.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15061(b)(3) and Section 15378(b)(5). Staff recommends that the City Council finds that there is no possibility the adoption of this sidewalk vending ordinance and the amendments to its peddling ordinance will have a significant effect on the environment.

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. Urgency Ordinance (redlined)
2. Urgency Ordinance (final for adoption)

ATTACHMENT 1
Urgency Ordinance (redlined)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING SECTION 19.49-1 (“MOBILE FOOD VENDING”) OF ARTICLE 1 (“IN GENERAL”) OF CHAPTER 19 (“MOTOR VEHICLES AND TRAFFIC”) TO EXCLUDE SELF-PROPELLED VEHICLES FROM THE DEFINITION OF VENDING VEHICLE, AMENDING SECTION 21.16 (“SALES”) OF CHAPTER 21 (“PARKS”) TO REQUIRE SIDEWALK VENDING PERMITS FOR SALES IN PARKS, AND ADDING ARTICLE VII (“SIDEWALK VENDING PERMIT”) OF CHAPTER 18 (“BUSINESS, PROFESSIONS AND TRADES”) CREATING A PERMITTING PROGRAM TO REGULATE SIDEWALK VENDORS

WHEREAS, on September 17, 2018, Governor Brown signed Senate Bill No. 946 (“SB 946”), adding sections 51036–51039 to the Government Code; and

WHEREAS, SB 946 decriminalizes sidewalk vending and limits local regulations to those expressly provided for in the bill or are otherwise “directly related to objective health, safety, or welfare concerns”; and

WHEREAS, SB 946 only applies to sidewalk vending in public rights-of-way, and private rights-of-way are still subject to private and local control; and

WHEREAS, although South Pasadena Municipal Code does not regulate “sidewalk vendors”, as that term is defined in SB 946, it does regulate “mobile food vendors” (SPMC 19.49-1), which may include sidewalk vendors; and

WHEREAS, the City desires to adopt a sidewalk vending ordinance and make other necessary amendments to the South Pasadena Municipal Code to ensure compliance with state law, before SB 946 takes effect on January 1, 2019; and

WHEREAS, it is in the interest of the public peace, health, and safety of the City’s residents to regulate sidewalk vending to ensure compliance with the City’s permitting process; and

WHEREAS, Government Code Section 36937(b) authorizes the adoption of ordinances that take effect immediately for the purpose of preserving the public peace, health or safety, provided such ordinances are approved by four-fifths (4/5) vote of the City Council.

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby determines that the foregoing findings are true and correct, and it incorporates them herein by reference.

SECTION 2. Sub-section (b) (“Definitions”) of Section 19.49-1 (“Mobile Food Vending”) of Article 1 (“In General”) of Chapter 19 (“Motor Vehicles and Traffic”) is amended to read as follows:

“(b) Definitions. For purposes of this chapter, the following words or phrases shall have the following meanings:

- (1) Food or Food Products. Any type of edible substance or beverage.
- (2) Mobile Food Vendor. A person who operates or assists in the operation of a vending vehicle.
- (3) Vend or Vending. To sell, offer for sale, display, barter, exchange, or otherwise give food or food products from a vending vehicle.
- (4) Vendor. A person who vends, including an employee or agent of a vendor.
- (5) Vending Vehicle. Any ~~self-propelled~~, motorized device or vehicle by which any person or property may be propelled or moved upon a highway from which food or food products are sold, offered for sale, displayed, bartered, exchanged or otherwise given, excepting a device moved exclusively by human power, or which may be drawn or towed by a self-propelled, motorized vehicle.”

SECTION 3. Section 21.16 (“Sales”) of Chapter 21 (“Parks”) is amended to read as follows:

“No person shall sell or offer for sale any food, merchandise, article, or thing whatsoever in any park without the written consent of the city manager or a sidewalk vending permit issued under Article VII of Chapter 18 of this Code.”

SECTION 3. Article VII (“Sidewalk Vending Permit”) of Chapter 18 (“Business, Professions and Trades”) is added to read as follows:

“ARTICLE VII. SIDEWALK VENDING PERMIT”

18.120 Definitions.

As used in this chapter the following meanings shall apply:

(a) “Food” means any type of edible substance or beverage.

(b) “Roaming sidewalk vendor” means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

(c) "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other paved public pedestrian path.

(d) "Stationary sidewalk vendor" means a sidewalk vendor who vends from a fixed location.

18.121. Sidewalk Vending Permits

(a) Only sidewalk vendors with valid sidewalk vending permits issued by the public works director may vend upon the city's public sidewalk or other paved public pedestrian path.

(b) A sidewalk vending permit shall be valid for a period of one year from the date of issuance, unless sooner revoked or abandoned as set forth in this article.

(c) To apply for a sidewalk vending permit or a renewal of a sidewalk vending permit, the applicant must provide:

(1) A completed application form containing:

(A) Their name and mailing address;

(B) Description of the food or merchandise offered for sale or exchange;

(C) If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal and any owners of the company, partnership, or corporation; and

(D) Certification that the information is true to his or her knowledge and belief.

(2) A copy of a California's driver's license or identification number, an individual taxpayer identification number, or a social security number. Such information is not a public record and will remain confidential as required by Government Code Section 51038(c)(4).

(3) A copy of a valid California Department of Tax and Fee Administration seller's permit, as required.

(4) A copy of a valid Mobile Food Permit issued by the Los Angeles County Department of Public Health, as required.

(d) To ensure the safety of residents and the merchantability of products sold by vendors without a fixed place of business, the city requires all sidewalk vending applicants to undergo a fingerprinting background check and to submit the results to the city as an attachment to their application.

(e) The sidewalk vending permit application shall require the applicant to agree, in writing, to comply with all the provisions of this chapter and all applicable provisions of the South Pasadena Municipal Code.

18.122. General Regulations

(a) To maintain accessibility standards for the city's disabled residents, every sidewalk vendor operating on any sidewalk or public paved pedestrian path must ensure that no obstruction is placed in the sidewalk or public paved pedestrian path that would reduce the width of the sidewalk to less than forty-eight (48) inches, exclusive of the top of the curb.

(b) To prevent food-borne illness and protect the health and safety of the city's residents, every sidewalk vendor selling any food or beverage is required to wear a hairnet and food service gloves.

(c) To prevent dangerous distractions and promote the general welfare of the city's residents, sidewalk vendors emitting any loud, unnecessary and unusual noises must comply with Chapter 19A.25.010 of this Code.

(d) A sidewalk vending permit does not provide an exclusive right to operate within any specific portion of the public sidewalk of paved pedestrian path.

(e) No equipment or objects used for sidewalk vending purposes may be left or maintained in public spaces or in any portion of the public right-of-way from 10:00 p.m. to 8:00 a.m. Any equipment or objects left overnight in public spaces or in any portion of the public right-of-way will be considered discarded and may be seized or disposed of by the city.

(f) To facilitate the enforcement of this chapter, every sidewalk vendor must display their city-issued sidewalk vending permit on the street-side portion of their pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance when operating in the public sidewalk or paved pedestrian path.

(g) To prevent unintended rolling or slipping, a sidewalk vendor is prohibited from operating a pushcart, pedal-driven cart, wagon, or other non-motorized conveyance on a public sidewalk or paved pedestrian path with a slope greater than five percent.

(h) No sidewalk vender shall obstruct access to or from any business, entrance, public water fountain or other public facility, adjacent to the public sidewalk or paved pedestrian path.

18.123. Specific Regulations

(a) Sidewalk vending hours' limitations in areas zoned for nonresidential use will be as restrictive as any limitations on hours of operation imposed on other businesses or uses on the same street, excluding those permitted to operate 24 hours.

(b) Sidewalk vending is limited to the hours of 9:00 a.m. through 5:00 p.m. for areas that are exclusively residential.

(c) Stationary sidewalk vendors are prohibited from operating in areas that are exclusively residential.

(d) A stationary sidewalk vendor is prohibited from operating in a city park if the city has entered into exclusive agreements for the sale of food or merchandise by one or more concessionaires for that city park.

(e) A sidewalk vendor is prohibited from operating within five-hundred (500) feet of a permitted certified farmers' market, a permitted swap meet, or any area subject to a temporary use permit for the duration of the permit.

(f) A sidewalk vendor shall maintain a distance of 50 feet from any other sidewalk vendor.

18.124. Violation— Administrative Citation

(a) Every person vending without a sidewalk vending permit is guilty of a violation punishable by an administrative citation pursuant to the procedures set forth in Chapter 1A in an amount not to exceed:

(1) Two hundred fifty dollars (\$250.00) for a first violation; and

(2) Five hundred dollars (\$500.00) for a second violation within one year of the first violation; and

(3) One thousand dollars (\$1,000.00) for each additional violation within one year of the first violation.

(b) Every person violating any other provision of this chapter is guilty of a code violation punishable by an administrative citation not to exceed:

(1) One hundred dollars (\$100.00) for a first violation; or

(2) Two hundred dollars (\$200.00) for a second violation within one year of the first violation; or

(3) Five hundred dollars (\$500.00) for each additional violation within one year of the first violation.

(4) The public works director may rescind a sidewalk vendor permit for the remaining term of the permit upon a fourth or subsequent violation of this chapter.

(c) Failure to pay an administrative fine is not punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized

will not be assessed. However, the city may levy a lien on the violator's real or personal property, including the vehicle used for vending purposes.

(d) A violation of this article constitutes a separate and distinct violation for each day that it exists and each such violation may be subject to the maximum fine permitted under this chapter.

18.125. Ability-to-Pay Determination

(a) In addition to the applicable procedures set forth in Chapter 1A, any fine issued under Section 18.124 will be accompanied with a notice of and instruction regarding the right to request an ability-to-pay determination.

(b) If the requestor is receiving public benefits under Government Code Section 68632(a), or has a monthly income which is 125 percent or less than the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, the public works director will limit the total amount of the requestor's administrative fine to 20 percent of the total."

SECTION 4. CEQA Finding. The City Council hereby finds and determines that there is no possibility the adoption of a sidewalk vending ordinance and the amendment to its peddling ordinance will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of South Pasadena hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions were to be declared invalid or unconstitutional.

SECTION 6. Effective Date. Upon adoption of this Urgency Ordinance by no less than four-fifths (4/5) vote of the Council, the Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in newspaper of general circulation within fifteen (15) days after its adoption. This Urgency Ordinance shall become effective immediately upon its adoption.

SECTION 7. Certification by Clerk. The Clerk of the Council shall certify the adoption of this ordinance and shall cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED this _____ day of December, 2018.

Richard D. Schneider, Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____
Evelyn Zneimer, City Clerk
(Seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the ___ day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn Zneimer, City Clerk
(seal)

ATTACHMENT 2
Urgency Ordinance (final for adoption)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING SECTION 19.49-1 (“MOBILE FOOD VENDING”) OF ARTICLE 1 (“IN GENERAL”) OF CHAPTER 19 (“MOTOR VEHICLES AND TRAFFIC”) TO EXCLUDE SELF-PROPELLED VEHICLES FROM THE DEFINITION OF VENDING VEHICLE, AMENDING SECTION 21.16 (“SALES”) OF CHAPTER 21 (“PARKS”) TO REQUIRE SIDEWALK VENDING PERMITS FOR SALES IN PARKS, AND ADDING ARTICLE VII (“SIDEWALK VENDING PERMIT”) OF CHAPTER 18 (“BUSINESS, PROFESSIONS AND TRADES”) CREATING A PERMITTING PROGRAM TO REGULATE SIDEWALK VENDORS

WHEREAS, on September 17, 2018, Governor Brown signed Senate Bill No. 946 (“SB 946”), adding sections 51036–51039 to the Government Code; and

WHEREAS, SB 946 decriminalizes sidewalk vending and limits local regulations to those expressly provided for in the bill or are otherwise “directly related to objective health, safety, or welfare concerns”; and

WHEREAS, SB 946 only applies to sidewalk vending in public rights-of-way, and private rights-of-way are still subject to private and local control; and

WHEREAS, although South Pasadena Municipal Code does not regulate “sidewalk vendors”, as that term is defined in SB 946, it does regulate “mobile food vendors” (SPMC 19.49-1), which may include sidewalk vendors; and

WHEREAS, the City desires to adopt a sidewalk vending ordinance and make other necessary amendments to the South Pasadena Municipal Code to ensure compliance with state law, before SB 946 takes effect on January 1, 2019; and

WHEREAS, it is in the interest of the public peace, health, and safety of the City’s residents to regulate sidewalk vending to ensure compliance with the City’s permitting process; and

WHEREAS, Government Code Section 36937(b) authorizes the adoption of ordinances that take effect immediately for the purpose of preserving the public peace, health or safety, provided such ordinances are approved by four-fifths (4/5) vote of the City Council.

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby determines that the foregoing findings are true and correct, and it incorporates them herein by reference.

SECTION 2. Sub-section (b) (“Definitions”) of Section 19.49-1 (“Mobile Food Vending”) of Article 1 (“In General”) of Chapter 19 (“Motor Vehicles and Traffic”) is amended to read as follows:

“(b) Definitions. For purposes of this chapter, the following words or phrases shall have the following meanings:

- (1) Food or Food Products. Any type of edible substance or beverage.
- (2) Mobile Food Vendor. A person who operates or assists in the operation of a vending vehicle.
- (3) Vend or Vending. To sell, offer for sale, display, barter, exchange, or otherwise give food or food products from a vending vehicle.
- (4) Vendor. A person who vends, including an employee or agent of a vendor.
- (5) Vending Vehicle. Any motorized device or vehicle by which any person or property may be propelled or moved upon a highway from which food or food products are sold, offered for sale, displayed, bartered, exchanged or otherwise given, excepting a device moved exclusively by human power, or which may be drawn or towed by a self-propelled, motorized vehicle.”

SECTION 3. Section 21.16 (“Sales”) of Chapter 21 (“Parks”) is amended to read as follows:

“No person shall sell or offer for sale any food, merchandise, article, or thing whatsoever in any park without the written consent of the city manager or a sidewalk vending permit issued under Article VII of Chapter 18 of this Code.”

SECTION 3. Article VII (“Sidewalk Vending Permit”) of Chapter 18 (“Business, Professions and Trades”) is added to read as follows:

“ARTICLE VII. SIDEWALK VENDING PERMIT”

18.120 Definitions.

As used in this chapter the following meanings shall apply:

- (a) “Food” means any type of edible substance or beverage.
- (b) “Roaming sidewalk vendor” means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

(c) "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other paved public pedestrian path.

(d) "Stationary sidewalk vendor" means a sidewalk vendor who vends from a fixed location.

18.121. Sidewalk Vending Permits

(a) Only sidewalk vendors with valid sidewalk vending permits issued by the public works director may vend upon the city's public sidewalk or other paved public pedestrian path.

(b) A sidewalk vending permit shall be valid for a period of one year from the date of issuance, unless sooner revoked or abandoned as set forth in this article.

(c) To apply for a sidewalk vending permit or a renewal of a sidewalk vending permit, the applicant must provide:

(1) A completed application form containing:

(A) Their name and mailing address;

(B) Description of the food or merchandise offered for sale or exchange;

(C) If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal and any owners of the company, partnership, or corporation; and

(D) Certification that the information is true to his or her knowledge and belief.

(2) A copy of a California's driver's license or identification number, an individual taxpayer identification number, or a social security number. Such information is not a public record and will remain confidential as required by Government Code Section 51038(c)(4).

(3) A copy of a valid California Department of Tax and Fee Administration seller's permit, as required.

(4) A copy of a valid Mobile Food Permit issued by the Los Angeles County Department of Public Health, as required.

(d) To ensure the safety of residents and the merchantability of products sold by vendors without a fixed place of business, the city requires all sidewalk vending applicants to undergo a fingerprinting background check and to submit the results to the city as an attachment to their application.

(e) The sidewalk vending permit application shall require the applicant to agree, in writing, to comply with all the provisions of this chapter and all applicable provisions of the South Pasadena Municipal Code.

18.122. General Regulations

(a) To maintain accessibility standards for the city's disabled residents, every sidewalk vendor operating on any sidewalk or public paved pedestrian path must ensure that no obstruction is placed in the sidewalk or public paved pedestrian path that would reduce the width of the sidewalk to less than forty-eight (48) inches, exclusive of the top of the curb.

(b) To prevent food-borne illness and protect the health and safety of the city's residents, every sidewalk vendor selling any food or beverage is required to wear a hairnet and food service gloves.

(c) To prevent dangerous distractions and promote the general welfare of the city's residents, sidewalk vendors emitting any loud, unnecessary and unusual noises must comply with Chapter 19A.25.010 of this Code.

(d) A sidewalk vending permit does not provide an exclusive right to operate within any specific portion of the public sidewalk or paved pedestrian path.

(e) No equipment or objects used for sidewalk vending purposes may be left or maintained in public spaces or in any portion of the public right-of-way from 10:00 p.m. to 8:00 a.m. Any equipment or objects left overnight in public spaces or in any portion of the public right-of-way will be considered discarded and may be seized or disposed of by the city.

(f) To facilitate the enforcement of this chapter, every sidewalk vendor must display their city-issued sidewalk vending permit on the street-side portion of their pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance when operating in the public sidewalk or paved pedestrian path.

(g) To prevent unintended rolling or slipping, a sidewalk vendor is prohibited from operating a pushcart, pedal-driven cart, wagon, or other non-motorized conveyance on a public sidewalk or paved pedestrian path with a slope greater than five percent.

(h) No sidewalk vendor shall obstruct access to or from any business, entrance, public water fountain or other public facility, adjacent to the public sidewalk or paved pedestrian path.

18.123. Specific Regulations

(a) Sidewalk vending hours' limitations in areas zoned for nonresidential use will be as restrictive as any limitations on hours of operation imposed on other businesses or uses on the same street, excluding those permitted to operate 24 hours.

(b) Sidewalk vending is limited to the hours of 9:00 a.m. through 5:00 p.m. for areas that are exclusively residential.

(c) Stationary sidewalk vendors are prohibited from operating in areas that are exclusively residential.

(d) A stationary sidewalk vendor is prohibited from operating in a city park if the city has entered into exclusive agreements for the sale of food or merchandise by one or more concessionaires for that city park.

(e) A sidewalk vendor is prohibited from operating within five-hundred (500) feet of a permitted certified farmers' market, a permitted swap meet, or any area subject to a temporary use permit for the duration of the permit.

(f) A sidewalk vendor shall maintain a distance of 50 feet from any other sidewalk vendor.

18.124. Violation— Administrative Citation

(a) Every person vending without a sidewalk vending permit is guilty of a violation punishable by an administrative citation pursuant to the procedures set forth in Chapter 1A in an amount not to exceed:

(1) Two hundred fifty dollars (\$250.00) for a first violation; and

(2) Five hundred dollars (\$500.00) for a second violation within one year of the first violation; and

(3) One thousand dollars (\$1,000.00) for each additional violation within one year of the first violation.

(b) Every person violating any other provision of this chapter is guilty of a code violation punishable by an administrative citation not to exceed:

(1) One hundred dollars (\$100.00) for a first violation; or

(2) Two hundred dollars (\$200.00) for a second violation within one year of the first violation; or

(3) Five hundred dollars (\$500.00) for each additional violation within one year of the first violation.

(4) The public works director may rescind a sidewalk vendor permit for the remaining term of the permit upon a fourth or subsequent violation of this chapter.

(c) Failure to pay an administrative fine is not punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized

will not be assessed. However, the city may levy a lien on the violator's real or personal property, including the vehicle used for vending purposes.

(d) A violation of this article constitutes a separate and distinct violation for each day that it exists and each such violation may be subject to the maximum fine permitted under this chapter.

18.125. Ability-to-Pay Determination

(a) In addition to the applicable procedures set forth in Chapter 1A, any fine issued under Section 18.124 will be accompanied with a notice of and instruction regarding the right to request an ability-to-pay determination.

(b) If the requestor is receiving public benefits under Government Code Section 68632(a), or has a monthly income which is 125 percent or less than the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, the public works director will limit the total amount of the requestor's administrative fine to 20 percent of the total."

SECTION 4. CEQA Finding. The City Council hereby finds and determines that there is no possibility the adoption of a sidewalk vending ordinance and the amendment to its peddling ordinance will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of South Pasadena hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions were to be declared invalid or unconstitutional.

SECTION 6. Effective Date. Upon adoption of this Urgency Ordinance by no less than four-fifths (4/5) vote of the Council, the Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in newspaper of general circulation within fifteen (15) days after its adoption. This Urgency Ordinance shall become effective immediately upon its adoption.

SECTION 7. Certification by Clerk. The Clerk of the Council shall certify the adoption of this ordinance and shall cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED this _____ day of December, 2018.

Richard D. Schneider, Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____
Evelyn Zneimer, City Clerk
(Seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the ___ day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 24

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager *JD*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager *LD*

SUBJECT: **Consideration of a Rental Housing Inspection Program**

Recommendation Action

It is recommended that the City Council review the concept of a rental housing inspection program for multi-family buildings of three units or more and direct staff to:

- 1) Conduct community and stakeholder outreach on the draft concept, and;
- 2) Following community outreach, develop an ordinance for City Council consideration.

Commission Review and Recommendation

This matter has not been reviewed by a Commission.

Executive Summary

Inspection of rental units is a tool used by many cities to maintain housing standards and preserve rental housing. Inspections ensure the safety, quality, and maintenance of the City's multi-family housing stock. Similar programs in other cities have been effective in identifying multi-family properties that suffer from neglected maintenance and safety issues. Staff is presenting a draft concept for a new program for the inspection of multi-family buildings of three or more units and is requesting direction from Council to proceed with community outreach prior to drafting an ordinance for review.

Discussion/Analysis

Approximately 50% of the housing stock in South Pasadena is multi-family dwelling units. Almost three-quarters of the housing stock in South Pasadena was built before 1970; almost one-third was built before 1940. Older housing stock tends to have more issues due to deferred maintenance, lack of ADA accessibility, inadequate electrical wiring, used of lead-based paint, asbestos, and other issues.

The inspections will identify the existence of substandard and unsanitary residential rental properties and create a mechanism by which the City can hold property owners liable for bringing the properties up to minimum Municipal and State Building, Housing Code and Health and Safety Standards.

In addition, the inspection of the rental unit should ensure that no modifications have been made to the rental unit without a building permit.

Program Overview:

All residential rental properties containing three or more units would be subject to the Program, to be inspected once every four years.

An inspector/code enforcement officer would do a visual inspection of the building as well as each unit for compliance with the Uniform Building Code and the Municipal Code in effect on the date of the inspection, with a follow-up inspection as needed after completion of any outstanding work or repairs. The inspection will cover a range of minimum safety standards including, but not limited to the following:

- Exterior (foundation, roof, cladding and exterior structure)
- Exits
- Stairways and Guardrails
- Fire Protection
- Lighting/Ventilation
- Heating Systems
- Windows, Floors, Walls, Ceilings, Doors
- Plumbing
- Electrical Equipment

Program Benefits:

Periodic and proactive inspection of rental housing offers several benefits to the City, its landlords, and its residents.

- Inspection of rental housing can help ensure that South Pasadena's rental housing stock is maintained and that residents living in rental housing live in healthy conditions.
- Inspection of rental housing can make landlords aware of poor conditions before they worsen, encouraging preventative maintenance that is more cost effective than deferred maintenance, and help landlords maintain their properties.
- Inspection of rental housing protects tenants that may fear complaining about the habitability of their rental housing and being evicted or having their rent increased consequently.
- Inspection of rental housing preserves neighborhood property values by preventing poorly maintained substandard housing;

Program Elements:

1. Mandatory registration- all rental properties subject to the program would be required to be registered via business license application. Currently, the City requires a business license for multi-family properties containing three (3) or more units. The registration

process will be included with the business license application. A database of all rental units in the City would be created through this process.

2. Inspection – Periodic inspection of the rental units, interior and exterior, would be scheduled every four (4) years to ensure habitability of the housing is maintained.
 - After inspection, property owners would be notified of any existing code violations and given a reasonable time for their correction.
 - Upon correction of all violations, a Certificate of Compliance is issued for the rental properties.
 - The rental unit must be maintained at a level consistent with the building codes of the period in which it was constructed. However, construction improvements must coincide with the current codes as adopted by the City.
 - Exemptions- any new development will be exempt for the first cycle, or 4 years. (Inspection already conducted at issuance of Certificate of Occupancy).
3. Enforcement - if a property is deemed in violation of habitability or housing quality standards, the Inspector would initiate enforcement actions, including but not limited to penalties and fees for non-compliance and re-inspection.

Minor violations typically consist of missing smoke and carbon dioxide detection devices. Major violations typically consist of building remodeling or additions without building permits.

- If there are no major violations at the time of the inspection, the next inspection would be four years from the date of issuance of a Rental Inspection Certificate of Compliance.
- If violations are found but all violations are completely and fully corrected within thirty days after issuance of the Notice of Correction the next inspection would be two years from the date of issuance of a Rental Inspection Certificate of Compliance.
- If major violations are found and the violations are not completely and fully corrected within 30 days, the next inspection would be one year from the issuance of a Rental Inspection Certificate of Compliance.

Housing Data

As stated in the City's Housing Element, adopted in 2014, approximately 50% of the housing stock in South Pasadena is multi-family dwellings. According to data obtained from the California Department of Finance, the City's housing stock increased from 10,349 to 11,155 between 1980 and 2017. According to the City's Housing Element, the City's housing falls into the following categories:

Rental Housing Inspection Program

December 5, 2018

Page 4 of 5

- 4,972 single family detached
- 1,400 two to four units
- 4,121 five or more units

Program Staffing:

The inspection of the estimated 5,500 multi-family rental units in the City on a four-year basis would require the inspection of 1,375 units on an annual basis. According to data analysis of the Quadrennial Inspection Program in the City of Pasadena, approximately a third of these units will require re-inspection due to major violations or approximately 450 units annually. Altogether, an estimated 1,825 units would be inspected annually and re-inspected.

This workload could be incorporated into the existing code enforcement officer program. Costs for the additional work would be recovered through the program fees.

Fees:

A new fee must be established to recover costs for the rental housing inspection program. The fee will be charged per unit per year and collected with the annual business license fees. On average, cities charge between \$15 and \$45 per unit.

Additionally, fees must be established for failed inspections, re-inspections, and missed appointments. These fees are between \$150 and \$500 in cities with similar programs.

Staff will continue to analyze the program costs to determine an appropriate fee structure through the comprehensive user fee study which will commence in January.

Community Outreach

Staff is proposing a series of community meetings to educate both landlords and tenants of the programs intent and benefits. Stakeholder meetings will include residents/tenants, Foothill Apartment Owner's Association, Housing Rights Center, property owners and property management companies/personnel.

Input received from public outreach process will help in the development of the rental housing inspection ordinance and the program content of the inspection program.

Ongoing education, outreach, and support for tenants and rental property owners, to include the development of brochures and literature in print and on the City's website detailing the program's intent and the owner's obligation; checklist on applicable housing code provisions and the habitability requirements that will be inspected.

Next Steps

With City Council approval of the program concept, staff will continue to further develop the program. Below is an anticipated timeline:

- Jan-March: Conduct community outreach
Staff would schedule a series of community meetings to gather input from residents and property owners to assist in formalizing the elements of the program.
- Feb-April: Establish fees
Staff would work with consultant to determine appropriate fees through the comprehensive fee study.
- May-June Develop ordinance
An ordinance would be approved by the City Council to establish the program.
- July, 2019 Implement Program
The new program would commence at the beginning of the fiscal year.

Alternatives

1. The rental housing inspection program could be expanded to include all rental housing units: single-family dwellings, duplexes, apartments, town homes, or condominiums, which are leased, rented or occupied by a person or persons other than the owner.
2. The Council may decide not to pursue a rental housing inspection program altogether.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact at this time. The concept of the program is being presented to the City Council for their consideration only. The proposed fees for the program have yet to be determined and will essentially cover the cost of the proposed program.

Public Notification of Agenda Item

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

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City Council Agenda Report

ITEM NO. 25

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager *JD*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager *LD*

SUBJECT: **Consideration of a Tenant Relocation Assistance Policy**

Recommendation Action

It is recommended that the City Council consider a draft concept for a tenant relocation assistance policy and direct staff to:

- 1) Conduct community and stakeholder outreach, and;
- 2) Develop an ordinance for City Council review.

Commission Review and Recommendation

This matter has not been reviewed by a Commission.

Executive Summary

The purpose of a tenant relocation assistance policy is to help mitigate the adverse health, safety and economic impacts experienced by residents of rental housing who are displaced from their residences due circumstances such as 1) demolition of a rental unit, 2) redevelopment of a rental unit, 3) conversion to a condominium unit or 4) change of use of from residential use to nonresidential use. The policy would require the property owner to provide relocation assistance to tenants impacted by these specific conditions.

Staff is presenting a draft concept for a relocation assistance policy and is requesting direction from Council to proceed with community outreach prior to drafting an ordinance for review.

Discussion/Analysis

Cities have adopted Tenant Relocation Assistance Ordinances intended to help lower income households with moving costs, deposits, and securing replacement housing. These ordinances require landlords to provide relocation assistance if eligible tenants in multi-family rental units have been displaced because of renovations, redevelopment, and similar activities.

Current Law: End of Tenancy

California law gives exact requirements to end a tenancy, with different types of termination notices and procedures required for different types of situations. Under California Civil Code Section 1161, a landlord can terminate a tenancy early and evict the tenant for violations of the

lease or rental agreement, including, by not limited to, failure to pay rent. Before terminating the tenancy, the landlord must give the tenant written notice. The reason for the termination of the rental agreement or lease will determine the type of notice needed.

The amount of notice required for deciding not to renew a lease or a month-to-month rental agreement depends on whether the tenancy is month-to-month or a fixed term.

Month-to-month Tenancy: Per California Civil Code Section 1946, a landlord must give the tenant at least 30 days' written notice if the tenant has lived in the rental unit for less than one year, and at least 60 days' written notice if the tenant has lived in the rental unit for over one year, to end the tenancy. Both notices must inform the tenant that the tenancy will expire at the end of the notice period and the tenant must move out of the rental unit by that time

Fixed-Term Tenancy: For tenancies that are longer than month-to-month, the landlord cannot end the tenancy without cause until the end of the term. The landlord does not need to give the tenant notice to move out at the end of the term unless the lease specifically requires it.

Current Law: Relocation Assistance

Under California Health and Safety Code Section 17975, landlords are required to provide monetary relocation assistance when a tenant is displaced or subject to displacement from a residential rental unit as a result of an order to vacate from a local enforcement agency for immediate health and safety concerns. The owner shall pay a sum equal to two months of the established fair market rent for the area as determined by the US Department of Housing and Urban Development (HUD).

Exceptions to this are when the tenant caused or substantially contributed to the condition giving rise to the order to vacate, or the condition was a result of flood, fire, earthquake, or event beyond the control of the owner.

Application of Local Ordinance

A local ordinance will further protect eligible tenants who have been displaced from a rental unit within a multi-family complex of three or more units. The proposed relocation assistance ordinance will only apply to "no-fault" end of tenancy situations. "No-fault" end of tenancies are when the landlord wants the unit back for personal or business reasons such as the following:

- A resident manager will move into the rental unit
- Demolition and permanent removal from the rental market
- Government order
- Conversion to condominium
- Temporary removal of the rental unit from housing use for capital improvement work
- Rehabilitation of the property

Relocation Allowance

If a tenant in good standing has received notice that they must move at the end of their tenancy (e.g., not involving a rental agreement violation), due to conversion of the unit to a

condominium, sale of the property and resulting removal of the unit from the rental market or because of capital improvement work or rehabilitation of the property, the owner would have to pay the tenant a relocation allowance. The relocation allowance is typically based on the length of time the tenant has lived in the unit and the tenant's income. Some cities have also instituted a moving expense allowance in addition to the relocation allowance to cover costs of packing and moving equipment.

Landlords who fail to provide relocation assistance would be liable in a civil action to the tenant for damages in the amount of the relocation fee the landlord has failed to pay.

As an example, the City of Pasadena requires landlords to pay households at or below 140% of the area median income two months fair market rent as established by HUD for a rental unit of similar size. Households above 140% of the median income are eligible for a relocation allowance in the amount of \$1,775 per rental unit as of July 1, 2009. (Adjusted annually using the CPI for the 12-month period ending 3/1/09). Landlords are also required to pay households at or below 140% of the median income a moving allowance of \$1,120 for adult households or \$3,364 for households with minor dependents, disabled persons or senior members.

Staff will continue to research appropriate relocation allowance amounts as the ordinance is developed for City Council consideration.

Community Outreach

If directed by Council, staff would conduct a series of community meetings on both tenant protection programs (relocation assistance and rental housing inspections) to educate landlords and tenants of the policies intent and benefits. Stakeholder meetings will include residents/tenants, Foothill Apartment Owner's Association, Housing Rights Center, property owners and property management companies/personnel.

Input received from public outreach process will help in the development of ordinance.

Ongoing education, outreach, and support for tenants and rental property owners, to include the development of brochures and literature in print and on the City's website detailing the programs intent and their obligation; checklist on applicable housing code provisions and the habitability requirements that will be inspected.

Next Steps

With City Council approval of the concept, staff will continue to further develop the policy. Below is an anticipated timeline.

Jan-March: Conduct community outreach
Staff will schedule a series of community meetings to gather input from residents and property owners.

April-June Develop ordinance

An ordinance will need to be developed and approved by the City Council. This will include eligibility criteria and relocation allowance.

July, 2019 Implementation
Staff anticipates implementing the new policy at the beginning of the fiscal year.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact with the discussion of this item.

Public Notification of Agenda Item


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




City Council Agenda Report

ITEM NO. 27

DATE: December 5, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: John Pope, Public Information Officer 

SUBJECT: **Receive and File the City of South Pasadena Emergency Public Information Plan**

Recommendation Action

It is recommended that the City Council receive and file the South Pasadena Emergency Public Information Plan.

Commission Review and Recommendation

This matter was not reviewed by a City Commission. Staff will present the plan to the Public Safety Commission at a later date, following presentation to City Council.

Executive Summary

This Emergency Public Information Plan (Plan) is designed to support the South Pasadena Emergency Operations Plan, which addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies.

The Plan provides policies, procedures, and guidelines for the coordination of public information in the event of an emergency or controversial issue. It is the goal of this Plan to establish procedures for dealing with a variety of situations and to ensure that the City and its response partner agencies are familiar with procedures and roles in the event of an incident or crisis.

This Plan has been developed to provide for quick response and maximum use of qualified emergency incident and other public information personnel to support all-risk incidents under the National Incident Management System (NIMS)/Incident Command System (ICS). The Plan should be considered dynamic and as such may be modified as needed to meet the needs of a specific crisis or as determined by the magnitude, complexity and longevity of an emergency incident.

Community Outreach

About 20 internal and external stakeholders were interviewed during the preparation of this plan, including Councilmembers and City staff, as well as external representatives of the business community, school district and residents.

Discussion/Analysis

The role of “public information” in an all-risk crisis setting has been established as a priority in NIMS and ICS. This system has been mandated for fire, police, emergency medical services and other emergency first responders as a national standard and best practice in the wake of the September 11, 2001 terrorist attack on the World Trade Center.

Key Recommendations

The Plan contains several action items including message delivery training, advance preparation on the City website that would be activated during a crisis, refining the City’s electronic emergency message tools, and forming a regional public information mutual aid association.

Next Steps

1. Distribute to City staff (anyone who may deliver or assist in the delivery of public information during a crisis or incident).
2. Present the Plan to Public Safety Commission.
3. Implement recommendations in the timeline provided, including training.
4. Update annually with summary reviews every six months.

Background

The development of a Crisis Communications Plan/Emergency Public Information Plan was identified by the City as a goal of the South Pasadena Strategic Plan adopted earlier this year. In July the City entered a contract with SAE Communications, one of the state’s premiere firms specializing in local government crisis communications and public outreach, to develop the plan in close collaboration with the City’s Public Information Officer. Research was conducted in August and September and the plan was finalized in November. The Plan has been reviewed by the City Manager, Police Chief, Fire Chief and the Fire Department’s Emergency Operations Center lead.

Legal Review

The City Attorney has not reviewed this item

Fiscal Impact

None at this time. Fiscal impacts will occur as the Plan is implemented. Staff will include funds in the next FY budget to implement plan recommendations.

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*.

Emergency Public Information Plan

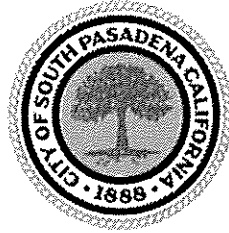
December 5, 2018

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Attachments:

1. City of South Pasadena Emergency Public Information Plan
2. Emergency Public Information Plan – Implementation Matrix

ATTACHMENT 1
City of South Pasadena Emergency Public
Information Plan



**City of South
Pasadena
Emergency Public
Information Plan
Annex**
in support of
**South Pasadena
Emergency
Operations Plan**

Update Schedule

First Created: 2018 **Last Update:** November 2018 **Next Update Due:** May 2019
Last Updated By: SAE Communications **Next Update Assigned To:** CMO/John Pope

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Plan Changes

Date	Change	Section/ Page	First Appearance (version)

Section 1: Emergency Public Information Plan

Purpose

The South Pasadena Emergency Public Information Plan provides policies, procedures, and guidelines for the coordination of public information in the event of an emergency or controversial issue.

It is the goal of this Plan to establish procedures for dealing with a variety of situations and to ensure that the City and its response partner agencies are familiar with procedures and roles in the event of an incident or crisis. The Plan shall be implemented in support of the City's Emergency Operations Plan.

This Plan has been developed to provide for quick response and maximum use of qualified emergency incident and other public information personnel to support all-risk incidents under the National Incident Management System (NIMS)/Incident Command System (ICS).

This Plan should be considered dynamic and as such may be modified as needed to meet the needs of a specific crisis or as determined by the magnitude, complexity and longevity of an emergency incident.

The purpose of this Plan is to identify the necessary steps to accomplish the following:

1. To factually assess the situation and determine whether a public information response is warranted.
2. To assemble an Emergency Public Information Team that will make recommendations on appropriate responses.
3. To implement immediate action to:
 - Ensure that timely and accurate public warnings are issued
 - Communicate actions to ensure the health and safety of anyone impacted by the incident
 - Identify audiences that should be informed about the situation
 - Communicate facts about the incident
 - Convey information about the ongoing delivery of public services
 - Minimize rumors
 - Restore order and/or confidence
 - Minimize fear

The role of "public information" in an all-risk crisis setting has been established as such a priority position in the National Incident Management System (NIMS)/Incident Command System (ICS) that the public information function is one of only three Command Staff positions under the incident commander. This system has been mandated for fire, police, emergency medical services and other emergency first responders as a national standard and best practice in the wake of the September 11, 2001 terrorist attack on the World Trade Center.

The only other Command Staff positions under the incident commander in the extensive NIMS/ICS system are the Safety Officer and Liaison Officer, who is responsible for agency representatives. All other functions fall in the General Staff category and include such critical positions as Operations, Planning, Logistics and Finance. Details of this structure are discussed later in this Plan.

As specified in “ICS Position Descriptions and Responsibilities,” only one information officer (Lead Public Information Officer) will be assigned for each incident, including incidents operating under unified command and multi-jurisdiction incident. The information officer may have deputies as necessary, and the deputies may also represent assisting agencies or jurisdictions.

Plan Review, Training

Anyone who may deliver or assist in the delivery of public information during a crisis or incident should regularly and completely review this Plan. Updates should be conducted annually with a summary review conducted every six months.

For this plan to be successfully understood and implemented during a crisis or incident, all key City staff/representatives and consultants/contractors/local-regional partners who might be involved in leading or supporting public information efforts must participate in training regarding emergency public information, including the purpose, role, strategies and tactics described in this Plan.

Communications Mission and Vision

Key communication values of the City include:

- Being the leading source of information
- Building trust and transparency by working to provide information in a timely, accurate and innovative way
- To tell the stories of community members
- Ensure the City’s message is crafted and shared in a meaningful way and reaches the audience who needs to hear it
- Share best practices, hands-on training and guidance with key staff, division and department heads to help amplify City efforts

Emergency Public Information Support of Emergency Operations Plan

This Emergency Public Information Plan is designed to support the South Pasadena Emergency Operations Plan, which addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies.

Section 2: Definitions

Crisis – A crisis is any unpredictable event that threatens lives or property, disrupts City services or that might undermine confidence in the City. For this Plan, a crisis is a serious situation in which a coordinated public information program is necessary yet does not require the activation of the City's Emergency Operations Plan or Emergency Operations Center.

Declared Emergency – In a declared emergency, the City Manager or designee may waive competitive bid requirements and execute any contracts for the construction of works, purchase of equipment, materials, goods or supplies or performance of labor or services and take any directly related and immediate action required by that emergency that is determined to be of urgent necessity.

Disaster / Emergency – A disaster or emergency is a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, environment or essential public services. *Also see City's Emergency Operations Plan.*

Emergency – *See City's Emergency Operations Plan.*

Emergency Alert System / Emergency Message System (EAS/EMS) – This is a local radio station notification system that allows for the broadcast of emergency public information on commercial radio stations and is managed by the City of South Pasadena and/or Los Angeles County. Local EAS radio stations include:

Emergency Public Information (EPI) – Information that is disseminated primarily in anticipation of or during a crisis or incident. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the affected public.

Emergency Public Information Plan – This is the written document that describes the guidelines, policies, and procedures that direct the dissemination of emergency public information.

Emergency Public Information Team – The group of individuals, formal or informal, who carry out the guidelines, policies and procedures that direct the dissemination of information, whether in a crisis or incident.

Emergency Response Activation Plan (ERAP) – The written document that describes the guidelines, policies and procedures that direct the response to the emergency and steps to return to normal operations.

Emergency Operations Center (EOC) – The EOC is a single site where City and other agency representatives (as required by the emergency) gather to coordinate efforts. The EOC is led by the EOC director.

Event – A planned occurrence, natural or human-caused, that may require a coordinated City response and public information effort, whether a crisis or incident. An event does not necessarily trigger the activation of the EOC.

Field Public Information Officer (Field PIO) – Reports to an incident commander at an incident site; the field PIO works with media at the actual scene of an incident and may either speak to the media as a spokesperson or assist another official who serves as a spokesperson (such as the incident commander, elected or appointed official or subject matter expert). The field PIO provides information to the Lead PIO/JIC.

Incident – Any unplanned occurrence, natural or human-caused, that requires a coordinated City response and public information effort, whether a crisis or incident. An incident does not necessarily trigger the activation of the EOC.

Incident Command Post (ICP) – The field location at which the primary tactical-level on-scene incident command functions are performed.

Incident Command System (ICS) – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communication operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all types of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The incident commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) – The incident command and appropriate command and general staff personnel assigned to an incident.

Incident Summary Form (ICS 209) – A uniform document used by emergency management personnel that describes the incident. PIOs refer to this content and other incident forms for the preparation of news releases and other communication tools.

Joint Information System (JIS) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated

and timely information during incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the incident commander; advising the incident commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Information Center (JIC) – A facility or virtual gathering to coordinate all incident-related public information activities. The JIC is the central point of information for all news media. Public information officials from all participating agencies should participate in and be represented at the JIC.

Lead Public Information Officer (Lead PIO) – Reports to the director of the EOC or the incident commander during an incident (depending on the size and type of incident). The Lead PIO is responsible for managing and implementing all aspects of the emergency public information plan, including making staffing assignments and advising regarding the most appropriate communication strategies and tactics.

Media Briefing Center – In a major emergency, it will be necessary to establish a media briefing center where all reporters who cover the incident can receive regular briefings, conduct interviews, write/produce/file stories and congregate while awaiting updated information. Ideally, the media briefing center shall be located in an area with adequate parking and shelter, electricity, wireless Internet access, backdrop for one-on-one interviews and other media-related needs. Depending on the incident and if a JIC is established, can exist adjacent to a JIC, take the place of a JIC or serve as a physical location when the JIC is operated in a virtual manner.

Media Statement – A few paragraphs that explain the situation and the City's response; usually used by the PIO or others who speak to the media (such as the incident commander, department head, elected or appointed official or subject matter expert) to summarize events.

Messages (aka Key Messages) – These are the key points or thoughts that all audiences should learn via all communication vehicles.

National Incident Management System (NIMS) – The name of the emergency response approach adopted by the federal government to ensure all emergency personnel adopt a similar incident management system.

Public Information Officer(s) (PIOs) / Deputy PIOs – Reports to the Lead PIO during an incident and is responsible for various communication tasks during the incident, often assigned by the JIC Manager.

PIO Mutual Aid – PIO mutual aid is available through the Coastal Region Office of Emergency Services, State OES Emergency Management Mutual Aid (EMMA). The Lead PIO requests approval from the EOC Director and through the EOC Logistics Section.

Situation Reports (SITREPS)/Situation Status Reports (SITSTATS) – These are reports used by incident commanders to learn of and share the status of various aspects of the emergency response, typically created by various staff members in the Emergency Operations Center.

Spokesperson – At an incident site, the Field PIO may serve as a spokesperson and/or supports other spokespersons, such as the incident commander, subject matter expert, department head, other managers, elected/appointed official, etc.

Standardized Emergency Management System (SEMS) – This is a set of principles

developed for coordinating state and local emergency response in California.

Subject Matter Experts – Serves as additional media spokespersons to provide specific knowledge of various aspects of the response, such as water quality, science, etc.

Unified Command (UC) – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.

Section 3: Phases of the Incident; Crisis v. Incident / Standing Objectives of EOC

Notification

The City Public Information Officer is alerted to potential crisis or incident from various sources:

1. City Manager's Office / Police Department / Fire Department
2. Everbridge notification to EOC team (internal notification)
3. "Connect South Pasadena" / Blackboard (public notification)
4. Media call
5. Other informal networks

Level 1 -2 – Triggering Event: Stand By/Local Emergency Response

Depending on the location and scale of the situation, the City, likely along with Los Angeles County, decides whether to issue an EAS activation or other public warning. The first responder PIO responds to media requests. As needed and as the incident grows, the City of South Pasadena PIO will assume the duties of Lead PIO or coordinate with other agency response partners to determine this leadership role.

Level 3-4 – Regional Emergency/National Emergency

As the incident grows in scope and the EOC is activated, personnel from the respective agencies will report to the EOC as directed by agency management. Qualified personnel will assume/be assigned responsibility for various JIC functions, including as the JIC Manager and assign staffing and establish a rotation schedule for other agency PIOs assigned to the incident at the Joint Information Center (JIC) and or the EOC to assist with implementation of this Plan.

Public Information in a Crisis

Not all situations are incidents requiring the implementation of NIMS/SEMS or activation of the City Emergency Operations Plan. For purposes of this plan, any unplanned occurrence which requires a managed response from the City, requires an informed community, and might impact the reputation of the City are referred to as a "crisis."

As with incidents (which are discussed below), crises will require that certain staff be responsible for assessing the need for, and then implementing, a public information program. The default position responsible for public information is the South Pasadena Public Information Officer.

The majority of this plan directs steps to conduct a formal emergency public information effort as defined by NIMS/SEMS.

Public Information in an Incident

An incident in South Pasadena that results in the activation of the Emergency Operations Plan will trigger implementation of key public information efforts.

NIMS was developed by the federal government to provide a consistent nationwide approach for federal, state, local and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for compatibility

among federal, state, local and tribal capabilities, NIMS includes a core set of concepts, principles and terminology. These are identified as the incident command system; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

The emergency public information systems described in NIMS are designed to effectively manage public information, regardless of the size and complexity of the situation or the number of entities involved in the response. This Plan describes the roles and responsibilities of the public information function in an incident. Note: This Plan, as described above, defines a "crisis response" as being a smaller-scale or lesser event in which the EOC is not activated, yet a coordinated public information program is needed.

Location of the EOC:

Fire Department, 817 Mound Avenue, South Pasadena, CA 91030.

Standing Objectives for the South Pasadena Emergency Operations Center

1. **Situational Awareness/Analysis** Assigned: P&I/All Sec/Br/PIO/Liaison
 - a. Incident Information
 - b. Information Analysis
 - i. Current incident status
 - ii. Incident potential information (12, 24, 48 and 72 hour projections)
 - c. Intelligence and investigation
 - d. Public information
 - i. Current
 - ii. Potential
2. **Determine Priority of Incident(s)** Assigned: Director/Deputy Directors
 - a. Life safety
 - b. Property threats
 - c. High damage potential
 - d. Incident complexity
 - e. Environmental impact
 - f. Economic impact
3. **Acquire/Allocate Critical Resources** Assigned: Logistics/Operations
 - a. Critical resources acquired internally first.
 - b. As incidents expand, resources acquired externally.
4. **Crisis Information Management (What is happening, Government Actions Being Taken, Public Actions Requested)** Assigned: Director, Deputy Directors
 - a. Consolidating and packaging incident information. City Attorney
 - b. Internal dissemination of information. Liaison Officer
 - c. External dissemination of information.
 - d. Monitor media reporting for accuracy.
5. **Develop/Advise/Support Policy-Level Decisions** Assigned: PIO/P&I

- a. Coordinate, support, and assist with policy-level decisions.
- 6. Coordinate with Elected/Appointed Officials Assigned: Management/PIO**
 - a. Keep elected officials informed.
 - b. Elected officials must clearly understand their role.
 - c. Connection between EOC and constituents.
- 7. Coordination with County, State, Federal, Private and Non-Governmental Components Assigned: Liaison Officer/P&I**
 - a. Communications between system components/disciplines. Management
 - b. Communications with partners (Private, Governmental, NGO)

Section 4: Information Flow / Incident Progression

Information Flow: Crisis or Incident

Step 1: Gathering Information

The first step in the process of getting information to the public during a crisis or incident is "information gathering." Information is collected from a variety of sources, a few of which include:

- Department heads/department staff, who alert managers who will determine the need for a public information response.
- First responders and other emergency personnel who arrive at a scene.
- News media, who often learn of situations by monitoring emergency dispatchers or calls from the public.
- EOC director, if an EOC has been activated.
- City/agency response partners
- Field PIOs/others on scene, if there is a specific site where an incident has occurred.
- PIOs from other agencies and organizations, if the issue/incident involves more than just the City, which is likely.

Step 2: Verifying Information

The next step in the process is to verify the accuracy of the information that has been collected by consulting, among others:

- Department heads/department staff
- EOC director/other EOC sources
- Incident Commander
- CAO/designee
- Field PIOs
- Subject matter experts
- Other agencies

Step 3: Coordinating & Planning

The next step in the process is to coordinate - among all involved - on the need for a public information effort and the strategies and tactics needed to prepare and deliver information to key audiences.

- Consult this Plan
- Determine which agency is in the lead
- Prepare City key message(s)
- Determine all potential audiences
- Determine communication strategies
- Prepare communication materials
- Obtain approvals of all materials

Step 4: Disseminating Information

The next step in the process is to disseminate information to the public. This step involves:

- Using multiple methods. In most situations, it is imperative to use as many different communication tools as possible.
- Monitoring the media. Media monitoring is invaluable to ensure that messages are understood by the news media and reported accurately and completely to the public.

Address important inaccuracies before they are reported incorrectly a second time. Social media channels should be included in this monitoring.

- Revising strategies and tactics. Flexibility is key when communicating during an incident, and continually revising strategies and ways of communicating will be vital.

Progression: From Normal Business to Crisis to Incident

An incident can grow from a somewhat routine response by City staff into a crisis that would require a different, more complex and larger response. The incident could grow further to become a disaster, requiring the activation of the Emergency Operations Center and the establishment of formal public information support functions.

The determination to transition from normal business mode to crisis/disaster mode is based on several factors and each incident will have a unique set of circumstances. Therefore, it is impossible to list the firm criteria upon which the City should transition into crisis response mode. However, if the answer to any of the following is affirmative, City staff should proceed to review and implement this Plan.

1. Does life- or property-saving information need to be communicated in an urgent manner?
2. Have lives been lost, public/private property been damaged and/or the environment harmed?
3. Will the news media cover the incident in a significant and ongoing way (thus indicating the likelihood of a significant amount of public interest)?
4. Are a large number of City resources required to respond (thus indicating that the public should be aware of how their tax dollars are being spent)?
5. Was there any type of mistake, wrong-doing or accident that requires that the public receive an explanation? Is the credibility of the City at stake?
6. Are City properties, facilities, equipment, funds or personnel broadly involved?
7. Will the public experience any type of major service disruption?

Section 5: Crisis Communication Response/Roles

What Triggers a Coordinated Crisis Communication Response?

As soon as the City learns of an incident or issue that will require a coordinated response, key staff should gather and confer. An initial set of questions should be considered by those gathering to coordinate the City's response:

1. What has occurred and who has been impacted (or who has the potential to be affected)?
2. What property/facilities have been damaged or are threatened?
3. How and why did this situation take place?
4. What is the City's position and response to the situation?
5. Who needs to be informed?
 - a. Employees
 - b. Families of employees
 - c. Public (or subgroups, such as seniors, parents, etc.)
 - d. Public officials in the region
 - e. Others
6. Does it have political or other high-profile characteristics?
7. Should these audiences be informed proactively or responsively? Will responding proactively alleviate or exacerbate the situation?
8. What internal resources/expertise can be called upon for assistance?
9. What external resources/expertise or allies can be called upon for assistance?
10. What can be done to anticipate how this crisis or issue may evolve and to contain further escalation?
11. Does the severity and magnitude of the situation warrant activation of the EOC?
12. Is it likely a JIS or JIC will help facilitate the coordinated dissemination of incident information? Is it likely that a media briefing location should be established?
13. Who should be the Lead PIO?
14. Who should support the PIO?

Types of Crises

The following list includes examples of the types of crises that would require a coordinated public information effort. This list is not exhaustive.

Boil water alert	Plane crash
Infrastructure failure	Train crash
Terrorist activity	Major service interruption
Agency investigation	Computer system issues, including loss of data or stealing of data
Controversial lawsuit	Explosion
Accusation of discrimination based on race, sexual preference or gender	Chemical spill
Serious injury to employee or resident (particularly at a City facility)	Radiation leak
Protest or strike	Oil spill
Theft	Facility closing
Embezzlement	Union grievance
Death of top staff or elected/appointed official	Transportation system failure

Section 6: Public Information Response/Roles

Who is the Lead Public Information Officer?

For purposes of this Plan, an incident is any human-caused or natural occurrence that requires responsive action to protect life, property and/or the environment and that results in the activation of the City's Emergency Operations Plan. The South Pasadena Public Information Officer or designee serves as the Lead PIO. A team of area agency personnel shall be trained to serve as backup Lead PIO and to fill additional incident/JIC responsibilities.

Role of the Public Information Officer

Under the Incident Command System (the system that defines the operating characteristics, management components and organizational structure), the Lead PIO is a key staff member supporting the incident command structure. The Lead PIO advises and represents the incident command on all public information matters relating to the management of the incident.

Basic Lead Public Information Officer Responsibilities

The basic responsibilities of the Lead PIO include the following:

1. Respond to or coordinate the response to inquiries from the news media and the public;
2. Ensure news media coverage and social media content is monitored to detect and correct misinformation and to identify emerging trends or issues;
3. Advise incident command on public information issues and advocate for the community to ensure its public information needs are addressed;
4. Manage the release of emergency public information and warnings; and
5. Coordinate the preparation of information materials, clear with appropriate authorities and disseminate accurate and timely information related to the incident to all target audiences.

Activating the Joint Information System

The Lead PIO is responsible for knowing when and how to activate this Emergency Public Information Plan and Joint Information System. The JIS is the method of operating during an incident that allows multiple PIOs (two or more) to coordinate information and integrate messages to avoid confusing the public.

Scalable System: Single Individual v. Team

The emergency public information role remains essentially the same, regardless of the type and size of the event. The system allows for flexibility and scalability to meet the needs of the incident.

Rarely, but on occasion, a single individual can serve as the PIO. This should only take place when the incident is expected to have a short duration, is not overly complex and will not generate significant media attention.

In most incidents, as the size of the incident grows, the number of individuals needed to carry out emergency public information activities must also grow. This group of individuals makes up the emergency public information team. This allows for one person to be responsible for determining what staffing levels are needed, what elements of this plan should be implemented,

when public information officers are needed at different locations (known in this Plan as Field PIOs) and when the JIS/JIC should be activated.

Note Regarding Organization Chart, Checklists in This Plan

The organization chart and checklists in this Plan are to be used in any type of crisis or incident affecting the City, regardless if the EOC is activated or ICS is implemented. They are designed to be flexible, apply to a variety of issues and are generally consistent with the functions recommended by the Federal Emergency Management Agency and NIMS/SEMS. The functions described and listed are comprehensive; depending on the scope of the incident, not all necessarily will be implemented. The Lead PIO will determine which functions will be necessary and how many staff resources will be needed to implement this Plan and how many shifts/days will need to be staffed.

Section 7: Public Information in the Incident Command System

Introduction

During an incident, coordinated and timely public information will be critical to effectively help impacted communities through the incident. Effective and accurate public information can save lives and property, as well as help ensure public trust and credibility.

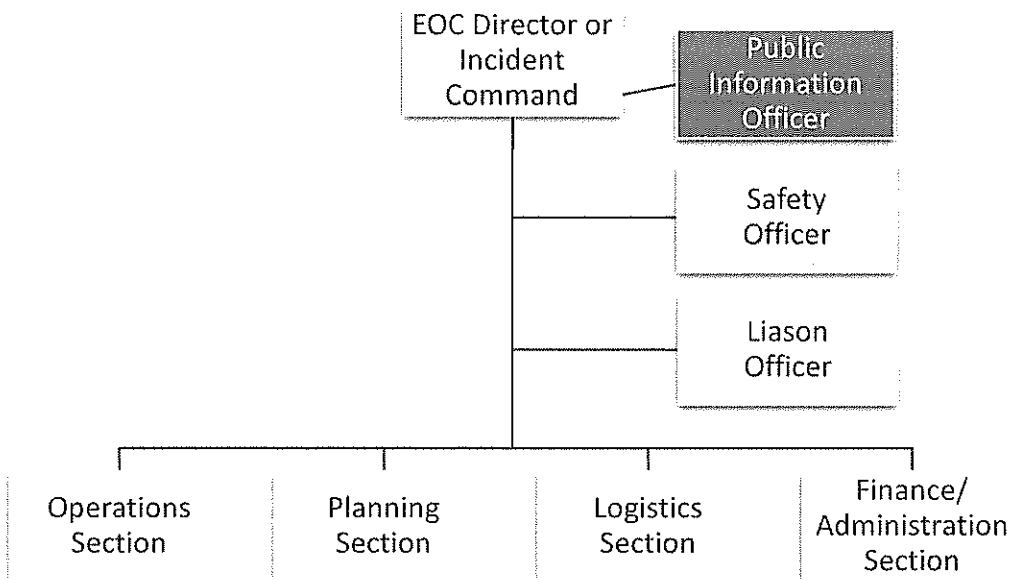
The following information provides fundamental guidance for any person or group delegated PIO responsibilities during an incident.

Incident Command System

ICS is a widely-applicable management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communication operating within a common organizational structure.

The incident command structure builds from the top down. Responsibility and performance begin with the incident commander, who is responsible for the overall management of the incident. On most incidents, command activity is carried out by a single incident commander. The need for a unified command occurs when an incident affects the legal responsibility of more than one agency or jurisdiction. It provides guidelines to enable agencies with different legal, geographic and functional responsibilities to coordinate, plan and interact effectively.

The incident command system has five major management functions: command, operations, planning, logistics and finance/administration; see the organization chart below. This structure is modular and can extend to incorporate all elements necessary for the type, size, scope and complexity of a given incident.



Command staff positions may be established to assign/delegate responsibility for command activities that the incident commander cannot perform due to the complexity of the incident or other situational demands.

The PIO is the member of the command staff responsible for informing the public and media and/or coordinating with other agencies with incident-related information requirements. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel and other appropriate agencies and organizations. A Lead PIO should be assigned for each incident and the designation of a Lead PIO is vital in nearly every situation.

Disaster Public Information Principles

NIMS public information systems are founded upon three basic principles:

1. The Public Information Officer supports the Incident Commander.
2. Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, local and tribal partners; and with private-sector and nongovernmental organizations.
3. Organizations participating in incident management retain their independence.

The Public Information Officer Supports the Incident Command

Under ICS, the PIO is a key staff member supporting the incident command structure. The PIO represents and advises the incident command on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring and dissemination of accurate and timely information related to the incident, particularly regarding information on public health, safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System. In a large-scale operation, the on-scene PIO serves as a Field PIO with links to the Joint Information Center, which is typically co-located with the federal, regional, state, local or tribal Emergency Operations Center tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions and with private-sector and nongovernmental organizations.

Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, local and tribal partners; and with private-sector and nongovernmental organizations.

During emergencies, the public may receive information from a variety of sources. The JIC provides a location for organizations participating in the management of an incident to work together to ensure that timely, accurate, easy-to-understand and consistent information is disseminated to the public. The JIC comprises representatives from each organization involved in the management of an incident. In large or complex incidents, particularly those involving complex medical and public health information requirements, JICs may be established at various levels of government. All JICs must communicate and coordinate with each other on an ongoing basis. Public awareness functions must also be coordinated with the information and operational security matters that are the responsibility of the information and intelligence function of the ICS, particularly when public awareness activities may affect information or operations security.

Organizations participating in incident management retain their independence.

ICS and multi-agency coordination entities are responsible for establishing and overseeing JICs, including processes for coordinating and clearing public communication. In the case of Unified

Command, the departments, agencies, organizations or jurisdictions that contribute to joint public information management do not lose their individual identities or responsibility for their own programs or policies; rather, each entity contributes to the overall unified message.

Section 8: Joint Information System/Joint Information Center

When an event occurs that prompts activation of incident command or if the situation requires more than one organization to respond, a JIS should be activated. The decision by the PIO supporting incident command to activate the JIS is based on the complexity of the situation and the need to ensure coordination and integration of messages.

In an emergency, the JIS provides the mechanism for integrating public information activities to ensure coordinated and consistent message development, verification and dissemination.

Coordinated and Consistent Messages

Through the JIS, all relevant PIOs will work together to create coordinated and consistent messages by collaborating to:

- Identify key information that needs to be communicated to the public
- Craft messages that convey key information and that's easily understood
- Prioritize messages
- Verify accuracy of information through appropriate channels, including incident command and relevant agencies and program areas
- Disseminate messages using the most effective means available

Principle of Autonomy

Organizations participating in incident management retain their autonomy. The departments, agencies, organizations or jurisdictions that contribute to the JIS do not lose their individual identities or responsibility for their own programs or policies. Each relevant agency should provide a spokesperson and/or contribute to the message and information being disseminated. Agencies may issue their own releases related to their policies, procedures, programs and capabilities; however, these should be coordinated with the incident-specific JIC(s).

Joint Information Center Operation

The JIC can be a central location that facilitates operation of the JIS or it can be a "virtual" location where PIOs are connected via phone, Website or other formal or informal method. It should be a system that supports the unique needs of each particular group handling a particular incident. The goal of the JIC is to allow personnel with public information responsibilities to perform critical emergency information functions, incident communication and public information functions.

Joint Information System Organization/Functions

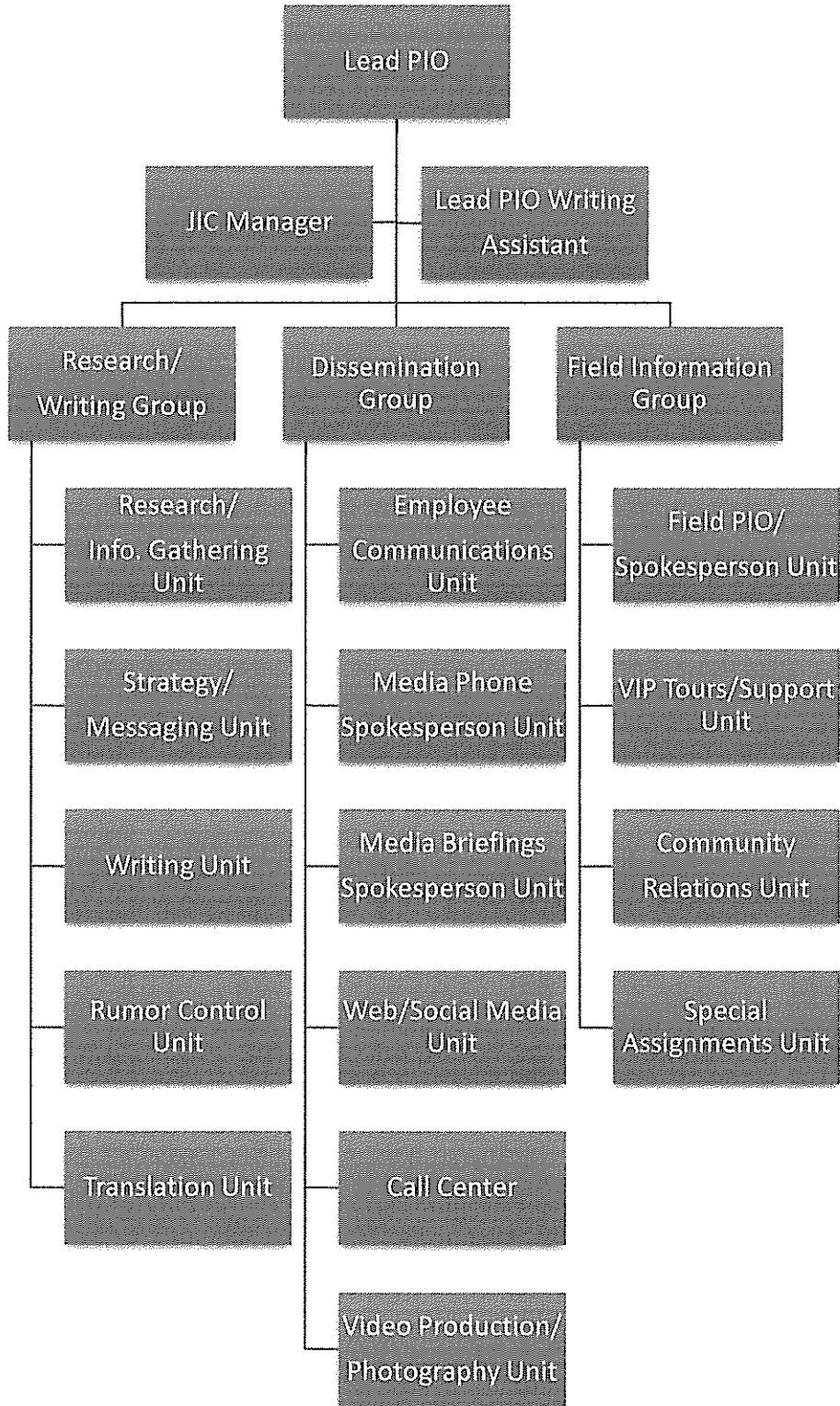
The following chart is intended to provide a comprehensive approach to responding to an incident. Not all boxes included here and described in the following section may be needed; the Lead PIO and JIC Manager will determine which will be necessary and the resources needed to implement each one. Most functions are required in each incident, however.

Demobilizing the JIC

When operational activities begin to decline, the JIC will begin to transfer public information functions back to responsible jurisdictions and agencies. The decision to transition the JIC will be made by the Incident Commander in consultation with the Lead PIO and other Section

Chiefs. Media will be notified that the functions of the JIC are being transferred back to regional and local PIOs.

Joint Information Center Organization Chart



Section 9: Incident Public Information Elements - Description

The following section describes the actions of each group or unit associated with the implementation of an emergency public information program, whether crisis or incident; the functions are organized in the same structure as the Joint Information System. It is important to review all sections of this Plan in order to fully understand the implementation of a successful emergency public information effort during an incident. Not all groups or functions will be necessary for every incident; the scale and scope of the situation will dictate which will be needed, and the Lead PIO and JIC Manager will determine which of these functions will be necessary.

The City's Joint Information Center will be established at the following location:

Lead PIO

As described in previous sections, the Lead PIO is responsible for the overall implementation of the emergency public information program.

JIC Manager

The Joint Information Center Manager is responsible for establishing the JIC at the direction of the Lead PIO. The JIC Manager supervises the daily operations of the JIC; executes the policies directed by the Lead PIO; and ensures all functions are well organized and operating efficiently. This person is also responsible for the physical set up, equipment and care/feeding of the JIC personnel.

Lead PIO Writing Assistant

The Lead PIO will have a Writing Assistant who accompanies the Lead PIO in all management and command meetings/briefings. The position is responsible for capturing information from these meetings and briefings and enables the Lead PIO to focus on providing communications counsel as well as information gathering. The Lead PIO Writing Assistant will be the liaison between the Lead PIO and JIC Manager to ensure information from meetings/briefings is provided to the JIC.

Research, Writing, Information Gathering Group

Research/Information Gathering Unit

Questions to begin answering include:

1. Where did the incident occur?
2. What happened?
3. Have there been injuries or deaths?
4. Who is involved and responsible?
5. When did events occur?
6. How could it have happened?
7. Where does the problem exist and where might it expand?

Accurate information should be gathered from the appropriate sources, including the Lead PIO who attends management or incident briefings, police, fire and others on scene or from the departments involved; this may also include members of the media who may have access to

additional information sources such as helicopters, drones, etc. This information, once verified, should be shared with the writing staff.

Strategy/Messaging Unit

Generally driven by the Lead PIO with the JIC Manager, it is imperative that an overall communications strategy be defined that would target audiences with key messages and implemented with tactics that reach each audience.

Writing Unit

This function is responsible for the preparation of materials released during the incident.

Materials to be prepared include, but are not limited to:

1. Initial Holding Content
2. Statements
3. Key Messages
4. News Releases
5. Social Media Content
6. Website Content
7. Q&As
8. E-mails to target audiences (employees, neighbors of incident, etc.)
9. Scripts for front-line staff
10. Other tools as listed in the tools checklist

Holding statement -- The writer(s) shall prepare an initial holding statement at the onset of the incident; pre-prepared statements are included later in this Plan. Reporters will likely call before all the facts have been gathered; in such an instance, a simple statement acknowledging the situation shall be prepared. The short statement avoids "no comment" and acknowledges the need to cooperate with the media and inform the public. This document will be the foundation for all future written communications. Following a few basic principles when writing the holding statement or news releases will better meet the news media's needs; these principles include:

1. Tell the most important information in the lead paragraph.
2. Answer four of the five "Ws"--Who, What, Where and When. Explain WHAT the incident is. Identify WHO is involved in the incident as well as the resources and equipment involved. Tell WHERE and WHEN the incident occurred. Explain WHAT action the Agency/ies is/are taking to mitigate or respond to the incident. **Do not** explain WHY the event occurred unless complete information is available and has been approved for release.
3. Write remaining information in descending order of importance. If the media cuts off the bottom of your story, they will cut information that is least important to the public.
4. Explain technical points in simple language. A direct quote can add the human element to otherwise technical information and help explain a situation or event in layman's terms. Tell the real story. Avoid using language that is overly bureaucratic.
5. Be concise. A good news release is judged by the quality of information it communicates, not by its length. Stop writing when you've said all you need to.

The Lead PIO, Incident Commander, and subject matter expert(s) shall approve all materials prior to release. Additional approvals may be required depending on the incident.

Rumor Control/Media Monitoring Unit

The rumor control staff will monitor television news broadcasts, radio broadcasts, online and print stories and social media/blogs about the incident, compare the information with approved materials and bring any discrepancies to the attention of the JIC Manager. Misinformation shall be corrected immediately with the offending outlet and the correct information will be posted on the incident Website.

Translation Unit

Once English versions of materials are written and approved, all shall be translated into the language(s) of populations affected by the incident. All translations shall be reviewed by at least two individuals proficient in the translated language.

Dissemination Group

Employee Communications Unit

The employee communication function will be responsible for informing City management staff and City employees as well as those within the Joint Information Center. Special consideration should be given to:

City front office personnel – All front-line personnel including staff should be provided copies of news releases and statements that have been approved for distribution. They may read from the approved statement. All media inquiries must be referred to the JIC or media spokesperson (see below). The global email program and Intranet will be used to inform all City employees, e.g., distribute incident press releases.

Notification of City employees during business hours – During an incident, the dissemination group will take responsibility for issuing information via these systems, with the approval of the Lead PIO or JIC Manager. Should these systems be inoperative, a flyer with pertinent incident information targeted to employees will be produced and distributed by hand to all City offices. The global email program and Intranet will be used to inform all City employees, e.g., distribute incident press releases.

Notification of employees during non-business hours – the City text message program is to be used to alert/notify employees during non-business hours.

Media Phone Spokesperson(s) Unit

This function is responsible for responding to media phone calls as well as reaching out to the media by phone as time and the incident permit. The news media will likely become aware of any incident impacting the City prior to any type of formal notification. The spokesperson should only use approved releases or statements to conduct interviews. Information gleaned from the media should be sent to the research unit for verification through the JIC Manager.

Media Briefings Spokesperson Unit

Separate from responding to media calls, this function is responsible for conducting in-person media briefings (i.e., at a press conference or one-on-one interviews). This person acts as the moderator at briefings and coordinates/trains other spokespersons (such as the mayor/council member, city manager, law enforcement speakers and other subject matter experts). This

person also ensures an orderly question and answer session by the media and is a liaison to any national media who arrive on scene.

Web/Social Media Unit

This unit uses all available Internet-based technology to inform the media and public, including maintaining an incident Website with written materials, photos, video and audio. Incident statements, news releases, fact sheets, backgrounders, visuals and question and answer documents will be posted to the City's Website as soon as is feasible and continue throughout the incident. The media will be referred to this site via releases, direct referral and social media. The site will be updated continually throughout the emergency.

The City's Website should serve as a primary source of information for the media, specialized audiences, residents, and others during an incident. The Website will be a primary means of incident information regarding the City's response/service information and will include links to other incident response agencies. This function will dramatically reduce the burden of responsibility on City staff/JIC to respond to the media and will allow for more time to provide information and anticipate the needs of the media and the public. Once the media and the public learn that the Website is updated regularly throughout the incident, they will go to that site first.

In addition, information should be disseminated via the City's presence on social media sites, including Facebook, Twitter, Nextdoor, YouTube, Instagram, etc. See Dissemination Checklist.

Call Center Unit

JIC personnel will be responsible for responding to incoming calls from the public via the City's Call Center: [inset phone number here; insert in appendix procedure to change recorded message and how to activate phone roll-over procedure, etc. (aka public phone bank). Information to be provided will come from the Joint Information Center that has been approved for release. Call center personnel will log questions and provide summaries to the Lead PIO and JIC Manager for analysis and presentation to management/EOC personnel. This will inform managers regarding what is important to the public and what should be communicated proactively.

Video Production/Photography

These personnel will be trained in how to tell stories visually for dissemination via social media channels and via the website. See appendix for relevant checklists and articles.

In addition, this function receives diagrams and incident maps from other City departments for use by the media and JIC staff. Photographing and taking video of the entire incident, including all briefings, will be the responsibility of this unit. Appropriate black and white and color stills and broadcast-quality video will be uploaded to the City's social media channels, Website and other sites as appropriate.

Field Information Group

Field PIO Spokesperson

This individual(s) ensures that approved information is released at the field incident command post by conducting on-site media interviews and/or assisting the Incident Commander to conduct media interviews. Information released by the Incident Commander/Field PIO will be coordinated with the JIC. In addition, this spokesperson will coordinate the positioning of media

in the field, establishing media pool coverage, checking for proper media credentials and providing general media liaison duties in the field.

V.I.P Tours/Support

This unit ensures that V.I.P.s have the information they need to make decisions and educate others within their realm of influence and coordinate logistics associated with visits to scene by elected and other officials.

Community Relations

This unit serves as a direct contact to non-media special interests that need incident information, including neighbors, business leaders, community leaders, special interest groups, employers, etc.

Special Assignments Units

This unit leads any assigned task and could include translation services, issuing special credentials to media representatives, providing assistance/updated information to Board of Supervisors, etc.

Section 10: Field Information / Media Briefing Center

Make Determination to Establish Field Information Center

A Field Information Center is generally established by the Lead PIO during the initial phase of an incident. However, a Field Information Center may also be established in the absence of an Joint Information Center or as an extension of the Joint Information Center, in close proximity to the incident. The Field Information Center will serve as a check-in point for the public and news media that visit the incident command post, base camp or incident.

A Field Information Center may be established in a permanent structure, tent, in conjunction with a vehicle or in any location that will accommodate the needs of a Field Information Center.

To ensure effective and efficient incident information operation, the Lead PIO and PIOs who work in the field, the JIC Manager and PIOs who work in the JIC and/or Emergency Operations Center (EOC) will cooperate closely. All personnel assigned to the emergency public information section will work together to ensure consistent information, messages and operating procedures and to reduce duplication of effort. The Field Public Information Officer is responsible for maintaining communication between the incident site and the EOC/Lead PIO, as well as to handle media inquiries at the actual incident site.

Prepare to Report to the Field

- Get briefing from Lead PIO or JIC Manager
- Read the Checklist
- Secure a PIO Field Go-Kit and ensure a means of contacting the Lead PIO. (Communication between the Field PIO and the Lead PIO at the EOC/JIC or Media Briefing Center is key and should not be overlooked. Communication must be planned before leaving the EOC and may be by radio, cellular phone or other means depending upon the availability of technology. A runner will be assigned if necessary.)

Report to the Incident Commander

- Upon arrival on scene, report to the Incident Commander and identify yourself as a Field PIO representing the Lead PIO
- Obtain a briefing from the Field Incident Commander
- Assess the situation
- Provide update to Lead PIO

Establish a Media Field Information Center (if multiple agencies all have PIOs on scene)

- Establish contact with PIOs on scene
- If feasible, establish a field information area that is away from the Command Post
- Ensure media are directed to the established location
- Establish regular briefing schedule
- Coordinate comments with other agency PIOs, EOC/IC, Lead PIO/JIC Manager

Establish a Media Photo Site

The Media Photo Site is a specific area designated for the use of still and video media representatives to provide visual access at an emergency or crime scene when access must be

restricted. The Media Photo Site should be activated immediately by the Field PIO at the incident.

Several criteria should be considered when choosing a location for the Media Photo Site. The site should be as close as possible to the incident while not interfering with the operation of emergency responders. A location should be chosen at a distance and position to give the best visual access. Other considerations, such as the need to park SNG/ENG video trucks as close as possible for technical reasons, should be taken into account.

It may not be possible to meet all criteria for an ideally-located Media Photo Site, and the PIO is encouraged to ask the assistance of media representatives and the Incident Commander at the scene in selecting the Media Photo Site.

It may be necessary, due to the location of the Media Photo Site, to provide an escort for media representatives to and from the site. Reporters will have access to the Media Photo Site, however all media briefings and interviews should be conducted at the EOC, JIC or Media Briefing Center.

Determine What Access Is Appropriate for Media

- Set up perimeters and explain why – safety, interference, legal considerations, fairness, range, convenience and coordination.
- Generally, media representatives are not required to remain outside of the scene unless their presence would clearly interfere with emergency crews or equipment or if the site is an active crime scene.
- Review the need for appropriate clothing, special clothing and safety gear.
- This section notwithstanding, it is a good practice to warn media representatives of potential danger if they choose to enter a closed scene.

Pool Coverage

For safety and security reasons, it may be important to limit the number of media on the scene. In this case the Field PIO may choose to set up "pool coverage" where a specific number of members from each type of media are chosen by their colleagues to cover the event for the group (e.g., two from TV, one from radio and one from newspaper). Journalists, as a group, are strongly opposed to media pools. The media pool is seen as a restriction placed on the media and coverage of the news. They are grudgingly tolerated and should only be used as a last resort when space is limited and access to all parties must be restricted.

Note that media representatives typically select pool participants themselves, thus the Field PIO will not need to make that decision. Since the media pool may be seen as a harness placed on the media, it should be used only when unrestricted access might interfere with crisis response at the scene. In some cases, it may not be necessary to form a media pool, but a series of "media tours" may be helpful. Small groups of journalists may be escorted through an incident scene in order to photograph the scene and interview the Field PIO.

If a media pool or tour is to be conducted through a crime scene, the senior investigator should be notified so that those who might not wish to be photographed (i.e. undercover officers or informants) may leave or make their presence and wishes known to journalists.

Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet should be used as a record of those present. All journalists selected as pool members must be willing and able to meet deadlines and supply video, audio or still media, in a timely manner, to all media representatives who are entitled to material generated by the media pool. Additional pool journalists should be assigned if possible.

Any journalist not assigned to the media pool must obey all orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

The Field PIO should accompany the media pool and be on hand to answer questions. When conducting a media pool, visual access must be a top priority. If possible, additional media pools should be formed and conducted through the incident scene from time to time, thereby allowing different journalists the opportunity to report and update the story.

- Tell the media you want to set up pool coverage
- Determine the need for special clothing or safety gear
- Media select their own representatives
- Admit pool members to scene
- Pool members, on return, are interviewed by other media representatives
- If arrangement is not working, issue warning

Information Flow to EOC

- The Incident Commander in conjunction with the Lead PIO shall approve release of critical incident information before it is released to the media/public including, but not limited to, information related to deaths, injuries, evacuations, changes in strategy/tactics, major changes in incident resources, etc.

Other Field PIO Duties

- Inform the Lead PIO of briefing schedule; update regularly
- Gather and disseminate information, instructions, warnings, announcements, news and information
- Arrange for escort and briefing service for the media and VIPs
- Attend all field command briefings as appropriate; update information releases
- Communicate regularly with Lead PIO, both giving and receiving information
- Schedule expert speakers for media briefings
- Monitor radio transmissions

Maintain log, noting information and activities; log should include messages received, releases published, interviews granted, personnel on duty and other activities.

Make Determination to Establish a Media Briefing Center

Once the Lead PIO learns that media outlets (print or broadcast) have or will be arriving to cover the incident, a Media Briefing Center shall be established. The purpose of the Center is to provide a single location at which the media can receive regular information, conduct interviews, write their stories, file stories and congregate while awaiting updated information. The Media Briefing Center shall be located in an area with adequate parking, shelter, electricity, wireless

Internet access, backdrop for one-on-one interviews and the ability to meet other media-related needs.

Staffing the Media Briefing Center

A PIO spokesperson shall report to and establish the Media Briefing Center. A secondary spokesperson shall be assigned at this time to handle incoming telephone and email media inquiries. In addition, adequate support staff will report to the Media Briefing Center to assist the media, check credentials, maintain the log, log inquiries and comments made during each briefing, coordinate materials dissemination and other tasks as needed.

Checklist for Establishing, Operating a Media Briefing Center (Press Conference)

- Coordinate physical set-up: chairs, table, podium in front; flags; backdrop; name tents; tables/chairs for media representatives; sign-in sheet with staff monitor and security; wireless Internet access; electricity; mic stand; sound patch/mult box; other physical needs
- Establish regular briefing schedule; notify media
- Establish sign-in log
- Receive regular updates from Lead PIO
- Coordinate attendance of officials as appropriate
- Assign appropriate staff to handle physical arrangements for briefings (see Checklists for assignments)
- Video, still photography to record event
- Mult box for TV and radio mikes
- Chairs, tables, podiums as required
- Brief staff on the subject, speaker(s) and schedule of events
- Prepare opening statements among speakers
- Review anticipated questions and answers
- Check all sound equipment and tape recorders prior to the conference
- Ready all news information and handout materials
 - News Releases
 - Background information, such as fact sheets, maps, statistics, histories and biographical information
 - Copy of opening statement and other briefing materials
- PIO to open the conference and establish the ground rules; act as moderator
- Monitor questions and answers closely; make any necessary clarifications before the end of the event
- Handle requests for follow-up information
- Before and after each briefing, coordinate with Lead PIO to relay latest incident information and media inquiries

Press Conference Moderator Checklist

The PIO or other official should serve as moderator for all incident press conferences/media briefings. The following should be adhered to when initiating this information session:

- Distribute handout that lists the name with correct spelling, title and agency of all who will speak (and of those available to provide comment)
- Distribute hard copy of maps or graphics (or explain how graphics will be used in the briefing)
- Where possible, provide electronic copies of maps and graphics

- Explain that statements will be made, followed by an opportunity for journalists to ask questions; note that questions should be made using the available microphone; remind speakers to rephrase journalist questions
- Announce that the latest information will be available at the pertinent Website; that residents can follow the incident via Twitter and/or can log a cell phone number for text message updates

At conclusion, announce procedure for how one-on-one stand-up interviews will be handled (or that there won't be additional availability)

- Announce when next media briefing will take place

Repeat steps for all subsequent briefings through conclusion of incident.

Afterward/Follow-Up

- Assign someone to monitor all media coverage for accuracies; correct misinformation immediately
- At an appropriate time when the crisis atmosphere has cleared, contact reporters who attended and ask them for feedback, including what went well and what could have been improved

Advance Media Briefing Center Establishment Checklist

- Research large containers for equipment storage; ability to move containers into position when needed; personnel to handle set-up
- Determine number of tables and chairs needed; purchase
- Create backdrop
- Create/purchase podium; sound system
- Research wi-fi coverage; create network if needed
- Research portable restrooms; secure system to have in place for incident
- Research catering services to feed media during incident
- Research generators to provide adequate power for media, PIO needs
- Research need for tents or other shelter over Media Briefing Center if outside
- Research acquisition of motor home for use as portable Media Briefing Center

National News Media – Unique Needs

Once the story gains national prominence, journalists representing the national media will arrive at the Media Briefing Center and/or Field Information site. Generally, PIOs will want to ensure the needs of the local news media are being met: these are the reporters who will cover the local agency and officials on an ongoing basis and their needs must be prioritized. However, the presence of the media representing national outlets, including the broadcast networks and major print media will require that the EPI function take into account the needs of a national audience. This suggests that comments be made at a higher or less-localized perspective.

Generally, however, all the plans and programs described in this Plan will apply if local, regional or national media arrives on scene. In addition, national media will be working on a different time schedule – usually Eastern time. This will affect their requests for live on-air interviews and their deadlines.

Section 11: Message Development Steps

“Key messages” are the main points that all readers/listeners should know about the response to the incident and ability to resume normal operations. Typically, three to five key messages will be developed for each major area of the crisis response. Messages typically have one to three purposes:

- Inform the public about the crisis, including life- or property-saving information
- Generate or rebuild public confidence in the response
- Bring public action

A key message is the core content for all communications tools. A key message is not a fact or statistic, but rather a statement that succinctly communicates what the public needs to know about the incident.

Message Development Questions

- Are lives or property in danger/jeopardy?
- Is the environment in danger/jeopardy?
- Are public facilities in jeopardy of damage?
- What public resources are being expended to respond?
- Who are your audiences?
- Who has been affected by this event?
- Who needs to be alerted to this situation?
- What are those audiences' perceptions and information needs?
- What does the media want to know?
- What are the facts? What happened?
- What is your policy on this issue?
- What are you doing about this issue?
- How are you solving the problem?
- Who is upset or concerned?
- How should you show empathy?
- What can you do to keep this from happening again?
- What other agencies or third parties are involved?
- What are key audiences saying?
- What should the public be doing?
- What public information is available?
- When will more information be available?

Questions for Fact-Gathering

Be prepared for the following types of questions. The answers will guide the preparation of actual statements, press releases, messages and Q&As:

- Who is in charge?
- How are the injured receiving help?
- Is the incident/attack being contained?
- What can we expect?
- What should we do?
- Why did this happen?

- Did you have forewarning this might happen?
- Why wasn't this prevented?
- What else can go wrong?
- When did you begin working on this?
- What do the data, information, or results mean?
- What bad things aren't you telling us?

Section 12: Reaching People with Access and Functional Needs (AFN)

From a communication perspective, there are challenges in communicating with some segments of these populations during an emergency. Limitations or disadvantages of people with AFN might be due to a physical or mental handicap, language barriers, income gaps and other factors. Following are some examples of special populations that are commonly found in California and tips for communicating with these groups.

Limited Literacy

Ninety million Americans, approximately 45 percent of the adult population, are functionally illiterate. This means they are unable to comprehend printed information. When communicating with individuals with limited literacy, be sure to:

- Make sure all information (oral or written) is at a low literacy level (i.e., 5th grade level).
- Advocate that TV news not only post important phone numbers but also announce them slowly and repeat them frequently for people who cannot read the screen.
- Consider holding public forums where information can be passed on through word-of-mouth, rather than in written form.

Homeless

Millions of Americans are homeless and lack access to basic methods of communication – televisions, newspapers, radios, etc. When communicating with the homeless, be sure to:

- Disseminate emergency information as flyers or public notices that can be posted in public areas.
- Notify homeless shelters about the emergency and what needs to be done to ensure safety to the general public.

Immigrants and Non-English Speakers (Limited English Proficiency)

More than 35 million adults in the United States speak a primary language other than English. In California, 40 percent of adults speak a language other than English at home. When communicating with non-English speakers, be sure to:

- Have translation services identified in advance of an emergency so materials and information can quickly be translated if an event occurs.
- Identify spokespersons who can address non-English speakers.
- Include non-English messages on emergency hotline numbers.
- Include non-English print, television and radio media on your media distribution lists.
- Be sure that materials targeting non-English speakers take into consideration any cultural sensitivities, including tone, words or phrases used.

Visually Impaired

There are an estimated 12 million blind or visually impaired people living in the United States. Of this number, approximately 1 million are legally blind, which is defined as having a clinically measured visual acuity of 20/200 in the better eye with best correction, or a visual field of 20 degrees or less. When communicating with visually impaired individuals, be sure to:

- Advocate that TV news not only post important phone numbers, but also announce them slowly and repeat them frequently for people who cannot read the screen.
- Identify a Braille translation service so emergency materials can be prepared in Braille.

Hearing Impaired

One in ten Americans is affected by hearing loss or deafness. There are varying degrees of hearing impairment ranging from inability to hear specific sounds to complete deafness.

When communicating with the hearing impaired, be sure to:

- Encourage local TV stations to broadcast all news and emergency information in a format that enables hearing impaired individuals to read captions.
- Secure a sign-language interpreter for news conferences, public forums or other events where emergency information is being communicated.

Disabled

A disabled person is someone who has a physical or mental impairment that substantially limits one or more major life activities. When communicating with individuals who are disabled, be sure to:

- Collaborate with local organizations and government offices that assist disabled persons such as assisted living facilities, independent living centers and local rehabilitation services.
- Prepare and disseminate messages that provide information on resources available to help people with mental and physical disabilities in terms of shelter access, transportation and support services during an emergency or event.

Elderly

An elderly person is defined as someone who is 60 years of age or older. Some elderly persons might have hearing or vision problems and others might use a cane or wheelchair. When communicating with the elderly, be sure to:

- Collaborate with local organizations and government offices that assist elderly persons such as care homes, assisted living facilities, independent living centers and local aging services.
- Prepare and disseminate messages that provide information on resources available to help the elderly in terms of shelter access, transportation and support services during the emergency or event.
- Encourage elderly persons to keep a list of emergency contacts and medications so this information is easily accessible in the event of an emergency.

Children

There are nearly 74 million children under the age of 18 living in the United States. More than 9 million live in California. Children are highly inquisitive and intuitive and need to be given information on a consistent basis. When communicating with children, be sure to:

- Recognize that children have information needs just like any other segment of the population. Provide age-appropriate, child-friendly materials in easy-to-understand terms that can be absorbed by children.
- Identify schools, child care organizations and others that serve children to disseminate information.

Section 13: Privacy, General Access Issues, Special Situations

HIPAA Privacy Rules

Note: The following is derived from the legal counsel for the Radio and Television News Directors Association. Further guidance should be sought from relevant agency attorneys.

HIPAA is an acronym that stands for the "Health Insurance Portability and Accountability Act of 1996." HIPAA's medical privacy regulations govern the use and release of a patient's personal health information, also known as "protected health information" by "covered entities." The statute imposes serious criminal restrictions on dissemination of certain protected health information. The Department of Health and Human Services adopted regulations implementing HIPAA that essentially took effect in April 2003. In the event state law is more restrictive than the HIPAA privacy regulations, state law will apply.

All health care providers, including hospitals, physicians and emergency medical or ambulance personnel, as well as health plans and health care clearinghouses, that transmit protected health information in electronic form are considered covered entities. Business associates of these entities (such as accountants, consultants, lawyers, managers, etc.) also are required to keep protected health information confidential.

Police, firefighters and other law enforcement agencies are NOT considered covered entities under HIPAA. HIPAA does not extend, for example, to police incident reports, fire incident reports, court records, records of agencies that do not provide healthcare or insure healthcare, autopsy or any records which an individual has authorized to be disclosed. Fire departments that provide ambulance or emergency medical services may consider themselves to be "hybrid entities" under HIPAA, and assume that no one in the department is allowed to talk to anyone, ever. Each agency fire department should establish procedures that allow the fire chief and/or the public information officer to obtain information from sources other than those who are providing emergency medical services.

Family members and witnesses are not covered by HIPAA; it only applies to health care providers who compile protected health information electronically and bill patients for their services, and their business associates. Family members and members of the community can provide information without running afoul of HIPAA.

Journalists are not covered entities under HIPAA. A journalist who lawfully obtains or discloses protected health information does not violate HIPAA. Remember, however, that just because HIPAA does not apply does not mean that journalists who obtain and disclose medical information may not be liable under (depending on the circumstances) other causes of action, such as invasion of privacy. Protected health information can be released with the patient's consent. (In certain circumstances it also can be released to law enforcement, public health and disaster agencies.)

Under HIPAA, hospitals may maintain a directory including a patient's name, location in the hospital, general condition and religious affiliation. If a hospital maintains such a directory, patients must be given the opportunity to object to or restrict the use or disclosure of this information. In no event may information concerning a patient's religious affiliation be released,

except to the clergy. Other directory information may be released only if the media or the public asks for the patient by name and only after the patient has been given the opportunity and consented to the release of directory information.

If HIPAA privacy standards are met, information, such as general condition information (information that does not communicate specific information about the individual) may be released. The American Hospital Association recommends, and many hospitals are using, the following terms:

Undetermined - Patient awaiting physician and assessment.

Good - Vital signs are stable and within normal limits. Patient is conscious and comfortable. Indicators are excellent.

Fair - Vital signs are stable and within normal limits. Patient is conscious but may be uncomfortable. Indicators are favorable.

Serious - Vital signs may be unstable and not within normal limits. Patient is acutely ill. Indicators are questionable.

Critical - Vital signs are unstable and not within normal limits. Patient may be unconscious. Indicators are unfavorable.

Treated and Released - Patient received treatment but was not admitted.

With written authorization from the patient, a more detailed statement regarding a patient's condition and injuries or illness can be released. In situations where the opportunity to object to or restrict the use or disclosure of information cannot be provided because of an individual's incapacity, a covered entity may use or disclose protected health information if the use and disclosure is: (1) consistent with a prior expressed preference of the individual, if any, that is known to the covered entity; and (2) in the individual's best interest as determined by the covered entity, in the exercise of professional judgment. Both conditions (1) and (2) must apply for a provider to release patient information under HIPAA if the patient is incapacitated. There is no HIPAA exemption for public figures or public officials.

Barrier Tape Rules

Whether it is yellow, red, orange or blue; whether it says, Police Line, Do Not Cross, Caution or just KEEP OUT, barrier tape is an important part of scene containment and preservation.

Before a media representative crosses a barrier, it is incumbent on the journalist to find out just what this particular piece of tape represents. Barrier tape is erected by the agency to keep people out of an area for a given time, and is used at crime, investigation and disaster scenes. When approaching barrier tape, the media representative should identify him- or herself by showing media identification to the nearest public safety officer and ask to speak to the PIO. On some occasions a complex system of barriers may be established by emergency personnel in order to preserve evidence and separate the scene from the general public.

If a restricted area has been established, the media must remain outside this designated area, but may remain in an area separate from and superior to the general public. The media must be afforded a view of the scene from an accommodating distance and position from the incident.

The restricted area may or may not be formally defined with barrier tape. The line of demarcation could be as simple as an imaginary line between two trees. In all cases it is incumbent upon media representatives to police themselves in order to prevent even an

inadvertent violation of the restricted area. If possible, the PIO should establish a Media Photo Site.

Under no circumstance should any journalist tamper with, move, remove, deface or otherwise interfere with barrier tape or any other barrier or device intended to control access which has been placed by public safety officials at any emergency, crime, investigation or disaster scene.

Command Posts / On-Site Media Briefing Center

During major emergency incidents, a command post location is designated by the Incident Commander to coordinate interagency response efforts and management at the emergency site. A Media Briefing Center may also be activated for media representatives.

The Media Briefing Center should be closed to the general public. Only authorized media representatives and public safety officers shall be authorized access to the Media Briefing Center. Appropriate government officials and incident specialists may be brought into the Media Briefing Center for interviews. During incidents, the Media Briefing Center will be open to the media as provided for under Penal Code § 409.5(d), if located within police lines. Under these circumstances the journalist shall not disturb command officers while they are coordinating emergency efforts, unless acknowledged.

Media Pools at Crime Scenes

If a media pool or tour is to be conducted through a crime scene, the senior investigator should be notified in order that undercover officers or informants present who might not wish to be photographed may leave or make their presence and wishes known to journalists.

Since the media pool is seen as a restriction placed on the media, it should be used only when unrestricted access might interfere with public safety operations at the scene. In some cases, it may not be necessary to form a media pool, but a series of "media tours" may be helpful. Small groups of journalists may be escorted through an incident scene in order to photograph the scene and interview the PIO.

Media / Public Safety Aircraft Guidelines

General Guidelines

Airspace safety is the number one priority at any emergency incident. Pilots must at all times exercise good judgment so that media aircraft do not impact the integrity of the ground incident. Pilots must exhibit safety discipline in the air.

Media aircraft should contact public safety aircraft by VHF aircraft radio at least two nautical miles from the scene. If public safety aircraft are not on the scene, media aircraft should remain at a reasonable distance from the incident so as not cause interference with the operation either by noise or rotor wash. Public safety aircraft arriving on the scene will announce their arrival two nautical miles from the scene. When public safety aircraft are on the scene, media aircraft should remain 500' above the highest public safety aircraft and 500' laterally from the widest orbit of the public safety aircraft.

In no case should the media aircraft over-fly the incident or public safety aircraft.

In some instances, an airspace restriction (FAR 91.137) may be requested of the Federal Aviation Administration (FAA). Pilots should follow procedures set forth by the FAA regarding any airspace restriction.

Media Aircraft at Police Incidents

One of the most hazardous conditions for public safety pilots is a police pursuit. During a pursuit, the aircraft above the scene may become the controlling unit in the pursuit, relaying vital information to the ground units. If more than one public safety aircraft is over a pursuit or other police or SWAT operation, media pilots should make radio contact with the secondary aircraft which will be flying above the primary aircraft.

Media aircraft should maintain a distance of 500' above and 1000' laterally from any public safety aircraft involved in a pursuit. If only one public safety aircraft is working the pursuit, media pilots should make contact with the public safety pilot. The public safety pilot may or may not respond to media aircraft request since the pilot will be busy coordinating ground police units. At the conclusion of a vehicle pursuit, media aircraft should pull up and away as the law enforcement pilot and observer may become involved in directing the pursuit of several suspects running in different directions.

Bomb Squad Incidents

Media representatives may not be allowed access inside police lines surrounding the immediate incident so as not to interfere with police operations. As with other crime scenes, the PIO will, as soon as possible, establish an On-Site Media Center and Media Photo Site inside the first police line separating the incident from the general public.

Police officers and media representatives at the scene of a bomb incident should not use two-way radios, microwave transmitters, cellular phones, wireless microphones, or other electronic transmitting devices until use of such devices is cleared by the bomb squad since the possibility of explosive devices being detonated by radio signals may exist. Any transmission in the immediate area could detonate the device prematurely.

Explosive devices are often actuated by radio signals, and media representative must be aware that even the most innocent transmission may cause detonation. Some radios give off radio signals when receiving, and caution should be exercised with receivers. Video cameras are known to create signals during operation. Caution should be exercised when recording in the vicinity of a bomb incident. Another device to be aware of is car alarms, which must be disarmed when in the area of a potential bomb. Car alarms should not be used with a handheld transmitter.

Distance From Immediate Scene

An area which will provide an adequate margin of safety for the public should be cordoned off separating the general public from the danger zone. Media representatives should be allowed access inside the outer police line. Fragments can kill or injure someone located within the fragmentation zone. However it must be remembered that under *Leiserson v. City of San Diego*, the courts have found... "that once a media representative has been apprised of the danger, safety is not a reason to deny access under the provisions of Penal Code § 409.5."

Photographing Bomb Deactivation Techniques

News media organizations should not broadcast or print any material showing bomb squad members techniques while deactivating a "bomb" if so requested by the PIO or bomb squad

member at the scene. Revealing certain techniques could endanger the lives of bomb squad members if exact deactivation procedures are revealed. Media representatives are usually permitted to photograph or report on other techniques and equipment being used such as remote robots, ballistic suits, detonating charges, etc.

Media and Undercover Officers

One of the most sensitive areas of police work is that of undercover. The photojournalist must be constantly aware of the potential danger of a camera to the undercover officer.

Media representatives must be considerate of the needs of the undercover officer to protect his or her identity. The life of a plainclothes officer or an informant can be put in serious jeopardy should they be photographed during an arrest or emergency situation while working undercover.

During any undercover police operation, the media representative must remain out of the area unless escorted by a public safety officer. If the media representative has a reason to believe an undercover operation is progress, the PIO should be contacted via land line as cell phones and radios can be easily monitored. Upon confirmation of a clandestine operation, the media representative must cooperate by staying clear of the area until notified that the suspects are in custody or the operation is otherwise secure; photographs may then be taken.

Occasionally an undercover officer may observe a media vehicle in the area of an operation and request the media vehicle to leave the area. The media representative should vacate the area and contact the PIO.

If requested by officials, faces of undercover officers, informants, suspects or other persons who might be put in jeopardy should be obscured prior to publication or broadcast. In certain instances, the media will be asked to delay publication or broadcast of sensitive stories or pictures. These requests should be given the most serious consideration.

Under no circumstances should the media representative's film or video tape be confiscated by any public safety officer by means of personal threat, threat of arrest, force or intimidation, without due process of law.

Plain clothes public safety officers shall wear their agency badge or identification in clear view at all times, in order to identify them as a public safety officer when using still or video equipment at an incident where media representative are present. Under no circumstance shall a public safety officer identify as being a media representative.

Special Weapons/Tactics Team (SWAT) Operations

The term "SWAT" is used generically in this section to represent a public safety agency's tactical division. The media may encounter SWAT teams in the following situations.

- Hostage incidents
- Barricaded suspect incidents
- Area searches for armed and dangerous suspect
- High-risk search and arrest warrant operations

The following guidelines and information may prove valuable in covering SWAT activities.

A zone of operation is often established for the exclusive use of the SWAT team. This zone may or not contain an actual "crime scene" and generally the media is asked to respect this operational area by remaining out of it. SWAT team members are often distracted from their responsibilities when this zone is occupied by any unauthorized personnel or vehicles. Typically, a perimeter control officer will not decide whether or not the media should be allowed closer to the actual event site. Media will be allowed between the outer perimeter established for crowd control and the inner SWAT perimeter.

After dark, media representatives should be particularly cognizant of the fact that camera lights and strobes endanger SWAT team members by revealing positions of concealment or by temporarily reducing officers' night vision. Low-light cameras and fast lenses are preferable and should be used during night operations. When the scene is secure and suspects are in custody, the PIO or Incident Commander will generally inform media representatives that supplementary lights may be used. If possible, the PIO should attempt to establish the Media Briefing Center at a location where lights may be used to illuminate interview subjects.

"Live" media broadcasts of SWAT team members' activity at the scene of an event may endanger public safety officers, hostages, media and the general public. Battery-powered television sets and radios can provide suspects with the ability to obtain information regarding law enforcement movement, even in situations where conventional electrical power is not available or has been shut off for tactical reasons. The location of police or SWAT officers should never be broadcast during an operation unless it has been cleared with the PIO or other public safety officer in charge.

K-9 Operations

When a K-9 unit is on the scene of any incident, media representatives should be aware that trained "police dogs" are working in the area. Cameras may be interpreted as a weapon by the dog.

Police Radio Communications

Generally, police radio interception and divulgence is prohibited. Any person not authorized by the sender, who intercepts any police radio service communication, and who divulges, to any person he knows to be a suspect in the commission of any criminal offense, the existence, contents, substance, purport, effect or meaning of such communication concerning such offense with the intent that such suspect may avoid or escape from arrest, trial, conviction or punishment is guilty of a misdemeanor.

As used in this section "police radio service communication" means a communication authorized by the Federal Communication Commission to be transmitted by a station in the police radio service.

The location of police or SWAT officers should never be broadcast during an operation unless it has been cleared with the PIO or other public safety officer in charge. Caution must be exercised in all transmissions since suspects may be equipped with radios and monitor media representatives' transmissions.

Media Vehicles

Vehicles driven or owned by a media representative are subject to all laws and codes which must be observed by the ordinary members of the public. From time to time, public safety

officers allow media vehicles to be driven and/or parked in or adjacent to a disaster scene. Any vehicle must, at all times, yield to emergency and public safety vehicles while in route to and at any emergency scene or when flashing lights are displayed and/or sirens are being sounded.

At all times, the media vehicle must yield to emergency vehicles and must not follow closer than 300 feet behind the emergency vehicle. When arriving at an emergency scene, media representatives should park in such a way that their vehicle will not block others or obstruct access for emergency vehicles. If a public safety officer directs a media representative to move a vehicle, the order must be complied with immediately. Once the vehicle is moved, as ordered, the media representative may return to the scene or command post.

Appendix A: Checklists – Joint Information Center Positions

Lead Public Information Officer

The Lead Public Information Officer reports to the EOC Director or Incident Commander.

Who and What: The Lead Public Information Officer may be the ICP or EOC PIO depending on the overall situation, and the relative locations of the ICP/EOC and the JIC. Ensures that timely, accurate and appropriate incident information reaches the public, the media and other constituent audiences; and provides strategic counsel to EOC/Incident Commanders. The Lead PIO is responsible for activating the emergency public information team and making staffing assignments, in coordination with the IC/EOC Director and JIC Manager.

Do These First:

- Check in with the Finance and Administration Section. Report to EOC Director or Incident Commander.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate EOC computer.
- Review EAS activations and other initial public warnings and assess whether the information needs updating or if new messages need to be sent
- Determine what media resources are operational, which TV/radio stations and cable operators are still broadcasting
- Assess public utilities status: electricity, cable TV, Internet, etc.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Read this entire checklist.
- Receive incident briefing.
- Prepare initial incident summary and obtain approval to release; distribute at proper time.
- Develop incident public information strategy in coordination with Command Staff.
- Advise the EOC, IC and Command Staff, as appropriate, regarding public information implications of decisions.
- Check releases and information that have been issued by the first responder agencies.
- Develop public information strategy in coordination with Management Staff and JIC Manager.
- Provide information to the ICP/EOC Planning and Intelligence.
- Serve as lead spokesperson, or identify lead spokesperson, for the incident.
- Designate a location where the media can gather without interfering with the operations of the JIC (never allow media to enter the EOC/JIC unescorted).
- Determine when and where to hold news briefings, community meetings and other incident events.

- Serve as moderator at news briefings, community meetings and other incident events or assign PIO to this function.
- Ensure that interagency communication remains clear during the execution of the JIC.
- Conduct daily conference calls with all area PIOs/designee; see appendix for procedure.
- Approve all incident information (or delegate approval authority) prior to its release and obtain EOC Director/IC approval of all content before release.
- Determine if rumors and false information are circulating among the staff or within the community and develop and prioritize correct information
- Represent JIC interests at Management Staff meetings.
- Represent Management Staff at JIC meetings.
- Provide coaching and encouragement to JIC Staff.
- Participate in ICP/EOC event planning.
- Ensure implementation of the Incident Action Plan at the JIC.
- Review Threat Plan in EOC which is specific to incident.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Initial Incident Questions:

- What are the facts? What happened?
- What should the public be doing?
- What public information is available?
- When will more information be available?
- Have there been deaths?
- Are lives or property in danger/jeopardy?
- Is the environment in danger/jeopardy?
- Are public facilities in jeopardy of damage?
- What public resources are being expended to respond?
- Who are your audiences?
- Who has been affected by this event?
- Who needs to be alerted to this situation?
- What are those audiences' perceptions and information needs?
- What does the media want to know?
- What is our policy on this issue?
- What are we doing about this issue?
- How are we addressing the problem?
- Who is upset or concerned?
- How should we show empathy?
- What can we do to keep this from happening again?
- What other agencies or third parties are involved?
- What are key audiences saying?

JIC Manager

The JIC Manager reports to the Lead Public Information Officer.

Who and What: As the detail manager, ensures that the JIC obtains necessary infrastructure support, assists the Lead PIO to ensure proper staffing and rotations, manages all functions of the JIC and advises regarding communications strategies and tactics.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Lead PIO.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Make sure the facility has working Internet, broadcast radios and televisions
- Activate and test all administrative support equipment (copy machines, etc.).
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Work with JIC/JIS leadership and Lead PIO to identify resource needs.
- Determine need for all JIC functions/positions and assign staff to each.
- Coordinate the assignment of PIOs as necessary to complete each needed function of the JIC.
- Prepare staff resource/contact list.
- Prepare JIC staffing schedule.
- Assign staff to maintain incident status boards or handle this task.
- Assign staff to maintain incident log and fill out all required forms.
- Request or find additional PIO resources as the incident dictates
- Coordinate with incident Logistics Section to identify and set-up JIC.
- Coordinate placement of JIC furniture, equipment, boards and supplies for maximum efficiency in all functional groups.
- Ensure function of facilities and equipment.
- Ensure television broadcasts, Internet, Web capability, etc. are all working.
- Fulfill requests for additional resources.
- Ensure that JIC staff has food, beverages and appropriate rest areas.
- Arrange for facility security, janitorial support and equipment maintenance/repair.
- Ensure that JIC staff has sufficient field communications equipment (e.g. radios and communications plans).
- Ensure that resources are applied where they are needed most.
- Ensure smooth flow of information to/from Group Supervisors and Unit Leaders.
- Other primary tasks unique to the incident:
- _____
- _____

Insert South Pasadena JIC Room Layout

	MON Date	TUES Date	WED Date	THURS Date	FRI Date	SAT: ON CALL Date	SUN: ON CALL Date
SirtCom							
SirtCom							
SirtCom							
LeadPID							
JIC Mgr							
R/W Mgr							
Disc Mgr							
Com/Rel Mgr							
Spec Proj							
Spec Proj							
R/Writer							
R/Writer							
Dissem.							
Dissem.							
Soc Med							
Med Mon							
Photo/Vid							
Phones							
Phones							
Phones							
Trans 1							
Trans 2							
Web							
Web							
SCBTV							
Spec Proj							
Spec Proj							
Spec Proj							
Spec Proj							

Lead PIO Writing Assistant

The Lead PIO Writing Assistant reports to the Lead PIO.

Who and What: The Lead PIO Writing Assistant shadows the Lead PIO and captures incident information which is gleaned in management meetings and briefings.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Lead PIO.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These

- Follows the Lead PIO throughout the EOC, JIC, management meetings, incident briefings
- Captures incident information
- Coordinates with the Lead PIO to confirm what information can be made public and which should be shared with other internal partners
- At the direction of the Lead PIO, shares information with JIC Manager and Research/Writing Unit Supervisor
- Can serve as liaison between the Lead PIO and JIC Manager/ Research/Writing Unit Supervisor
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Group Supervisor – Research/Writing Group

The Research/Writing Group Supervisor reports to the JIC Manager.

Who and What: Supervises the Research/Writing Group, which gathers incident/event information and packages it in ways that are useful to key incident audiences.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Lead PIO.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable group positions.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (or delegate):

- Utilize all available resources (e.g. news sources, partner agencies, historical records, ICS 201, etc.) to gather incident facts.
- Look to resources outside of incident for broader perspective (e.g. context of incident compared to other like events nationally).
- Triage information and determine what is most important to incident response.
- Prepare facts for distribution in whatever format is most appropriate.
- Provide coaching and encouragement to staff.
- Coordinate with other Unit Leaders and Group Supervisors to identify "gaps".
- Analyze incident information for trends/ emerging issues.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Unit Leader – Research/Information Gathering Unit

The Information Gathering Unit Leader reports to the Research/Writing Group Supervisor.

Who and What: Leads the Information Gathering Unit which collects and manages incident information from a variety of sources and forwards the information to the Dissemination Group for public distribution.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Research/Writing Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (in no particular order):

- Gather information about the incident from all available and credible sources including other agencies, historical records, ICS 209 and IAP, news releases and subject matter experts.
- Foster relationships with Section Chiefs and Branch Coordinators.
- Provide regular updates to JIC regarding current, verified details about incident response.
- Provide Command Staff with updates regarding public information and emerging issues.
- Report significant findings to the Research/Writing Group Supervisor.
- Deliver information to writers.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____

Unit Leader – Strategy/Messaging Unit

The Research and Writing Unit Leader reports to the Research/Writing Group Supervisor.

Who and What: Leads the Research and Writing Unit which produces all written materials for incident information.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Research/Writing Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (in no particular order):

- Draft messages and talking points for incident leadership.
- Identify and resolve conflicting information.
- Research, edit media advisories, media releases, fact sheets, daily updates, web stories, and other such incident information.
- Obtain approvals from all necessary Groups and Sections prior to release.
- Maintain accurate, complete and chronological log of released information.
- Display releases for easy reference by JIC staff.
- Prepare summary of news conferences and briefings.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Unit Leader – Writing Unit

The Writing Unit Leader reports to the Research/Writing Group Supervisor.

Who and What: Serves as the primary JIC writer(s).

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Research/Writing Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (in no particular order):

- At the direction of the Group Supervisor or JIC Manager, write media advisories, media releases, fact sheets, daily updates, Web stories and other such incident information as assigned.
- As time permits, monitor live broadcasts of incident press conferences or community meetings (or attend meetings) to take notes and capture information not disseminated by the JIC; review content with Supervisor
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Unit Leader – Rumor Control/Media Monitoring Unit

The Media Monitoring Unit Leader reports to the Research/Writing Group Supervisor.

Who and What: Leads the Media Monitoring Unit which monitors what is being said about the incident to ensure that:

- Life-saving information is reaching the public.
- Key messages are being picked up, and are appropriate.
- Rumors are verified and errors corrected.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Research/Writing Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Collect current Situation Reports (SITREPS), ICS 201-203s and Incident Action Plans (IAPS) from Plans Section.
- Distribute SITREPS, IAPS and ICS 200s to JIC leadership, highlighting any critical issues.
- Collect all EAS messages.
- Collect from Research & Writing Unit all talking points, media releases, fact sheets and other materials available to the public and the media.
- Get maps, diagrams and other such visual data from Audio-Visual Support Unit.
- Obtain video copies or transcripts of most recent briefings and public events
- Monitor TV, radio, newspapers, Websites, blogs and chat rooms for balance, accuracy, timeliness, official presence and emerging issues.
- Monitor social media channels for critical information.
- Analyze all content.
- Document questionable news reports or public comments and submit to the Research/Writing Group Supervisor or JIC Manager for action.
- Complete Daily Clips Summary.
- File all news clips and rapid response actions in a chronological file.
- Other primary tasks unique to the incident
- _____
- _____
- _____
- _____

Unit Leader – Translation Unit

The Translation Unit Leader reports to the Research/Writing Group Supervisor.

Who and What: Leads the Translation/Interpretation Unit which provides translation/interpretation services to the JIC Staff.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Research/Writing Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other Initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (in no particular order):

- Assess translation needs.
- Obtain translators and/or translation services.
- Translate Emergency Bulletins, News Releases and other outgoing JIC content as required.
- Translate public materials into target languages, as needed.
- Ensure the content and accuracy of all other language releases.
- Provide interviews to media in other languages.
- Provide translation services for other language callers.
- Monitor other language TV, radio, newspapers, Websites, blogs and chat rooms for balance, accuracy, timeliness, official presence and emerging issues.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____

Group Supervisor – Information Dissemination Group

The Dissemination Group Supervisor reports to the Lead Public Information Officer.

Who and What: Supervises the Dissemination Group which distributes information to incident staff, partner agencies, the public and the media.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Lead Public Information Officer.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional Information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (or delegate):

- Use all available channels to inform constituent audiences about incident response.
- Gather approved information from Research/Writing Supervisor and disseminate through all appropriate channels
- Oversee and approve all information releases to the media and public. Then forward to Lead PIO for final approval.
- Maintain dissemination checklist.
- Maintain Web/social media log-in cheat sheet.
- Maintain how-to guide re: how to use Web and social media dissemination tools.
- Analyze all content for appropriate visual storytelling avenues.
- Respond to requests from local, regional, national and international media for information, interviews, and access.
- Provide coaching and encouragement to Information Dissemination staff.
- Proactively respond to emerging trends/issues.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Employee/Internal Communications Unit

The Internal Dissemination Unit Leader reports to the Dissemination Group Supervisor.

Who and What: Supervises the Internal Dissemination Unit which ensures the dissemination of public and general information within the JIC and to all internal constituents.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Dissemination Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Coordinate the timely and accurate dissemination of public and general information within the JIC and to all internal constituents.
- Ensure that all members of the JIC Staff are regularly briefed on unfolding and emergent events.
- Provide feedback to the Research/Writing Group Supervisor regarding issues reported by field officers.
- Notify the Field Information staff and the Research/Writing Group Supervisor about the specific types of information required by the JIC.
- Ensure that current information is reaching JIC Staff in the format that best serves them (status boards, online updates, etc.).
- Coordinate with the Web Based Unit Leader as required.
- Proactively respond to emerging trends/issues.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Media Phone Spokesperson Unit

The Internal Dissemination Unit Leader reports to the Dissemination Group Supervisor.

Who and What: Responds to phone inquiries.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Dissemination Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Work with the Lead PIO to identify media outlets of importance ("media hot list").
- Ensure that news reporters and assignment editors are receiving incident information and understand the story.
- Maintain updated media list.
- Follow-up with media contacts after the release of a media advisory, fact sheet, news release or other significant news item.
- Provide feedback to the Dissemination Group Supervisor regarding types of questions the media are asking (this could be important information for the Research/Writing Group Supervisor).
- Correct misinformation before it becomes accepted as fact; contact the reporter, news director, partner agency or other pertinent party to correct misstatements or errors. Work with Media Monitoring/Rumor Group Unit.
- Ensure that the Research/Writing Unit is aware of any problem reports, and weaves clarifying information into talking points and news releases.
- Coordinate with Internet Support Unit to post any needed clarification on the incident web-site.
- Ensure that those taking media calls have up to date talking points.
- Answer media calls by identifying the incident. For instance, "Earthquake Information, Jane Smith speaking."
- Refer callers to additional resources (e.g. partner agencies, websites, etc.) when appropriate.
- Contact partner agencies alerting them to emerging issues and problem reports.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Media Briefing Center / Press Conference

Who and What: Coordinates setting up a Media Briefing Center and/or a Press Conference.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Dissemination Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These:

- See checklist in Appendix
- Coordinate physical set-up: chairs, table, podium in front; flags; backdrop; name tents; tables/chairs for media representatives; sign-in sheet with staff monitor and security; wireless Internet access; electricity; mic stand; sound patch/mult box; other physical needs
- Establish regular briefing schedule; notify media
- Establish sign-in log
- Receive regular updates from Lead PIO
- Coordinate attendance of officials as appropriate
- Assign appropriate staff to handle physical arrangements for Briefings (see Checklists for assignments)
 - _____ Video, still photography to record event
 - _____ Mult box for TV and radio mikes
 - _____ Chairs, tables, podiums as required
- Brief staff on the subject, speaker(s) and schedule of events
- Prepare opening statements among speakers
- Review anticipated questions and answers
- Check all sound equipment and tape recorders prior to the conference
- Ready all news information and handout materials
 - _____ News Releases
 - _____ Background information, such as fact sheets, maps, statistics, histories and biographical information
 - _____ Copy of opening statement and other briefing materials
 - _____ List of speakers with name, agency, title
- PIO to open the conference and establish the ground rules; act as moderator
- Monitor questions and answers closely; make any necessary clarifications the end of the event
- Handle requests for follow-up information
- Before and after each briefing, coordinate with Lead PIO to relay latest incident information and media inquiries

- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Press Conference Moderator Checklist

The Lead PIO or other official should serve as moderator for all incident press conferences/media briefings. The following should be adhered to when initiating this information session:

- Distribute handout that lists the name with correct spelling, title and agency of all who will speak (and of those available to provide comment)
- Distribute hard copy of maps or graphics (or explain how graphics will be used in the briefing)
- Where possible, provide electronic copies or Website URL of maps and graphics
- Explain that statements will be made, followed by an opportunity for journalists to ask questions; note that questions should be made using the available microphone; remind speakers to rephrase journalists' questions
- Announce that the latest information will be available at the incident Website and that residents can follow the incident via social media (add 2-1-1 or Call Center information)

At conclusion, announce procedure for one-on-one stand-up interviews will be handled (or that they won't be additional availability)

- Announce when next media briefing will take place

Repeat steps for all subsequent briefings through conclusion of incident.

Afterward/Follow-Up

- Assign someone to monitor all media coverage for accuracies; correct misinformation immediately
- At an appropriate time when the crisis atmosphere has cleared, contact local media who attended and ask for feedback, including what went well and what could have been improved

Advance Media Briefing Center Establishment Checklist

- Research large containers for equipment storage; ability to move containers into position when needed; and personnel to handle set-up
- Determine number of tables, chairs needed; purchase
- Create backdrop
- Create/purchase podium; sound system
- Research wi-fi coverage; create network if needed
- Research portable restrooms; secure system to have in place for incident
- Research caterers to feed media during incident
- Research generators to provide adequate power for media, PIO needs
- Research need for tents or other shelter over Media Briefing Center if outside
- Research acquisition of motor home for use as portable Media Briefing Center

Unit Leader – Web/Social Media

The Internet Unit Leader reports to the Dissemination Group Supervisor.

Who and What: Leads the Web/Social Unit which uses technological resources to provide timely incident information.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Dissemination Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Receive all approved content from Dissemination Group Supervisor.
- Establish and maintain incident Website with stories, photos, video and sound.
- Upload content onto all social media channels.
- Create videos about the incident response and upload onto appropriate channels.
- Monitor Web server traffic to identify trends in the kinds of information viewers are seeking; report findings to the Dissemination Group Supervisor.
- Identify additional technology capabilities (partner channels, blogs, RSS, social media, etc.) that can be utilized to disseminate information.
- Utilize technological resources to support incident public affairs strategies.
- Ensure that current information is reaching JIC staff in the format that best serves them (status boards, online updates, etc.).
- Coordinate with the Internal Dissemination Unit Leader as required.
- Produce diagrams and incident maps for use by incident responders, the media and JIC staff.
- Video/audiotape briefings and public meetings.
- Maintain incident audio, video and photo archives.
- Respond to audio-visual requests from JIC Staff.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Call Center Unit

The Public Telephone Unit Leader reports to the Dissemination Group Supervisor.

Who and What: Leads the Public Telephone Unit which takes calls from the public and provides accurate incident information.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Dissemination Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Identify information most likely to be requested by callers.
- Gather all approved incident information from Dissemination Group Supervisor.
- Gather, train Call Center staff, using other City employees, partner agency employees, CERT or other volunteers
- Announce the phone number that the public should call.
- Answer public inquiries as completely as possible.
- Refer callers to additional resources (e.g. emergency responders, partner agencies, Websites, etc.) when appropriate.
- Coordinate with other JIC staff as needed.
- Provide regular feedback to the Dissemination Group Supervisor regarding what kinds of questions are being asked and issues identified.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Group Supervisor – Field Information Group

The Field Information Group Supervisor reports to the Lead Public Information Officer.

Who and What: Supervises the Field Information Group which ensures that partner agencies are on the same page, and that there is an official presence at field sites where the public and the media are present.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Lead Public Information Officer.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (or delegate):

- With Lead PIO, determine need for a Field PIO.
- Ensure Field PIO(s) have all necessary equipment, especially items necessary to keep JIC personnel updated.
- Coordinate activities of PIOs working in the field.
- Ensure that there is a PIO at sites with significant media or public attention (e.g. shelters, public meetings).
- Provide feedback to the Lead PIO or JIC Manager regarding issues reported by field PIOs.
- Initiate direct contact with media in the field.
- Initiate direct contact with partner agencies in the field.
- Provide coaching and encouragement to field information staff.
- Proactively respond to emerging trends/issues.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Field Media Unit

The Field Media Unit Leader reports to the Field Information Group Supervisor.

Who and What: Leads the Field Media Unit which works with media in the field to share vital incident information with the public.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Field Information Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Prepare to Report to the Field

- Get briefing from Lead PIO or JIC Manager
- Read the Checklist
- Secure a PIO Field Go-Kit and ensure a means of contacting the Lead PIO.

Report to the Incident Commander

- Upon arrival on scene, report to the Incident Commander and identify yourself as a Field PIO representing the Lead PIO.
- Obtain a briefing from the Field Incident Commander.
- Assess the situation.
- Provide update to Lead PIO.
- Establish a Media Field Information Center (if multiple agencies all have PIOs on scene).
- Establish contact with the PIOs on scene.
- Establish media photo site.
- Coordinate media pool, if appropriate. Always accompany pool.
- Advise media to wear safety gear, if necessary.
- Establish media escort capability if needed.
- If feasible, establish a field information area that is away from the Command Post.
- Ensure media are directed to the established location.
- Establish regular briefing schedule.
- Coordinate comments with other agency PIOs, EOC/IC, Lead PIO/JIC Manager.
- Inform the Lead PIO of briefing schedule; update regularly.
- Gather and disseminate information, instructions, warnings, announcements, news and information.
- Attend all field command briefings as appropriate; update information releases.
- Schedule expert speakers for media briefings.
- Maintain log, noting information and activities; log should include messages received, releases published, interviews granted, personnel on duty and other activities.

- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – V.I.P. Unit

The VIP Unit Leader reports to the Field Information Group Supervisor.

Who and What: Leads the VIP Unit which ensures that VIPs have information they need to make decisions and educate others within their realm of influence.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Field Information Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Ensure availability of assigned transportation and/or vehicles.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Then... Do These (in no particular order):

- Work with the Lead Public Information Officer to identify VIPs including elected officials, civic leaders, special interest groups, etc.
- Establish a current contact directory (telephone, fax, e-mail, etc.) of identified VIPs.
- Foster relationships with top staffers of identified VIPs.
- Ensure that VIPs are receiving all incident information.
- Facilitate site tours, private briefings or other requests made by VIPs.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Unit Leader – Community Relations Unit

The Community Relations Unit Leader reports to the Field Information Group Supervisor.

Who and What: Ensures various stakeholders receive information about the incident.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Field Information Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Ensure availability of assigned transportation and/or vehicles.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Develop lists of target audiences who may not be receiving information through the news media or social media. Identify non-traditional ways to reach these groups. (Review audiences checklist).
- Capture email addresses of partner agencies, public interest groups, legislative bodies and others who will be interested in up-to-the-minute incident information yet may be hard to reach and provide them with regular electronic updates (email or email newsletter).
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Special Interest Unit

The Special Interest Unit Leader reports to the Field Information Group Supervisor.

Who and What: Leads the Special Interest Unit which provides a human face to the incident response and acts as a direct contact for those groups and organizations that are particularly vested in the incident outcome.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Field Information Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Other initial tasks unique to the incident:
- _____
- _____
- _____
- _____

Then... Do These (in no particular order):

- Meet with community leaders and special interest groups to explain incident response actions.
- Visit shelters, attend public meetings and circulate in high-traffic locales such as shopping malls where there are likely to be many people with questions/concerns.
- Meet face-to-face with Special Interest Groups. Resolve issues when possible; refer larger problems to incident management.
- Distribute flyers or other incident information as needed.
- Provide feedback (through Field Group Supervisor) to the Research/Writing Group Supervisor regarding information requests/emerging trends.
- Other primary tasks unique to the incident:
- _____
- _____
- _____
- _____

Unit Leader – Special Assignments Unit

The Special Assignment Unit Leader reports to the Field Information Group Supervisor.

Who and What: Leads the Special Assignment Unit in any task assigned.

Do These First:

- Check in with the Finance and Administration Section.
- Report to the Field Information Group Supervisor.
- Put on PIO Team/JIC ID Vest, badge, etc.
- Test assigned communications systems, telephone, etc.
- Activate positional information system/computer.
- Ensure staffing of all applicable unit functions.
- Ensure availability of assigned transportation and/or vehicles.
- Other initial tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____

Possible duties:

- Coordinate with other PIOs (e.g. partner agencies) working in the field.
- Facilitate media tours and interviews with on-site incident responders.
- Contact radio stations, TV stations and print media to discuss incident response.
- Appear on media programming to discuss incident response.
- Provide feedback (through the Field Information Group Supervisor) to the Research/Writing Group Supervisor regarding information requests and emerging trends.
- Other primary tasks unique to the incident:
 - _____
 - _____
 - _____
 - _____



Audiences List

Agencies

City / County Agencies

- Los Angeles County
-
-
-

Neighboring Cities/Towns

- Pasadena
- Alhambra
- Glendale
- Temple City
- Rosemead
- Monterey Park
-
-

Regional Incident Command Public Safety Agencies

-
-

Transportation Systems/Agencies

-
-

Utilities/Water

- SCE
- MWD
-
-

Community Organizations

Distribute incident information as appropriate to all community organizations.

Organization Name	Address	Contact Person	Phone	Email	Website
Organizations					
AYSO Region 214	PO Box 214			rc@ayso214.org	www.ayso214.org
Boy Scout Troop 366 and 342	Oneonta or Dahl Architects				
Boy Scout Troop 139	United Methodist Church			scoutmaster@troop139.com	www.troop139.com

Boy Scout Troop 333	Holy Family-- Eddie Park				www.troop333.us
South Pasadena DUDES					www.southpasdudes.com
Friends of the Levitt Pavilion	1499 Huntington Dr. #305				
Friends of the South Pas Nature Park					http://nativebydesign.blogspot.com/
Friends of the South Pas Library	1100 Oxley Street				www.friendsofsopaslibrary.org
Hillsides	149 Pasadena Avenue				www.hillsides.org
Kiwanis Club of South Pasadena	1107 Fair Oaks Ave, Box 74				www.kiwanisouthpasadena.org
Moms for Family & Community					www.momsforcommunity.org
Relay for Life of South Pasadena	50 N Hill Ave. Pasadena 91106				FB: sopasrelay for life
Rotary Club of South Pasadena	PO Box 362				www.southpasadenarotary.org
South Pas Arts Council (SPARC)	PO Box 3272				www.sopasartscouncil.org
South Pasadena Beautiful					http://www.southpasbeautiful.org/
South Pas Chamber of Commerce	1121 Mission Street				www.southpasadena.net
South Pas Chinese American Club	PO Box 3722				www.spcc-web.org
South Pasadena Farmers Market	PO Box 3446				www.southpasadenafarmersmarket.org
South Pas Festival of Balloons					

South Pas Masonic Lodge #290	1126 Fair Oaks Avenue				www.southpasadena290.org
South Pas Preservation Foundation	913 Meridian Avenue				www.sppreservation.org
South Pasadena Girl Scouts					www.spgirlscouts.org
South Pasadena Little League	PO Box 924				www.spill.com
South Pasadena/San Marino YMCA	1605 Garfield Avenue				
South Pas Educational Foundation	1020 El Centro #3				www.spef4kids.org
South Pas Tournament of Roses	435 Fair Oaks Avenue			contact@sptor.org	www.sptor.org
Tree People					www.treepeople.org
Urban Harvester	530 S. Lake Ave. Pas 91101			info@urbanharvester.org	www.urbanharvester.org
Vecinos de South Pasadena	1107 Fair Oaks Ave, Box 102			president@vecinosdesouthpasadena.org	www.vecinosdesouthpasadena.org
WISPPA					www.wisppa.org
Women's Club of South Pasadena	1424 Fremont Avenue			thewcsp@yahoo.com	www.thewcsp.com
Churches					
Calvary Presbyterian Church	1050 Fremont Avenue				
Church of Jesus Christ of LDS	1919 Huntington Drive				
First Korean Church	1024 Indiana Avenue				
Grace Brethren Church	920 Fremont Avenue			info@sopasgb.org	

Han Gil Church	1605 Hope Street				
Holy Family Catholic Church	1527 Fremont Avenue				
Iglesia Restauracion	1316 Lyndon Street				
Korean Pacific United Methodist	699 Monterey Road				
Oneonta Congregationa l Church	1515 Garfield Avenue				
South Pasadena Christian Church	1316 Lyndon Street				
South Pasadena Assembly of God	606 El Centro				
South Pasadena Chinese Baptist	920 Fremont Avenue				
Somang Church	1515 Garfield Avenue				
South Pasadena United Methodist	699 Monterey Road				
St. James Episcopal Church	1325 Monterey Road				
PTA					
South Pasadena High School PTSA	1401 Fremont Avenue				www.sphsptsa.net
Marengo PTA	1400 Marengo Avenue			president@marengopta.org	
Arroyo Vista PTA	335 El Centro Avenue				
Monterey Hills PTA	1624 Via del Rey				
South Pasadena	1500 Fair Oaks Avenue				

Middle School PTA					
South Pasadena Tiger Booster Club					www.sphsboosters.org
Private Schools					
Almanson School	1955 Fremont Avenue				
St. James Preschool	1325 Monterey Road				
Calvary Preschool	1050 Fremont Avenue				
Holy Family School	1301 Rollin Street				

Additional Audience Lists

Appendix C: Information Dissemination Tools Checklist

Internal (South Pasadena Employees) Communications Tools List

	Tool	Responsibility	Implemented	Concluded
1.	Global email program			
2.	Intranet			
3.	Everbridge EOC team			
4.				
5.				
6.				
7.				
8.				

External (Public) Communications Tools List

Vendor/Channel:	Type of Tool:	Utilized by:	Use:	Use Type:
Vision Internet	Website	All Departments		support/info, published content, branding
Constant Contact	Email Marketing	City Manager's Office		engagement, support/info, branding
Email List	Email Marketing	Water Conservation Analyst	Promote Environmental Services	engagement, branding
City Facebook Acct	Social Media	Management Services Dept, Water Conservation Analyst, Community Svcs Staff		support/info, engagement, published content
Police Dept Facebook Acct	Social Media	Police Department?	Posting Nixle Announcements	support/info
"Connect South Pasadena" / Blackboard	Reverse 911/ SMS Messaging Service	Management Services Dept, Fire Dept, Public Works Dept, Police Dept	Public Safety Messages	support/info
Nixle	Reverse 911/ SMS Messaging Service	Police Department	Public Safety Messages	support/info
Police Dept Twitter Acct	Social Media-Micro Post	Police Department		support/info, engagement, branding
Police Dept YouTube Acct	Social Media-Video	Police Department	Identifying Suspects	support/info
Police Dept Pinterest Acct	Social Media-Pictures	Police Department	Historical Photo Archiving	published content
Police Dept Instagram Acct	Social Media-Pictures	Police Department		
City Twitter Acct	Social Media-Micro Post	Public Works Department	Streets/Traffic/Utility Issues	support/info

Community Services Classes & Program Guide	Magazine	Community Services Department		commerce, support/info
Senior Center Facebook Acct	Social Media	Senior Center Staff	Promote Senior Center Events	published content, support/info
Senior Center Newsletter	Print/Digital Newsletter	Senior Center Staff		sales, support/info, engagement, published content, branding
Neighborhood Watch Newsletter	Print/Digital Newsletter	Police Department	Police Department Events/Programs	support/info, engagement, published content
CrimeReports.com	Email Notification	Police Department	Crime Updates/Statistics	support/info
City Cable Channel	Television Station	All Departments		support/info, engagement???
City Water Bills	Direct Mail Marketing	Water-related programs	Notifications specific to water/refuse customers	support/info
Public Library Flickr Acct	Social Media-Pictures	Public Library History librarian		
Nextdoor	Social Media	Management Services Dept	Support/info, engagement, published content	
Nextdoor "UrgentAlert"	Social Media	Management Services Dept	Public safety	Urgent safety information

Dissemination Checklist List

Dissemination Group Supervisor/JIC Manager to refine during incident to include all tools to be used while JIC activated. Follow the order listed to disseminate approved information (i.e., materials/information goes fist to website/phone bank/etc. then to employees then to the media/public), followed by incident managers/files.

Review

	Dissemination: in this order:	Responsibility	Implemented	Concluded
	Press release, other written content			
	Translation - TBD			
	Website			
	Phone bank			
	2-1-1			
	Cable Channel slides			
	Release to employees			
	Release to media			
	Nextdoor "Urgent Alert" / Nextdoor			
	Facebook (City, PD)			
	Twitter (PD, City)			
	Instagram (PD)			
	WEA (if approp)			
	Nixle (if approp)			
	"Connect South Pasadena" / Blackboard			
	Email newsletter			
	EOC Director/other managers			
	EOC log/archive			
	Public-facing tools to populate with content:			
	- Senior Cntr Facebook			
	- Senior Cntr email			
	- Neighborhood Watch newsletter			
	- CrimeReports.com			

Appendix D: Pre-Prepared Holding Statements

How to Use the Sample Messages, Press Release

The following samples can be tailored to the current situation and used as the initial holding statement as additional facts are gathered.

Standard “Stay Connected” Boilerplate for All Communications

For more information and to receive updates, please monitor the following:

Stay Connected:

It is critical that people in South Pasadena register to receive emergency alerts. Sign up for “Connect South Pasadena” notices at www.xxxxxxxxxx.xxx and/or “Nixle” alerts at www.xxxxxx.xxx – you can also text your zip code to 888777 to receive a “Nixle” alert. Incident information is available at www.southpasadena.gov.

For updates through social media, follow @xxxx on Twitter and or @xxxx on Facebook. For general information, call 2-1-1 from xxx area code or 800-xxx-xxxx outside of xxx, or text your zip code to xxx-xxx.

Permanezca Conectado:

[Add translation of final boilerplate from above] if translation of materials is determined to be appropriate

Wildland Fire

Messages

- This is a serious and dangerous incident [or characterize by describing wind conditions, terrain, etc.]
- Safety of public and firefighters is our top priority
- Ensuring protection of property and infrastructure is a key focus
- Please heed all evacuation warnings or orders [Avoid the following areas:]
- Monitor City Website, social media, radio, television, newspaper for the latest information

Incident Information Checklist

- Where/when did the fire start; reported to what agency
- Number of structures [types] and/or acres
- First responder agency
- Equipment currently responding
- Number of personnel, from what agencies
- Air resources
- Ground resources
- Activation of Emergency Operations Center

Evacuation Areas, Routes

- The South Pasadena Police Department has announced the following areas are under mandatory evacuation order:
- The following areas are under an evacuation warning area:

Shelter Locations

- The Red Cross has established shelter(s) at the following locations:

Animal-Livestock Evacuation

- Anyone in the evacuation area that needs assistance with small and large animal or livestock evacuations should call the [agency] at xxx-xxx-xxxx.

Major Impact Areas/Facilities [list/describe as appropriate]

- Oil/gas
- Rail lines
- Electrical lines
- Coastal resources
- State/local parks, campgrounds
- Significant/well-known privately-owned landmarks/structures
- Cultural resources

Partnerships Managing Incident

In the Incident Command System, a Unified Command is an authority structure has been established to coordinate all firefighting resources.

- The following partners have joined South Pasadena in Unified Command to manage this incident:

Media Briefing Schedule/Joint Information Center/2-1-1 Call Center

- Media inquiries may be directed to [phone number]

- In addition, the public can call the 2-1-1 information center by dialing "2-1-1" or, if outside South Pasadena: (800) xxx-xxxx.

Holding Statement

The [Incident Name] was reported to South Pasadena at approximately [time a.m./p.m.] today. All available resources are being dispatched to the area located approximately at [describe location]. [Conditions] are [characterize wind, terrain, etc.].

The top priority of all agencies involved in this [potentially/serious] incident is the safety of all firefighters as they battle this fire. Their primary task is to ensure the safety of the public as well as property and key infrastructure, such as rail, electrical lines, etc.].

[An/No] evacuation warning or order has been issued at this time. [Describe area]. Everyone in this area should monitor media coverage and register for alerts at www.xxxxxxxxxx.xxx. It is imperative that the public monitor the City's Website to obtain the latest incident information. Additional information is available on social media channels as well as local radio and television stations. In addition, the public can call the 2-1-1 information center by dialing "2-1-1" or, if outside South Pasadena: (800) xxx-xxxx.

The next major release of information will be a media briefing at [date/time]. The following agencies are combining resources to manage the incident: [list agencies]. At this time, the following are threatened by this fire: [describe structures, acreage]. The following resources are being devoted: [equipment, personnel, air/ground resources].

The City [has/has not] activated the Emergency Operations Center. South Pasadena's Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management at a strategic level during an emergency, and ensuring the continuity of operations of our City.

###

Flooding

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this serious situation.
- Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to provide assistance.
- The top priority in a situation of this magnitude is the safety and security of all affected. As this safety is assured, our next major priority is to protect the structures in the way of flood waters.

Sample Copy for “Holding” Press Release

Local agencies, including [mention as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this flooding. Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond. We are very concerned/guardedly optimistic about the floodwaters at this time.

The top priority in a situation of this magnitude is the safety and security of all affected. As this safety is assured, our next major priority is to protect the structures in the way of this major flood.

Flooding was first reported to public safety officials by (9-1-1 call, a private citizen, employee, etc.) at approximately ___ p.m./a.m. Initial response to the incident by _____ consisted of _____ firefighters, ___ fire trucks/engines, police personnel. There were no injuries reported OR _____ persons, including (fire, police) personnel, were treated at area hospitals for _____ and (all, number) were later released. Those remaining in the hospitals are in _____ condition.

It’s imperative that you do not enter low-lying areas or areas prone to flooding. Do not enter any flowing waterway. If you become trapped by water, call 9-1-1 immediately. Attempt to stay with your vehicle. [Add additional safety tips as dictated by the incident]

- Mandatory evacuations are in place for the following areas:
- Evacuation warnings are in place for the following areas:
- Numerous [state number] (or No) structures have been damaged by the flood, including:
- Support from other agencies has come from: [List resources]
- The status of power and other utilities is as follows:
- Roads closed include the following:
- Phone numbers/Websites for the following include:
 - o General Information/Evacuation:
 - o Red Cross Shelter:
 - o Large Animal Evacuation:
 - o Animal Evacuation:

###

Earthquake

Messages

- All available resources are being devoted to saving lives and responding to this serious incident
- The City's main focus at this time is saving lives, determining the extent of damage and minimizing the potential of injury through red or yellow tagging impact structures
- The City regularly plans for just this type of emergency. The City's Emergency Operations Plan has been activated, including activation of the Emergency Operations Center

Sample Copy for "Holding" Press Release

EOC activated

- This is a serious and dangerous incident [characterize]
- First responders are actively working to rescue those who are in need immediate assistance [characterize if structures are destroyed, damaged; extent]
- Evaluating the structural safety of all buildings impacted is a key focus
Ensuring protection of property and infrastructure is a key focus
- Please heed all evacuation warnings or orders
- Monitor City Website (www.southpasadenaca.gov), social media, radio, television, newspapers for the latest information about this incident

Immediate Safety Information

- If your location is obviously safe, remain in place
 - o If you are unsure, leave immediately
- Aftershocks will continue to affect our region
- Avoid being out/on roads-highways
- Minimize phone/cellular use – leave lines open: quickly let one key family member know your status and ask them to alert all other family/friends

Incident Information

- Time of earthquake/epicenter/magnitude/depth of quake
- Areas affected: [list]
- Extent of damage: [characterize]
- Agencies responding: [list]
- Number of personnel, from what agencies
- Equipment resources responding :[list]

Evacuation Areas, Routes

- The South Pasadena Police Department has announced the following areas are under mandatory evacuation order:
- The following areas are under an evacuation warning area:
- The following highways/roads are closed:
- Avoid the following areas [due to]:

Shelter Locations

- The Red Cross has opened emergency shelters at the following locations:

- Small pets may be brought to the following locations:

Animal/Large Animal/Livestock Evacuation

- Animals, large animals/livestock may be brought to the following locations:

Major Impact Areas/Facilities [list/describe as appropriate]

- Rail lines
- Electrical lines
- Coastal resources
- State/local parks, campgrounds
- Significant/well-known privately-owned landmarks/structures
- Oil/gas
- Cultural resources

Damage Assessment Process

- Teams from the City [and the following agencies:], including building inspectors, will begin the process of determining which structures are structurally sound:
 - o Red tag:
 - o Yellow tag:
 - o Safe:
- What to do if you live in/own a red or yellow-tagged structure

Partnerships Managing Incident

- Unified Command
 - o List all partners

Media Briefing Schedule/Joint Information Center/Public Information Hotline

- The next press conference will be held at the following location/time:
- Media inquiries may be directed to the South Pasadena Joint Information Center (JIC):
- The public can call the [2-1-1 information center by dialing "2-1-1"] or the Public Information Hotline

Use Only Licensed Contractors

Insurance Claims Process

Assistance Center/One-Stop Assistance Center

- The following location(s) have been established to provide one-stop assistance from the following agencies:
 - o FEMA
 - o Red Cross
 - o Small Business Administration
 - o Re-entry assistance
 - o Building Department
 - o Insurance

General Information

Ground vibrations during an earthquake are seldom the direct cause of death or injury. Most earthquake-related injuries and deaths result from collapsing walls, flying glass, and falling objects caused by the ground shaking. It is extremely important to move as little as possible to reach the place of safety you have identified, because most injuries occur when people try to move more than a few feet during the shaking.

Color-Tagging System: Building Conditions

A color-tagged structure is a facility which has been classified by a color to represent the severity of damage or the overall condition of the building.

A "red-tagged" structure has been severely damaged to the degree that the structure is too dangerous to inhabit. A structure is "yellow-tagged" if it has been moderately damaged to the degree that its habitability is limited (only during the day, for example). A "green-tagged" structure may mean the building is either undamaged or has suffered slight damage.

Tagging is performed by the City Building Department, or, occasionally during disasters, by engineers deputized by the building official. Natural disasters such as earthquakes, floods and mudslides are among the most common causes of a building being red-, yellow- or green-tagged. Usually, after such incidents, the local government body responsible for enforcing the building safety code examines the affected structures and tags them as appropriate. Buildings marked with a rectangular sign that is red with a white border and a white "X". Such signs provide the same information as "red-tagging" a building. Tagging structures in these ways can warn firefighters and others about hazardous buildings before the buildings are entered.

Holding Statement

The [Incident Name] was reported to South Pasadena at approximately [time a.m./p.m.] today. All available resources are being dispatched to the area located approximately at [describe location]. [Conditions] are [characterize extent of damage].

The top priority of all agencies involved in this [potentially/serious] incident is the safety of the public and of structures impacted. Assessing damage to property and key infrastructure, such as [oil/gas, rail, electrical lines, etc.] is a major goal.

[An/No] evacuation warning or order has been issued at this time. [Describe area]. Everyone in this area should monitor media coverage and register for alerts at www.xxxxxxxxxx.xxx.

It is imperative that the public monitor the City's Website at www.southpasadena.gov to obtain the latest incident information. Additional information is available on social media channels as well as local radio and television stations. In addition, the public can call the 2-1-1 information center by dialing "2-1-1" or, if outside South Pasadena: xxx-xxxx.

The next major release of information will be a media briefing at [date/time]. The following agencies are combining resources to manage the incident: [list agencies]. This joint approach to managing an incident of this potential scope is called "Unified Command." In the Incident Command System, a unified command is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency.

Agencies responding to the incident include [list].

At this time, the following are impacted: [describe]. The following resources are being devoted: [equipment, personnel, etc.].

The City [has/has not] activated the Emergency Operations Center. South Pasadena's Emergency Operations Center (EOC) is a central command and control facility responsible for

carrying out the principles of emergency preparedness and emergency management at a strategic level during an emergency, and ensuring the continuity of operations of our City.

###

General Evacuation Order / Warning

Messages

- The safety of the public is our top priority
- If you have been ordered to evacuate, leave immediately
 - Your life and the lives of first responders may be in jeopardy
- If you are in a warning area, take steps to be able to leave very quickly
 - Gather family members, pets, valuables and important paperwork/documents
 - Inform family outside the area where you will evacuate to if so ordered
 - Collect clothing, medicine and food to last at least 3 days

Press Release – Restate Evacuation Order/Warning Area – Warning v. Order

Due to the (incident name), mandatory evacuation orders have been issued for the following areas: _____. Anyone in any of these areas should leave immediately. "Connect South Pasadena" and "Nixle" emergency notification alerts were sent to almost _____ phone lines, according to the South Pasadena Police Department.

An evacuation warning is in place for these areas: _____. The area includes: _____. The public is also encouraged to avoid the area surrounding _____, as fire/law enforcement/incident command is currently staging personnel and equipment at this location.

In the case of an incident such as (incident name), there is often confusion about the difference between mandatory evacuation orders and evacuation warnings. A mandatory evacuation order means to leave immediately; there is an imminent or existing risk to life and property.

An evacuation warning means there is a strong likelihood that there will be a risk to life and property, and residents in the warning area should take this time to prepare to leave quickly if given the mandatory evacuation order. Time should be taken to gather family members, pets, valuables and important paperwork/documents. An individual or family should be ready to leave at a moment's notice. However, if anyone feels threatened or is in a vulnerable area, do not wait for an evacuation order – leave immediately.

General Information/Content [Update with local/incident-specific information]

Follow these guidelines for evacuation (Source: <https://www.ready.gov/evacuating-yourself-and-your-family>):

- Plan places where your family will meet, both within and outside of your immediate neighborhood. Use a Family Emergency Plan to decide these locations before an incident.
- If you have a car, keep a full tank of gas in it if an evacuation seems likely. Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.
- Become familiar with alternate routes and other means of transportation out of your area. Choose several destinations in different directions so you have options in an emergency.

- Leave early enough to avoid being trapped by congestion or the worsening of the situation.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or, if you are disabled or have accessibility issues, contact _____.
- Take enough food, water and other supplies in sufficient quantity to last for at least 72 hours. Remember medications and the needs of your pets.
- Monitor social media channels and media outlets and follow local evacuation instructions.
- Take your pets with you. Plan how you will care for your pets in an emergency.

If time allows:

- Call or email the out-of-area contact in your family communications plan. Tell them where you are going.
- Secure your home by closing and locking doors and windows.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to your home and if you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.
- Check with neighbors who may need a ride.

###

Local Assistance Center

Messages

- South Pasadena is assisting all affected residents by organizing a one-stop assistance center.
- Representative from local, state and federal agencies and non-profit organizations will be available to answer questions and provide direct services.

Draft Press Release

MEDIA AVAILABILITY: [INCIDENT NAME] LOCAL RECOVERY AND ASSISTANCE CENTER

(SOUTH PASADENA, Calif.) – In coordination with local, state and federal partners, South Pasadena will open a Local Recovery and Assistance Center that will serve as a centralized, single point location for essential resources and services to help people rebuild and recover.

The City and additional agencies will host a soft opening of the Local Recovery and Assistance Center on DATE AND TIME. Members of the media are invited to visit the center at this time and interact with those providing support services. When the Assistance Center becomes open to the public, we ask that the media remain outside the Center to respect the privacy of community members that may be seeking help on confidential matters.

Representatives from various local, state and federal agencies will staff the center and provide counseling support, resource and housing assistance and information to aid in rebuilding, permitting, hazardous materials clean-up, loss of business or employment, basic health and human services and many other topics.

The Local Recovery and Assistance Center will be open from date, location, hours of operation. For questions, call the Public Information Hotline at xxx-xxx-xxxx.

###

Severe Storms

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this serious situation.
- Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond.
- The top priority in a situation of this magnitude is the safety and security of all affected. As this safety is assured, our next major priority is to protect any structures which may be impacted by these storms.

Sample Copy for “Holding” Press Release

Local agencies, including [mention as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage response to these storms. Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond.

The top priority in a situation of this magnitude is the safety and security of all affected. As this safety is assured, our next major priority is to protect the structures which might present a hazard due to the weather we’re facing.

The first impacts of these storms [provide details] were first reported to public safety officials by (9-1-1 call, a private citizen, employee, etc.) at approximately ___ p.m./a.m. Initial response to the incident by _____ consisted of _____ firefighters, ___ fire trucks/engines, police personnel. There were no injuries reported OR _____ persons, including (fire, police) personnel, were treated at area hospitals for _____ and (all, number) were later released. Those remaining in the hospitals are in _____ condition.

It’s imperative that, if you are in a safe location, that you remain there. [Add additional safety tips as dictated by the incident]

- Mandatory evacuations are in place for the following areas:
- Evacuation warnings are in place for the following areas:
- Numerous [state number] (or No) structures have been damaged by the severe storms, including:
- Support from other agencies has come from: [List resources]
- The status of power and other utilities is as follows:
- Roads closed include the following:
- Phone numbers/Websites for the following include:
 - o General Information/Evacuation:
 - o Red Cross Shelter:
 - o Large Animal Evacuation:
 - o Animal Evacuation:

###

Hazardous Materials

Messages

- All available resources are being devoted to saving lives and responding to this serious incident
- The City's main focus at this time is to ensure that first responders remain safe as they assess the materials involved and to evacuate anyone in the immediate vicinity
- The City regularly plans for just this type of emergency. The City's Emergency Operations Plan is being implemented, including activation of the Emergency Operations Center

EOC activated

- This is a serious and dangerous incident [characterize location, setting]
- First responders are actively working to rescue those who are in need immediate assistance
- Evaluating the structural safety of all buildings impacted is a key focus
Ensuring protection of property and infrastructure is a priority
- Please heed all evacuation warnings or orders
- Monitor the City's Website at www.southpasadena.gov, social media, radio, television and newspapers for the latest information about this incident

Immediate Safety Information

- If your location is obviously safe, remain in place and monitor media outlets and the City's Website for evacuation warning or order information

Incident Information

- Time of the spill
- Areas, structures affected: [list]
- Agencies responding: [list]
- Number of personnel, from what agencies
- Equipment resources responding: [list]

Evacuation Areas, Routes

- The South Pasadena Police Department has announced the following areas are under mandatory evacuation order:
 - o [List]
- The following areas are under an evacuation warning area:
 - o [List]
- The following highways/roads are closed:
 - o [List]
- Avoid the following areas:
 - o [List]

Shelter Locations

- The Red Cross has opened emergency shelters at the following locations:
- Small pets may be brought to the following locations:

Animal/Large Animal/Livestock Evacuation

- Animals, large animals/livestock may be brought to the following locations:

Major Impact Areas/Facilities [list/describe as appropriate]

- Oil/gas
- Rail lines
- Electrical lines
- Coastal resources
- State/local parks, campgrounds
- Significant/well-known privately-owned landmarks/structures
- Cultural resources

Partnerships Managing Incident

- Unified Command
 - o List all partners

Media Briefing Schedule/Joint Information Center/2-1-1 Public Information Line

- The next press conference will be held at the following location/time:
- Media inquiries may be directed to the South Pasadena Emergency Operations Center Joint Information Center (JIC):
- The public can call the 2-1-1 information center by dialing "2-1-1" or, if outside South Pasadena: (800) xxx-xxxx

Insurance Claims Process**Assistance Center/One-Stop Assistance Center**

- The following location(s) have been established to provide one-stop assistance from the following agencies:
 - o FEMA
 - o Red Cross
 - o Small Business Administration
 - o Re-entry assistance
 - o Building Department
 - o Insurance

Holding Statement

At approximately _____ a.m./p.m. today (a private citizen, employee, etc.) reported a spill/release of a potentially hazardous substance to South Pasadena. All available resources are being dispatched to the area located approximately at [describe location].

The material has been determined to be [name or describe], a [hazardous/harmless] [chemical/substance/material/gas] which, upon contact, may produce symptoms of [list/describe].

The top priority of all agencies involved is to ensure that first responders remain safe as they continue to assess the materials involved and to evacuate anyone in the immediate vicinity to ensure the public's safety. Further, assessing damage to property and key infrastructure, such as [oil/gas, rail, electrical lines, etc.] is a major goal.

[An/No] evacuation warning or order has been issued at this time. [Describe area]. Everyone in this area should monitor media coverage and register for alerts at www.southpasadena.gov.

Approximately [number] persons were evacuated to a shelter located at [location]. Crews from [agency/company] were dispatched to the scene to coordinate clean-up efforts, and normal traffic [has resumed/expected to resume at time].

It is imperative that the public monitor the City's Website to obtain the latest incident information. Additional information is available on social media channels as well as local radio and television stations. In addition, the public can call the 2-1-1 information center by dialing "2-1-1" or, if outside South Pasadena: (800) xxx-xxxx.

The next incident update will be a media briefing at [date/time].

The following agencies are combining resources to manage the incident: [list agencies]. This joint approach to managing an incident of this potential scope is called "Unified Command." In the Incident Command System, a unified command is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency.

Agencies responding to the incident include [list].

The City [has/has not] activated the Emergency Operations Center. South Pasadena's Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management at a strategic level during an emergency, and ensuring the continuity of operations of our City.

###

Infectious Disease

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this serious situation.
- Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond.
- The top priority in a situation of this magnitude is the safety and security of all affected, students and visitors.

Sample Copy for “Holding” Press Release

There has been a confirmed case of [insert hazard] in [name of location]. We are working with federal, state and local authorities to ensure that all who have been affected are receiving the appropriate medicine. We are working diligently to ensure public safety and will continue in these efforts until the situation is resolved.

Risk

Given current information, those at risk are [insert criteria for risk.]

If You Are Experiencing Symptoms

To receive medicine and instructions on how to protect yourself and your family, come to:

Parking is limited and the location may be crowded. We recommend you use the [local transportation service] available to you. [If transportation is being provided, include times and pick-up points on the following map.]

If you are using your own car, the following map will direct you to the dispensing location and available parking. Be prepared to wait for a parking space.

Medical professionals will decide if you have received exposure and may need treatment. Bring a list of all medications, vitamins and/or homeopathic supplements you may be taking.

If You Need Medicine for Someone Else

Patients who wish to pick up medicine for children and family members who are homebound or are unable to come to dispensing sites must have enough information about the medical history to complete a form for each person and must know the weight of all children under five years.

Before arriving at the dispensing site, family members must have the following information for all members of their household:

- Names of all household members.
- Address and phone number (home, work and/or cell phone).
- Social security card and identification.
- Weights of all persons under 90 pounds.
- Medications, vitamins and/or homeopathic supplements they may be taking.

- Medication allergies.
- Known health conditions, such as epilepsy, liver or kidney disease, or if someone is pregnant or breast-feeding.

What You Can Do

Be informed. For more information on [hazard] and other public health emergencies, visit the City's Website at www.southpasadena.gov or www.bepreparedca.ca.gov.

###

Terrorism and WMD

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this serious situation.
- Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond.
- The top priority in a situation of this magnitude is the safety and security of all affected.

Sample Copy for “Holding” Press Release

Local agencies, including [mention as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this incident. Local officials have diligently prepared and trained to handle an act of terrorism and all available resources are being mobilized to respond.

The top priority in a situation is the safety and security of all affected. As we understand the nature of the act(s), we will try to prevent any (additional) injury or loss of life or property.

The incident [provide details] was first reported to public safety officials by (9-1-1 call, a private citizen, employee, etc.) at approximately ___ p.m./a.m. Initial response to the incident by _____ consisted of _____ firefighters, ___ fire trucks/engines, police personnel. There were no injuries reported OR _____ persons, including (fire, police) personnel, were treated at area hospitals for _____ and (all, number) were later released. Those remaining in the hospitals are in _____ condition.

It's imperative that you not enter the vicinity of this incident, both for your own safety and to allow public safety employees to do their jobs. [Add additional safety tips as dictated by the incident]

- Mandatory evacuations are in place for the following areas:
- Evacuation warnings are in place for the following areas:
- Numerous [state number] (or No) structures have been damaged.
- Support from other agencies has come from: [List resources]
- Roads closed include the following:
- The status of power and other utilities is as follows:
- Phone numbers/Websites for the following include:
 - o General Information/Evacuation:
 - o Red Cross Shelter:
 - o Large Animal Evacuation:
 - o Animal Evacuation:

###

City Facility Workplace Violence [non-law enforcement content]

Messages

- This is a tragic situation for everyone involved [characterize incident]. We believe this is an isolated incident that is now contained [or explain status]
- The violent act that occurred at the [facility/property/address] has activated a comprehensive crisis response by law enforcement, paramedics and other first responders. City officials have diligently prepared for incidents such as this.
- The incident was contained within one facility, and although investigations and related follow-up activities will continue for several days or weeks, all other City facilities are in full operation [or characterize/tailor].
- We are unable to identify the individual involved due to privacy laws. As soon as we are able, we will release this information.
- We are [or are not] aware of the motive for this act. Law enforcement will be leading the investigation and their primary objective is to conduct a thorough investigation. [Provide general details: e.g., which will lead to the arrest and conviction; ensure the person responsible is held accountable; etc.]

Checklist of incident-related content:

- Time reported, location of incident
- Number/type of deaths/injuries; being treated at _____ Hospital
- Quick response by the South Pasadena Police Department [and/or other agencies; characterize response]
- Isolated or multiple facilities [does/does not appear to be the work of a group or terrorist-type of incident]
- Explain function of what takes place in the office, building
- Please avoid the following location/areas:
- Cannot release or confirm the name of the person who committed the crime or victims due to privacy laws [or notification of family].
- Law enforcement is leading the investigation and will release the appropriate information at the appropriate time.
- The next media briefing will take place [time/location]

Partnerships Managing Incident

The following agencies are assisting with/managing this incident:

Media Briefing Schedule

The next media briefing will take place [time/location]:

Sample Copy for “Holding” Press Release

The violent act that occurred at the [facility/property] has activated a comprehensive crisis response. Law enforcement and other City officials have diligently prepared for incidents of this, and many other types.

It is a tragic situation when anyone [dies/is injured] in a situation such as this. We are holding the [victim/family/co-workers/neighbors] in our thoughts during this tragic/trying time.

The incident was contained within one facility, and although investigations and related follow-up activities will continue for several days or weeks, all other City facilities are in full operation. The top priority of South Pasadena is the safety and security of [our employees/our citizens]. We will be analyzing all aspects of this facility and the response to ensure we protect our employees/residents.

Law enforcement will be conducting a thorough investigation and will release the appropriate information as it becomes available and if it does not impede the investigative process.

The next update regarding this incident will take place [at time/place].

###

Drought

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response plan to manage this serious drought.
- Local officials have diligently monitored rain fall for the past several months and a major drought condition is now under way.
- The top priority in a situation of this magnitude is the safety and security of all affected as well as the economic impact on our businesses and agricultural industry.

Sample Copy for “Holding” Press Release

Local agencies, including [mention as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response plan to manage this serious drought. Local officials have diligently monitored rain fall for the past several months and a major drought condition is now underway.

The top priority in a situation of this magnitude is the safety and security of all affected, as well as the economic impact on our businesses and agricultural industry.

The drought was officially declared on (date) and allows public officials to put the following conditions into place [list]:

###

Energy/Power Emergency

Messages

- Local agencies, including [include as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this serious situation.
- Local officials have diligently prepared and trained to handle a disaster of this nature and all available resources are being mobilized to respond.
- The top priority in a situation of this magnitude is the safety and security of all affected.

Sample Copy for “Holding” Press Release

Local agencies, including [mention as appropriate] South Pasadena, the cities of [list] and [list utilities, others] have activated a comprehensive crisis response to manage this energy emergency. Local officials have diligently prepared and trained to handle an incident of this nature and all available resources are being mobilized to respond.

The top priority in a situation of this magnitude is the safety and security of all affected and we ask that everyone please pay close attention to all emergency requests.

The incident which triggered this situation [provide details] was first reported to public safety officials by (9-1-1 call, a private citizen, employee, etc.) at approximately ___ p.m./a.m. Initial response to the incident by _____ consisted of _____ firefighters, ___ fire trucks/engines, police personnel. There were no injuries reported OR _____ persons, including (fire, police) personnel, were treated at area hospitals for _____ and (all, number) were later released. Those remaining in the hospitals are in _____ condition.

[Add additional directives as dictated by the incident]

- Mandatory evacuations are in place for the following areas:
- Evacuation warnings are in place for the following areas:
- Numerous [state number] (or No) structures have been damaged in this spill/leak.
- Support from other agencies has come from: [List resources]
- Roads closed include the following:
- The status of power and other utilities is as follows:
- Phone numbers/Websites for the following include:
 - o General Information/Evacuation:
 - o Red Cross Shelter:
 - o Large Animal Evacuation:
 - o Animal Evacuation:

###

Red Flag Warning

Messages

- South Pasadena is actively monitoring the critical fire weather condition
- The City's Emergency Operations Center have been activated to coordinate local and state resources
- The City is coordinating with Los Angeles County and the State of California Office of Emergency Services to ensure all resources needed are quickly deployed

Sample Copy for "Holding" Press Release

As southern California communities continue to see critical fire weather conditions accompanied by power shutoffs from utility companies, the South Pasadena Emergency Operations Center is currently activated.

In addition to local operations, the [State Operations Center, the Inland, Coastal and Southern Region Emergency Operations Centers] are also activated. The centers are activated to support affected operational areas to coordinate resources and information as a result of Red Flag Warnings and extreme fire weather conditions in effect.

On [date], utility companies began notifying thousands of customers of the potential and implementation of having power temporarily turned off throughout the heightened fire conditions. These proactive power shutoffs by the utility companies are known as Public Safety Power Shutoffs.

Multiple areas and thousands of residents remain without power until assessments to turn power back on have been made by utility companies. Customers in northern California were also notified of and subject to similar outages by utility service providers.

It is important for the public to remember that California is a disaster-prone state and an emergency can happen at any time. South Pasadena urges families and households to take steps today to be prepared for short-term emergencies and also for those that may be longer in duration.

The City will coordinate closely with Los Angeles County and the State of California Office of Emergency Services to provide resources and support and monitor weather conditions.

Additional resources:

- Southern California Edison
- [List]

###

Cybersecurity Incident

Messages

- South Pasadena has experienced a cyberattack
- A team of industry experts and local, regional, state and federal partners has been mobilized to coordinate a response
- All steps possible are being taken to minimize the disruption to City services.

Sample Copy for “Holding” Press Release

South Pasadena has experienced a serious cybersecurity incident that has disrupted the agency's information technology systems [or explain what systems have been impacted]. The City has mobilized a team of industry experts and local, regional, state and federal partners to minimize impacts and restore the affected City functions, with priority placed on public safety-related systems. All steps possible are being taken to minimize the disruption to City services.

The City is/is not aware of who has committed this cyberattack. A/No ransom has been requested. [List other impacted services and response].

The disruption was first noticed on date/time by [list agency/service impacted]. The following departments/operations do not appear to be affected by the breach.

###

Boil Water Notice

Due to the recent event [e.g., water outage, power outage, flood, fire, earthquake or other emergency situation], the City of South Pasadena is advising residents to use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution.

Failure to follow this advisory could result in stomach or intestinal illness.

DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST. Bring all water to a boil, let it boil for one (1) minute, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking and food preparation until further notice. Boiling kills bacteria and other organisms in the water. [or This is the preferred method to assure that the water is safe to drink.]

[Optional alternative to include for prolonged situations where it fits.]

An alternative method of disinfection for residents that are not able to boil their water is to use fresh, unscented, liquid household bleach. To do so, add 8 drops (or 1/8 teaspoon) of bleach per gallon of clear water or 16 drops (or 1/4 teaspoon) per gallon of cloudy water, mix thoroughly, and allow it to stand for 30 minutes before using. A chlorine-like taste and odor will result from this disinfection procedure and is an indication that adequate disinfection has taken place. Water disinfection tablets may also be used by following the manufacturer's instructions.

Optional: Potable water is available at the following locations: [List locations]

Please bring a clean water container (5 gallons maximum capacity).

We will inform you when tests show that water is safe to drink and you no longer need to boil your water. We anticipate resolving the problem within [estimated time frame].

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

###

Cancel Boil Water Notice

On [date] customers of the City of South Pasadena were notified of the need to boil/disinfect all tap water used for drinking and cooking purposes.

The City has determined that through [explain abatement of the health hazard] and comprehensive testing of the water, your water is safe to drink. It is no longer necessary to boil your tap water or for you to consume bottled water.

For more information call:

City Water Utility contact: _____

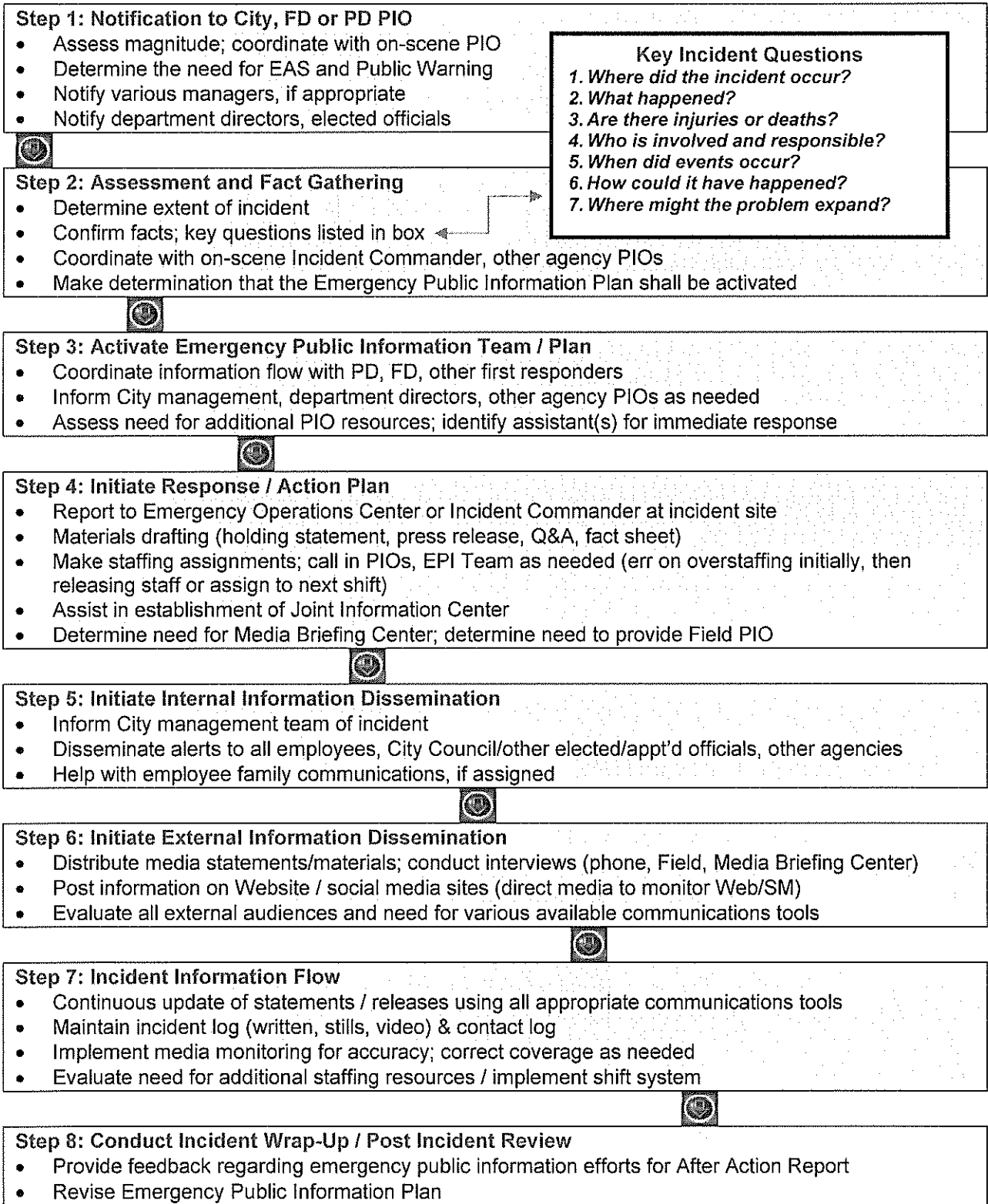
(Name, title and phone number of utility representative)

California Department of Public Health: _____

Los Angeles County Public Health Department: _____

###

Appendix E: PIO Procedures Flow Chart



Appendix F: Generic Fact Sheet Development Outline

(Incident Name) Facts (Date, Time)

Contacts

2-1-1 for information by phone and Website 24 hours / day
Public Information Call Center Line (xxx-xxx-xxxx) if open, hours

Incident Status

(Bullet key/updated information on situational status, include any orders, warnings or advisories.)

Human Evacuations

(Number of residences/addresses notified of mandatory or voluntary evacuations, when and how notice was given, and any estimate of the percent who were out of harm's way)
(Red Cross shelters or evacuations established, number of people at shelters, and location of shelters)
(Identify any skilled nursing or congregate care facilities that have been evacuated)

Animal Evacuations

For assistance with animals call xxx-xxx-xxxx.
(Number of animals evacuated, location of animal evacuation shelter sites, options for animal owners including the option to have pets with them at Red Cross Evacuation Centers)

Resources

(Identify fire, law, and other resources devoted/assigned to this incident, including type of resource, number of each type and personnel)

Schools

(Identify schools that are closed, on alternative schedules or holding classes at alternative campuses. This may include schools from Pre-K through College)

Other Key Information

(Identify any upcoming events like press conferences, photos opportunities, anticipated activities etc.)
(Identify anything that is a key fact that is not covered elsewhere)

Appendix G: Worksheet: People with Access and Functional Needs (AFN) (Draft)

Limited Literacy

- Have you contacted TV news stations and encouraged them to announce phone numbers in addition to posting them on screen?
 - Have you scheduled a public forum where you can pass on important information by word-of-mouth?
 - Have you identified and begun working with local organizations that work with limited literacy individuals?
 - List of limited literacy resources in my area:
-
-

Homeless

- Have you identified strategic locations where information can be posted in an emergency?
 - Do you have a list of homeless shelters you can notify in an emergency?
 - List of homeless resources in my area:
-
-

Immigrants and Non-English Speakers (Limited English Proficiency)

Do you have a list of languages widely spoken in your area? Please list:

- Have you identified a language service you can use in an emergency? If so, please list:
-
-

- Do you have in-language spokespersons identified in your list of potential
 - List of other resources needed for reaching immigrants or non-English speakers (limited English proficiency):
-
-

Visually Impaired

Have you identified a Braille language service to help prepare emergency materials? If so, please list:

- List of other resources needed for reaching the visually impaired:
-
-

Hearing Impaired

- Have you contacted TV news stations and encouraged them to broadcast all news and emergency information in open caption format?

- Have you identified a sign-language interpreter for news conferences, public forums or other events where emergency information is being communicated? If so, please list contact information.
-
-

- List of other resources needed when communicating with the hearing impaired:
-
-

Disabled

- Have you included local organizations and government offices that assist people with physical and mental disabilities such as assisted living facilities, independent living centers and other local rehabilitation services as part of your Partners List?
 - List of other resources needed when communicating with the disabled:
-
-

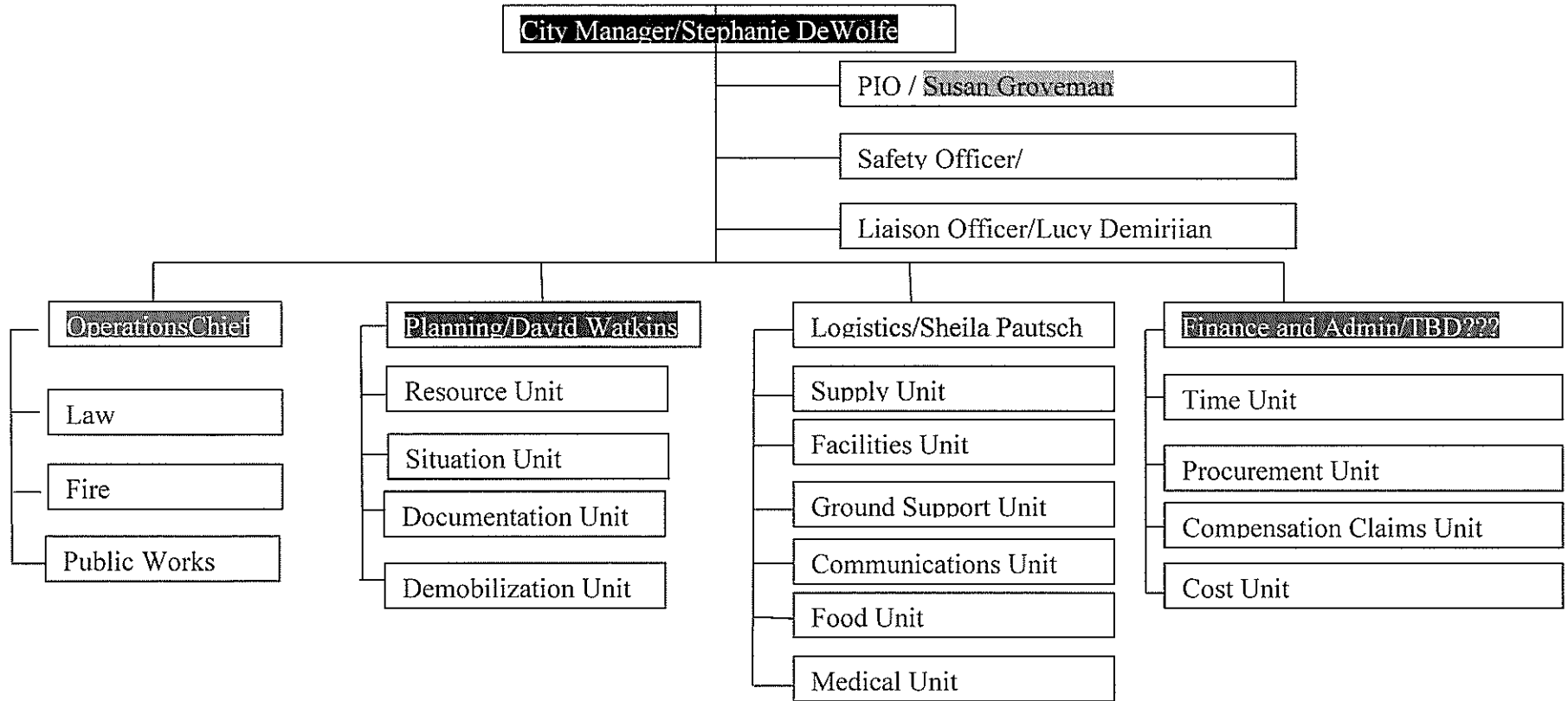
Elderly

- Have you included local organizations and government offices that assist elderly persons such as care homes, assisted living facilities, independent living centers and other aging services as part of your partners list?
 - Have you identified resources in your area that are available to help the elderly in terms of shelter access, transportation and support services during the emergency or event?
 - List of other resources needed when communicating with the elderly:
-
-

Children

- Have you identified schools, child care organizations and others to disseminate information that can be easily understood and absorbed by children?
-
-

EOC Roster



City of South Pasadena
Emergency Operations Center
2018

: News Media Distribution List/Roster (draft)

Organization Name	Address	Contact Person	Role	Phone number	Email	Website
South Pasadena						
South Pasadena Review						
KPCC						
KNX 1070						
City News Service				(310) 481-0404	citynews@pacbell.net	
Crown City News			General Manager			http://crowncitynews.com/
Independent Journalist				(201) 937-1389		
KNBC LA News Desk			General Info Line			http://www.nbclosangeles.com/news/
KABC LA						
KCBS LA / KCAL						
CNN LA						
Pasadena Independent				(626) 301-1010		http://www.pasadenaindependent.com/
Pasadena Star News			City Editor	626) 544-0816		http://www.pasadenastarnews.com/
Pasadena Star News			Calendars and Listings	626-544-0845		http://www.pasadenastarnews.com/

Pasadena Star News			Beat Reporter: Breaking News/Public Safety, Rosemead	626-544-0814		http://www.pasadenastarnews.com/
South Pasadena Review				(626) 799-1161		http://southpasadenareview.com/
World Journal						http://www.worldjournal.com/category/losangeles/
San Marino Tribune						http://sanmarinotribune.com/

[Redacted] : Public Information Team List/Roster

Note: The Public Information Team includes individuals from area agencies who can assist in a Joint Information Center. Each PIT member agrees to serve in a neighboring agency's JIC and be able to call on other PIT members when needed. A regional PIT is in the process of being organized, led by South Pasadena.

[Redacted] : Legislative Contacts List/Roster

Board of Supervisors, staff

Cities, Council Members, city managers

Regional special districts

State Assembly, staff

State Senate, staff

House of Representatives, staff

Senators, staff

Utilities PIO Contacts List/Roster

This information is Public Safety Confidential and is not for personal use / To be used by JIC to identify PIO representatives from each entity

- Southern California Edison (SCE)
 - (800)426-0621
- Southern California Gas Co
 - (800)325-4070
- Metro Goldline Rail Operations Center (The ROC)
 - (323)563-5000
- Occupational Safety and Health (OSHA)
 - (877)992-2567
- National Weather Service Fire Weather Spot Forecast (NWS)
 - (805)988-6626
- Red Cross
 - 1(800)733-2767

PIO Services Vendors

Business Name	Contact(s)	Phone Number	E-mail	Address
Graphic Designers				
Printers				
Web				
Writers				
Photographers				
Video				
Agencies				
SAE Communications	Scott Sheri	510-714-4470 805-450-4886	scott@saecommunications.com sheri@saecommunications.com	
Mail house/Post Office				

Chairs/Tables/Etc.				
A-V Equipment				
Translation Services				
Sign Language Service Providers				

[Redacted] : Website, Social Media Posting Directions

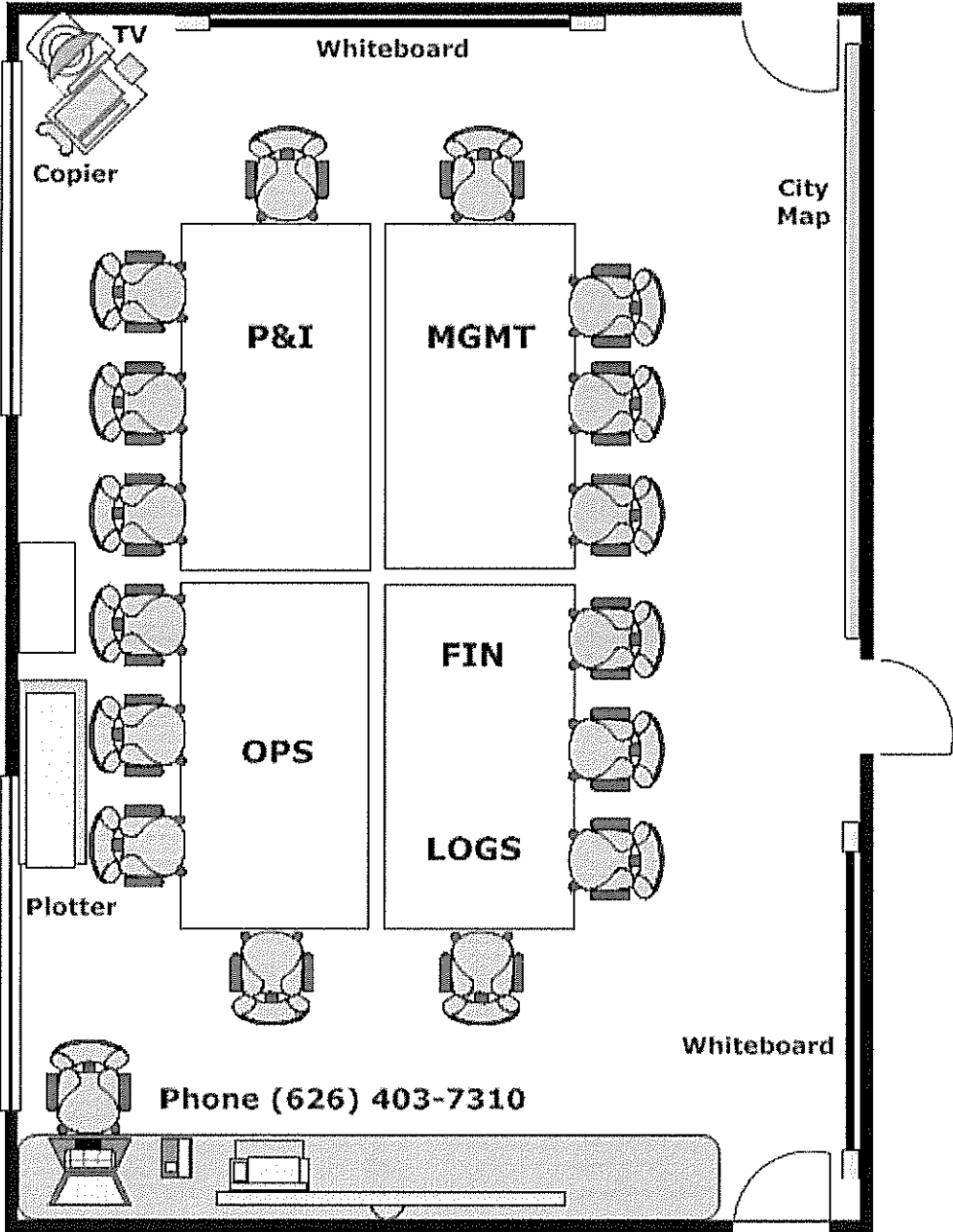
[Redacted Box]: Web/Social Media Log-in

[Update based on final dissemination checklist tools]

Site	City	PD	FD	Username	Password	Notes
Intranet						
Global email program						
Twitter						
Facebook						
YouTube						
Instagram						
Nextdoor						
Canva						
Sprout Social						
Hootsuite						
Web: City						
Web: PD						
Web: FD						
Web: Other						
Google Drive						
E-news						
2-1-1						
Phone Bank						

: EOC Layout; EOC/JIC Systems Activation

Emergency Operations Center Diagram



City of South Pasadena Translators

Bilingual Pay Roster of Employees

PSEA – Per MOU, only 12 Spanish & Chinese Slots Available

1. Jeannie Chiu-(MSD) - Chinese
2. Eddie Munoz-(PW-Street) - Spanish
3. Marlon Ramirez-(Planning & Building Dept.) - Spanish
4. Desiree Jimenez (City Clerk's) - Spanish
5. Michael Lee-(PW-Facilities) - Chinese
6. Felipe Morales-(PW-Water) - Spanish
7. Ruben Vargas-(PW-Parks) - Spanish
8. Reyna Salazar-Martin (Comm. Svcs) - Spanish
9. Nathalie Wilcox (Comm. Svcs) - Spanish
10. Victor Magana (Public Works) – Spanish
11. Jennifer Menedez (Finance) – Spanish
- 12.

PSEA – SIGN LANGUAGE PROFICIENCY (1 slot OPEN)

- 1.

POA – (No Limit on # of Employees per MOU)

1. Marlene Arreola-Spanish
2. Ceasar Escobedo-Spanish
3. Matthew Petersen-Spanish
4. Juan Salcido-Spanish
5. Catalina Valdez-Spanish
6. Avick Manukian-Spanish
7. Laura Mendez-Spanish
8. Jose Ramirez – Spanish
9. Michael Sanchez – Spanish
10. Elias Giron-Garrido – Spanish
11. Patricia Diaz – Spanish
12. Evelin Martinez - Spanish

FIRE– (No Limit on # of Employees per MOU)

1. Jorge Hoyos

Appendix R: Proclamation Press Release



City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
626-403-72XX

DATE

MEDIA ONLY:

South Pasadena Joint Information Center (not for public calls)

(xxx) xxx-xxxx

SOUTH PASADENA PROCLAIMS LOCAL EMERGENCY DUE TO [FILL IN EVENT]

(**SOUTH PASADENA, Calif.**) – At TIME a.m./PM, South Pasadena proclaimed a local emergency due to the [event]. The proclamation was signed by South Pasadena City Manager [name] and will be ratified by the City Council at its regularly scheduled meeting [date/time].

The declaration of a local emergency will enable the City to utilize all resources necessary to respond to [damage/other impacts] that will be caused by [this event] and to receive any needed funding through the California Disaster Assistance Act and any other State and Federal funding that may be available.

[Include incident information and basis for proclamation].

To determine if your property is in the impact area, please refer to an interactive map at [www.\[website\].xxx](http://www.[website].xxx). If you do not have access to the Internet, call 211 or outside the xxx area code, call toll free to (800) xxx-xxx.

###

Note to Editors: the City's proclamation is attached to this press release.

[Insert boilerplate]

Appendix S: Area PIO Conference Call Briefing Procedure, Agenda

PIO Incident Conference Call		
<p>What: All PIOs or a representative from each entity from throughout the impact region should gather by conference call to receive an incident update. The frequency will be dictated by the incident and capability of the JIC to conduct these briefings.</p> <p>When: Once the Lead PIO or designee has checked in and set up the office, obtained the situation status, drafted key messages and drafted a first news release this briefing call should be considered.</p> <p>Participants: Conference call participants should include the public information officers (or designated substitute) from all governments, non-government, non-profits, educational institutions, faith-based organizations, utilities, response partners and others impacted by the incident.</p> <p>Goal: To share information from the Lead PIO to impacted entities, gather information about community concerns/questions, and ascertain if communications channels not already in use can be accessed. The Lead PIO will report on the situation status, City needs, and the general outlook.</p> <p>Process:</p> <ol style="list-style-type: none"> 1. An email will be sent to all possible participants 4 hours prior to the scheduled call; no rsvp is needed and the conference call bridge information should be included. 2. The PIO contact list in this Plan should be used. 3. Begin the conference call using the attached agenda. 4. The PIO should start and end the call; participants should be asked to stay on the call until the PIO states it is over. Identify one person as a note taker. <p>Conference Call-in Information: Company name; contact information to make system changes Call in number: Leader code: Participant code:</p> <p>Conference Call Agenda:</p>		
Agenda Item	Purpose	Who/Detail
1. Roll call	Name, agency, position <i>Note taker records all participants.</i>	Lead PIO
2. Situation summary by Lead PIO	Overview of status and response. ***Do not re-start the update if new participants join the call late.***	<ul style="list-style-type: none"> • Lead PIO begins using press release as base report document • Other incident response partners provide additional agency-specific information

<p>3. Gather input from participants</p>	<p>Lead PIO calls on participants to share anything they feel needs to be shared. Encourage participants to only add information considered a high priority.</p>	<p>Lead PIO leads - All participate</p> <ol style="list-style-type: none"> 1. Participants to share important impact information or perceptions of City response efforts; are messages being delivered to various stakeholders? 2. Can participants include incident information in their communications vehicles? Provide method to share information.
	<p><i>Note taker records input.</i></p>	
<p>V. Confirm next steps</p>	<p>Review all next steps that have been identified. Note taker should prep PIO w/ bullet list of documented next steps.</p>	<p>Lead PIO provides</p>
<p>VI. Next call</p>	<p>Clearly communicate time of next conference call. This will be determined by scope of event. The Lead PIO chooses the time and date. [PIOs invited to email to JIC contact information of possible additional participants.]</p>	<p>Let participants know what information they should be prepared to share at the next call.</p>

[Redacted] : 2-1-1 System Login, Procedures

**[REDACTED]: Call Center Phone Bank Activation, Operations
Procedure**

Appendix V: Press Conference Checklist

- Coordinate physical set-up: chairs, table, podium in front; flags; backdrop; name tents; tables/chairs for media representatives; sign-in sheet with staff monitor and security; wireless Internet access; electricity; mic stand; sound patch/mult box; other physical needs
- Establish regular briefing schedule; notify media
- Establish sign-in log
- Receive regular updates from Lead PIO
- Coordinate attendance of officials as appropriate
- Assign appropriate staff to handle physical arrangements for Briefings (see Checklists for assignments)
- Video, still photography to record event
- Mult box for TV and radio mikes
- Chairs, tables, podiums as required
- Brief staff on the subject, speaker(s) and schedule of events
- Prepare opening statements among speakers
- Review anticipated questions and answers
- Check all sound equipment and tape recorders prior to the conference
- Ready all news information and handout materials
 - _____ News Releases
 - _____ Background information, such as fact sheets, maps, statistics, histories and biographical information
 - _____ Copy of opening statement and other briefing materials
 - _____ List of speakers with name, agency, title
- PIO to open the conference and establish the ground rules; act as moderator
- Monitor questions and answers closely. Make any necessary clarifications the end of the event
- Handle requests for follow-up information
- Before and after each briefing, coordinate with Lead PIO to relay latest incident information and media inquiries

Appendix W: Community Meeting Checklist

Prior to Community Meeting

- Decide on the objective and purpose for the meeting
- Pick the date, time and location
- Identify who is responsible for meeting coordination and logistics
- Select a facilitator or chairperson
- Develop meeting strategy and tactics
- Identify meeting length
- Select caterer and menu
- Identify floor plan and set up
- Establish meeting guidelines
- Prepare agenda
- Identify speakers and other people to respond to questions
- Develop speeches and speaking points for presenters; prepare presentation slides
- Identify person responsible for sign-in
- Identify person responsible for recording and transcribing minutes
- Identify type of sound equipment and AV required such as:
 - o Laptop computer, projection screen, sound system for recording, microphones (standing and table), projector for PowerPoint presentation, TV and video, writing pads, pens
- Identify who is responsible for
 - o Bringing all relevant printed materials and supplies
 - o Storing all documentation and supplies after the meeting
 - o Gathering information for the meeting
 - o Follow-up of questions from meetings
- Notify the target participants of the upcoming meeting –ensure that you are providing sufficient notice, through:
 - o Media, social media, mail, newsletters, posters, Website, email, telephone, posters, bulletins, etc.
- Arrange for the appropriate opening/closing protocols
- Arrange for translation: non-English, sign language

Community Meeting Day

- Prior to initial meeting, review/rehearse presentation(s) – can be done any time prior
- Set up equipment, tables and chairs, writing pads, pens etc.
- Set up the sound and AV equipment (laptops, projectors, sound systems, microphones, TVs etc.)
- Gather all record and information from the meeting for distribution to all the members present and for those who were unable to attend
- Ensure that any follow-up that was promised has been done

Appendix X: PIO Go-Kit**Office & Field Go-Kit**

ITEM	SOURCE	COST
Phone/Tablet w/4G connectivity	AT&T, Sprint, T-Mobile, Verizon	Varies
Notebook computer w/USB TV tuner and antenna	Costco, Fry's, Amazon	\$1,000.00
Portable printer w/PC card data and power connection	Costco, Fry's, Amazon	\$ 300.00
Video/still image recorder	Best Buy, Fry's, Costco	\$ 300.00
Disposable 35mm camera (backup)	Target, WalMart, RiteAid	\$ 5.00
Portable trunking radio scanner	Uniden, Motorola, Fry's	\$ 250.00
GMRS Radios (4 ea.)	Target, Best Buy, Fry's	\$ 100.00
Binoculars (10x preferred)	Costco, Target, WalMart	\$ 100.00
Digital dictation recorder	Office Depot, OfficeMax, Staples	\$ 100.00
Portable digital television	Amazon, Best Buy, Fry's	\$ 100.00
Solar/handcrank AM-FM radio	Fry's, REI, Costco	\$ 60.00
Handcrank flashlight	Fry's, REI, Costco	\$ 40.00
Megaphone	Public Safety Supply Vendors	\$ 150.00
Solar charging panel	Amazon	\$ 80.00
Portable USB charger	Amazon	\$ 50.00
Media identification badges (plastic pin-on)	Office Depot, Staples, Amazon	\$ 70.00
Magnetic vehicle/structure PIO identification signs	Fast Signs, Local Signmakers	\$ 200.00
Thomas Brothers spiral-bound street maps	Amazon, Costco, Target	\$ 20.00
Agency 500-scale, 1000-scale, and 8 ½ x 11" maps (3 ea.)	Internal	No charge
Orange vest with PIO markings	Public Safety Supply Vendors	\$ 30.00
Yellow rain suit with PIO markings	Target, WalMart, Surplus Stores	\$ 20.00
Protective gloves and goggles	Internal	\$ 5.00
Multi-tool w/knife, scissors, screwdriver, etc.	Target, WalMart, Fry's	\$ 20.00
Vehicle triple power splitter	Radio Shack	\$ 15.00
Vehicle power inverter	Target, WalMart, Fry's	\$ 20.00
Tripod	Target, WalMart, Fry's	\$ 25.00
Memory cards, other applicable media	Best Buy, Fry's, Target	\$ 50.00
Batteries for all applicable devices	Costco, Home Depot, Target	\$ 50.00
White boards, pens, eraser	Office Depot, Staples, Amazon	\$ 25.00
Agency key officials and employee contact lists	Internal	No charge
Agency emergency operations plan	Internal	No charge
Media law briefings	Agency Legal Counsel	No charge

Pre-prepared news releases and checklists	Internal	No charge
Media contact list	Internal	No charge
Local telephone directory	Internal	No charge
Business cards	Internal	No charge
Yellow barrier tape	Internal	No charge
Personal comfort/safety items (granola/candy bars, earplugs, mask, goggles, gloves, sunscreen wipes, lip balm, hand sanitizer, tissues, aspirin, water, hat/visor, comfortable sneaker-type shoes, umbrella, first aid kit, etc.)	Target, WalMart, RiteAid	\$ 25.00
Office supplies (pens, pencils, highlighters, scissors, stapler, staples, paperclips, adhesive tape, double-stick mounting tape, pointer, lined paper, plain bond paper, letterhead, etc.)	Office Depot, Staples, Amazon	\$ 50.00
Wheeled carrying case w/heavy-duty lids; also use as riser	Lowe's, Home Depot, Amazon	\$ 60.00
SUBTOTAL		\$ 3320.00
9.00% TAX		\$ 298.80
TOTAL		\$ 3618.80

Personal Home or Vehicle PIO Go-Kit (source, price details above)

<i>ITEM</i>
Phone/Tablet with 4G connectivity
Notebook computer w/USB TV tuner and antenna
"Flash" drive w/Plan, visuals, crisis Website materials, etc.
Video/still image recorder
Portable radio scanner
Battery-operated flashlight (snake)
Magnetic vehicle/structure PIO identification signs
Thomas Brothers spiral bound street maps
Agency 500-scale, 1000-scale, and 8 ½ x 11" maps (1 each)
Orange vest with PIO markings
Yellow rain suit with PIO markings
Vehicle triple power splitter
Digital recording media (discs, cards, etc.)
Batteries for all applicable devices
Hard copy of elected/appointed officials and employee address and telephone lists
Hard copy of Emergency Operations Plan
Hard copy of Emergency Public Information Plan
Hard copy of media contact list
Business cards
Personal comfort items (granola/candy bars, earplugs, sunscreen wipes, tissues, aspirin, water, hat/visor, comfortable sneaker-type shoes, etc.)
Office supplies (pens, pencils, highlighters, scissors, stapler, staples, paperclips, adhesive tape, double-stick mounting tape, pointer, lined paper, plain bond paper, letterhead, etc.)
Carrying case w/wheels

Appendix Y: Forms

Media Contact Log

Date	Name of Caller	Questions / Issue	Telephone	Assigned To	Notes / Needs

Media Check-In Log

Date	Journalist	Organization	Telephone

[Redacted Box] : Draft section for additional insert

**[REDACTED]: "Connect South Pasadena" / Blackboard
Activation Procedure**

See City's Emergency Operations Plan for activation procedure or repeat here.

**[REDACTED]: Text/SMS/Nixle/Blackboard Content Matrix
(Draft)**

Hazard or Threat	English Message (SMS/Email)	Spanish Message (SMS/Email)	Nixle (138 character limit) *No Spanish	WEA (90 character limit)	Spanish WEA Message (90 character limit)
<p>Non-Specific Message/Unconfirmed Report</p>	<p>There is an unconfirmed report of a [INSERT HAZARD/THREAT HERE] in the following area: [INSERT AREA DESCRIPTION]. Emergency crews are investigating. Please stay alert and be ready to take action to stay safe. More information will be provided as soon as it is available. Help keep the emergency lines open. Do not call 911 unless you are having an emergency.</p>		<p>Report of [INSERT HAZARD] in [INSERT AREA DESCRIPTION]. Emergency crews investigating. Stay alert. More info to follow.</p>	<p>Report of [INSERT HAZARD] in your area. Emergency crews investigating. More info to follow.</p>	

<p>Mandatory Evacuation Order (Example 1)</p>	<p>MANDATORY EVACUATION ORDER: The South Pasadena Police Dept has issued a Mandatory Evacuation Order due to a [INSERT HAZARD/THREAT HERE] for the following area(s): north of [INSERT STREET HERE], south of [INSERT STREET HERE], east of [INSERT STREET HERE], and west of [INSERT STREET HERE]. Please evacuate this area immediately. As time allows, gather family members, pets, and essential items only. Evacuation center information will be provided shortly. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov. Thank you for your cooperation.</p>				
--	---	--	--	--	--

<p>Mandatory Evacuation Order (Example 2)</p>	<p>MANDATORY EVACUATION ORDER: The South Pasadena Police Dept has issued a Mandatory Evacuation Order due to a [INSERT HAZARD/THREAT HERE]. Please evacuate the area immediately. As time allows gather family members, pets, and essential items only. Evacuation center information will be provided shortly. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov. Thank you for your cooperation.</p>		<p>Evacuation Order issued for [INSERT AREA DESCRIPTION] due to a [INSERT HAZARD]. Leave immediately. [INSERT WEBSITE ADDRESS]</p>	<p>Evacuation Order: [INSERT AREA DESCRIPTION] due to [INSERT HAZARD/THREAT HERE]. Leave now.</p>	
<p>Recommended Evacuation Warning (Example 1)</p>	<p>RECOMMENDED EVACUATION WARNING: The South Pasadena Police Dept has issued a Recommended Evacuation Warning due to a [INSERT HAZARD/THREAT HERE] for the following area(s): north of [INSERT STREET HERE], south of [INSERT STREET HERE], east of [INSERT STREET HERE], and west of [INSERT STREET HERE]. Should conditions worsen an evacuation order will be issued. Please remain alert and prepare your personal belongings</p>		<p>Evacuation Warning issued for [INSERT AREA DESCRIPTION] due to a [INSERT HAZARD]. Stay alert & be prepared to leave quickly. More info: [INSERT WEBSITE ADDRESS]</p>	<p>Evacuation Warning: [INSERT AREA DESCRIPTION] due to [HAZARD/THREAT HERE]. Be prepared to leave.</p>	

	<p>including essential items and pets and be ready to leave at a moments' notice. If you feel threatened at any time, leave immediately. You do not need to wait for an alert. People with large animals or those with disabilities, access and functional needs should leave now. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov. Thank you for your cooperation.</p>				
--	---	--	--	--	--

<p>Recommended Evacuation Warning (Example 2)</p>	<p>RECOMMENDED EVACUATION WARNING: This is the South Pasadena Office of Emergency Services. Your neighborhood is now under a Recommended Evacuation Warning due to a [INSERT HAZARD/THREAT HERE]. Should conditions worsen an evacuation order will be issued. Please remain alert and prepare your personal belongings including essential items and pets and be ready to leave at a moments' notice. If you feel threatened at any time, leave immediately. You do not need to wait for an alert. People with large animals or those with disabilities, access and functional needs should leave now. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov. Thank you for your cooperation.</p>				
<p>Pre-Evacuation Advisory</p>	<p>PRE-EVACUATION ADVISORY: The South Pasadena Police Dept has issued a Pre-Evacuation Advisory for your area due to a [INSERT HAZARD/THREAT</p>		<p>Pre-Evacuation Advisory issued for [INSERT AREA DESCRIPTION] due to a [INSERT HAZARD]. Stay alert. An evacuation order will be issued if conditions worsen. More info:</p>	<p>Pre-Evacuation Advisory for [INSERT AREA DESCRIPTION]. More info: [INSERT WEBSITE ADDRESS]</p>	

	<p>HERE]. Should conditions worsen an evacuation warning or order will be issued. Please remain alert and prepare your personal belongings including essential items and pets so that you can be ready to leave at a moments' notice. If you feel threatened at any time, leave immediately. You do not wait for an alert. Please help keep the emergency lines open. Do not call 911 unless you are having an emergency. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov. Thank you for your cooperation.</p>		<p>[INSERT WEBSITE ADDRESS]</p>		
<p>Shelter-In-Place Order (Example 1)</p>	<p>SHELTER IN PLACE ORDER: The South Pasadena Office of Emergency Services has issued a shelter-in-place order for your neighborhood due to a [INSERT HAZARD/THREAT HERE]. Residents are advised to stay inside and close all doors and windows until the situation is resolved. More information will be provided as soon as it is available. Please help keep the emergency lines</p>		<p>Shelter-In-Place Order for [INSERT AREA DESCRIPTION] due to a [INSERT HAZARD]. Stay indoors until further notice. More info to follow.</p>	<p>Shelter-In-Place Order: [INSERT AREA DESCRIPTION] due to [INSERT HAZARD/THREAT HERE]. Stay indoors. More info to follow.</p>	

	<p>open. Do not call 911 unless you are having an emergency. Thank you for your cooperation.</p>				
<p>Shelter-in-Place Order (Example 2)</p>	<p>SHELTER IN PLACE ORDER: The South Pasadena Police Dept has issued a shelter-in-place order due to a [INSERT HAZARD/THREAT HERE] for the following area: north of [INSERT STREET HERE], south of [INSERT STREET HERE], east of [INSERT STREET HERE], and west of [INSERT STREET HERE]. Residents are advised to stay inside and close all doors and windows until the situation is resolved. More information will be provided as soon as it is available. Please help keep the emergency lines open. Do not call 911 unless you are having an emergency. Thank you for your cooperation.</p>				

<p>Hazardous Materials Incident</p>	<p>HAZARDOUS MATERIAL INCIDENT: The South Pasadena Fire Department is actively investigating a hazardous material incident in your area. Residents are being asked to remain indoors and avoid any outdoor activity until the source of the leak is identified and secured. More information will be provided as soon as it is available. Please help keep the emergency lines open. Do not call 911 unless you are having an emergency. Thank you for your cooperation.</p>		<p>Hazardous materials incident (or chemical spill/release) happening now in [INSERT AREA DESCRIPTION]. Avoid area or remain indoors until leak is secured. More info: [INSERT WEBSITE ADDRESS]</p>	<p>Hazardous material/chemical spill/release: [INSERT AREA DESCRIPTION]. Avoid area or stay indoors. More info to follow.</p>	
<p>Boil Water Order</p>	<p>BOIL WATER ORDER: This is an emergency message from the South Pasadena Office of Services Management. A boil water order has been issued for your area. All tap water used for drinking and cooking should be boiled to a rolling boil for approximately 1 minute. This is the preferred method to ensure water is safe to drink. For more information please call the incident hotline at XXX-XXX-XXXX or visit www.southpasadena.gov.</p>		<p>Boil Water Order issued for [INSERT AREA DESCRIPTION]. All water used for drinking & cooking should be boiled for 1+ minute to ensure water is safe. More info: [INSERT WEBSITE ADDRESS]</p>	<p>Boil Water Order [INSERT AREA DESCRIPTION]. Boil all drinking & cooking water. More info: [INSERT WEBSITE ADDRESS]</p>	

<p>Flash Flood Watch or Warning</p>	<p>Flash Flood Watch/Warning: This is an emergency message from the South Pasadena Office of Emergency Services. A Flash Flood Watch/Warning has been issued for [INSERT AREA DESCRIPTION HERE]. A Flash flood is a sudden, violent, and fast-moving wall of water that can occur suddenly. Flash floods are extremely dangerous. Avoid low-lying areas, areas with standing water, and areas near creeks or streams. If you are in one of these areas, it may be necessary to go to high ground or shelter-in-place. More information will be provided as soon as it is available. For more information visit www.southpasadena.gov.</p>		<p>Flash Flood Watch/Warning your area. Avoid low-lying areas. If in these areas, it may be necessary to go to high ground or shelter-in-place.</p>	<p>Flash Flood Watch/Warning your area. Avoid low-lying areas. Shelter-in-place or go to high ground.</p>	
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<p>Red Flag Warning</p>	<p>Red Flag Warning: This is an emergency message from the South Pasadena Office of Emergency Services. A Red Flag Warning has been issued for [INSERT AREA DESCRIPTION HERE INCLUDING FIRE WEATHER ZONES]. A Red Flag Warning means that potentially dangerous fire weather conditions are either occurring or are expected to occur soon. Residents should take appropriate precautions including:</p> <ul style="list-style-type: none"> • Report any sign of smoke immediately by calling 911. • Use extreme caution when operating spark of flame producing machinery in hazardous grass or brush areas. • Have an evacuation plan in place and identify two exit routes from your neighborhood. • Report any suspicious persons or vehicles to law enforcement. <p>For additional informational please visit www.southpasadena.gov.</p>		<p>Red Flag Warning for [INSERT AREA DESCRIPTION & DATE RANGE HERE]. High fire danger. Take precautions to prevent fire ignition.</p>	<p>Red Flag Warning for [INSERT AREA DESCRIPTION HERE]. High fire danger. Take precautions.</p>	
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<p>Power Outage</p>	<p>Our region is experiencing a [INSERT CAUSE] power outage. Be aware of INSERT SPECIFIC THREATS, ACTIONS, EG WATCH FOR DOWNED POWER LINED]. For more information please visit our Website at www.southpasadena.gov.</p>		<p>Major power outage affecting our region. More info: [INSERT WEBSITE ADDRESS]</p>	<p>Power outages affecting region. More info: [INSERT WEBSITE ADDRESS]</p>	
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Appendix CC: Local Assistance Center (LAC) Set-up Checklist

Task	Due Date	Responsibility (name/#)	DONE
Administrative			
<ol style="list-style-type: none"> 1. Confirm site 2. Schedule site visit with partner agencies 3. Confirm: <ol style="list-style-type: none"> a. Floorplan b. Parking/general layout c. Connectivity (WiFi) d. Security 			
Draft press release to media for opening, hours, services provided, parking, list of agencies			
Staffing <ul style="list-style-type: none"> • Vendor • Staff <ul style="list-style-type: none"> ○ Security ○ PIO ○ Intake/Welcome 			
Create paper/online Intake form			
Collateral/Signage			
Draft Agenda			
Floorplan			
Draft Press Release to public			
Draft Press Release for media soft opening			
Compile handouts <ol style="list-style-type: none"> 1. Intake form 2. Resource list 3. "Returning to your home" 4. Evacuation press releases 			
Pocket folders or bags			
Project specific website			
Parking Lot Sign			
Table Tents			
Displays (mounted on foam core) <ol style="list-style-type: none"> 1. Evacuation Map 2. PIO Map 3. Perimeter Map 			
Rentals			

Tables, chairs, linens		Logistics	
10 ea, 60" rounds w/linens			
40 6' tables w/linens			
Chairs (200 folding)			
Catering: coffee, water, cookies			
AV System			
WiFi or Internet			
AGENCY / VENDOR TABLES			
City Planning and Development			
City Public Works			
City Clerk			
FoodBank			
Electric/Gas/Cable/Phone utilities			
Local AIA chapter / American Council of Engineering Companies / Contractors Association)			
Police Department			
Fire Department			
Planning and Building Dept.			
City Water/Sewer			
Area cities: [List]			
County departments			
Local Water District(s)			
Local Sanitary			
Fire District(s)			
Red Cross			
Insurance Companies			
Salvation Army			
CALOES			
CALFIRE			
CHP			
California Governor's Office of Business and Economic Development (GO-Biz)			
Contractor's State Licensing Board			
Department of Insurance (DOI) Consumer Assistance and Investigations Unit			
Department of Motor Vehicles (DMV)			
Department of Public Health (Vital Records)			

Employment Development Department			
Board of Equalization			
Franchise Tax Board			
Internal Revenue Services			
Various Non-Profit Agencies			
Elected Officials			

Appendix DD: Visual Storytelling; Facebook Live Checklist

Checklist Before You Go Live on Facebook

by David Ziembicki

Define Your Live stream

To prepare for your live broadcast, the first things you need to consider are the:

- Topic
- Format
- Duration

The most important thing that you need to consider when setting up a live stream, is what the benefits are going to be for your audience. What is the purpose of your broadcast? After those have been decided, you need to figure out where you are going to be broadcasting from. Are you going to be streaming from:

- Your own personal profile
- A group
- A page
- Inside of an event page

The next question that you should ask yourself is if you are going to be featuring any in studio or remote guests on your stream. That will help you plan for how you are going to introduce them or bring them into the stream. If you are going to have guests on your broadcast who are remote:

- Be sure to confirm your guest's availability
- Determine if you plan to use this video later or if it will be re-purposed in any other way (might influence whether you answer questions or how you deliver).

Schedule Your Live Stream

After you have figured out all of the details of your live stream in terms of the topic matter, where you are going to host it, and if you are going to feature a guest, next you need to schedule your live streaming broadcast. Ideally, you want to have a broadcast when the majority of your audience is going to be online. To find that out, in Facebook:

- Go to insights on your page
- Go to the posts section
- Click on "When your fans are online"
- You want to make sure that you have as many of your fans as you can view your live stream, and this will help you select the best time frame to broadcast.

Create Your Live Stream Headline/Description (Metadata)

Pick the right headline and the right description for your broadcast. Picking the right headline, right description, and using the highest performing keywords that are relevant to the topic of your live stream is going to make your broadcast perform much better in Facebook and on search engines.

Announce Your Facebook Live Stream

Now that you have the foundation of your broadcast setup, you need to start letting your fans and community know about it.

- Make sure that you announce your live stream event to your email list

- You may want to schedule out several email updates leading up to the event, even sending out one within a few hours of the launch can be a great idea to get more viewers
- Make sure that you have scheduled social media posts to remind your fans and followers that you have a live stream coming up (check out my list of [productivity tools](#) for options)
- It is never a bad idea to schedule reminders on multiple platforms so that your fans know that you have an event is coming up
- If it is applicable you may want to create a Facebook event for your upcoming broadcast which includes features like reminders

Prepare Your Location/Studio and Technology

The next thing that you are going to want to do is to create the perfect environment for you to broadcast in. You need to make sure to:

- Verify your connection speed (use WiFi if available, 4G at least if no WiFi)
- If possible, turn off any other computers or devices that might consume bandwidth on your Internet connection during the broadcast
- Make sure your computer and all software is up to date
- Make sure your computer is plugged in
- Turn off all notifications on your computer and shut down all applications except for your broadcast related tools
- Verify that none of your applications, screens, or shots have any personal or location information you don't want broadcasted (addresses, passwords, credit card numbers, etc.)
- Turn off all extraneous sources of noise (heating/air conditioner)
- If filming at home, make sure your family knows you're going live and ask them to minimize any noise
- Make sure all cameras are stabilized (use tripods, stands, etc)
- Verify your framing and lighting in each camera
- Configure the white balance, color profile, and any other relevant settings in all of your camera to ensure consistent color in each shot
- If necessary, configure any color correction required in your broadcast software
- If using a green screen background, verify the screen is lit evenly
- If using a virtual set, configure each input source within the set
- Ensure chroma key is configured for each relevant camera source
- If using real-time crawls, titles or overlays, verify those sources are functioning

Start Your Facebook Live Stream

After you have double checked everything, you are ready to go! Check your preview video and audio and go ahead and begin your broadcast.

Keep an Eye on Your Technology

No one likes a video that seems rushed or out of place. For vlog or ad-hoc videos, your audience will tolerate average or low production value, but for your scheduled broadcasts you should be striving for higher quality. At the Professional and Elite levels of Facebook Live broadcasting, the technology can get complicated, so you want to make sure that during your broadcast you keep an eye on your technology:

- Monitor your outgoing stream health (most broadcast software will show upload bandwidth and indicate if frames are being dropped or bandwidth is dipping too low)

- Ensure that your desired camera shot and audio source are the actual live shot your broadcast software is using after any transitions (some software allows you to stage shots or transitions in preview first and requires a second step to make them live)
- If using a green screen or virtual sets, make sure you don't move outside the camera shot
- Pay particular attention to any comments about issues with your broadcast (no audio, slow video, etc.)
- If there is a significant issue, acknowledge it during the broadcast and let the audience know you are working on it in the background
- Have a plan for if your technology fails; let your audience know you will re-record or re-broadcast if you run into a major issue

Deliver Your Planned Content

After your introduction, now is the time to deliver on your promise of a great broadcast that will keep your audience engaged.

Going Live on Facebook

This article is from Hootsuite

[To be tailored for South Pasadena with images from City's account]

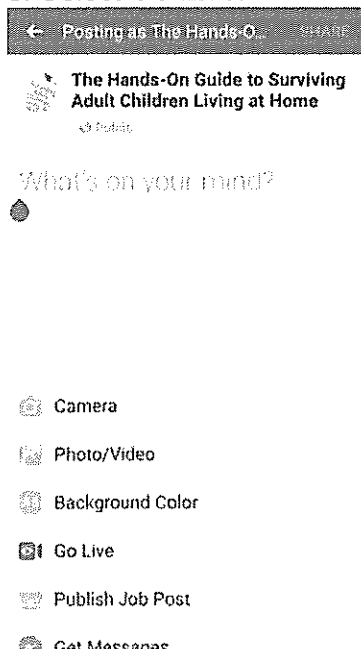
The process of launching a Facebook Live video—also known as “going live”—is slightly different depending on whether you’re using a personal profile or a business page. The easiest way to get started is to to create a Facebook Live broadcast directly from your mobile device, since this does not require any special equipment, software, or coding—and you can broadcast anywhere you’ve got a strong internet connection.

How to create a mobile Facebook Live video from your business page

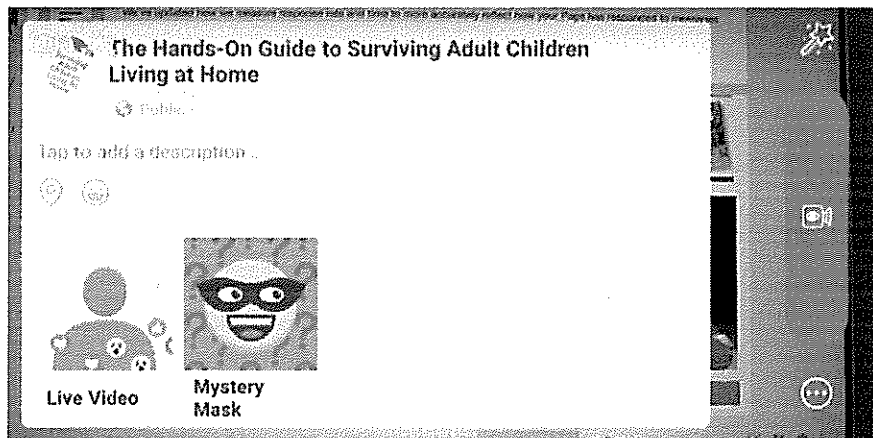
1. Open the Facebook app on your mobile device.
2. From your newsfeed, tap **Write something.**



3. Select Go Live.

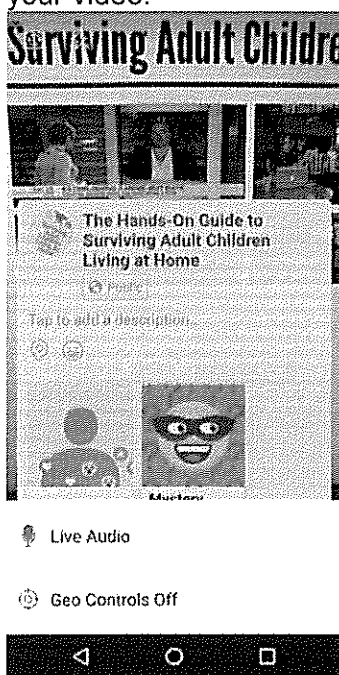


4. Add a description of your video.

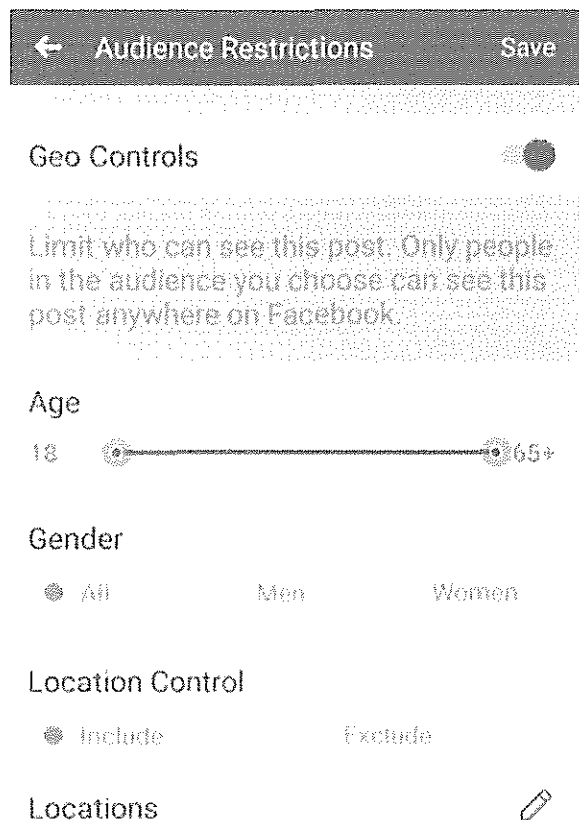


5. Add details: Tap the location icon to tag your location if appropriate and tap the face icon if you want to add more information about what you're doing.

6. Tap the three dots icon on the bottom right, then tap **Geo Controls** to select the audience for your video.



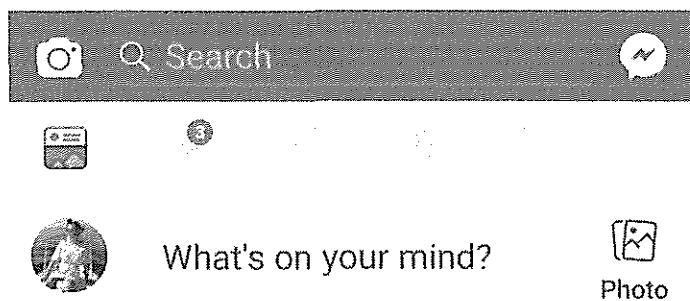
7. Choose the audience for your video based on age, gender, and location.



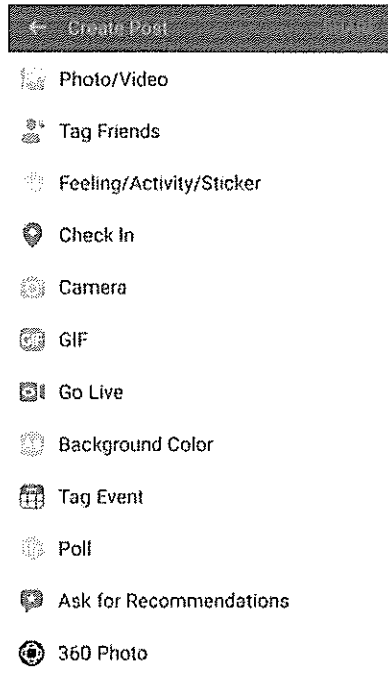
- 8. Tap Live Video.
- 9. Tap Start Live Video.

How to create a mobile Facebook Live video from your personal profile

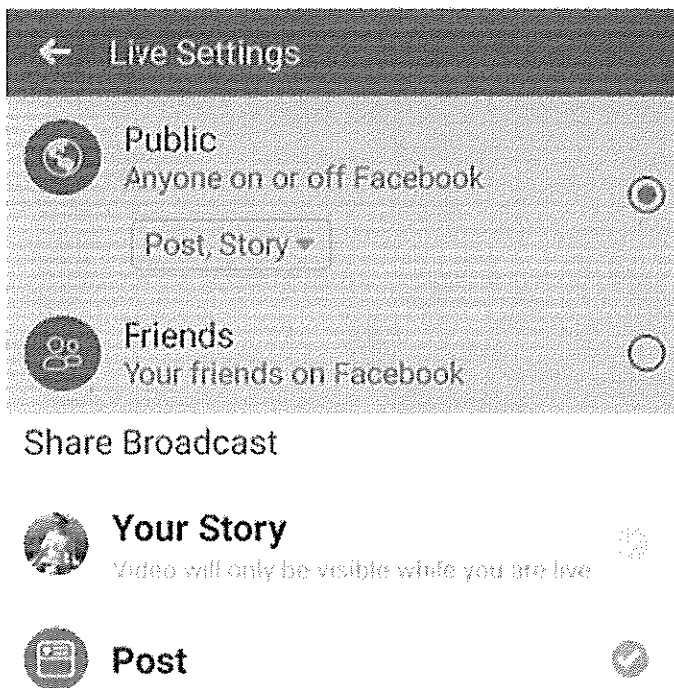
- 1. Open the Facebook app on your mobile device
- 2. From your newsfeed, tap **What's on your mind** at the top of the screen



- 3. Select Go Live.

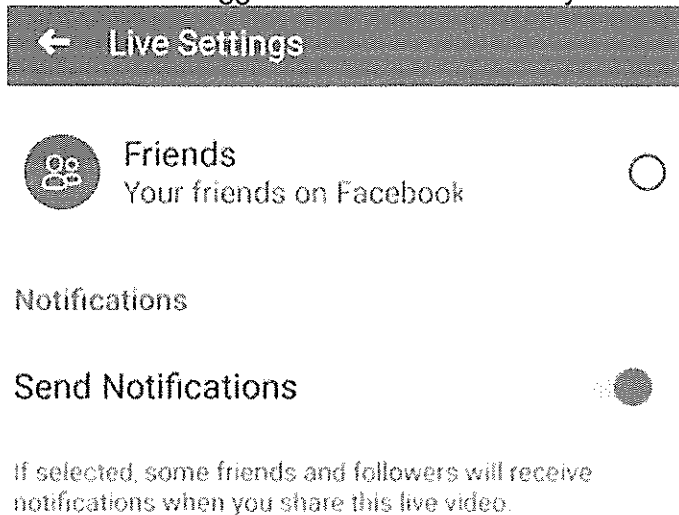


4. Tap the To: field to choose whether to make your video public, visible only to friends, visible in a group, or visible to only a custom list.



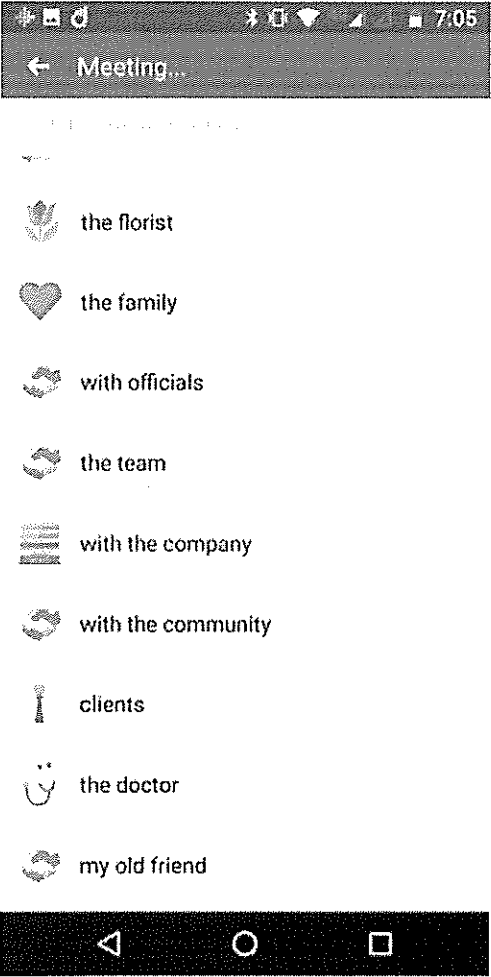
5. From the same screen, choose whether to share your live video as a post, or only to your Facebook story. If you choose to share it only to your Story, the video will only be available while you are broadcasting—it will not be saved to your profile.

6. On the same screen, scroll down to Notifications and make sure the **Send Notifications** toggle is switched on to notify friends and followers when you go live.

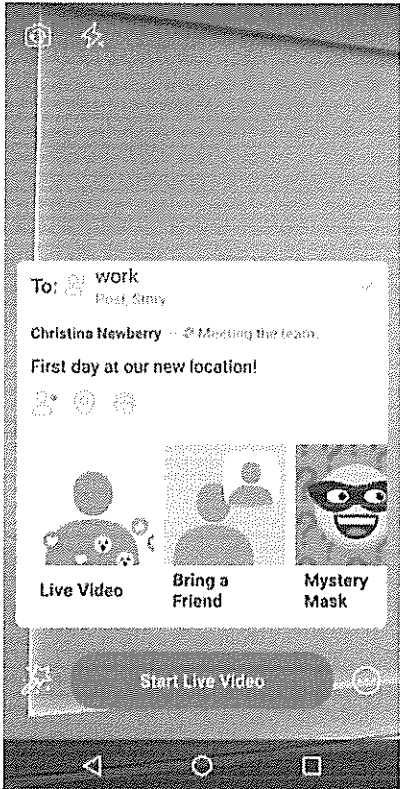


7. Add a description of your video.

8. Add details: Tap the **person icon** to tag anyone who appears in your video with you. Tap the **location icon** to add your location if appropriate, and tap the **face icon** to add more information about how you're feeling or what activity you're showcasing in your video.



9. Tap **Live Video** to broadcast by yourself or **Bring a Friend** to broadcast with another person in a different location.



10. Tap Start Live Video.



How to create a Facebook Live video on your computer

1. From the **Create post** box on your news feed, click **Live** or **Live Video**.
2. Click **Camera** to use your computer's built-in webcam.
3. Choose where your video will appear and add your description.
4. Add a title for your video.
5. Click **Go Live**.

During your Facebook Live broadcast, you'll see the number of live viewers, the names of any friends who are tuning in, and a real-time stream of comments. Once you've ended your broadcast, the post will save to your profile or Page like any other video, unless you've selected to share it to your story only. Live broadcasts can be up to four hours long.

How (And Why) To Livestream During A Disaster: What Public Agencies Need To Do

By Kerry Shearer

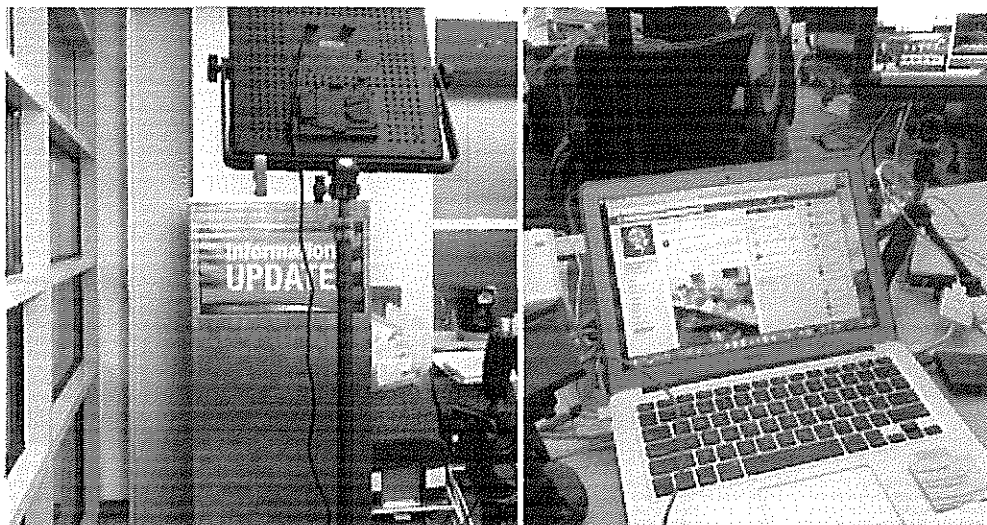
Assign a 2-Person Smartphone Video Team

1) Assign a team of two people to create live or recorded video content. At least one of these PIOs should be super-comfortable being on camera and working from a page of notes, or able to read from an iPhone teleprompter app and make it sound natural. Both should know how to create a livestream to Facebook Live or Twitter Live, and shoot and edit video on a smartphone. I recommend iOS (Apple) devices for this due to their better software, consistent interface, ability to instantly AirDrop video files and photos between devices, and ease of use.

Grab Brief Video Shots of Everything

2) Collect "b-roll" video of the disaster, and the response, so you have plenty of clips to use to illustrate the videos you produce during the course of the response. In Santa Rosa, I toured the disaster area with a police officer for a couple of hours to gather the footage I needed. I shot 10-second video clips of everything: damaged neighborhoods, fire crews, utility crews, roadblocks, donations, shelters, recovery centers, signage and more. These were invaluable when creating videos during the crisis response and recovery.

Create a Video "Studio"



3) Set up a mini "studio" in a corner of the EOC or Joint Information Center (JIC) where you can livestream from or record video opens and closes for produced content. The studio does not have to be complicated. All you need is a tripod with smartphone mount; a wired lavalier clip-on smartphone mic; an LED video light and a backdrop with your logo. (See the equipment list below). The photo shows the initial setup, including video light, tripod and backdrop, that I used for the first couple of videos. I

later repositioned the studio and so viewers could see a glimpse of the work going on in the EOC behind me when I gave live or recorded updates.

Turn News Release Content Into Video

4) Take every piece releasable information produced by the PIO team and turn it into video content for Facebook and Twitter. That includes content from news releases; Frequently Asked Questions coming into the Call Center; urgent evacuation (or re-population) advisories; how-to videos to help residents cope with the disaster or access recovery services; where to deliver or pick up donations; etc. Do all the most urgent updates as a Facebook Live, Twitter Live or Periscope video; the rest can be quickly-produced recorded videos.

Broadcast Community Meetings

5) Livestream the community meetings that are often held in the wake of the emergency to answer community concerns. This is a huge benefit to those who cannot attend the meetings in person. In Santa Rosa, the meetings were held in a high school gym. We contacted the local cable provider, who quickly set up a dedicated wireless internet connection so I could reliably livestream the community meetings on Facebook. It's important to have a fast, dedicated connection when there are hundreds of people attending a meeting. I used the phone to stream one of the meetings, and a computer with external video camera to stream the rest.

The Reach and Views of Video Can Be Stunning

Using this approach during the Santa Rosa wildfires gave incredible results. We saw "reach" statistics in the tens of thousands, and in some cases 125,000 or more, with specific videos. The content was highly shared, and the public was kept informed. There was another benefit as well: combined with the near-real-time responses of the PIO team on Facebook and Twitter to questions the public was asking, video put a human "touch" on the response. Citizens could see a face, hear a calming voice, and develop a trusting connection with the on-camera communicator. As a result, many of the comments being posted on Facebook were extremely positive, and the clear impression was that the City was doing an exceptional job responding to an unthinkable calamity. I highly recommend that public agency communications teams prioritize video as part of their EOC and JIC operations and learn to do it well!

Los Angeles County Public Health Department Emergency Preparedness and Response Plans (Draft)

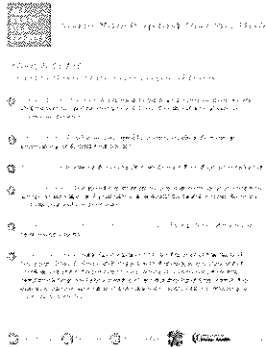
All Ready LA County: A Guide to Community Preparedness

This guide provides tools the community can use to prepare, respond, and recover from an emergency disaster. It's presented in four sections to increase community preparedness.



- English [PDF](#)
- Spanish [PDF](#)
- Armenian [PDF](#)
- Chinese (simplified) [PDF](#)
- Chinese (traditional) [PDF](#)
- Farsi [PDF](#)
- Korean [PDF](#)
- Russian [PDF](#)
- Tagalog [PDF](#)
- Vietnamese [PDF](#)

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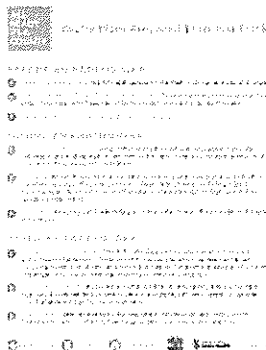


Make a Plan: You're more prepared than you think

This material provides six simple steps to be more prepared today, and how to make a plan and share it.

- English [PDF](#)
- Spanish [PDF](#)

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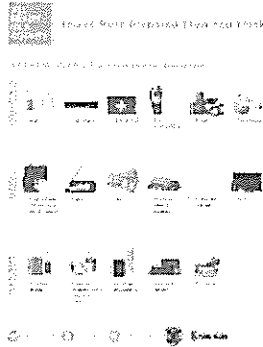


Resources: You're more prepared than you think

This material provides information on what to do before, during, and after an earthquake. It also provides a list of resources on emergency preparedness.

- English [PDF](#)
- Spanish [PDF](#)

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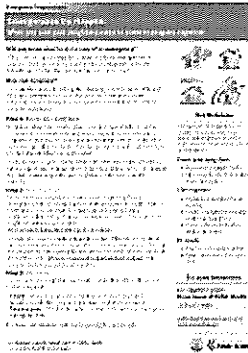


Gather Supplies: You're more prepared than you think

This material provides information on how to gather supplies for an emergency or disaster, along with how to make a plan and share it.

English [PDF](#)
Spanish [PDF](#)

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Emergencies Do Happen Factsheet

This material provides information on how to prepare for an emergency using a neighborhood plan.

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Spanish [PDF](#)

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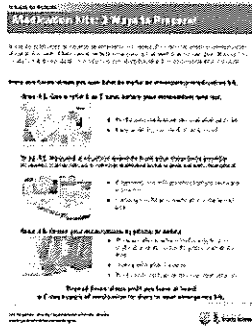
Neighborhood Plan

This material teaches a person how to develop a neighborhood plan.

English [PDF](#)
Spanish [PDF](#)

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Medication Kit: 3 Ways to Prepare

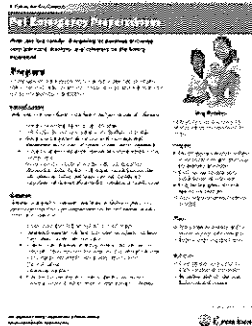


This material teaches a person how to make sure they have enough medication on hand during an emergency.

English [PDF](#)
Spanish [PDF](#)

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A Guide for Pet Owners: Pet Emergency Preparedness

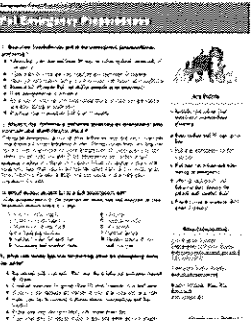


This material provides pet owners with information on how to prepare for an emergency with their pets.

English [PDF](#)
Spanish [PDF](#)

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Emergency Preparedness for Pets FAQ



This material provides information on how to include your pets in your emergency preparedness plan.

English [PDF](#)
Spanish [PDF](#)

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A Guide for Pet Owners: Pet Emergency Preparedness

This material provides pet owners with detailed information on how to prepare for an emergency with their pets.

EMERGENCY PREPAREDNESS & PETS:
A Guide for Pet Owners

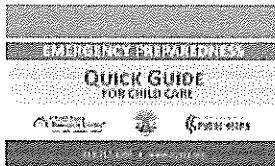


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Emergency Preparedness Quick Guide for Child Care

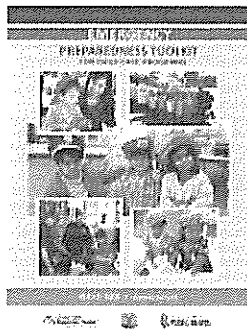


This quick guide is a summary of steps child care providers can take to prepare, respond and recover from an emergency.

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Spanish [PDF](#)
Chinese [PDF](#)

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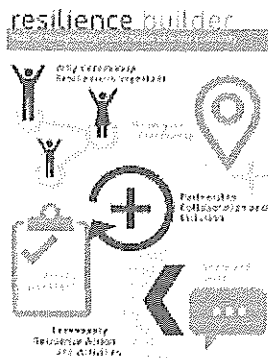
Emergency Preparedness Toolkit for Child Care Programs



The information and tools in this kit are meant to provide child care providers in child care centers and family child care homes with guidance on how to prepare, respond, and recover from an emergency.

English [PDF](#)

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Resilience Builder Toolkit

Resilience Builder is a community toolkit that builds upon existing resources in your community to strengthen resilience. It is presented in six sections and offers strategies to increase resilience.

English [PDF](#)

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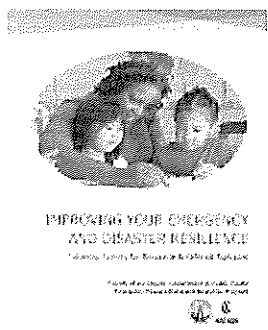
Disaster Resilience First Aid Toolkit

Disaster Resilience First Aid (RFA) is a new community resilience tool for providing basic comfort, practical support, and resources to people during and after an emergency or disaster.

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Improving Your Emergency and Disaster Resilience: Tabletop Activity for Resource & Referral Agencies

This material is a tool for childcare agencies to use when creating or improving their emergency preparedness plan about extreme heat.

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Spanish [PDF](#)

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**2018 South Pasadena Emergency Public Information Plan Annex
in support of
City Emergency Operations Plan**

ATTACHMENT 2
Emergency Public Information Plan –
Implementation Matrix

City of South Pasadena Public Information Office
Emergency Public Information Plan
Implementation Matrix

Recommendation	Depts Involved	Due Date/Status	Notes
Key Message Development & Delivery Training a) Communications training re: media trends, interview techniques, crafting strategic content	City Council; All Dept/Division Directors	Working with CM re: schedule and budget	Professional facilitator required. 2-hour course = elected officials; 3-hour course for managers
City Website Advance Preparation a) Pre-prepare "dark" pages on the City's website that can be activated during an incident b) Create a notification box for the home page that links to the dark pages c) Create standing sections or pages for the following topics i. Incident Overview ii. Evacuation – people, animals iii. Shelter Information iv. Maps	IT	RFP for services in Q2 2019; Work to begin Q3 2019	Graphic design and web programming services will be needed
Drills/Exercises a) PIO function to participate in major local/regional exercises/drills	FD; Disaster Mgmt Area C JPA	Ongoing beginning Q1 2019	No cost
Public Information Team (PIT) Crew a) Identify, recruit participants b) Train in JIC, incident best practices	FD; Disaster Mgmt Area C JPA	Beginning Q1 2019	"Mutual Aid" concept to help one another's agency when needed. No cost.
Reconcile the "Emergency Public Information Plan" Annex with the content of select other Annexes	FD; Other City/County Depts TBD	Q1 2019	No cost
Research how 2-1-1 works for citizens of South Pasadena and confirm the city's JIC can program content during incident	FD; LA County	Q1 2019	Cost TBD

Refine all alerting tools: a) Connect South Pasadena/Blackboard b) Nixle c) WEA d) Nextdoor	FD; PD; LA County	Q2 2019	Assess current toolkit in light of pending WEA capabilities. Some costs may be associated with this item.
Confirm communications tools during loss of power/cell a) Kiosks b) Community meetings c) Fliers	PIO	Q1 2019	Develop list of available locations and contact information. Develop on-call printing contracts for fliers and print materials
Blackboard a) Research to confirm this is the best vehicle for the City b) For a new user, the sign-up protocol is quite generic in format/agency selection c) Hard to find City of South Pasadena (can't be "South Pasadena" for example)	FD, PD, PIO	Q1 2019	Assess Blackboard as key part of alert toolkit when
Verdugo Fire Communications Center: need to confirm what PIO responsibilities are required	FD	Q1 2019	
School Districts: need to confirm what PIO responsibilities are required	PIO	Q1 2019	Develop protocols and actions plans with District
Translation services: should confirm that no public information materials need translation (not deleted from Plan yet)	PIO	Q1 2019	
Nextdoor "Urgent Alert" feature a) Need program to encourage public to add cell numbers	PIO, PD, FD		Integrate Nextdoor into emergency toolkit with use of "Urgent Alert" feature
Social media policy: need to add best practices for managers, staff, elected officials	PIO	Q1 2019	Policy is now in development; will add best practices

Need site/address for Joint Information
enter; need site for media briefing/press
conference area

Q2 2019

Note numerous areas within draft EPI
plan that need further research, drafting,
decision – this are highlighted in the
Emergency Public Information Plan /
Annex to EOP

Q3 2019