



**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, January 16, 2019, 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 Marina Khubesrian, M.D.

ROLL CALL: Councilmembers Michael A. Cacciotti, Diana Mahmud, and Richard D. Schneider, M.D; Mayor Pro Tem Robert S. Joe; and Mayor Marina Khubesrian, 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: 1

C. Liability Claims

LIABILITY CLAIMS – Pursuant to Government Code Section 54956.95
Claimant: Kuntz
Agency Claimed Against: City of South Pasadena

D. Existing Litigation

CONFERENCE WITH LEGAL COUNSEL—Existing Litigation (Government Code
Section 54956.9(d)(1))
Name of Case: *City of Gardena, et al. v. Regional Water Quality Control Board, et al.*


E. Public Employee Performance Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code
Section 54957(b)(1):
Title: City Manager

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

01/10/2019

Date



Juan Esquivel
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, January 16, 2019, 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 Marina Khubesrian, M.D.

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

PLEDGE OF ALLEGIANCE: Councilmember Richard D. Schneider, M.D.

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

PRESENTATIONS

2. Video Presentation of the City of South Pasadena Tournament of Roses Float

3. Recognition of Fullbright Awardees

COMMISSION APPOINTMENTS

4. Commission Appointments and Re-Appointments

Recommendations

1. Appoint the following to a full three-year term ending December 31, 2021: Zhen Tao to the Finance Commission; Dollie Chapman to the Parks & Recreation Commission; Karen Tamis to the Parks & Recreation Commission; Amin Al-Sarraf to the Public Safety Commission.
2. Re-appoint the following to a full three-year term ending December 31, 2021: Mark E. Smeaton to the Design Review Board; William J. Kelly to the Natural Resources & Environmental Commission

COMMUNICATIONS

5. Councilmembers Communications

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

6. City Manager Communications

7. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

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

CONSENT CALENDAR

8. Minutes of the City Council Meeting of December 19, 2018

Recommendation

Approve the minutes of the December 19, 2018 City Council Meeting.

9. Prepaid Warrants, General City Warrants, and PayrollRecommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 205359 through 205478 in the amount of \$5,367,785.18; General City Warrants Nos. 205479 through 205613 in the amount of \$936,755.03; and Payroll dated December 14, 2018 and December 28, 2018, in the amount of \$1,317,426.79.

10. Monthly Investment Reports for November 2018Recommendation

Receive and file the monthly investment reports for November 2018.

11. Authorize the City Manager to Accept a Grant Award from the Los Angeles County Metropolitan Transportation Authority in the Amount of \$332,000; Execute a Memorandum of Understanding for the City to Participate in the 626 Golden Streets Mission to Mission Ciclovía Working Group; and Professional Services Agreement with BikeSGV for Services Associated with the Planning and Hosting of the 626 Golden Streets Mission to Mission CiclovíaRecommendation

Authorize the City Manager to execute:

1. A Grant Award from the Los Angeles County Metropolitan Transportation Authority (Metro) in the amount of \$332,000 for the 626 Golden Streets Mission to Mission Ciclovía (Mission to Mission); and
2. A Memorandum of Understanding (MOU) for the City to participate in the Mission to Mission Working Group; and
3. A Professional Services Agreement (PSA) with Bike San Gabriel Valley (BikeSGV) for services associated with the planning and hosting of Mission to Mission.

12. Award of Contract to E.J. Ward, for Installation of a Fuel Dispensing Management System for an Amount Not-to-Exceed \$60,684Recommendation

1. Accept a bid dated November 25, 2018, from E.J. Ward, for the installation of a Fuel Master fuel management system (Project) at the City of South Pasadena's (City) three fuel pumps; and
2. Authorize the City Manager to enter into a contract with E.J. Ward for an amount not-to-exceed \$60,684 for the Project.

13. Consideration of Resolution Approving Procedure for the Destruction of Public Records

Recommendation

Adopt the Resolution of the City Council of the City of South Pasadena Approving a Procedure for the Destruction of Public Records Consistent with the City of South Pasadena Records Retention Policy.

14. Approval of Mayor’s List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations

Recommendation

1. Approve the Mayor’s list of City Council Liaison and Regional Group Appointments to various commission, boards, and committees.
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena (City).

15. Approval of a Professional Services Agreement with Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities and Authorize the Purchase of Network Switches, Ports, and Hardware

Recommendation

1. Authorize the City Manager to execute a professional services agreement with Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities in the amount of \$113,008; and
2. Authorize the City Manager to approve the purchase of network switches, ports, and hardware in the amount of \$28,272.

ACTION/DISCUSSION

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

Recommendation

Read by title only for the first 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.”

17. First Reading and Introduction of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Partial Commission Terms and to Require Brown Act Training for Commissioners

Recommendation

Read by title only for first reading, waiving further reading, and introduce an Ordinance revising Article IV (Boards and Commissions – General Provisions).

REPORTS

18. Receive and File the Capital Improvement Plan Quarter Two Projects

Recommendation

Receive and File the 2018 Second Quarter Capital Improvement Plan update.

19. Receive and File 2018-19 Strategic Plan Quarter 2 Update

Recommendation

Receive and file the second quarter update of the Fiscal Year (FY) 2018-19 Objectives.

ADJOURNMENT

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

February 6, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
February 20, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 6, 2019	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.

01/10/2018

Date



Juan Esquivel

Deputy City Clerk



City of South Pasadena
Office of the Mayor

Memo

Date: January 16, 2019
To: The Honorable City Council
From: Mayor Marina Khubesrian, M.D. ^{WJ} for MK
Re: Commission Appointments and Re-appointments

With the City Council concurrence at the January 16, 2019 City Council Meeting, I propose to appoint the following to a full three-year term ending December 31, 2021:

- **Zhen Tao to the Finance Commission**
- **Dollie Chapman to the Parks & Recreation Commission**
- **Karen Tamis to the Parks & Recreation Commission**
- **Amin Al-Sarraf to the Public Safety Commission**

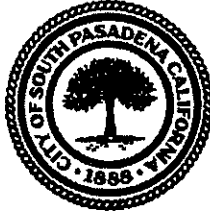
With the City Council concurrence at the January 16, 2019 City Council Meeting, I propose to re-appoint the following to a full three-year term ending December 31, 2021:

- **Mark E. Smeaton to the Design Review Board**
- **William J. Kelly to the Natural Resources & Environmental Commission**

Thank you.

AGENDA ITEM 4

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Wednesday, December 19, 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 Khubesrian on Wednesday, December 19, 2018, at 7:46 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

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

Girl Scout Troop #6771 led the Pledge of Allegiance.

PUBLIC COMMENTS

Becky Cheng, Representative from Congresswoman Judy Chu's Office, announced the South Pasadena winners of the Fullbright Awards.

Laurie Wheeler, South Pasadena Chamber of Commerce, announced the upcoming Stroll the Streets and Shop Local event.

Christopher Sutton, South Pasadena Resident, discussed the potential sale of Caltrans owned homes in South Pasadena.

Anne Bagasao, South Pasadena Resident, discussed the officer involved shooting that occurred in August 2018.

Bianca Richards, South Pasadena Resident, discussed the need for additional of crossing guards at South Pasadena schools.

AGENDA ITEM 8

1. 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. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL—Significant Exposure to Litigation
(Government Code Section 54956.9(d)(2))

Number of potential cases: 1

C. Public Employee Performance Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

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. Administration of Oath of Office to Mayor Marina Khubesrian, M.D. by Los Angeles County Supervisor Kathryn Barger**

Kathryn Barger, Los Angeles County Supervisor, administered the oath of office to Mayor Marina Khubesrian, M.D.

3. Comments by Incoming Mayor

Mayor Khubesrian thanked the City Council, her family, and the community for their support; outlined her proprieties for the upcoming year.

4. 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

Kathryn Barger, Los Angeles County Supervisor, administered the oath of office to City Clerk Evelyn G. Zneimer. Chief City Clerk Donohue presented her with a certificate of election.

5. Recognition of City Hall Art Gallery Participants

Mayor Khubesrian presented Certificates of Recognition to City Hall Art Gallery Participants Cyndi Bernel and Michael Provart.

COMMISSION APPOINTMENTS**6. Commission Appointments and Re-Appointments**

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

1. Appoint the following individuals to a full three-year term ending December 31, 2021: Catherine Kelly to the Animal Commission; Kristin Morrish to the Cultural Heritage Commission; Kay Younger to the Design Review Board; Samantha Hill to the Design Review Board; Debra Beadle to the Library Board of Trustees Bianca Richards to the Library Board of Trustees; Rona Bortz to the Natural Resources and; Environmental Commission Madeline C. Di Giorgi to the Natural Resources and Environmental Commission; Cynthia Liu to the Natural Resources and Environmental Commission; Robin Hamilton to the Public Safety Commission; Stephanie Cao to the Public Safety Commission; Julie Ellen Papadakis to the Senior Citizen Commission.
2. Re-appoint the following individuals to a full three-year term ending December 31, 2021: Ellen Wood to the Finance Commission; Kelly M. Koldus to the Planning Commission; Grace Liu Kung to the Public Safety Commission; Cindi Knight to the Senior Citizen Commission.
3. Appoint the following individuals to a partial terms: Kristine Kwong to the Parks & Recreation Commission (term ending December 31, 2020); Lauren Myles to the Natural Resources and Environmental Commission (term ending December 31, 2019)

COMMUNICATIONS**7. Councilmembers Communications**

Councilmember Schneider congratulated Mayor Khubesrian on her appointment as Mayor.

Councilmember Mahmud congratulated Mayor Khubesrian on her appointment as Mayor; stated that Clean Power Alliance is already providing clean renewable energy to South Pasadena businesses; discussed the upcoming Crunch Party taking place on Saturday, December 29th.

Mayor Pro Tem Joe shared photos from the recent Breakfast with Santa Event that took place on December 8th; the 2018 South Pasadena Senior Citizens Center Holiday Luncheon that took place on December 13th.

Councilmember Cacciotti shared photos from the 2018 South Pasadena Senior Citizens Center Holiday Luncheon that took place on December 13th; walking his dog at the Arroyo Seco Bicycle & Pedestrian Trail; South Pasadena High School Band playing music on Mission Street; discussed City staff improving the brightness of streetlights in the City; suggested that staff look into the types of LED lights that are being used for streetlights to make sure their safe to use.

8. City Manager Communications

City Manager DeWolfe discussed upcoming holiday closures; cancellation of the January 2nd City Council meeting; introduced Dan Ojeda, Interim Public Works Director and Tamara Binns, Executive Assistant.

9. Reordering of and Additions to the Agenda

None.

CONSENT CALENDAR

Councilmember Cacciotti pulled Item No. 14 for separate discussion.

Councilmember Mahmud pulled Item No. 15 for separate discussion.

Councilmember Schneider pulled Item No. 17 for separate discussion.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve Consent Calendar Item Nos. 10-13, 16, and 18-20.

10. Minutes of the City Council Meeting of December 5, 2018

Approved the minutes of the December 5, 2018 City Council Meeting.

11. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 205204 through 205284 in the amount of \$833,767.43; General City Warrants Nos. 205285 through 205358 in the amount of \$364,809.10; and Payroll dated November 30, 2018, in the amount of \$605,195.42.

12. Monthly Investment Reports for September 2018 and October 2018

Received and filed the monthly investment reports for September 2018 and October 2018.

13. Adoption of the Resolution Authorizing Signatories on City Banking Accounts and Related Banking Documents

Adopted a resolution superseding Resolution No. 7573, Authorizing Signatures on City Bank Accounts.

16. Approval of 5-year Term Agreement with SirsiDynix for Symphony Software as a Service (SaaS) Integrated Library System Products and Services in the amount of \$222,121

Approved a five-year term agreement with SirsiDynix to provide Symphony integrated library system (ILS) products and services to the South Pasadena Public Library. Products and services include migration of customer and bibliographic data to a new database, secure off-site hosting of the data on SirsiDynix servers, a core ILS package with modules for cataloging,

circulation, acquisitions and analytics, a mobile library app, connections for third-party equipment (e.g. self-checkout kiosks), and maintenance and support.

18. Award of Contract to KOA Corporation for Systemic Safety Analysis Report (SSAR) Preparation in an Amount Not-to-Exceed \$199,820

Accepted the proposal dated July 25, 2018 from KOA Corporation for preparation of the Systemic Safety Analysis Report (SSAR) and authorize the City Manager to execute an agreement with KOA Corporation for an amount not-to-exceed \$199,820.

19. Authorize a Letter of Support in Concept for the South Pasadena Arts Council's California Arts Council Creative California Communities Grant Application

Authorized a Letter of Support in concept for the South Pasadena Arts Council's (SPARC) California Arts Council (CAC) Creative California Communities Grant Application for a 2020 Ray Bradbury mural to commemorate the centennial of his birth.

20. Ratify Emergency Purchase of a Motor for Wilson Well No. 3

Ratified the emergency purchase of a new motor for Wilson Well No.3.

ITEMS PULLED FROM THE CONSENT CALENDER

14. 2017/18 Commission Annual Reports

The City Council discussed the item.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR KHUBESRIAN, to bring back the discussion of banning the use of Roundup and Herbicide in the City.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to receive and file the 2017/2018 Commission Annual Reports.

15. Approval of a Professional Services Agreement with Matrix Consulting Group for a Comprehensive User Fee and Charges Study in an Amount Not to Exceed \$34,500

Councilmember Mahmud noted that an additional document was received that modified the scope of services for the professional services agreement.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve a professional services agreement with Matrix Consulting Group for an amount not to exceed \$34,500, as amended.

17. Adoption of an Administrative Minutes Policy

The City Council discussed the item and Chief City Clerk Donohue answered related questions.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 3-2, to table this item to a future City Council meeting; receive feedback from Commissioners.

ACTION/DISCUSSION

21. Approval of Public Works Department Reorganization and Transition: Approval of Amended Job Descriptions, Creation of a New Deputy Director Position for Water & Sustainability, and Authorization to Execute Second Amendment with Interwest Consulting Group for Interim Capital Improvement Plan Management Services

Human Resources Manager Lee Ko summarized the staff report and responded to City Council inquiries. She noted that the recommendation should reflect four job description instead of three.

Mayor Khubesrian opened the public comment period.

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

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

1. Approve amendments to four job descriptions within the Public Works Department including Director, Deputy Director, and Operations Manager;
2. Approve a new Deputy Director classification and a new FTE to lead Water and Sustainability;
3. Approve the transfer of a Management Analyst/Water Conservation position from the Management Services Department to the Public Works Department, Water and Sustainability Division; and

4. Authorize the City Manager to execute a second amended agreement with Interwest Consulting Group for interim capital improvement project management services for an additional \$60,000 for a new total not-to-exceed contract amount of \$138,300.

CITY COUNCIL REQUESTED ITEMS

22. Proposed Letter to the California Public Utilities Commission Regarding Southern California Edison Power Procurement Costs

Councilmember Mahmud presented the item and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve the proposed letter to the California Public Utilities Commission Regarding Southern California Edison Power Procurement Costs.

PRESENTATIONS (continued)

23. Poem Reading by South Pasadena Poet Laureate Ron Koertge

ADJOURNMENT

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

Evelyn G. Zneimer
City Clerk

Marina Khubesrian, M.D.
Mayor

Minutes approved by the South Pasadena City Council on January 16, 2019.

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City Council Agenda Report

ITEM NO. 9

DATE: January 16, 2019

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

PREPARED BY: Craig Koehler, Finance Director *[Signature]*

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$5,367,785.18 General City Warrants in the Amount of \$936,755.03 and Payroll in the Amount of \$1,317,426.79**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 205359-205478	\$ 367,785.18
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General City Warrants:

Warrant # 205479-205613	\$ 936,755.03
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Payroll 12-14-18	\$ 719,890.90
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Payroll 12-28-18	\$ 597,535.89
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Wire Transfers	\$ 5,000,000.00
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RSA:

Prepaid Warrants	\$ -
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General City Warrants	\$ -
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Total	\$ 7,621,967.00
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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 12-14-18 & 12-28-18
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

Demand/Warrant Register

Recap by fund

	Fund No.	Date 1.16.19 Amounts		
		Prepaid	Written	Payroll
General Fund	101	276,133.57	98,150.17	573,101.24
Insurance Fund	103	165.00	1,151.14	
Street Improvement Program	104	-	23,015.10	
Facilities & Equip.Cap. Fund	105	-	55,968.74	
Local Transit Return "A"	205	-	840.00	15,447.29
Local Transit Return "C"	207	38.54	2,876.85	12,265.29
TEA/Metro	208	-	-	
Sewer Fund	210	952.16	3,063.99	24,939.01
CTC Traffic Improvement	211	-	-	
Street Lighting Fund	215	17,040.09	56,603.22	12,383.18
Public,Education & Govt Fund	217	-	-	
Clean Air Act Fund	218	-	-	
Business Improvement Tax	220	46.80	-	
Gold Line Mitigation Fund	223	-	-	
Mission Meridian Public Garage	226	-	804.13	
Housing Authority Fund	228	-	-	
State Gas Tax	230	283.41	24,347.52	32,831.97
County Park Bond Fund	232	130.95	1,593.92	
Measure R	233	-	-	
MSRC Grant Fund	238	-	-	
Bike & Pedestrian Paths	245	-	-	
BTA Grants	248	-	4,105.33	
Capital Growth Fund	255	-	-	
CDBG	260	-	6,739.20	
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	-	1,655.00	
Water Fund	500	37,998.05	655,840.72	100,949.49
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	33,422.11		545,509.32
Wire Transfer - LAIF Transfer		5,000,000.00		
Column Totals		5,366,210.68	936,755.03	1,317,426.79
City Report Totals			7,620,392.50	

Recap by fund

	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227	1,574.50	-	-
Column Totals		1,574.50	-	-
RSA Report Totals			1,574.50	

Amounts		
Prepaid	Written	Payroll
5,367,785.18	936,755.03	1,317,426.79
Grand Report Total	7,621,967.00	

Marina Khubesrian M.D., Mayor


Craig Koehler, Finance Director

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

Voided Checks

204946	\$959.34
205227	\$790.00

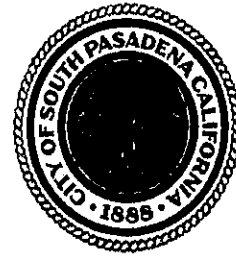
FY 18-19 LAIF Transfer

Wire Transfers
\$5,000,000.00

Accounts Payable

Check Detail

User: ealvarez
 Printed: 01/07/2019 - 12:35PM



Check Number	Check Date		Amount
ACTM3010 - Accountemps Line Item Account			
205397	12/20/2018		
Inv	52451968		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Finance Temp Svcs. Lin, Yinying w/e 12/14/18	101-3010-3011-8180-000	1,720.00
Inv	52451968 Total		1,720.00
Inv	REB52415616		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Finance Temp Svcs. Lin, Yinying w/e 10/12/18	101-3010-3011-8180-000	1,376.00
Inv	REB52415616 Total		1,376.00
205397 Total:			3,096.00
205439	12/27/2018		
Inv	52485978		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	Finance Temp. Svcs. Lin, Yingying w/e 12/21/18	101-3010-3011-8180-000	1,784.50
Inv	52485978 Total		1,784.50
205439 Total:			1,784.50
ACTM3010 - Accountemps Total:			4,880.50
AFLA7010 - AFLAC Line Item Account			
205383	12/13/2018		
Inv	413541		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Optional Insurance 11/18	700-0000-0000-2255-000	1,176.82
Inv	413541 Total		1,176.82
205383 Total:			1,176.82
205476	01/03/2019		
Inv	838298		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/28/2018	Optional Insurance 12/18	700-0000-0000-2255-000	1,176.82
Inv 838298 Total			1,176.82
205476 Total:			1,176.82
AFLA7010 - AFLAC Total:			2,353.64
AME0229 - Ameritas Line Item Account			
205384	12/13/2018		
Inv	P/R/E 12/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Vision Ins. 12/18	700-0000-0000-2268-000	3,022.00
Inv P/R/E 12/31/18 Total			3,022.00
205384 Total:			3,022.00
AME0229 - Ameritas Total:			3,022.00
AMMZ8032 - Martinez, Alma Line Item Account			
205424	12/20/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Class Instructor. Payment for Zumba Classes Fall 2018	101-8030-8032-8267-000	273.00
Inv Fall 2018 Total			273.00
205424 Total:			273.00
AMMZ8032 - Martinez, Alma Total:			273.00
AMZN8030 - Amazon/SYNCB Line Item Account			
205398	12/20/2018		
Inv	0202580CM-02UJ6		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	Supplies Credit	101-8030-8032-8000-000	-0.30
Inv 0202580CM-02UJ6 Total			-0.30
Inv	447553887988		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Supplies	101-8030-8032-8264-000	27.86
Inv 447553887988 Total			27.86

Inv 449584879746

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Supplies	101-8030-8032-8000-000	138.73

Inv 449584879746 Total 138.73

Inv 449789836575

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2018	Supplies	101-8030-8032-8264-000	130.41

Inv 449789836575 Total 130.41

Inv 459454659697

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2018	Supplies	101-2010-2011-8000-000	117.07

Inv 459454659697 Total 117.07

Inv 494647583495

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Supplies Credit	101-6010-6410-8020-000	-25.99

Inv 494647583495 Total -25.99

Inv 634853397336

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Supplies	101-7010-7011-8020-000	75.57

Inv 634853397336 Total 75.57

Inv 636835438864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Supplies	101-8030-8032-8264-000	7.99

Inv 636835438864 Total 7.99

Inv 685374985787

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Supplies	101-8030-8032-8264-000	54.99

Inv 685374985787 Total 54.99

Inv 884749937335

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Supplies	101-8030-8032-8000-000	76.13

Inv 884749937335 Total 76.13

Inv 933843833468

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	Supplies	101-8030-8032-8264-000	198.12

Inv 933843833468 Total			198.12
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Inv 959587984536			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Supplies	101-8030-8032-8000-000	41.41

Inv 959587984536 Total			41.41
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Inv 986759595945			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2018	Supplies	101-8010-8011-8080-000	13.68

Inv 986759595945 Total			13.68
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205398 Total:			855.67
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AMZN8030 - Amazon/SYNCB Total:			855.67
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AT&T5006 - AT & T U-Verse Line Item Account

205359	12/13/2018		
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Inv 284743823			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2018	11/26-12/25/18	101-2010-2032-8150-000	74.25

Inv 284743823 Total			74.25
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205359 Total:			74.25
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205460	01/03/2019		
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Inv 13046796			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2019	12/18-1/17/18	101-2010-2032-8150-000	84.25

Inv 13046796 Total			84.25
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205460 Total:			84.25
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AT&T5006 - AT & T U-Verse Total:			158.50
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AT&T5011 - AT&T Line Item Account

205399	12/20/2018		
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Inv 248 134-6100			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	12/1-12/31/18	101-2010-2032-8150-000	9.34

Inv 248 134-6100 Total			9.34
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Inv 331 841-0802

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	12/7-1/6/19	101-2010-2032-8150-000	33.03

Inv 331 841-0802 Total 33.03

205399 Total: 42.37

205440 12/27/2018
Inv 626 405-0051

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	12/11-1/10/19	101-2010-2032-8150-000	637.87

Inv 626 405-0051 Total 637.87

205440 Total: 637.87

205456 12/28/2018
Inv 331 841-0756

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	12/07-1/6/19	101-2010-2032-8150-000	33.03

Inv 331 841-0756 Total 33.03

205456 Total: 33.03

205461 01/03/2019
Inv 626 441-6497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2019	12/13-1/12/19	101-2010-2032-8150-000	244.46

Inv 626 441-6497 Total 244.46

Inv 626 577-6657

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2019	12/13-1/12/19	101-2010-2032-8150-000	54.02

Inv 626 577-6657 Total 54.02

205461 Total: 298.48

AT&T5011 - AT&T Total: 1,011.75

ATCN9011 - AT & T Line Item Account

205459 01/03/2019
Inv 000012368973

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2019	9391062308 11/20-12/19/2018	101-2010-2032-8150-000	5,403.74

Inv 000012368973 Total	5,403.74
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205459 Total:	5,403.74
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ATCN9011 - AT & T Total:	5,403.74
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ATGC8530 - Acorn Technology Corp. Line Item Account

205458 01/03/2019

Inv 1882

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-132	101-7010-7011-8110-000	67.50

Inv 1882 Total	67.50
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Inv 1884

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-126	101-8010-8011-8110-000	65.00

Inv 1884 Total	65.00
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Inv 1885

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-91	101-2010-2032-8170-000	160.00
11/01/2018	CO # 01-116	101-5010-5012-8020-000	275.00

Inv 1885 Total	435.00
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Inv 1887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-119	101-2010-2032-8170-000	290.00

Inv 1887 Total	290.00
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Inv 1889

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-129	101-2010-2032-8170-000	75.00

Inv 1889 Total	75.00
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Inv 1890

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-125	101-2010-2032-8170-000	1,413.75

Inv 1890 Total	1,413.75
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Inv 1891

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-130/31	101-2010-2032-8170-000	163.75

Check Number	Check Date		Amount
Inv 1891 Total			163.75
Inv 1894			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Project 2015.0004	101-2010-2032-8170-000	2,807.50
Inv 1894 Total			2,807.50
Inv 1896			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	CO # 01-128	101-8010-8011-8110-000	182.50
Inv 1896 Total			182.50
Inv 1897			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	General - City (Tix/Chrgs Summ)	101-2010-2032-8170-000	12,637.50
Inv 1897 Total			12,637.50
Inv 1899			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-133	101-7010-7011-8170-000	37.50
Inv 1899 Total			37.50
Inv 1901			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-136	101-2010-2032-8170-000	45.00
Inv 1901 Total			45.00
Inv 1903			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-134	101-5010-5012-8020-000	53.75
Inv 1903 Total			53.75
Inv 1906			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Project 2015.0004	101-2010-2032-8170-000	342.50
Inv 1906 Total			342.50
Inv 1907			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-116-01-127	101-5010-5012-8020-000	408.75
Inv 1907 Total			408.75

Inv 1908

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-119	101-2010-2032-8170-000	80.00

Inv 1908 Total 80.00

Inv 1909

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	CO # 01-129	101-2010-2032-8170-000	37.50

Inv 1909 Total 37.50

Inv 1910

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	General - City (Tix/Chrgs Summ)	101-2010-2032-8170-000	11,555.00

Inv 1910 Total 11,555.00

Inv 51365

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	IT Manager Hours	101-2010-2032-8170-000	333.75
11/01/2018	CO # 01-126	101-8010-8011-8110-000	600.00
11/01/2018	CO # 01-131	101-2010-2032-8170-000	169.99
11/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	512.50
11/01/2018	(Adjustment)	101-2010-2032-8170-000	-217.50
11/01/2018	CO # 01-126	101-8010-8011-8110-000	100.00
11/01/2018	CO # 01-130	101-2010-2032-8170-000	349.99
11/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	237.50

Inv 51365 Total 2,086.23

Inv 51451

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	(Adjustment)	101-2010-2032-8170-000	-365.00
12/01/2018	(Adjustment)	101-2010-2032-8170-000	-480.00
12/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	237.50
12/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	512.50

Inv 51451 Total -95.00

205458 Total: 32,688.73

ATGC8530 - Acorn Technology Corp. Total: 32,688.73

BCCC3010 - BankCard Center Line Item Account

205360 12/13/2018

Inv 9162

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/24/2018	Act # 5569-3200-0074-9162	101-0000-0000-5505-000	25.00

Inv 9162 Total 25.00

205360 Total: 25.00

BCCC3010 - BankCard Center Total: 25.00

CAL0629 - CA Franchise Tax Board Line Item Account

205385 12/13/2018

Inv P/R/E 12/14/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Garnishment	700-0000-0000-2264-000	200.00

Inv P/R/E 12/14/18 Total 200.00

205385 Total: 200.00

205451 12/28/2018

Inv P/R/E 12/28/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Garnishment	700-0000-0000-2264-000	200.00

Inv P/R/E 12/28/18 Total 200.00

205451 Total: 200.00

CAL0629 - CA Franchise Tax Board Total: 400.00

CAL6695 - CA American Water Co. Line Item Account

205401 12/20/2018

Inv 210021511021

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Water Supply for Wilson Well #2 10/24-11/21/18	500-6010-6711-8231-000	6.42

Inv 210021511021 Total 6.42

205401 Total: 6.42

CAL6695 - CA American Water Co. Total: 6.42

CAL8012 - Califa Group Line Item Account

205442 12/27/2018

Inv 1664

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Electronic Resources- Express Package & Novelist 9/1/18-8/31/19	101-8010-8011-8031-000	5,453.01

Inv 1664 Total 5,453.01

Inv 1800

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Cenic- Broadboard Jul-Sep'18	101-8010-8011-8151-000	4,140.69

Inv 1800 Total 4,140.69

205442 Total: 9,593.70

CAL8012 - Califa Group Total: 9,593.70

CAN0607 - Cantu Graphics Line Item Account

205361 12/13/2018

Inv 5418

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Business Card Margaret Lin	101-2010-2011-8000-000	32.80

Inv 5418 Total 32.80

205361 Total: 32.80

CAN0607 - Cantu Graphics Total: 32.80

CBSE6010 - Cell Business Equipment Line Item Account

205403 12/20/2018

Inv 61682658

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2019	PW Copier Lease12/18	101-6010-6011-8050-000	264.20

Inv 61682658 Total 264.20

205403 Total: 264.20

CBSE6010 - Cell Business Equipment Total: 264.20

CCAC1020 - City Clerk's Assoc. of CA Line Item Account

205465 01/03/2019

Inv 614

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/22/2019	CCAC Membership Renewal - Marc Donohue	101-1020-1021-8060-000	170.00

Inv 614 Total 170.00

205465 Total: 170.00

CAC1020 - City Clerk's Assoc. of CA Total: 170.00

CDW5246 - CDW Government Inc Line Item Account

205402 12/20/2018

Inv NXX4136

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Adobe Acrobat Pro 2017 License Purchase	101-4010-4011-8110-000	835.82

Inv NXX4136 Total 835.82

Inv NZN2914

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	VM Ware vSphere License / Subscription Renewal	101-2010-2032-8180-000	2,894.00

Inv NZN2914 Total 2,894.00

205402 Total: 3,729.82

CDW5246 - CDW Government Inc Total:

3,729.82

ceap7000 - South Pasadena Part Time Employees Assn. Line Item Account

205386 12/13/2018

Inv P/R/E 12/9/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Assn. Dues 11/26-12/9/18	700-0000-0000-2249-000	440.00

Inv P/R/E 12/9/18 Total 440.00

205386 Total: 440.00

ceap7000 - South Pasadena Part Time Employees Assn. Total:

440.00

CFSS5010 - CallBack Staffing Solutions LLC Line Item Account

205463 01/03/2019

Inv 0010968

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2019	Contract Svcs. Command Sharing	101-5010-5011-8183-000	698.79

Inv 0010968 Total 698.79

205463 Total: 698.79

CFSS5010 - CallBack Staffing Solutions LLC Total:

698.79

CHWP2010 - Colantuono, Highsmith & Whatley, PC Line Item Account

205362 12/13/2018

Inv 37429

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 General Svcs.	101-2010-2501-8160-000	9,777.74

Check Number	Check Date		Amount
Inv 37429	Total		9,777.74
Inv 37430			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Adv. Alison Smith	101-2010-2501-8160-000	749.50
Inv 37430	Total		749.50
Inv 37431			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Adv. B. Fox	101-2010-2501-8160-000	5,657.50
Inv 37431	Total		5,657.50
Inv 37432			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Transportation (710 Issues)	101-2010-2021-8160-000	329.00
Inv 37432	Total		329.00
Inv 37433			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Labor & Employment	101-2010-2013-8160-000	3,266.00
Inv 37433	Total		3,266.00
Inv 37434			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Misc. Litigation	101-2010-2501-8160-000	3,205.50
Inv 37434	Total		3,205.50
Inv 37435			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Suc. Agency	227-7200-7210-8160-000	258.50
Inv 37435	Total		258.50
Inv 37436			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Special Projects	101-2010-2501-8160-000	15,805.50
Inv 37436	Total		15,805.50
Inv 37437			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Gardena v. RWQCB	101-2010-2501-8160-000	70.50
Inv 37437	Total		70.50

Check Number	Check Date		Amount
Inv 37438			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2018	Legal Svcs. 10/18 Water & Utilities	101-2010-2501-8160-000	23.50
Inv 37438 Total			23.50
Inv 37642			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 General Svcs.	101-2010-2501-8160-000	9,548.51
Inv 37642 Total			9,548.51
Inv 37643			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Adv. Alison Smith	101-2010-2501-8160-000	1,337.00
Inv 37643 Total			1,337.00
Inv 37644			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Adv. B. Fox	101-2010-2501-8160-000	1,128.00
Inv 37644 Total			1,128.00
Inv 37645			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Transportation (710 Issues)	101-2010-2021-8160-000	23.50
Inv 37645 Total			23.50
Inv 37646			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18	101-2010-2013-8160-000	2,784.50
Inv 37646 Total			2,784.50
Inv 37647			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Misc. Litigation	101-2010-2501-8160-000	1,010.50
Inv 37647 Total			1,010.50
Inv 37648			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Suc. Agency	227-7200-7210-8160-000	1,316.00
Inv 37648 Total			1,316.00
Inv 37649			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Special Projects	101-2010-2501-8160-000	6,819.36

Check Number	Check Date	Amount
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Inv 37649 Total		6,819.36
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Inv 37650

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Legal Svcs. 11/18 Water & Utilities	101-2010-2501-8160-000	376.00

Inv 37650 Total		376.00
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205362 Total:		63,486.61
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CHWP2010 - Colantuono, Highsmith & Whatley, PC Total:		63,486.61
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CIN4011 - AT&T --Cingular Wireless Line Item Account

205400 12/20/2018

Inv 287258938988x11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	PW Cell Phones 10/20-11/19/18	101-2010-2032-8150-000	653.57
12/14/2018	PW Cell Phones 10/20-11/19/18	500-6010-6711-8020-000	130.83
12/14/2018	PW Cell Phones 10/20-11/19/18	500-6010-6710-8020-000	122.64

Inv 287258938988x11 Total		907.04
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Inv 287269956155x12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Police Mobile Devices 12/7/18-1/6/19	101-2010-2032-8150-000	741.90

Inv 287269956155x12 Total		741.90
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Inv 287288006612x11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	PW Cell Phones 10/24-11/02/18	215-6010-6310-8020-000	292.22
12/14/2018	PW Cell Phones 10/24-11/02/18	101-6010-6601-8020-000	527.13
12/14/2018	PW Cell Phones 10/24-11/02/18	101-6010-6011-8020-000	469.26
12/14/2018	PW Cell Phones 10/24-11/02/18	101-2010-2032-8150-000	23.64
12/14/2018	PW Cell Phones 10/24-11/02/18	500-6010-6710-8150-000	36.23
12/14/2018	PW Cell Phones 10/24-11/02/18	210-6010-6501-8020-000	910.36
12/14/2018	PW Cell Phones 10/24-11/02/18	500-6010-6711-8020-000	657.68
12/14/2018	PW Cell Phones 10/24-11/02/18	500-6010-6710-8020-000	909.95

Inv 287288006612x11 Total		3,826.47
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205400 Total:		5,475.41
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205441 12/27/2018

Inv 287288006612x12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	FD Phone Charges 11/03-12/02/18	500-6010-6711-8020-000	191.10
12/25/2018	FD Phone Charges 11/03-12/02/18	101-2010-2032-8150-000	786.60
12/25/2018	FD Phone Charges 11/03-12/02/18	500-6010-6710-8020-000	439.28

Check Number	Check Date		Amount
Inv 287288006612x12	Total		1,416.98
Inv 879338213x12			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	FD Phone Charges 11/16/12/15/18	101-2010-2032-8150-000	109.94
Inv 879338213x12	Total		109.94
205441 Total:			1,526.92
205462	01/03/2019		
Inv 287014917916x12			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2019	City Mobile Devices 11/9/-12/08/2018	101-2010-2032-8150-000	201.92
Inv 287014917916x12	Total		201.92
205462 Total:			201.92
CIN4011 - AT&T --Cingular Wireless Total:			7,204.25
CITTF000 - CIT Technology Financial Services, Inc. Line Item Account			
205464	01/03/2019		
Inv 32825956			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2019	Finance / Planning Copier	101-0000-0000-2990-024	802.67
Inv 32825956	Total		802.67
205464 Total:			802.67
CITTF000 - CIT Technology Financial Services, Inc. Total:			802.67
COBR7131 - Flex Advantage Line Item Account			
205477	01/03/2019		
Inv 107915			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2019	Reimb. Retiress Health Ins.	101-3010-3041-7131-000	60.00
Inv 107915	Total		60.00
Inv P/R/E 12/09/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2019	Reimb. Retiress Health Ins.	101-3010-3041-7131-000	1,626.49
Inv P/R/E 12/09/18	Total		1,626.49

205477 Total:	1,686.49
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COBR7131 - Flex Advantage Total:	1,686.49
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CRDA1021 - Corodata Records Management Line Item Account

205407 12/20/2018

Inv RS4456576

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Records Mgmt. Svcs. 11/18	101-1020-1021-8180-000	335.18

Inv RS4456576 Total	335.18
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205407 Total:	335.18
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CRDA1021 - Corodata Records Management Total:	335.18
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CRSR2010 - Corodata Shredding Inc. Line Item Account

205408 12/20/2018

Inv DN 1211900

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Shredding Svcs 11/18	101-1020-1021-8180-000	108.50

Inv DN 1211900 Total	108.50
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205408 Total:	108.50
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CRSR2010 - Corodata Shredding Inc. Total:	108.50
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CSAC2012 - CSAC Excess Insurance Authority Line Item Account

205409 12/20/2018

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2019	Employee Assistance Program Svcs. Jan.- Mar. 2019	101-2010-2013-8170-000	1,471.80

Inv Total	1,471.80
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205409 Total:	1,471.80
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CSAC2012 - CSAC Excess Insurance Authority Total:	1,471.80
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CSD3014 - Ca. State Disbursement Unit Line Item Account

205387 12/13/2018

Inv P/R/E 12/14/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Garnishment - Case # 2000 0000 1609 311	700-0000-0000-2264-000	814.15

Check Number	Check Date		Amount
		Inv P/R/E 12/14/18 Total	814.15
		205387 Total:	814.15
205452	12/28/2018	Inv P/R/E 12/28/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Garnishment Case # 2000 0000 1609 311	700-0000-0000-2264-000	814.15
		Inv P/R/E 12/28/18 Total	814.15
		205452 Total:	814.15
		CSD3014 - Ca. State Disbursement Unit Total:	1,628.30
		CSD3015 - Ca. State Disbursement Unit Line Item Account	
205388	12/13/2018	Inv P/R/E 12/14/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Garnishment - Case # 2000 0000 6861 35	700-0000-0000-2264-000	105.23
		Inv P/R/E 12/14/18 Total	105.23
		205388 Total:	105.23
205453	12/28/2018	Inv P/R/E 12/28/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Garnishment Case # 20000 0000 6861 35	700-0000-0000-2264-000	105.23
		Inv P/R/E 12/28/18 Total	105.23
		205453 Total:	105.23
		CSD3015 - Ca. State Disbursement Unit Total:	210.46
		DBAR3011 - Dunbar Armored Inc. Line Item Account	
205413	12/20/2018	Inv 4316899	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Armored Car Svc for 12/18	101-3010-3041-8180-000	940.28
12/01/2018	Armored Car Svc for 12/18	500-3010-3012-8180-000	940.28
12/01/2018	Armored Car Svc for Excess Svcs 11/18	101-3010-3041-8180-000	433.15
		Inv 4316899 Total	2,313.71
		205413 Total:	2,313.71

BAR3011 - Dunbar Armored Inc. Total:	2,313.71
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DDL8010 - Dr. Detail Ph.D Line Item Account
205446 12/27/2018

Inv 1731

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Lib. Building Maint.	101-8010-8011-8120-000	598.00

Inv 1731 Total	598.00
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205446 Total:	598.00
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DDL8010 - Dr. Detail Ph.D Total:	598.00
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DEL0771 - Delta Dental Line Item Account
205389 12/13/2018

Inv BE003145715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Dental Ins. 12/18 #BE003145715	700-0000-0000-2267-000	10,153.00

Inv BE003145715 Total	10,153.00
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205389 Total:	10,153.00
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DEL0771 - Delta Dental Total:	10,153.00
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DEM0777 - Demco Line Item Account
205444 12/27/2018

Inv 6507302

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	DVD/ CD Label 1 Part Plain for Std Duplicator 1000 Lbls/Roll	101-8010-8011-8020-000	900.37

Inv 6507302 Total	900.37
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Inv 6512029

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	CD/ DVD Overlay Tags	101-8010-8011-8020-000	1,127.75

Inv 6512029 Total	1,127.75
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205444 Total:	2,028.12
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DEM0777 - Demco Total:	2,028.12
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IG0800 - Digital Telecommunications Corp Line Item Account
205467 01/03/2019

Check Number Check Date Amount

Inv 32699

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Emergency Preparedness & Disaster Operation	101-5010-5012-8020-000	610.00

Inv 32699 Total 610.00

205467 Total: 610.00

DIG0800 - Digital Telecommunications Corp Total: 610.00

DIR2013 - Dept. of Industrial Relations Line Item Account

205411 12/20/2018

Inv OSIP 65686

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Payment for Assm. Fee for FY18-19	101-2010-2013-8170-000	3,715.09

Inv OSIP 65686 Total 3,715.09

205411 Total: 3,715.09

DIR2013 - Dept. of Industrial Relations Total: 3,715.09

DMPS7101 - Digital Map Products Line Item Account

205445 12/27/2018

Inv #35107-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	GIS System Maint. 10/1/18-9/30/19	101-7010-7011-8170-000	24,125.00

Inv #35107-IN Total 24,125.00

205445 Total: 24,125.00

DMPS7101 - Digital Map Products Total: 24,125.00

DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Line Item Account

205410 12/20/2018

Inv 15304

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Professional Svcs-Email Exchange & Telephone Conference 11-11/	101-2010-2501-8160-000	992.50

Inv 15304 Total 992.50

205410 Total: 992.50

DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Total: 992.50

DUN1111 - Dunn, Daniel Line Item Account

205414 12/20/2018

Inv 12.17.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Remb. S-223 Fireline EMT / Paramedic Training	101-5010-5011-8200-000	225.00

Inv 12.17.18 Total 225.00

205414 Total: 225.00

DUN1111 - Dunn, Daniel Total:

225.00

EJAS2010 - Emanuels Jones & Associates Line Item Account

205363 12/13/2018

Inv F18-12-11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Legislative Representative Svcs 12/18	101-2010-2011-8170-000	2,000.00

Inv F18-12-11 Total 2,000.00

205363 Total: 2,000.00

EJAS2010 - Emanuels Jones & Associates Total:

2,000.00

FED1109 - FedEx Line Item Account

205364 12/13/2018

Inv 6-371-86658

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	HR Overnight Shipping	101-2010-2013-8010-000	200.76

Inv 6-371-86658 Total 200.76

Inv 6-378-23247

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2018	Water. Dept. Overnight Shipping	500-6010-6710-8020-000	24.62
11/23/2018	Fin. Dept. Overnight Shipping	101-3010-3011-8010-000	40.10

Inv 6-378-23247 Total 64.72

205364 Total: 265.48

205415 12/20/2018

Inv 6-391-65742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	HR Overnight Shipping	101-2010-2013-8010-000	23.50

Inv 6-391-65742 Total 23.50

Check Number	Check Date		Amount
Inv	6-398-88049		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Finance Overnight Shipping	101-3010-3011-8010-000	39.26
Inv 6-398-88049 Total			39.26
205415 Total:			62.76
FED1109 - FedEx Total:			328.24
FZCO2013 - Fitzgerald & Co. Line Item Account			
205365	12/13/2018		
Inv	121C18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Payment for Advertisement Police Chief Recruitment	101-2010-2013-8040-000	1,741.05
Inv 121C18 Total			1,741.05
205365 Total:			1,741.05
FZCO2013 - Fitzgerald & Co. Total:			1,741.05
GDEL5270 - Gudino, Elizabeth Line Item Account			
205468	01/03/2019		
Inv	12.28.2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Reimb. for Cancelled Winter Class for Minecraft Lego	101-0000-0000-5270-002	98.00
Inv 12.28.2018 Total			98.00
205468 Total:			98.00
GDEL5270 - Gudino, Elizabeth Total:			98.00
GPPT9090 - Gopher Patrol Line Item Account			
205416	12/20/2018		
Inv	307151-A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	392.00
Inv 307151-A Total			392.00
205416 Total:			392.00
GPPT9090 - Gopher Patrol Total:			392.00

Check Number	Check Date		Amount
GRAN2032 - Granicus Line Item Account			
205417	12/20/2018		
Inv	105964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Purchase of Granicus Transparency Suite	101-1020-1021-8180-000	7,816.70
Inv 105964 Total			7,816.70
205417 Total:			7,816.70
GRAN2032 - Granicus Total:			7,816.70
HAFR7000 - The Hartford Line Item Account			
205390	12/13/2018		
Inv	083973475225		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Life Insurance 12/18 Acct # 083973475225	700-0000-0000-2254-000	796.50
Inv 083973475225 Total			796.50
205390 Total:			796.50
HAFR7000 - The Hartford Total:			796.50
HDLC3010 - Hinderliter deLlamas & Associates Line Item Account			
205418	12/20/2018		
Inv	0030377-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Contract Svcs, Sales Tax 4th Quarter & Audit Svcs. Sales Tax Q2	101-3010-3011-8170-000	1,364.29
Inv 0030377-IN Total			1,364.29
205418 Total:			1,364.29
HDLC3010 - Hinderliter deLlamas & Associates Total:			1,364.29
HOM1515 - Home Depot Credit Services Line Item Account			
205419	12/20/2018		
Inv	10147		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-5010-5011-8120-000	285.28
Inv 10147 Total			285.28
Inv	1280287		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-5010-5011-8120-000	9.83

Check Number	Check Date		Amount
Inv 1280287	Total		9.83
Inv 3062078			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-2010-2011-8170-000	423.60
Inv 3062078	Total		423.60
Inv 3065754			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-8030-8032-8264-000	60.32
Inv 3065754	Total		60.32
Inv 3750781			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-6010-6410-8020-000	32.78
Inv 3750781	Total		32.78
Inv 4013964			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-2010-2011-8170-000	979.47
Inv 4013964	Total		979.47
Inv 4091835			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-2010-2011-8170-000	235.20
Inv 4091835	Total		235.20
Inv 4106370			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-8030-8031-8120-000	16.22
Inv 4106370	Total		16.22
Inv 4305023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-6010-6410-8020-000	28.34
Inv 4305023	Total		28.34
Inv 5904123			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	500-6010-6710-8120-000	71.05
Inv 5904123	Total		71.05

Check Number	Check Date		Amount
Inv	7014466		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-6010-6601-8020-000	65.65
Inv 7014466 Total			65.65
Inv	7050512		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	City Wide Supplies	101-8030-8032-8264-000	86.21
Inv 7050512 Total			86.21
205419 Total:			2,293.95
HOM1515 - Home Depot Credit Services Total:			2,293.95
INT6115 - Interstate Batteries Line Item Account			
205447	12/27/2018		
Inv	70590		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Replace Battery 31P-MHD	101-5010-5011-8100-000	892.62
Inv 70590 Total			892.62
Inv	70594		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Replace Battery 31-VHD	101-5010-5011-8100-000	520.62
Inv 70594 Total			520.62
205447 Total:			1,413.24
INT6115 - Interstate Batteries Total:			1,413.24
ITCR2501 - Intercare Holdings Insurance Svcs Line Item Account			
205420	12/20/2018		
Inv	76-005361		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Workmens Comp Claims Admn. Svcs. 11/18	103-2010-2501-8020-000	165.00
Inv 76-005361 Total			165.00
205420 Total:			165.00
ITCR2501 - Intercare Holdings Insurance Svcs Total:			165.00
LCCS8060 - League of CA Cities Line Item Account			

Check Number	Check Date		Amount
205422	12/20/2018		
Inv	57578		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Payment for Advertisement in Western Cities Magazine Dec. 2018	101-2010-2013-8040-000	775.00
Inv 57578 Total			775.00
205422 Total:			775.00
LCCS8060 - League of CA Cities Total:			775.00
LCW7456 - Liebert Cassidy Whitmore Line Item Account			
205366	12/13/2018		
Inv	1469195		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Personnel Matters - Oct. 2018	101-2010-2013-8160-000	3,700.00
Inv 1469195 Total			3,700.00
Inv	1469196		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Personnel Matters - Oct. 2018	101-2010-2013-8160-000	2,960.00
Inv 1469196 Total			2,960.00
Inv	1969197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Personnel Matters - Oct. 2018	101-2010-2013-8160-000	1,765.50
Inv 1969197 Total			1,765.50
205366 Total:			8,425.50
LCW7456 - Liebert Cassidy Whitmore Total:			8,425.50
LOS2226 - L.A.C. Registrar-Recorder Line Item Account			
205469	01/03/2019		
Inv	01/02/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2019	Negative Declaration - 1337 Oak Hill Place	101-7010-7011-8040-000	75.00
Inv 01/02/2019 Total			75.00
205469 Total:			75.00
LOS2226 - L.A.C. Registrar-Recorder Total:			75.00

Check Number	Check Date		Amount
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LSLL6010 - Laser, LLC. Line Item Account

205470 01/03/2019

Inv 201811-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2019	Public Works Management Svcs.	500-6010-6711-8170-000	2,950.00
12/02/2019	Public Works Management Svcs.	101-6010-6011-8170-000	2,950.00

Inv 201811-1 Total 5,900.00

205470 Total: 5,900.00

LSLL6010 - Laser, LLC. Total:

5,900.00

MADH1021 - Donohue, Marc Line Item Account

205412 12/20/2018

Inv 12.17.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Remb. Expenses for New Law and Elections Seminar Conf.	101-1020-1021-8090-000	202.94

Inv 12.17.18 Total 202.94

205412 Total: 202.94

MADH1021 - Donohue, Marc Total:

202.94

MERN1011 - Manny's Rentals & Catering Line Item Account

205423 12/20/2018

Inv 12.19.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Cocktail Tables, Heaters, Linenes	101-1010-1011-8020-000	346.93

Inv 12.19.18 Total 346.93

205423 Total: 346.93

MERN1011 - Manny's Rentals & Catering Total:

346.93

MINW2920 - Newton, Michelle Line Item Account

205425 12/20/2018

Inv 97286

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Deposit Refund for WMB Reservation 11.24.18	101-0000-0000-2920-000	500.00

Inv 97286 Total 500.00

205425 Total: 500.00

Check Number	Check Date		Amount
MINW2920 - Newton, Michelle Total:			500.00
MKHB1022 - Khubesrian, M.D., Marina Line Item Account			
205421	12/20/2018		
Inv	12.14.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Remb. Transportation for SGV Vector Control Dist. Meeting	101-1010-1011-8090-000	34.36
Inv 12.14.18 Total			34.36
205421 Total:			34.36
MKHB1022 - Khubesrian, M.D., Marina Total:			34.36
OREI6711 - O' Reilly Automotive Inc. Line Item Account			
205426	12/20/2018		
Inv	3213-102605		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Vehicle Maint. Supplies	500-6010-6711-8100-000	48.69
Inv 3213-102605 Total			48.69
Inv	3213-102793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Vehicle Maint. Supplies	500-6010-6710-8100-000	336.50
Inv 3213-102793 Total			336.50
205426 Total:			385.19
OREI6711 - O' Reilly Automotive Inc. Total:			385.19
OSHS6101 - Orchard Business/SYNCB Line Item Account			
205367	12/13/2018		
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>	

Check Number	Check Date			Amount
	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>	
	09/06/2018	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
	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

Check Number	Check Date		Amount
Inv	12/13/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Supplies Adjustments	101-6010-6601-8020-000	-99.74
Inv 12/13/18 Total			-99.74
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
205367 Total:			859.60
OSHS6101 - Orchard Business/SYNCB Total:			859.60
PATC3011 - PayTech Line Item Account			
205368	12/13/2018		
Inv	SIN014485		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Contract for Implementation Svcs. for ADP Setup	101-3010-3011-8170-000	3,255.00
Inv SIN014485 Total			3,255.00
205368 Total:			3,255.00
205427	12/20/2018		
Inv	SIN014658		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Contract for Implementation Svcs. for ADP Setup	101-3010-3011-8170-000	3,900.00
Inv SIN014658 Total			3,900.00
205427 Total:			3,900.00
PATC3011 - PayTech Total:			7,155.00
PCYD6010 - City of South Pasadena-Yard Line Item Account			
205443	12/27/2018		
Inv	12.19.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	2.39
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	17.22
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	23.87
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	26.48
12/19/2018	Remib. Petty Cash	210-6010-6501-8020-000	3.27
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	17.22
12/19/2018	Remib. Petty Cash	230-6010-6116-8020-000	22.12
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	14.71

Check Number	Check Date		Amount
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	14.71
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	23.32
12/19/2018	Remib. Petty Cash	500-6010-6710-8070-000	14.71
Inv 12.19.18 Total			180.02

205443 Total: 180.02

PCYD6010 - City of South Pasadena-Yard Total: 180.02

PEG4590 - NUFIC Line Item Account

205478	01/03/2019		
Inv	P/R/E 12/09/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2019	A.D. & D. Ins. Dec.-18	700-0000-0000-2256-000	886.35
Inv P/R/E 12/09/18 Total			886.35

205478 Total: 886.35

PEG4590 - NUFIC Total: 886.35

PUWA8020 - Pure Water Line Item Account

205471	01/03/2019		
Inv	201712510		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2019	FD Supplies 01/18	101-5010-5011-8020-000	87.59
Inv 201712510 Total			87.59

205471 Total: 87.59

PUWA8020 - Pure Water Total: 87.59

RID1111 - Riddle, Paul Line Item Account

205369	12/13/2018		
Inv	12.05.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Reimbursement - Vehicle Maint. Window Tint	101-5010-5011-8100-000	150.00
Inv 12.05.18 Total			150.00

205369 Total: 150.00

RID1111 - Riddle, Paul Total: 150.00

ROTH6010 - Roth Staffing Companies Line Item Account

205370 12/13/2018
 Inv 13667764

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Temp Staff Svcs. - w/e 11/25/18	101-2010-2011-8170-000	557.28

Inv 13667764 Total 557.28

Inv 13670557

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	Temp Staff Svcs. - w/e 12/02/18	101-2010-2011-8170-000	928.80

Inv 13670557 Total 928.80

205370 Total: 1,486.08

205428 12/20/2018

Inv 13673470

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Temp Staff Svcs. w/e 12/09/18	101-2010-2011-8170-000	928.80

Inv 13673470 Total 928.80

205428 Total: 928.80

ROTH6010 - Roth Staffing Companies Total:

2,414.88

SCF1400 - SC Fuels Line Item Account

205472 01/03/2019

Inv 1334999-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2019	General - PW Admin. Vehicle Maint.	101-6010-6011-8100-000	119.91
12/28/2019	General Mgmt. Svcs. City Manager Vehicle Maint.	101-2010-2011-8100-000	119.91
12/28/2019	General - Planning & Building Vehicle Maint.	101-7010-7011-8100-000	119.92
12/28/2019	General - Police Fuel	101-4010-4011-8105-000	5,156.18
12/28/2019	General - Fire Fuel	101-5010-5011-8105-000	479.64

Inv 1334999-IN Total 5,995.56

205472 Total: 5,995.56

SCF1400 - SC Fuels Total:

5,995.56

SCP2011A - SCPMA-HR Line Item Account

205371 12/13/2018

Inv 03368

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2018	Membership Dues - Mariam Lee Ko	101-2010-2013-8060-000	50.00

Check Number	Check Date		Amount
Inv 03368	Total		50.00
Inv 03399			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2018	Membership Dues - Raquel Herrera	101-2010-2013-8060-000	50.00
Inv 03399	Total		50.00
205371 Total:			100.00
SCP2011A - SCPMA-HR Total:			100.00
SDSI0107 - Security Design Systems, Inc. Line Item Account			
205431	12/20/2018		
Inv 219607			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	FD, City Hall & Chambers Gates Access Control System	101-4010-4011-8180-000	14,575.11
Inv 219607	Total		14,575.11
205431 Total:			14,575.11
SDSI0107 - Security Design Systems, Inc. Total:			14,575.11
SGMC2013 - St. George's Medical Clinic Line Item Account			
205373	12/13/2018		
Inv 116555.0			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 116555.0	101-2010-2013-8170-000	125.00
Inv 116555.0	Total		125.00
Inv 118620.0			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 118620.0	101-2010-2013-8170-000	175.00
Inv 118620.0	Total		175.00
Inv 118796.0			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 118796.0	101-2010-2013-8170-000	175.00
Inv 118796.0	Total		175.00
Inv 118809.0			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 118809.0	101-2010-2013-8170-000	250.00
Inv 118809.0	Total		250.00

Inv 77996.0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 77996.0	101-2010-2013-8170-000	150.00

Inv 77996.0 Total 150.00

Inv 86538.0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Medical Exam Acct # 86538.0	230-6010-6116-8020-000	120.00

Inv 86538.0 Total 120.00

205373 Total: 995.00

SGMC2013 - St. George's Medical Clinic Total: 995.00

SMPF0000 - San Marino Property Fund Line Item Account

205448 12/27/2018

Inv 00400879-R

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/26/2018	Refund for Duplicate Charge for Buss. License Trans # 00400879	101-0000-0000-4400-000	187.20
12/26/2018	Refund for Duplicate Charge for Buss. License Trans # 00400879	220-0000-0000-5412-000	46.80
12/26/2018	Refund for Duplicate Charge for Buss. License Trans # 00400879	101-0000-0000-4405-000	4.00

Inv 00400879-R Total 238.00

205448 Total: 238.00

SMPF0000 - San Marino Property Fund Total: 238.00

SOGA6501 - The Gas Company Line Item Account

205436 12/20/2018

Inv 196-493-8529 1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	CNG Fuel For City Vehicles	207-8030-8025-8105-000	38.54
11/28/2018	CNG Fuel For City Vehicles	215-6010-6310-8020-000	38.53
11/28/2018	CNG Fuel For City Vehicles	210-6010-6501-8020-000	38.53
11/28/2018	CNG Fuel For City Vehicles	500-6010-6710-8020-000	38.53

Inv 196-493-8529 1 Total 154.13

205436 Total: 154.13

SOGA6501 - The Gas Company Total: 154.13

SOU3232 - S.P.Tournament of Roses Assn. Line Item Account

205429 12/20/2018

Inv 12.13.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	SPTOR Crunch Time Party	101-1010-1011-8020-000	180.00

Inv 12.13.18 Total 180.00

205429 Total: 180.00

SOU3232 - S.P.Tournament of Roses Assn. Total: 180.00

SOU5030 - The Gas Company Line Item Account

205450 12/27/2018

Inv 080 919 3600 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	11/13-12/14/18	101-6010-6601-8140-000	128.10
12/18/2018	11/13-12/14/18	101-6010-6601-8140-000	69.92
12/18/2018	11/13-12/14/18	101-8010-8011-8140-000	125.28
12/18/2018	11/13-12/14/18	101-6010-6410-8140-000	16.32
12/18/2018	11/13-12/14/18	500-6010-6710-8140-000	121.99
12/18/2018	11/13-12/14/18	101-6010-6410-8140-000	91.67
12/18/2018	11/13-12/14/18	101-6010-6601-8140-000	221.05

Inv 080 919 3600 8 Total 774.33

205450 Total: 774.33

SOU5030 - The Gas Company Total: 774.33

SOU5230 - S.P.Firefighters L-3657 Line Item Account

205391 12/13/2018

Inv P/R/E 12/9/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Union & Association Dues 12/18	700-0000-0000-2250-000	2,685.00
12/13/2018	Union & Association Insurance 12/18	700-0000-0000-2250-000	180.74

Inv P/R/E 12/9/18 Total 2,865.74

205391 Total: 2,865.74

SOU5230 - S.P.Firefighters L-3657 Total: 2,865.74

SOU5343 - City of South Pasadena-Recreation Line Item Account

205406 12/20/2018

Inv 12.14.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Reimb. Petty Cash	101-8030-8031-8020-000	51.00
12/19/2018	Reimb. Petty Cash	101-8030-8032-8264-000	62.43
12/19/2018	Reimb. Petty Cash	101-8030-8032-8020-000	114.55

Check Number	Check Date		Amount
12/19/2018	Reimb. Petty Cash	101-2010-2013-8020-000	440.76
Inv 12.14.18 Total			668.74
205406 Total:			668.74
205466	01/03/2019		
Inv	12.27.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2019	Reimb. Petty Cash	101-2010-2013-8020-000	487.23
12/27/2019	Reimb. Petty Cash	101-8030-8032-8268-000	24.00
Inv 12.27.19 Total			511.23
205466 Total:			511.23
SOU5343 - City of South Pasadena-Recreation Total:			1,179.97
SOU5402 - City of South Pasadena PD Petty Cash Line Item Account			
205404	12/20/2018		
Inv	12.20.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	Reimb. Petty Cash	101-4010-4011-8100-000	18.53
12/20/2018	Reimb. Petty Cash	101-4010-4011-8180-000	80.00
12/20/2018	Reimb. Petty Cash	101-4010-4011-8090-000	26.25
12/20/2018	Reimb. Petty Cash	101-4010-4011-8060-000	43.00
12/20/2018	Reimb. Petty Cash	101-4010-4011-8200-000	92.13
12/20/2018	Reimb. Petty Cash	101-4010-4011-8020-000	72.57
Inv 12.20.18 Total			332.48
205404 Total:			332.48
SOU5402 - City of South Pasadena PD Petty Cash Total:			332.48
SOU5435 - S.P.P. O. A. Line Item Account			
205392	12/13/2018		
Inv	P/R/E 12/9/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Union & Association Dues 12/18	700-0000-0000-2246-000	2,665.20
11/13/2018	Union & Association Insurance 12/18	700-0000-0000-2246-000	1,810.11
Inv P/R/E 12/9/18 Total			4,475.31
205392 Total:			4,475.31
SOU5435 - S.P.P. O. A. Total:			4,475.31

SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account

205393 12/13/2018

Inv P/R/E 12/9/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Assn. Dues 11/26-12/9/18	700-0000-0000-2248-000	1,440.00

Inv P/R/E 12/9/18 Total 1,440.00

205393 Total: 1,440.00

SOU5451 - S.P.Public Srvc Empl. Ass'n Total: 1,440.00

SOU5454 - City of South Pasadena-City Clerk Line Item Account

205405 12/20/2018

Inv 12.7.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	Reimb. Petty Cash	101-2010-2011-8020-000	38.79
12/07/2018	Reimb. Petty Cash	101-1020-1021-8020-000	148.32
12/07/2018	Reimb. Petty Cash	101-2010-2011-8000-000	18.41
12/07/2018	Reimb. Petty Cash	101-1010-1011-8090-000	71.25

Inv 12.7.18 Total 276.77

205405 Total: 276.77

SOU5454 - City of South Pasadena-City Clerk Total: 276.77

SOU6666 - So. CA Edison Co. Line Item Account

205372 12/13/2018

Inv 3-008-8091-11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/1/18-12/01/18	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>	
12/06/2018	11/1/18-12/01/18	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>	
12/06/2018	11/1/18-12/01/18	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>	
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Check Number	Check Date		Amount
12/06/2018	11/1/18-12/01/18	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>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	65.82
Inv 3-008-8091-16 Total			65.82
Inv 3-008-8091-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	31.14
Inv 3-008-8091-17 Total			31.14
Inv 3-008-8091-18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	29.83
Inv 3-008-8091-18 Total			29.83
Inv 3-008-8091-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	24.58
Inv 3-008-8091-19 Total			24.58
Inv 3-008-8091-20			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	37.93
Inv 3-008-8091-20 Total			37.93
Inv 3-008-8091-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	43.79
Inv 3-008-8091-21 Total			43.79
Inv 3-008-8091-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	25.82
Inv 3-008-8091-22 Total			25.82
Inv 3-008-8091-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	39.30
Inv 3-008-8091-23 Total			39.30

Check Number	Check Date		Amount
Inv	3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	36.72
Inv 3-008-8091-24 Total			36.72
Inv	3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	67.46
Inv 3-008-8436-55 Total			67.46
Inv	3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	23.68
Inv 3-022-6897-72 Total			23.68
Inv	3-023-7462-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	67.25
Inv 3-023-7462-29 Total			67.25
Inv	3-025-4910-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/1/18-12/04/18	215-6010-6115-8140-000	49.97
Inv 3-025-4910-19 Total			49.97
Inv	3-026-6343-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/1/18-12/04/18	215-6010-6115-8140-000	14.53
Inv 3-026-6343-40 Total			14.53
Inv	3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	40.12
Inv 3-032-0513-93 Total			40.12
Inv	3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/18/18-11/17/18	500-6010-6710-8140-000	219.41
Inv 3-033-3452-62 Total			219.41
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/25/18-11/27/18	215-6010-6115-8140-000	37.01

Check Number	Check Date		Amount
Inv 3-035-3494-19	Total		37.01
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	43.20
Inv 3-037-6075-39	Total		43.20
Inv 3-045-0630-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/1/18-12/01/18	215-6010-6201-8140-000	12.18
Inv 3-045-0630-89	Total		12.18
Inv 3-045-8045-41			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	232-6010-6417-8140-000	25.12
Inv 3-045-8045-41	Total		25.12
Inv 3-048-3675-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/25/18-11/27/18	215-6010-6115-8140-000	13.24
Inv 3-048-3675-98	Total		13.24
Inv 3-048-4151-49			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	30.77
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	25.30
Inv 3-048-4151-49	Total		56.07
Inv 3-048-4154-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	35.95
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	43.61
Inv 3-048-4154-08	Total		79.56
Inv 3-048-4157-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	79.02
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	95.16
Inv 3-048-4157-19	Total		174.18
Inv 3-048-4158-60			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6115-8140-000	69.21
12/06/2018	10/03/18-11/01/18	215-6010-6115-8140-000	54.40

Check Number	Check Date		Amount
Inv 3-048-4158-60	Total		123.61
Inv 3-048-4159-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	43.44
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	52.86
Inv 3-048-4159-93	Total		96.30
Inv 3-048-4160-78			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6115-8140-000	2.67
12/06/2018	11/01/18-12/04/18	215-6010-6115-8140-000	3.23
Inv 3-048-4160-78	Total		5.90
Inv 3-048-4160-91			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	77.81
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	94.48
Inv 3-048-4160-91	Total		172.29
Inv 3-048-4164-59			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	23.96
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	19.01
Inv 3-048-4164-59	Total		42.97
Inv 3-048-4164-78			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	33.57
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	27.50
Inv 3-048-4164-78	Total		61.07
Inv 3-048-4164-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	18.69
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	21.67
Inv 3-048-4164-93	Total		40.36
Inv 3-048-4168-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	37.51
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	44.00
Inv 3-048-4168-72	Total		81.51

Inv 3-048-4173-52

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/03/18-11/01/18	215-6010-6201-8140-000	40.21
12/06/2018	11/01/18-12/04/18	215-6010-6201-8140-000	48.81

Inv 3-048-4173-52 Total 89.02

Inv 3-048-4948-55

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/18/18-11/17/18	500-6010-6710-8140-000	140.39

Inv 3-048-4948-55 Total 140.39

Inv 3-048-5123-18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	11.85

Inv 3-048-5123-18 Total 11.85

Inv 3-048-5126-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	0.22

Inv 3-048-5126-22 Total 0.22

Inv 3-048-5132-96

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	12.77

Inv 3-048-5132-96 Total 12.77

Inv 3-048-5135-90

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	10/22/18-11/20/18	215-6010-6115-8140-000	99.45

Inv 3-048-5135-90 Total 99.45

Inv 3-048-7781-73

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	11/01/18-12/01/18	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>	
12/06/2018	11/01/18-12/01/18	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>	
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Check Number	Check Date		Amount
12/06/2018	11/01/18-12/01/18	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>	
12/06/2018	11/01/18-12/01/18	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>	
12/06/2018	11/01/18-12/01/18	215-6010-6201-8140-000	3.69
Inv 3-048-7970-18 Total			3.69
205372 Total:			14,690.22
205449	12/27/2018		
Inv 3-000-5677-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/15/18-12/17/18	500-6010-6711-8152-000	1,370.73
Inv 3-000-5677-90 Total			1,370.73
Inv 3-000-5950-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/17/18-12/19/18	101-6010-6410-8140-000	54.36
Inv 3-000-5950-21 Total			54.36
Inv 3-000-5950-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6410-8140-000	77.78
Inv 3-000-5950-22 Total			77.78
Inv 3-000-7125-63			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6015-8140-000	23.37
Inv 3-000-7125-63 Total			23.37
Inv 3-000-7125-66			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8140-000	32.51
Inv 3-000-7125-66 Total			32.51
Inv 3-000-7152-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	26.85
Inv 3-000-7152-57 Total			26.85
Inv 3-000-8455-69			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	44.20
Inv 3-000-8455-69 Total			44.20
Inv 3-000-9969-52			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/17/18-12/19/18	101-6010-6410-8140-000	13.85
12/20/2018	11/17/18-12/19/18	215-6010-6201-8140-000	13.86
Inv 3-000-9969-52 Total			27.71
Inv 3-001-1810-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	27.22
Inv 3-001-1810-93 Total			27.22
Inv 3-001-1810-94			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8140-000	32.34
Inv 3-001-1810-94 Total			32.34
Inv 3-001-1810-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/15/18-12/17/18	500-6010-6711-8152-000	17,089.97
Inv 3-001-1810-98 Total			17,089.97
Inv 3-001-1811-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6601-8140-000	3,479.20
Inv 3-001-1811-29 Total			3,479.20
Inv 3-001-1811-44			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/17/18-12/19/18	215-6010-6201-8140-000	48.43
12/20/2018	11/17/18-12/19/18	101-6010-6410-8140-000	48.44
Inv 3-001-1811-44 Total			96.87
Inv 3-001-1811-45			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/17/18-12/19/18	215-6010-6201-8140-000	16.10
12/20/2018	11/17/18-12/19/18	101-6010-6410-8140-000	16.10

Inv 3-001-1811-45 Total			32.20
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Inv 3-001-1811-48			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	31.62

Inv 3-001-1811-48 Total			31.62
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Inv 3-001-1811-56			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	42.54

Inv 3-001-1811-56 Total			42.54
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Inv 3-001-1811-58			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	26.30

Inv 3-001-1811-58 Total			26.30
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Inv 3-001-1811-59			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	29.71

Inv 3-001-1811-59 Total			29.71
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Inv 3-001-1811-63			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6410-8140-000	23.46

Inv 3-001-1811-63 Total			23.46
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Inv 3-001-1811-67			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	29.96

Inv 3-001-1811-67 Total			29.96
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Inv 3-001-1811-68			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-8010-8011-8140-000	84.50

Inv 3-001-1811-68 Total			84.50
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Inv 3-001-1811-69			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	215-6010-6201-8140-000	19.87

Inv 3-001-1811-69 Total			19.87
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Check Number	Check Date		Amount
Inv	3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	53.53
Inv 3-001-1811-75 Total			53.53
Inv	3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	34.01
Inv 3-001-1811-76 Total			34.01
Inv	3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	29.21
Inv 3-001-1811-77 Total			29.21
Inv	3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	30.62
Inv 3-001-1811-79 Total			30.62
Inv	3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	29.30
Inv 3-001-1811-80 Total			29.30
Inv	3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6410-8140-000	26.60
Inv 3-001-1811-86 Total			26.60
Inv	3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8140-000	28.60
Inv 3-001-1811-87 Total			28.60
Inv	3-001-1811-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	13.15
12/20/2018	11/01/18-12/01/18	215-6010-6201-8140-000	13.15
Inv 3-001-1811-89 Total			26.30
Inv	3-001-1811-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	34.35
Inv 3-001-1811-90 Total			34.35
Inv 3-001-1811-91			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	47.74
Inv 3-001-1811-91 Total			47.74
Inv 3-001-1811-92			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	14.99
Inv 3-001-1811-92 Total			14.99
Inv 3-001-1811-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	37.26
Inv 3-001-1811-93 Total			37.26
Inv 3-001-1811-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	27.87
Inv 3-001-1811-95 Total			27.87
Inv 3-001-1811-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	16.50
Inv 3-001-1811-98 Total			16.50
Inv 3-001-1812-06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6410-8140-000	24.23
Inv 3-001-1812-06 Total			24.23
Inv 3-001-1812-07			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/17/18-12/19/18	500-6010-6711-8140-000	28.66
Inv 3-001-1812-07 Total			28.66
Inv 3-001-1812-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	42.70
Inv 3-001-1812-08 Total			42.70

Check Number	Check Date		Amount
Inv	3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	239.80
Inv 3-001-1812-09 Total			239.80
Inv	3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	232-6010-6417-8140-000	57.55
Inv 3-001-1812-10 Total			57.55
Inv	3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	27.99
Inv 3-001-1812-11 Total			27.99
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	30.64
Inv 3-001-1812-12 Total			30.64
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	27.00
Inv 3-001-1812-25 Total			27.00
Inv	3-001-1812-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	773.81
Inv 3-001-1812-26 Total			773.81
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	215-6010-6115-8140-000	39.56
Inv 3-001-1812-27 Total			39.56
Inv	3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	101-6010-6410-8140-000	40.89
Inv 3-001-1812-31 Total			40.89
Inv	3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	11.86

Inv 3-001-1812-32 Total			11.86
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Inv 3-001-1812-35			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	15.99

Inv 3-001-1812-35 Total			15.99
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Inv 3-001-1812-36			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	101-6010-6410-8140-000	59.94

Inv 3-001-1812-36 Total			59.94
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Inv 3-001-1812-38			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	101-6010-6410-8140-000	25.24

Inv 3-001-1812-38 Total			25.24
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Inv 3-001-1812-39			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	37.90

Inv 3-001-1812-39 Total			37.90
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Inv 3-001-9413-97			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	500-6010-6711-8152-000	2,048.13

Inv 3-001-9413-97 Total			2,048.13
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Inv 3-002-4372-43			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	51.70

Inv 3-002-4372-43 Total			51.70
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Inv 3-002-4473-12			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	500-6010-6711-8140-000	26.60

Inv 3-002-4473-12 Total			26.60
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Inv 3-003-7341-83			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	9.93

Inv 3-003-7341-83 Total			9.93
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Inv 3-004-3214-58

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8140-000	32.41

Inv 3-004-3214-58 Total 32.41

Inv 3-004-4562-56

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	35.58

Inv 3-004-4562-56 Total 35.58

Inv 3-016-0678-82

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6201-8140-000	59.49

Inv 3-016-0678-82 Total 59.49

Inv 3-022-6051-15

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	54.61

Inv 3-022-6051-15 Total 54.61

Inv 3-022-6897-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	24.49

Inv 3-022-6897-57 Total 24.49

Inv 3-022-6897-89

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	23.77

Inv 3-022-6897-89 Total 23.77

Inv 3-022-6897-99

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	24.00

Inv 3-022-6897-99 Total 24.00

Inv 3-022-6898-05

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	23.62

Inv 3-022-6898-05 Total 23.62

Inv 3-022-6898-17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	215-6010-6115-8140-000	27.72

Check Number	Check Date		Amount
Inv 3-022-6898-17		Total	27.72
Inv 3-033-3452-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/22/2018	11/17/18-12/19/18	500-6010-6710-8140-000	210.96
Inv 3-033-3452-62		Total	210.96
Inv 3-046-7147-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	500-6010-6710-8140-000	2,090.68
Inv 3-046-7147-27		Total	2,090.68
Inv 3-048-3503-18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6410-8140-000	0.07
Inv 3-048-3503-18		Total	0.07
Inv 3-048-3503-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-8010-8011-8140-000	8.41
Inv 3-048-3503-31		Total	8.41
Inv 3-048-3504-12			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	0.27
Inv 3-048-3504-12		Total	0.27
Inv 3-048-3504-73			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	6.50
Inv 3-048-3504-73		Total	6.50
Inv 3-048-3505-86			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	6.41
Inv 3-048-3505-86		Total	6.41
Inv 3-048-3506-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8152-000	3.74
Inv 3-048-3506-21		Total	3.74

Inv 3-048-3506-72

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	500-6010-6711-8140-000	6.36

Inv 3-048-3506-72 Total 6.36

Inv 3-048-3507-28

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	9.56

Inv 3-048-3507-28 Total 9.56

Inv 3-048-3515-02

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	0.15

Inv 3-048-3515-02 Total 0.15

Inv 3-048-3515-19

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	21.48

Inv 3-048-3515-19 Total 21.48

Inv 3-048-3515-96

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	10.43

Inv 3-048-3515-96 Total 10.43

Inv 3-048-3518-15

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6015-8140-000	0.01

Inv 3-048-3518-15 Total 0.01

Inv 3-048-3520-99

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	101-6010-6410-8140-000	120.46

Inv 3-048-3520-99 Total 120.46

Inv 3-048-3524-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	18.07

Inv 3-048-3524-22 Total 18.07

Inv 3-048-3528-66

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	13.62

Check Number	Check Date		Amount
Inv 3-048-3528-66		Total	13.62
Inv 3-048-3529-42			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	19.91
Inv 3-048-3529-42		Total	19.91
Inv 3-048-3530-52			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/23/18-11/21/18	215-6010-6115-8140-000	0.33
Inv 3-048-3530-52		Total	0.33
Inv 3-048-3587-48			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	7.40
Inv 3-048-3587-48		Total	7.40
Inv 3-048-3587-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6410-8140-000	0.87
Inv 3-048-3587-62		Total	0.87
Inv 3-048-3593-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	13.37
Inv 3-048-3593-95		Total	13.37
Inv 3-048-3593-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6410-8140-000	20.93
Inv 3-048-3593-98		Total	20.93
Inv 3-048-3594-36			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	2.76
Inv 3-048-3594-36		Total	2.76
Inv 3-048-3599-01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	101-6010-6601-8140-000	1,363.97
Inv 3-048-3599-01		Total	1,363.97

Check Number	Check Date		Amount
Inv	3-048-3599-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	232-6010-6417-8140-000	21.42
Inv 3-048-3599-97 Total			21.42
Inv	3-048-3600-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	215-6010-6115-8140-000	17.90
Inv 3-048-3600-65 Total			17.90
Inv	3-048-3601-53		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/24/18-11/26/18	500-6010-6711-8152-000	801.88
Inv 3-048-3601-53 Total			801.88
Inv	3-048-3659-74		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	91.31
Inv 3-048-3659-74 Total			91.31
Inv	3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	215-6010-6115-8140-000	14.87
Inv 3-048-3662-71 Total			14.87
Inv	3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	0.29
Inv 3-048-3664-38 Total			0.29
Inv	3-048-3670-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/25/18-11/27/18	101-6010-6410-8140-000	0.17
Inv 3-048-3670-65 Total			0.17
Inv	3-048-3735-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	101-6010-6410-8140-000	10.18
Inv 3-048-3735-77 Total			10.18
Inv	3-048-3736-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	101-6010-6410-8140-000	23.34

Inv 3-048-3736-11 Total 23.34

Inv 3-048-3750-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/26/18-11/28/18	215-6010-6115-8140-000	0.81

Inv 3-048-3750-12 Total 0.81

Inv 3-048-3807-64

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	14.46

Inv 3-048-3807-64 Total 14.46

Inv 3-048-3810-70

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	0.30

Inv 3-048-3810-70 Total 0.30

Inv 3-048-3817-68

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	101-6010-6410-8140-000	0.19

Inv 3-048-3817-68 Total 0.19

Inv 3-048-3819-71

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	12.18

Inv 3-048-3819-71 Total 12.18

Inv 3-048-3823-92

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/29/18-11/29/18	215-6010-6115-8140-000	25.27

Inv 3-048-3823-92 Total 25.27

Inv 3-048-4948-55

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/22/2018	11/17/18-12/19/18	500-6010-6710-8140-000	130.64

Inv 3-048-4948-55 Total 130.64

Inv 3-048-4954-40

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/18/18-11/17/18	215-6010-6201-8140-000	57.17
12/20/2018	10/18/18-11/17/18	101-6010-6410-8140-000	57.16

Inv 3-048-4954-40 Total 114.33

Check Number	Check Date		Amount
Inv	3-048-4960-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/18/18-11/17/18	101-6010-6410-8140-000	17.89
Inv 3-048-4960-02 Total			17.89
Inv	3-048-4960-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/18/18-11/17/18	101-6010-6410-8140-000	54.82
12/20/2018	10/18/18-11/17/18	215-6010-6201-8140-000	54.83
Inv 3-048-4960-34 Total			109.65
Inv	3-048-4961-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/18/18-11/17/18	500-6010-6711-8140-000	2.01
Inv 3-048-4961-25 Total			2.01
Inv	3-048-5125-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	25.51
Inv 3-048-5125-68 Total			25.51
Inv	3-048-5125-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	18.17
Inv 3-048-5125-73 Total			18.17
Inv	3-048-5127-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	9.82
Inv 3-048-5127-24 Total			9.82
Inv	3-048-5129-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	0.81
Inv 3-048-5129-43 Total			0.81
Inv	3-048-5129-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	9.98
Inv 3-048-5129-59 Total			9.98
Inv	3-048-5131-46		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	0.45
Inv 3-048-5131-46 Total			0.45
Inv 3-048-5131-47			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	9.50
Inv 3-048-5131-47 Total			9.50
Inv 3-048-5135-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	25.18
Inv 3-048-5135-05 Total			25.18
Inv 3-048-5136-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	12.62
Inv 3-048-5136-08 Total			12.62
Inv 3-048-5142-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/22/18-11/20/18	215-6010-6115-8140-000	11.04
Inv 3-048-5142-29 Total			11.04
Inv 3-048-7577-55			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	10/16/18-11/15/18	500-6010-6711-8140-000	161.27
Inv 3-048-7577-55 Total			161.27
Inv 3-048-7780-74			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	1.76
Inv 3-048-7780-74 Total			1.76
Inv 3-048-7781-02			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	7.40
Inv 3-048-7781-02 Total			7.40
Inv 3-048-7781-59			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	62.32
Inv 3-048-7781-59 Total			62.32

Check Number	Check Date		Amount
Inv	3-048-7782-47		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	10.98
Inv 3-048-7782-47 Total			10.98
Inv	3-048-7782-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	1.76
Inv 3-048-7782-87 Total			1.76
Inv	3-048-7783-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	215-6010-6201-8140-000	3.51
Inv 3-048-7783-35 Total			3.51
Inv	3-048-7786-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	11/01/18-12/01/18	101-6010-6410-8140-000	3.70
12/20/2018	11/01/18-12/01/18	215-6010-6201-8140-000	3.70
Inv 3-048-7786-19 Total			7.40
205449 Total:			32,811.25
205473	01/03/2019		
Inv	3-002-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	101-8010-8011-8140-000	1,223.54
Inv 3-002-4472-77 Total			1,223.54
Inv	3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	101-6010-6601-8140-000	648.29
Inv 3-002-4472-78 Total			648.29
Inv	3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6115-8140-000	41.88
Inv 3-011-4089-57 Total			41.88
Inv	3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	25.31
Inv 3-022-6897-72 Total			25.31

Inv 3-023-6580-86

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6201-8140-000	28.50

Inv 3-023-6580-86 Total 28.50

Inv 3-023-7462-29

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	71.29

Inv 3-023-7462-29 Total 71.29

Inv 3-023-7844-31

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6115-8140-000	27.32

Inv 3-023-7844-31 Total 27.32

Inv 3-023-8283-79

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6115-8140-000	30.73

Inv 3-023-8283-79 Total 30.73

Inv 3-026-3223-65

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	10/24/18-11/26/18	215-6010-6115-8140-000	30.89
12/28/2018	11/26/18-12/26/18	215-6010-6115-8140-000	28.29

Inv 3-026-3223-65 Total 59.18

Inv 3-028-7594-32

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	500-6010-6711-8152-000	1,833.59

Inv 3-028-7594-32 Total 1,833.59

Inv 3-029-2458-05

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	11/26/18-12/26/18	101-6010-6601-8140-000	40.05
12/28/2018	10/24/18-11/26/18	101-6010-6601-8140-000	48.11

Inv 3-029-2458-05 Total 88.16

Inv 3-032-0513-93

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	43.17

Inv 3-032-0513-93 Total 43.17

Check Number	Check Date		Amount
Inv	3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6201-8140-000	59.42
Inv 3-032-2521-62 Total			59.42
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	11/26/18-12/26/18	215-6010-6201-8140-000	50.20
12/28/2018	10/24/18-11/26/18	215-6010-6201-8140-000	45.41
Inv 3-032-4192-98 Total			95.61
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2018	11/27/18-12/27/18	215-6010-6115-8140-000	33.77
Inv 3-035-3494-19 Total			33.77
Inv	3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	101-6010-6601-8140-000	770.64
Inv 3-035-6502-21 Total			770.64
Inv	3-037-6075-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	49.83
Inv 3-037-6075-39 Total			49.83
Inv	3-045-8045-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	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>	
12/27/2018	11/21/18-12/24/18	101-8010-8011-8140-000	400.54
Inv 3-048-3504-98 Total			400.54
Inv	3-048-3508-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	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>	

Check Number	Check Date		Amount
12/27/2018	11/21/18-12/24/18	500-6010-6711-8152-000	818.87
Inv 3-048-3508-76	Total		818.87
Inv 3-048-3509-87			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6201-8140-000	1.47
Inv 3-048-3509-87	Total		1.47
Inv 3-048-3512-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	101-6010-6601-8140-000	136.13
Inv 3-048-3512-00	Total		136.13
Inv 3-048-3518-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6115-8140-000	1.52
Inv 3-048-3518-27	Total		1.52
Inv 3-048-3534-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/21/18-12/24/18	215-6010-6115-8140-000	16.38
Inv 3-048-3534-21	Total		16.38
Inv 3-048-3587-38			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	11/26/18-12/26/18	215-6010-6115-8140-000	2.86
Inv 3-048-3587-38	Total		2.86
Inv 3-048-3594-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	11/26/18-12/26/18	215-6010-6201-8140-000	18.58
Inv 3-048-3594-16	Total		18.58
Inv 3-048-3599-58			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	11/26/18-12/26/18	101-6010-6601-8140-000	11.33
Inv 3-048-3599-58	Total		11.33
Inv 3-048-3675-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2018	11/27/18-12/27/18	215-6010-6115-8140-000	12.14
Inv 3-048-3675-98	Total		12.14

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>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	12.93
Inv 3-048-5123-18 Total			12.93
Inv	3-048-5123-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6201-8140-000	24.40
Inv 3-048-5123-44 Total			24.40
Inv	3-048-5126-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	0.23
Inv 3-048-5126-22 Total			0.23
Inv	3-048-5132-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	16.27
Inv 3-048-5132-96 Total			16.27
Inv	3-048-5135-50		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	101-6010-6601-8140-000	89.41
Inv 3-048-5135-50 Total			89.41
Inv	3-048-5135-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	11/20/18-12/21/18	215-6010-6115-8140-000	107.83
Inv 3-048-5135-90 Total			107.83
205473 Total:			6,828.48
SOU6666 - So. CA Edison Co. Total:			54,329.95
SPR6611 - Accela, Inc. #774375 Line Item Account			
205396	12/20/2018		
Inv	INV-ACC38161		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2018	Delivery SMG Project Mgmt & SMG Finance & Admin	101-3010-3011-8180-000	1,225.00
Inv INV-ACC38161 Total			1,225.00
205396 Total:			1,225.00

SPR6611 - Accela, Inc. #774375 Total: 1,225.00

SPRE7011 - South Pasadena Review Line Item Account

205432 12/20/2018

Inv L65111

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Publication of Urgency Ordinance No. 2327	101-1020-1021-8040-000	690.00

Inv L65111 Total 690.00

205432 Total: 690.00

SPRE7011 - South Pasadena Review Total: 690.00

SSDV2018 - Sandoval, Sheila Line Item Account

205394 12/13/2018

Inv P/R/E 12/14/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Garnishment	700-0000-0000-2264-000	876.92
12/13/2018	Garnishment	700-0000-0000-2264-000	482.74

Inv P/R/E 12/14/18 Total 1,359.66

205394 Total: 1,359.66

205455 12/28/2018

Inv P/R/E 12/28/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Garnishment	700-0000-0000-2264-000	1,014.23
12/28/2018	Garnishment	700-0000-0000-2264-000	876.92

Inv P/R/E 12/28/18 Total 1,891.15

205455 Total: 1,891.15

SSDV2018 - Sandoval, Sheila Total: 3,250.81

STA5219 - Staples Business Advantage Line Item Account

205433 12/20/2018

Inv 3398518032

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Finance Office Supplies	101-3010-3011-8000-000	2.07

Inv 3398518032 Total 2.07

Inv 3398607205

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
12/07/2018	Finance Office Supplies	101-3010-3011-8000-000	550.19
Inv 3398607205 Total			550.19
Inv 3398914194			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/09/2018	CS Office Supplies	101-2010-2011-8000-000	265.18
Inv 3398914194 Total			265.18
205433 Total:			817.44
STA5219 - Staples Business Advantage Total:			817.44
STSM1020 - Studio Spectrum Line Item Account			
205435	12/20/2018		
Inv 19092			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	AV Svcs - 11/18	101-1020-1021-8180-000	1,590.00
Inv 19092 Total			1,590.00
205435 Total:			1,590.00
STSM1020 - Studio Spectrum Total:			1,590.00
SWJZ1011 - Sawyer, Jaz Line Item Account			
205430	12/20/2018		
Inv 12.19.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Mayoral Inauguration Ceremony Music	101-1010-1011-8020-000	150.00
Inv 12.19.18 Total			150.00
205430 Total:			150.00
SWJZ1011 - Sawyer, Jaz Total:			150.00
SWR2015 - State H2O Res. Control Board Line Item Account			
205374	12/13/2018		
Inv S1901249			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Interest on Principle Balance 12/5/18	500-9000-9266-9266-000	2,405.11
Inv S1901249 Total			2,405.11
205374 Total:			2,405.11

205434 12/20/2018

Inv WD-0143797

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	SWRCB Drinking Water Permits	500-6010-6711-8170-000	550.00

Inv WD-0143797 Total 550.00

205434 Total: 550.00

SWR2015 - State H2O Res. Control Board Total: 2,955.11

TIM4011 - Time Warner Cable Line Item Account

205437 12/20/2018

Inv 008 0269985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	City Hall 2nd Modern Svcs. 12/17-8-1/16/19	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>	
12/01/2018	1110 Oxley St. Ethernet Fiber 12/11-1/10/19	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>	
12/01/2018	Yard Ethernet Fiber 12/11-1/10/19	101-2010-2032-8150-000	1,222.88

Inv 008 0311704 Total 1,222.88

205437 Total: 2,612.92

205457 12/28/2018

Inv 008 345504

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Water Operations 416 Garfield Ave. Internet 12/21-1/20/19	500-6010-6710-8150-000	360.00

Inv 008 345504 Total 360.00

205457 Total: 360.00

205474 01/03/2019

Inv 008 0012005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2019	Library 12/29-1/28/19	101-2010-2032-8150-000	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>	
01/02/2019	Skate Park 1/1/19-1/31/19	101-2010-2032-8150-000	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>	
12/22/2019	Garfield Reservoir Cable / Internet 1/2-2/1/19	500-6010-6710-8150-000	357.01

Inv 008 0355990 Total 357.01

Inv 899 0029763

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2019	PD Cable 12/16-1/15/19	101-2010-2032-8150-000	166.14

Inv 899 0029763 Total 166.14

205474 Total: 598.69

TIM4011 - Time Warner Cable Total: 3,571.61

TOT2010 - TASC Line Item Account

205375 12/13/2018

Inv IN1396823

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2018	2019 Plan Admin Fee	101-2010-2013-8170-000	379.44

Inv IN1396823 Total 379.44

205375 Total: 379.44

TOT2010 - TASC Total: 379.44

TRBL2013 - Teri Black & Company, LLC Line Item Account

205376 12/13/2018

Inv 18-1206-170

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Professional Svcs. to Assist w/ Police Recruitment 12/18	101-2010-2013-8170-000	5,128.40

Inv 18-1206-170 Total 5,128.40

205376 Total: 5,128.40

TRBL2013 - Teri Black & Company, LLC Total: 5,128.40

UMPQ3010 - UMPQUA Bank Line Item Account

205377 12/13/2018

Inv 6484

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Payroll Checks	101-3010-3011-8050-000	646.11

Inv 6484 Total 646.11

Inv 6484A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2018	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>	
11/09/2018	PD Supplies	101-4010-4011-8020-000	84.18

Inv 6484B Total 84.18

Inv 6484C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Senior Center Thanksgiving Program Supplies	101-8030-8021-8020-000	202.65

Inv 6484C Total 202.65

Inv 6484D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Mgmt. Svcs Expense	101-2010-2013-8020-000	93.74

Inv 6484D Total 93.74

Inv 6484E

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Replace AED Batteries	101-4010-4011-8110-000	790.00

Inv 6484E Total 790.00

205377 Total: 1,914.99

UMPQ3010 - UMPQUA Bank Total: 1,914.99

UMPQ9526 - UMPQUA Bank Line Item Account

205380 12/13/2018

Inv 6526

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	Gasoline for Motor Officer	101-4010-4011-8105-000	19.39

Inv 6526 Total 19.39

Inv 6526A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Gasoline for Motor Officer	101-4010-4011-8105-000	17.80

Inv 6526A Total 17.80

Inv 6526B

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Gasoline for Motor Officer	101-4010-4011-8105-000	19.31

Inv 6526B Total 19.31

Inv 6526C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Gasoline for Motor Officer	101-4010-4011-8105-000	21.00

Inv 6526C Total 21.00

Inv 6526D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Gasoline for Motor Officer	101-4010-4011-8105-000	17.54

Inv 6526D Total 17.54

205380 Total: 95.04

UMPQ9526 - UMPQUA Bank Total:

95.04

UMPQVCC - UMPQUA Bank Line Item Account

205381 12/13/2018

Inv 3041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Meal Expense	101-2010-2013-8020-000	36.92

Inv 3041 Total 36.92

205381 Total: 36.92

UMPQVCC - UMPQUA Bank Total:

36.92

UMPQVONS - UMPQUA Bank Line Item Account

205378 12/13/2018

Inv 0701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Western City Magazine - Online Job Posting	101-2010-2013-8040-000	250.00

Inv 0701 Total 250.00

Check Number	Check Date		Amount
Inv 0701A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Western City Magazine - Online Job Posting	101-2010-2013-8040-000	250.00
Inv 0701A Total			250.00
Inv 0701B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	CSMFO Membership Dues - Craig Koehler	101-3010-3011-8060-000	110.00
Inv 0701B Total			110.00
Inv 0701C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	CSMFO - Online Job Posting	101-2010-2013-8040-000	550.00
Inv 0701C Total			550.00
205378 Total:			1,160.00
UMPQVONS - UMPQUA Bank Total:			1,160.00
UMPQVTRV - UMPQUA Bank Line Item Account			
205379	12/13/2018		
Inv 6443			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2018	FD Vehicle Fuel	101-5010-5011-8105-000	50.00
Inv 6443 Total			50.00
205379 Total:			50.00
UMPQVTRV - UMPQUA Bank Total:			50.00
VERW6711 - Verizon Wireless Line Item Account			
205382	12/13/2018		
Inv 9819173360			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	MGMT. Svcs. & File Mobile 10/27-11/26/18 #270619951-00002	101-2010-2032-8150-000	627.02
Inv 9819173360 Total			627.02
Inv 9819173361			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Police Phones / Devices 10/27/18-11/26/18	101-2010-2032-8150-000	508.41
Inv 9819173361 Total			508.41

Check Number	Check Date		Amount
205382	Total:		1,135.43
VERW6711 - Verizon Wireless Total:			1,135.43
VRMZ7000 - Munoz, Valerie Line Item Account			
205395	12/13/2018		
Inv	P/R/E 12/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 12/14/18	Total		750.00
205395	Total:		750.00
205454	12/28/2018		
Inv	P/R/E 12/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 12/28/18	Total		750.00
205454	Total:		750.00
VRMZ7000 - Munoz, Valerie Total:			
WTT6353 - Wittman Enterprises LLC Line Item Account			
205475	01/03/2019		
Inv	1808059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Paramedic Payment August 2018	101-0000-0000-5290-001	4,864.12
Inv 1808059	Total		4,864.12
Inv	1809059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Paramedic Payment Sep. 2018	101-0000-0000-5290-001	3,880.11
Inv 1809059	Total		3,880.11
Inv	1810059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Paramedic Payment Oct. 2018	101-0000-0000-5290-001	3,707.56
Inv 1810059	Total		3,707.56
Inv	18110059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Paramedic Payment Nov. 2018	101-0000-0000-5290-001	3,655.42

Check Number	Check Date		Amount
		Inv 18110059 Total	3,655.42
		205475 Total:	16,107.21
		WIT6353 - Wittman Enterprises LLC Total:	16,107.21
		ZOLL8021 - Zoll Medical Copr. GPO Line Item Account	
205438	12/20/2018		
		Inv 2783390	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		12/20/2018	Medical Supplies & Medical Equipment
			<u>Line Item Account</u>
			101-5010-5011-8025-000
			681.47
		Inv 2783390 Total	681.47
		Inv 2793378	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		12/20/2018	Medical Equipment Supplies
			<u>Line Item Account</u>
			101-5010-5011-8025-000
			2,943.69
		Inv 2793378 Total	2,943.69
		205438 Total:	3,625.16
		ZOLL8021 - Zoll Medical Copr. GPO Total:	3,625.16
		Total:	367,785.18

ATTACHMENT 3
General City Warrant List



Accounts Payable

Check Detail



User: ealvarez
 Printed: 01/07/2019 - 12:32PM

Check Number	Check Date		Amount
ACMT2920 - All City Management Line Item Account			
205481	01/03/2019		
Inv	58045		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	School Guard Crossing Svcs. 11/18/18-12/1/18	101-4010-4011-8180-000	4,597.47
Inv	58045 Total		4,597.47
205481 Total:			4,597.47
ACMT2920 - All City Management Total:			4,597.47
ADA0143 - Adamson Police Products Line Item Account			
205479	01/03/2019		
Inv	INV282745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2019	Pelican 7060 Flashlight/Charger/Rechargeable Battery Stick	101-4010-4011-8020-000	833.41
Inv	INV282745 Total		833.41
205479 Total:			833.41
ADA0143 - Adamson Police Products Total:			833.41
ALH0179 - Alhambra Car Wash Line Item Account			
205480	01/03/2019		
Inv	12.13.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	PD Car Washes 11/18	101-4010-4011-8100-000	162.00
Inv	12.13.18 Total		162.00
205480 Total:			162.00
ALH0179 - Alhambra Car Wash Total:			162.00
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
205482	01/03/2019		

Inv 210305

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	FD Safety & Clothing / Equipment	101-5010-5011-8134-000	119.14

Inv 210305 Total 119.14

Inv 212192

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	FD Safety & Clothing / Equipment	101-5010-5011-8134-000	315.98

Inv 212192 Total 315.98

205482 Total: 435.12

ALL0197 - All Star Fire Equipment, Inc. Total: 435.12

ALPD4010 - City of Alhambra Police Dept. Line Item Account

205504 01/03/2019

Inv SoPasadena11/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	Inmate Housing 11/18	101-4010-4011-8180-000	1,978.00

Inv SoPasadena11/18 Total 1,978.00

205504 Total: 1,978.00

ALPD4010 - City of Alhambra Police Dept. Total: 1,978.00

AMBB9289 - American Business Bank Line Item Account

205483 01/03/2019

Inv Invoice # 1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Graves Reserv. Project Escrow Acct. for Project Retention	500-9000-9289-9289-000	10,877.50

Inv Invoice # 1 Total 10,877.50

Inv Invoice # 2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	Graves Reservoir Project Escrow Account for Project Retention	500-9000-9289-9289-000	11,737.50

Inv Invoice # 2 Total 11,737.50

Inv Invoice # 3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Graves Reservoir Project Escrow Account for Project Retention	500-9000-9289-9289-000	17,567.00

Inv Invoice # 3 Total 17,567.00

Check Number	Check Date		Amount
Inv	Invoice # 4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Graves Reservoir Project Escrow Account for Project Retention	500-9000-9289-9289-000	33,287.00
Inv Invoice # 4 Total			33,287.00
205483 Total:			73,469.00
AMBB9289 - American Business Bank Total:			73,469.00
ANGY8030 - Grady, Anthony Q. Line Item Account			
205530	01/03/2019		
Inv	Win 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2019	Instructor Jiu Jitsu classes	101-8030-8032-8267-000	93.60
Inv Win 2019 Total			93.60
205530 Total:			93.60
ANGY8030 - Grady, Anthony Q. Total:			93.60
ARBD6011 - Arbor Day Foundation Line Item Account			
205484	01/03/2019		
Inv	87-3132-4792		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Annual Membership Renewal	101-6010-6011-8060-000	25.00
Inv 87-3132-4792 Total			25.00
205484 Total:			25.00
ARBD6011 - Arbor Day Foundation Total:			25.00
ARR8011 - Arroyo Parkway Self Storage Line Item Account			
205485	01/03/2019		
Inv	61215		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Library Rental of Storage Facility to Store Archival Materials	101-8010-8011-8020-000	262.00
Inv 61215 Total			262.00
205485 Total:			262.00
ARR8011 - Arroyo Parkway Self Storage Total:			262.00

ASCAP11 - ASCAP Line Item Account

205486 01/03/2019
 Inv 500602714

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2018	Music License Renewal Fee - Local Gov't Base Fee	101-8030-8032-8264-000	357.00
Inv 500602714 Total			357.00

205486 Total: 357.00

ASCAP11 - ASCAP Total:

ATFR4011 - Fierro, Antony Line Item Account

205521 01/03/2019
 Inv 12.10.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	PD Reimb. for Training Expenses	101-4010-4011-8200-000	67.95
Inv 12.10.18 Total			67.95

205521 Total: 67.95

ATFR4011 - Fierro, Antony Total:

BAK0366 - Baker & Taylor Entertainment Line Item Account

205488 01/03/2019
 Inv H11193190

<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	9.71
Inv H11193190 Total			9.71

Inv T90118020

<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	31.74
Inv T90118020 Total			31.74

Inv T90442780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	18.87
Inv T90442780 Total			18.87

Inv T90504430

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	28.73
Inv T90504430 Total			28.73

Inv T90677780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	207.96

Inv T90677780 Total 207.96

Inv T90720240

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	20.50

Inv T90720240 Total 20.50

Inv T91012550

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	81.13

Inv T91012550 Total 81.13

Inv T91032190

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	25.44

Inv T91032190 Total 25.44

Inv T91701560

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	15.39

Inv T91701560 Total 15.39

Inv T92333090

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	161.65

Inv T92333090 Total 161.65

Inv T92654800

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	85.91

Inv T92654800 Total 85.91

Inv T92709160

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	28.73

Inv T92709160 Total 28.73

Inv T93079690

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
12/03/2018		CDs, DVDs & Other Library Materials	20.50
		101-8010-8011-8080-000	
Inv T93079690 Total			20.50
Inv T93374190			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	28.73
Inv T93374190 Total			28.73
Inv T93470480			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	20.50
Inv T93470480 Total			20.50
Inv T93510250			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	215.67
Inv T93510250 Total			215.67
Inv T93511660			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	65.62
Inv T93511660 Total			65.62
Inv T93541020			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	53.22
Inv T93541020 Total			53.22
205488 Total:			1,120.00
BAK0366 - Baker & Taylor Entertainment Total:			1,120.00
BAK0369 - Baker & Taylor Books Line Item Account			
205487	01/03/2019		
Inv 3022472650			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Books	101-8010-8011-8080-000	36.07
Inv 3022472650 Total			36.07
Inv 3022485468			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Books	101-8010-8011-8080-000	432.13

Check Number	Check Date		Amount
Inv 3022485468		Total	432.13
Inv 4012374914			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Books	101-8010-8011-8080-000	30.16
Inv 4012374914		Total	30.16
Inv 4012378128			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Books	101-8010-8011-8080-000	269.55
Inv 4012378128		Total	269.55
Inv 4012382425			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Books	101-8010-8011-8080-000	105.62
Inv 4012382425		Total	105.62
Inv 4012384756			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Books	101-8010-8011-8080-000	224.53
Inv 4012384756		Total	224.53
Inv 4012384952			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Books	101-8010-8011-8080-000	19.47
Inv 4012384952		Total	19.47
Inv 4012387234			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Books	101-8010-8011-8080-000	397.41
Inv 4012387234		Total	397.41
Inv 4012390878			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Books	101-8010-8011-8080-000	64.56
Inv 4012390878		Total	64.56
Inv 4012393897			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Books	101-8010-8011-8080-000	110.24
Inv 4012393897		Total	110.24

Check Number	Check Date		Amount
Inv	4012394165		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Books	101-8010-8011-8080-000	284.70
Inv 4012394165 Total			284.70
Inv	4012394211		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Books	101-8010-8011-8080-000	923.27
Inv 4012394211 Total			923.27
205487 Total:			2,897.71
BAK0369 - Baker & Taylor Books Total:			2,897.71
CACC5440 - Cacciotti for City Council 2018 Line Item Account			
205495	01/03/2019		
Inv	12/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	Refund for Cadidate Statement Costs	101-0000-0000-5440-000	562.46
Inv 12/31/18 Total			562.46
205495 Total:			562.46
CACC5440 - Cacciotti for City Council 2018 Total:			562.46
CAJO5260 - Johnson, Catherine Line Item Account			
205543	01/03/2019		
Inv	12/14/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Refund for Lost & Paid Library Material	101-0000-0000-5260-003	17.00
Inv 12/14/18 Total			17.00
205543 Total:			17.00
CAJO5260 - Johnson, Catherine Total:			17.00
CAL5236 - CA Linen Services Line Item Account			
205494	01/03/2019		
Inv	1584091		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	FD Dept Supplies	101-5010-5011-8020-000	122.94
Inv 1584091 Total			122.94

Inv 1586425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	FD Dept Supplies	101-5010-5011-8020-000	122.14

Inv 1586425 Total 122.14

Inv 1589122

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/24/2018	FD Dept Supplies	101-5010-5011-8020-000	119.98

Inv 1589122 Total 119.98

205494 Total: 365.06

CAL5236 - CA Linen Services Total: 365.06

CAL8012 - Califa Group Line Item Account

205496 01/03/2019

Inv 1146

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Electronic Resources - Oxford English Dictionary	101-8010-8011-8031-000	472.50

Inv 1146 Total 472.50

205496 Total: 472.50

CAL8012 - Califa Group Total: 472.50

CAN0607 - Cantu Graphics Line Item Account

205497 01/03/2019

Inv 5426

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Transit Prints for Fuel Consumption Sheets	207-8030-8025-8050-000	32.85

Inv 5426 Total 32.85

Inv 5433

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	PW Business Cards	500-6010-6711-8050-000	32.80
12/11/2018	PW Business Cards	101-6010-6011-8050-000	32.79

Inv 5433 Total 65.59

205497 Total: 98.44

CAN0607 - Cantu Graphics Total: 98.44

CAR7997 - Carpet 4 Less Line Item Account

205499 01/03/2019

Inv 17994

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	FD Carpet Labor & Installation 20x3 and Glue	101-5010-5012-8020-000	240.00

Inv 17994 Total 240.00

205499 Total: 240.00

CAR7997 - Carpet 4 Less Total:

240.00

CAT0700 - Catering Systems Inc. Line Item Account

205500 01/03/2019

Inv 4927

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2018	Sr. Center Meals w/ 12/3-12/7/18	260-8030-8023-8180-000	1,954.80

Inv 4927 Total 1,954.80

Inv 4934

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/16/2018	Sr. Center Meals w/ 12/10-12/14/18	260-8030-8023-8180-000	2,851.20

Inv 4934 Total 2,851.20

Inv 4940

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2018	Sr. Center Meals w/ 12/17-12/21/18	260-8030-8023-8180-000	1,933.20

Inv 4940 Total 1,933.20

205500 Total: 6,739.20

CAT0700 - Catering Systems Inc. Total:

6,739.20

CBE5011 - CBE Los Angeles Line Item Account

205501 01/03/2019

Inv IN2082555

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Contract Charges 10/20/18-11/19/18	101-6010-6011-8020-000	38.03

Inv IN2082555 Total 38.03

205501 Total: 38.03

CBE5011 - CBE Los Angeles Total: 38.03

CCCR2013 - CA Chamber of Commerce Line Item Account

205493 01/03/2019

Inv SO1328558

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	CA Labor Law Poster 2018	101-8010-8011-8020-000	37.56

Inv SO1328558 Total 37.56

205493 Total: 37.56

CCCR2013 - CA Chamber of Commerce Total: 37.56

CHU5011 - Chuck's Appliance Service Line Item Account

205502 01/03/2019

Inv 218-2595

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	FD Repairs Made to Washer	101-5010-5011-8120-000	65.00

Inv 218-2595 Total 65.00

205502 Total: 65.00

CHU5011 - Chuck's Appliance Service Total: 65.00

CITG4011 - CI Technologies Line Item Account

205503 01/03/2019

Inv 8497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2018	PD Internal Affairs Software Annual Mant. Renewal 11/2018-12/201	101-4010-4011-8180-000	2,450.00

Inv 8497 Total 2,450.00

205503 Total: 2,450.00

CITG4011 - CI Technologies Total: 2,450.00

CMME4011 - Commline Inc. Line Item Account

205506 01/03/2019

Inv 0125851-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	PD Unit # 1407 Install of New Computer	101-4010-4011-8100-000	350.90

Inv 0125851-IN Total 350.90

Check Number	Check Date	Amount
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205506 Total:		350.90
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CMME4011 - Commline Inc. Total:		350.90
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CONN6711 - Conney Safety Line Item Account

205507 01/03/2019

Inv 05608004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Hard Hat & Vest for Engineers	101-6010-6011-8020-000	90.21

Inv 05608004 Total		90.21
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Inv 05633258

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Yard Rain Gear for FY18-19	215-6010-6310-8134-000	175.44
11/27/2018	Yard Rain Gear for FY18-19	215-6010-6201-8134-000	107.75
11/27/2018	Yard Rain Gear for FY18-19	500-6010-6711-8134-000	107.06
11/27/2018	Yard Rain Gear for FY18-19	230-6010-6116-8134-000	462.82
11/27/2018	Yard Rain Gear for FY18-19	101-6010-6601-8134-000	127.75
11/27/2018	Yard Rain Gear for FY18-19	210-6010-6501-8134-000	87.06
11/27/2018	Yard Rain Gear for FY18-19	500-6010-6710-8134-000	550.54

Inv 05633258 Total		1,618.42
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Inv 05634944

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Safety Vest for Engineers	101-6010-6011-8020-000	92.48

Inv 05634944 Total		92.48
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205507 Total:		1,801.11
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CONN6711 - Conney Safety Total:		1,801.11
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COO0695 - Cook Fire Extinguisher Co Line Item Account

205508 01/03/2019

Inv 18265

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Equipment Maint.	101-8010-8011-8110-000	72.00

Inv 18265 Total		72.00
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Inv 18267

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Fire Extinguisher Maint. Svcs.	207-8030-8025-8020-000	92.74

Inv 18267 Total		92.74
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Check Number	Check Date		Amount
205508 Total:			164.74
COO0695 - Cook Fire Extinguisher Co Total:			164.74
CSDI6601 - Dept. of Industrial Relations Line Item Account			
205511	01/03/2019		
Inv	E 1600630 SB		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Conveyane Fees - Garfield Reservoir	101-6010-6601-8020-000	225.00
Inv E 1600630 SB Total			225.00
Inv	E 1600645 SB		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2018	Conveyane Fees - City Hall Elevator	101-6010-6601-8020-000	225.00
Inv E 1600645 SB Total			225.00
205511 Total:			450.00
CSDI6601 - Dept. of Industrial Relations Total:			450.00
CUR7778 - L.N. Curtis & Sons Line Item Account			
205550	01/03/2019		
Inv	INV239954		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	FD Safety Clothing & Equipment	101-5010-5011-8134-000	136.87
Inv INV239954 Total			136.87
205550 Total:			136.87
CUR7778 - L.N. Curtis & Sons Total:			136.87
CWNC2501 - Carl Warren & Company Line Item Account			
205498	01/03/2019		
Inv	1862355		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	45.00
Inv 1862355 Total			45.00
Inv	1862356		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	18.00
Inv 1862356 Total			18.00

Check Number	Check Date		Amount
Inv	1862357		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
Inv 1862357 Total			9.00
Inv	1862358		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
Inv 1862358 Total			9.00
Inv	1862359		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
Inv 1862359 Total			9.00
Inv	1862360		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
Inv 1862360 Total			9.00
Inv	1862361		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	36.00
Inv 1862361 Total			36.00
Inv .	1862362		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	36.90
Inv 1862362 Total			36.90
Inv	1862363		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	45.90
Inv 1862363 Total			45.90
Inv	1862364		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
Inv 1862364 Total			9.00
Inv	1862365		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date			Amount
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	36.00
○	Inv 1862365 Total			36.00
	Inv 1862366			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	9.00
	Inv 1862366 Total			9.00
	Inv 1862367			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	429.34
	Inv 1862367 Total			429.34
	Inv 1862368			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	153.00
	Inv 1862368 Total			153.00
	Inv 1862369			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	27.00
○	Inv 1862369 Total			27.00
	Inv 1862370			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	18.00
	Inv 1862370 Total			18.00
	Inv 1862371			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	36.00
	Inv 1862371 Total			36.00
	Inv 1862372			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	144.00
	Inv 1862372 Total			144.00
	Inv 1862373			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	11/28/2018	Liability Claims Administration Fee - Nov'18	103-2010-2501-8020-000	72.00
○	Inv 1862373 Total			72.00

Check Number	Check Date		Amount
205498 Total:			1,151.14
CWNC2501 - Carl Warren & Company Total:			1,151.14
DABN8267 - Bohan, Diana Line Item Account			
205491	01/03/2019		
Inv	12.28.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Instructor Yoga Class December	101-8030-8021-8267-000	176.00
Inv 12.28.18 Total			176.00
205491 Total:			176.00
DABN8267 - Bohan, Diana Total:			176.00
DARE4610 - Reed, Danny Line Item Account			
205581	01/03/2019		
Inv	233127146		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Refund Rebate for Overpayment Parking Citation # 233127146	101-0000-0000-4610-000	158.00
Inv 233127146 Total			158.00
205581 Total:			158.00
DARE4610 - Reed, Danny Total:			158.00
DDEK6712 - Dudek Line Item Account			
205515	01/03/2019		
Inv	20187575		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Swr Rehab. & Replacement Project Construction Engineering Svcs	310-6010-6501-8170-000	1,655.00
Inv 20187575 Total			1,655.00
205515 Total:			1,655.00
DDEK6712 - Dudek Total:			1,655.00
DDL8010 - Dr. Detail Ph.D Line Item Account			
205514	01/03/2019		
Inv	1730		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Transit Vans # 75,77,78,79,80, 250 Cleaning	207-8030-8025-8100-000	250.00

Check Number	Check Date		Amount
Inv 1730 Total			250.00
Inv 1735			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Lib. Building Maint.	101-8010-8011-8120-000	75.00
Inv 1735 Total			75.00
205514 Total:			325.00
DDL8010 - Dr. Detail Ph.D Total:			325.00
DEMV6410 - Dept. of Motor Vehicles Line Item Account			
205512	01/03/2019		
Inv 12.18.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Clean Air Vehicle Decal Chevy Bolt	101-6010-6410-8100-000	22.00
Inv 12.18.18 Total			22.00
205512 Total:			22.00
DEMV6410 - Dept. of Motor Vehicles Total:			22.00
DERZ7000 - Rodriguez, Desiree Line Item Account			
205586	01/03/2019		
Inv 12.14.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Reimb. for Training Class on Dec.11-12	101-4010-4011-8200-000	75.95
Inv 12.14.18 Total			75.95
205586 Total:			75.95
DERZ7000 - Rodriguez, Desiree Total:			75.95
DOJ4011 - Dept of Justice Line Item Account			
205510	01/03/2019		
Inv 343877			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	PD Application Fingerprinting Nov. 2018	101-4010-4011-8020-000	128.00
Inv 343877 Total			128.00
205510 Total:			128.00

DOJ4011 - Dept of Justice Total: 128.00

DSP0755 - D & S Printing Line Item Account

205509 01/03/2019

Inv 8108

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	PD 550 DR Folders - 2019	101-4010-4011-8020-000	445.00

Inv 8108 Total 445.00

205509 Total: 445.00

DSP0755 - D & S Printing Total: 445.00

EBS1007 - EBSCO Subscription Services Line Item Account

205516 01/03/2019

Inv 0413462

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	Magazines Subscriptions	101-8010-8011-8030-000	8,909.47

Inv 0413462 Total 8,909.47

205516 Total: 8,909.47

EBS1007 - EBSCO Subscription Services Total: 8,909.47

EMPI5011 - Empire Cleaning Supply Line Item Account

205517 01/03/2019

Inv 1082368

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	FD Dept. Cleaning Supplies	101-5010-5011-8020-000	520.95

Inv 1082368 Total 520.95

205517 Total: 520.95

EMPI5011 - Empire Cleaning Supply Total: 520.95

ERBR5270 - Brady, Eric A. Line Item Account

205492 01/03/2019

Inv 12/31/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	Refund for Candidate Statement Costs	101-0000-0000-5440-000	68.73

Inv 12/31/18 Total 68.73

Check Number	Check Date		Amount
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205492 Total:	68.73
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ERBR5270 - Brady, Eric A. Total:	68.73
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EURO6710 - Eurofins Eaton Analytical Line Item Account

205518 01/03/2019

Inv L0399071

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0399071 Total	127.00
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Inv L0402247

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0402247 Total	127.00
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Inv L0411038

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Lab Svcs	500-6010-6711-8170-000	27.00

Inv L0411038 Total	27.00
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Inv L04226197

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Lab Svcs	500-6010-6711-8170-000	10.00

Inv L04226197 Total	10.00
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Inv L0425218

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0425218 Total	127.00
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Inv L0425245

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Lab Svcs	500-6010-6711-8170-000	60.00

Inv L0425245 Total	60.00
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Inv L0425246

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Lab Svcs	500-6010-6711-8170-000	60.00

Inv L0425246 Total	60.00
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Inv L0426191

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
	12/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0426191 Total		60.00
	Inv L0426193		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0426193 Total		60.00
	Inv L0426196		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/06/2018	Lab Svcs	500-6010-6711-8170-000 127.00
	Inv L0426196 Total		127.00
	Inv L0426450		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/08/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0426450 Total		60.00
	Inv L0426784		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/11/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0426784 Total		60.00
	Inv L0426950		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/12/2018	Lab Svcs	500-6010-6711-8170-000 127.00
	Inv L0426950 Total		127.00
	Inv L0427244		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/13/2018	Lab Svcs	500-6010-6711-8170-000 205.00
	Inv L0427244 Total		205.00
	Inv L0427656		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/17/2018	Lab Svcs	500-6010-6711-8170-000 20.00
	Inv L0427656 Total		20.00
	Inv L0428922		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	12/22/2018	Lab Svcs	500-6010-6711-8170-000 120.00
	Inv L0428922 Total		120.00

Check Number	Check Date		Amount
Inv	L0428924		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/22/2018	Lab Svcs	500-6010-6711-8170-000	120.00
Inv L0428924 Total			120.00
205518 Total:			1,497.00
EURO6710 - Eurofins Eaton Analytical Total:			1,497.00
EWEM6010 - Ewing Irrigation El Monte Line Item Account			
205519	01/03/2019		
Inv	907640-A-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Irrigation Citywide Supplies	500-6010-6710-8020-000	128.12
Inv 907640-A-1 Total			128.12
205519 Total:			128.12
EWEM6010 - Ewing Irrigation El Monte Total:			128.12
FED1109 - FedEx Line Item Account			
205520	01/03/2019		
Inv	6-391-65742		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	FD Overnight Shipping	101-5010-5012-8020-000	15.03
Inv 6-391-65742 Total			15.03
205520 Total:			15.03
FED1109 - FedEx Total:			15.03
FFCA8060 - Foothill Fire Chiefs Association Line Item Account			
205522	01/03/2019		
Inv	2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	Membership Dues - Chief Paul Riddle	101-5010-5011-8060-000	150.00
Inv 2019 Total			150.00
205522 Total:			150.00
FFCA8060 - Foothill Fire Chiefs Association Total:			150.00

Check Number	Check Date		Amount
FRE5011 - Freddie Mac's Inc Line Item Account			
205523	01/03/2019		
Inv	349842		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Yard Unit # 19 Tow Services	500-6010-6710-8100-000	112.50
Inv 349842 Total			112.50
205523 Total:			112.50
FRE5011 - Freddie Mac's Inc Total:			112.50
GALS5010 - Galls Line Item Account			
205525	01/03/2019		
Inv	011479762		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	PD Unifrom & Accesories	101-4010-4011-8134-000	471.79
Inv 011479762 Total			471.79
Inv	011479768		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	PD Uniform & Accessories	101-4010-4011-8134-000	385.82
Inv 011479768 Total			385.82
205525 Total:			857.61
GALS5010 - Galls Total:			857.61
GAR5011 - Garvey Equipment Co Line Item Account			
205526	01/03/2019		
Inv	115547		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Tree Tools & Maint.	215-6010-6310-8110-000	289.93
Inv 115547 Total			289.93
205526 Total:			289.93
GAR5011 - Garvey Equipment Co Total:			289.93
GDWE6711 - Golden West Electric Line Item Account			
205528	01/03/2019		
Inv	3211		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Wilson solid starter replacement	500-6010-6711-8110-000	7,708.33

Check Number	Check Date		Amount
Inv 3211	Total		7,708.33
205528	Total:		7,708.33
GDWE6711 - Golden West Electric Total:			7,708.33
GPPT9090 - Gopher Patrol Line Item Account			
205529	01/03/2019		
Inv	321399		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	250.00
Inv 321399	Total		250.00
Inv	321769		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2018	Gopher Abatement Svcs @ Pasadena Median	101-6010-6410-8180-000	95.00
Inv 321769	Total		95.00
205529	Total:		345.00
GPPT9090 - Gopher Patrol Total:			345.00
GRA1244 - Graffiti Control Systems Line Item Account			
205531	01/03/2019		
Inv	SPAS1118		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Citywide Graffiti Removal Svcs. 11/18	101-6010-6410-8262-000	1,078.00
Inv SPAS1118	Total		1,078.00
205531	Total:		1,078.00
GRA1244 - Graffiti Control Systems Total:			1,078.00
GRE1270 - Greg's Automotive Services Line Item Account			
205532	01/03/2019		
Inv	13851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	Unit# 328 Vehicle Maint.	230-6010-6116-8100-000	570.03
Inv 13851	Total		570.03
Inv	14027		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	Unit# 3 Vehicle Maint.	500-6010-6711-8100-000	191.59

Check Number	Check Date		Amount
Inv 14027 Total			191.59
Inv 14055			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Unit# 328 Vehicle Maint.	230-6010-6116-8100-000	349.48
Inv 14055 Total			349.48
Inv 14069			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Unit# 54 Vehicle Maint.	230-6010-6116-8100-000	54.75
Inv 14069 Total			54.75
Inv 14074			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Unit# 30 Vehicle Maint.	101-6010-6601-8100-000	110.03
Inv 14074 Total			110.03
Inv 14084			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Unit# 327 Vehicle Maint.	230-6010-6116-8100-000	116.45
Inv 14084 Total			116.45
Inv 14090			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Yard Unit # 11 Serpent Belt Repair - Freeon	500-6010-6710-8100-000	481.71
Inv 14090 Total			481.71
205532 Total:			<u>1,874.04</u>
GRE1270 - Greg's Automotive Services Total:			<u>1,874.04</u>
HAA5569 - Haaker Equipment Company Line Item Account			
205533	01/03/2019		
Inv W53011			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Emergency Repair for the Vactor Truck (Sewer Division)	210-6010-6501-8100-000	693.69
Inv W53011 Total			693.69
205533 Total:			<u>693.69</u>
HAA5569 - Haaker Equipment Company Total:			<u>693.69</u>

Check Number Check Date Amount

HEN6201 - Henry's Towing Line Item Account

205536 01/03/2019

Inv 5247

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Tow Svcs Unit# 19	500-6010-6710-8100-000	65.00

Inv 5247 Total 65.00

Inv 5340

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Tow Svcs Unit# 7	500-6010-6710-8100-000	65.00

Inv 5340 Total 65.00

205536 Total: 130.00

HEN6201 - Henry's Towing Total: 130.00

HOP19319 - Hands On Painting Inc. Line Item Account

205535 01/03/2019

Inv 20430

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Council Chambers Block Wall Resurfacing & Paint	101-1010-1011-8020-000	6,850.00

Inv 20430 Total 6,850.00

205535 Total: 6,850.00

HOP19319 - Hands On Painting Inc. Total: 6,850.00

IICC8025 - Irwindale Industrial Clinic Line Item Account

205540 01/03/2019

Inv 279976-848755

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Transit Random Testing for Sean Friezer 11/14/18	207-8030-8025-8020-000	75.00

Inv 279976-848755 Total 75.00

205540 Total: 75.00

IICC8025 - Irwindale Industrial Clinic Total: 75.00

JAMI5270 - Mimiada, Janna Line Item Account

205558 01/03/2019

Inv 01.02.2019

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2019	Refund for Rental of Gazebo @ Garfield Park 97696	101-0000-0000-5270-005	75.00

Check Number	Check Date		Amount
Inv 01.02.2019 Total			75.00
205558 Total:			75.00
JAMI5270 - Mimiada, Janna Total:			75.00
JBVE4610 - Ventura, Jessica Belinda Line Item Account			
205608	01/03/2019		
Inv	12.5.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Refund Overpayment Parking Citation 233126653	101-0000-0000-4610-000	100.00
Inv 12.5.18 Total			100.00
205608 Total:			100.00
JBVE4610 - Ventura, Jessica Belinda Total:			100.00
JCRS5011 - Jones Coffee Roasters Line Item Account			
205544	01/03/2019		
Inv	44660		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	FD Supplies	101-5010-5011-8020-000	139.05
Inv 44660 Total			139.05
205544 Total:			139.05
JCRS5011 - Jones Coffee Roasters Total:			139.05
JHMS8020 - JHM Supply Line Item Account			
205542	01/03/2019		
Inv	112367/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2018	Arroyo Park Irrigation	101-6010-6410-8020-000	297.17
Inv 112367/1 Total			297.17
Inv	112436/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Library Park Irrigation	101-6010-6410-8020-000	208.81
Inv 112436/1 Total			208.81
Inv	112705/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2018	Air Valve Fittings for Wilson Reservoir	500-6010-6711-8020-000	9.78

Check Number	Check Date		Amount
Inv 112705/1	Total		9.78
Inv K12528/1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Garfield Park Irrigation	101-6010-6410-8020-000	249.66
Inv K12528/1	Total		249.66
205542 Total:			765.42
JHMS8020 - JHM Supply Total:			765.42
JORM4011 - Ramirez, Jose Line Item Account			
205580	01/03/2019		
Inv 12.14.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	PD Remb. Training Expenses	101-4010-4011-8200-000	75.95
Inv 12.14.18	Total		75.95
205580 Total:			75.95
JORM4011 - Ramirez, Jose Total:			75.95
JSAR4011 - Jack's Auto Repair Line Item Account			
205541	01/03/2019		
Inv 16,157			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2019	PD Unit # 1404 Remove & Replace Catalytic Converter	101-4010-4011-8100-000	1,559.55
Inv 16,157	Total		1,559.55
205541 Total:			1,559.55
JSAR4011 - Jack's Auto Repair Total:			1,559.55
KAR1897 - Karbelnig, Dr. Alan Line Item Account			
205546	01/03/2019		
Inv 12.11.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	Pre-employment Psychological Exam	101-4010-4011-8170-000	300.00
Inv 12.11.18	Total		300.00
Inv 12.31.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/31/2018	Pre-employment Psychological Exam	101-4010-4011-8170-000	300.00
Inv 12.31.18 Total			300.00
205546 Total:			600.00
KAR1897 - Karbelnig, Dr. Alan Total:			600.00
KBBE9203 - Kabbara Engineering Line Item Account			
205545	01/03/2019		
Inv	1502		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Bushnell Ave & Diamond Ave. St. Improvement Project Engineerin	104-9000-9203-9203-000	15,197.00
Inv 1502 Total			15,197.00
205545 Total:			15,197.00
KBBE9203 - Kabbara Engineering Total:			15,197.00
KVMC6710 - Machado, Kelvin Line Item Account			
205556	01/03/2019		
Inv	12.20.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2018	Reimb. for D-1 Training Water Dist. Operator Exam & Cert. Fee	500-6010-6710-8200-000	280.00
Inv 12.20.18 Total			280.00
205556 Total:			280.00
KVMC6710 - Machado, Kelvin Total:			280.00
LACA4011 - L.A.C. Police Chief's Association Line Item Account			
205549	01/03/2019		
Inv	2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2018	PD 2019 Membership Ducs	101-4010-4011-8060-000	500.00
Inv 2019 Total			500.00
205549 Total:			500.00
LACA4011 - L.A.C. Police Chief's Association Total:			500.00
LAPC4011 - L.A.C Police Chief's Assn. Line Item Account			
205547	01/03/2019		

Check Number Check Date Amount

Inv 12.13.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Registration for LACPCA - Spring Conference	101-4010-4011-8090-000	300.00

Inv 12.13.18 Total 300.00

205547 Total: 300.00

LAPC4011 - L.A.C Police Chief's Assn. Total: 300.00

LATR6410 - City of Los Angeles Treasurer Line Item Account

205505 01/03/2019

Inv 38 BF190013273

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/09/2018	2018 Brush Clearance Initial Inspection Fees	101-6010-6410-8020-000	28.00

Inv 38 BF190013273 Total 28.00

205505 Total: 28.00

LATR6410 - City of Los Angeles Treasurer Total: 28.00

LDCR6410 - LandCare USA LLC Line Item Account

205551 01/03/2019

Inv 182593

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2018	Planting Svcs for EL Cerrito Circle	101-6010-6410-8180-000	2,996.00

Inv 182593 Total 2,996.00

Inv 183995

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Castor Bean Plant Removal at 400 Arroyo Drive	101-6010-6410-8180-000	1,270.00

Inv 183995 Total 1,270.00

Inv 188684

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2018	Prop A Park Maintenance Contract Services	232-6010-6417-8180-000	1,593.92
11/24/2018	Water Distribution Contract Services	500-6010-6710-8180-000	1,567.17
11/24/2018	Median Strip Contract Services	215-6010-6416-8180-000	3,682.69
11/24/2018	Park Maintenance Contract Services	101-6010-6410-8180-000	18,536.85

Inv 188684 Total 25,380.63

205551 Total: 29,646.63

LDCR6410 - LandCare USA LLC Total: 29,646.63

LIFE822 - Life-Assist Inc. Line Item Account

205553	01/03/2019		
Inv	891593		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	FD Medical Supplies	101-5010-5011-8025-000	646.71
Inv 891593 Total			646.71

205553 Total: 646.71

LIFE822 - Life-Assist Inc. Total: 646.71

LIT7777 - Litwin, Louis Line Item Account

205554	01/03/2019		
Inv	12/10/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	PD Admin. Hearings 12/10/18	101-4010-4011-8180-000	135.00
Inv 12/10/18 Total			135.00

205554 Total: 135.00

LIT7777 - Litwin, Louis Total: 135.00

LKUP5011 - Lock-Up Inc. Line Item Account

205555	01/03/2019		
Inv	20643		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Urgent Request for Finance Deactivation Dial on the Deposit Safe	101-6010-6601-8120-000	125.00
Inv 20643 Total			125.00

205555 Total: 125.00

LKUP5011 - Lock-Up Inc. Total: 125.00

LTAP5500 - L.A.C. M. T. A. Line Item Account

205548	01/03/2019		
Inv	103092		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	Metro Pass Sales	205-0000-0000-5500-000	420.00
12/31/2018	Metro Pass Sales	205-8030-8024-8250-000	420.00
Inv 103092 Total			840.00

Check Number	Check Date		Amount
205548 Total:			840.00
LTAP5500 - L.A.C. M. T. A. Total:			840.00
MCM2352 - McMaster Carr Supply Co Line Item Account			
205557	01/03/2019		
Inv	81027017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Parts for Repair & Maint. of Chlorine Inj. System @ Wilson Reser	500-6010-6711-8020-000	329.27
Inv 81027017 Total			329.27
205557 Total:			329.27
MCM2352 - McMaster Carr Supply Co Total:			329.27
MGHR5270 - Hernandez, Magdalena Line Item Account			
205537	01/03/2019		
Inv	01.02.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2019	Refund for Rental of Gazebo @ Garfield Park 97700	101-0000-0000-5270-005	112.50
Inv 01.02.2019 Total			112.50
205537 Total:			112.50
MGHR5270 - Hernandez, Magdalena Total:			112.50
MMEP4010 - Municipal Maintenance Equipment Line Item Account			
205560	01/03/2019		
Inv	0132095-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2018	PD Electric Three Wheeled Utility Vehicle	105-4010-4011-8540-000	55,968.74
Inv 0132095-IN Total			55,968.74
205560 Total:			55,968.74
MMEP4010 - Municipal Maintenance Equipment Total:			55,968.74
MMV9126 - Mission Meridian Village POA Line Item Account			
205559	01/03/2019		
Inv	COM001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/26/2018	POA Dues - Hospital	226-2010-2029-8060-000	804.13

Check Number	Check Date		Amount
Inv COM001 Total			804.13
Inv COM002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/26/2018	POA Dues - Parking	207-2010-2260-8061-000	1,730.17
Inv COM002 Total			1,730.17
205559 Total:			2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
205561	01/03/2019		
Inv 5449			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	CNG Station Maint. 11/18	207-8030-8025-8100-000	375.00
Inv 5449 Total			375.00
205561 Total:			375.00
NGSI6010 - Natural Gas Systems Inc. Total:			375.00
NXPX2920 - Nexus Plex Line Item Account			
205562	01/03/2019		
Inv INV31072			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	Library Advertising	101-8010-8011-8040-000	150.00
Inv INV31072 Total			150.00
205562 Total:			150.00
NXPX2920 - Nexus Plex Total:			150.00
OVD8011 - OverDrive Inc. Line Item Account			
205563	01/03/2019		
Inv 01148DA18216613			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	55.00
Inv 01148DA18216613 Total			55.00
205563 Total:			55.00

Check Number	Check Date		Amount
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OVDR8011 - OverDrive Inc. Total: 55.00

PABL4610 - Blackwell, Paul Line Item Account

205489 01/03/2019

Inv 12/27/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2018	Refund Penalty; Citation 222141596 dismissed in Admin Hearing	101-0000-0000-4610-000	108.00

Inv 12/27/18 Total 108.00

205489 Total: 108.00

PABL4610 - Blackwell, Paul Total: 108.00

PAW7777 - Pasadena Weekly Line Item Account

205567 01/03/2019

Inv 401606

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2018	Lib Advertising	101-8010-8011-8040-000	266.00

Inv 401606 Total 266.00

205567 Total: 266.00

PAW7777 - Pasadena Weekly Total: 266.00

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

205570 01/03/2019

Inv 3102654723

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Library Postage Meter Lease	101-8010-8011-8110-000	305.27

Inv 3102654723 Total 305.27

205570 Total: 305.27

PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total: 305.27

PDI417 - Plumbers Depot Inc. Line Item Account

205572 01/03/2019

Inv PD-40411

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Sewer Maintenance Trailer Jetter	210-6010-6501-8020-000	2,175.72

Inv PD-40411 Total 2,175.72

Check Number	Check Date		Amount
205572 Total:			2,175.72
PDI417 - Plumbers Depot Inc. Total:			2,175.72
PEDS6010 - Prime Electric Distributors Line Item Account			
205575	01/03/2019		
Inv	S1381879.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2018	LED Light Fixtures Modernization	101-6010-6601-8020-000	183.96
Inv S1381879.001 Total			183.96
Inv	S1382035.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	LED Retrofit Fixtures	101-6010-6601-8020-000	412.40
Inv S1382035.001 Total			412.40
205575 Total:			596.36
PEDS6010 - Prime Electric Distributors Total:			596.36
PHCP9255 - Pacific Hydrotech Corp. Line Item Account			
205564	01/03/2019		
Inv	3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	Graves Reservoir Replacement Project # 3	500-9000-9266-9266-000	110,760.50
Inv 3 Total			110,760.50
Inv	4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Graves Reservoir Replacement Project # 4	500-9000-9266-9266-000	298,680.00
Inv 4 Total			298,680.00
205564 Total:			409,440.50
PHCP9255 - Pacific Hydrotech Corp. Total:			409,440.50
PHOE4610 - Phoenix Group Information Systems Line Item Account			
205569	01/03/2019		
Inv	112018184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Citation & Permit Processing 11/18	101-0000-0000-4460-000	773.80
12/14/2018	Citation & Permit Processing 11/18	101-0000-0000-4610-000	1,586.35
Inv 112018184 Total			2,360.15

205569 Total:		2,360.15
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PHOE4610 - Phoenix Group Information Systems Total:		2,360.15
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PODV8267 - Podvoll, Candace Line Item Account

205573	01/03/2019	
Inv	Dec 2018	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Instructor Meditation Classes 12/18	101-8030-8021-8267-000	44.80

Inv Dec 2018 Total		44.80
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205573 Total:		44.80
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PODV8267 - Podvoll, Candace Total:		44.80
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POR4707 - United Site Services, Inc. Line Item Account

205604	01/03/2019	
Inv	114-7760674	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Portable Toilet Svc for Skate Park 12/4-31/18	101-8030-8032-8180-000	318.67

Inv 114-7760674 Total		318.67
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205604 Total:		318.67
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POR4707 - United Site Services, Inc. Total:		318.67
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POS5265 - Post Alarm Systems Line Item Account

205574	01/03/2019	
Inv	1127059	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	WMB & Orange Grove Rec Bldg Monitoring Svcs 1/19	101-8030-8032-8180-000	48.77
12/05/2018	WMB & Orange Grove Rec Bldg Monitoring Svcs 1/19	101-8030-8031-8180-000	48.77

Inv 1127059 Total		97.54
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205574 Total:		97.54
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POS5265 - Post Alarm Systems Total:		97.54
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POSU8132 - Prudential Overall Supply Line Item Account

205576	01/03/2019	
Inv	52191879	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
11/20/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
11/20/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
11/20/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87
11/20/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
11/20/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
Inv 52191879 Total			19.35
Inv 52191880			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Scraper Mats for Garfield Reservoir	500-6010-6710-8020-000	12.47
Inv 52191880 Total			12.47
Inv 52194349			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
11/27/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
11/27/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87
11/27/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
11/27/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
Inv 52194349 Total			19.35
Inv 52194350			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Scraper Mats for Garfield Yard	500-6010-6710-8020-000	12.47
Inv 52194350 Total			12.47
Inv 52196636			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
12/04/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87
12/04/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
12/04/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
12/04/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
Inv 52196636 Total			19.35
Inv 52196637			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Scraper Mats for Garfield Reservoir	500-6010-6710-8020-000	12.47
Inv 52196637 Total			12.47
Inv 52196640			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	28.82
12/04/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	55.20
Inv 52196640 Total			84.02

Inv 52196644

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	14.53
12/04/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	13.17
12/04/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	13.17
12/04/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	13.17
12/04/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	13.17

Inv 52196644 Total 67.21

Inv 52198893

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	34.69
12/11/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	25.23

Inv 52198893 Total 59.92

Inv 52198896

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	11.10
12/11/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	9.30
12/11/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	9.30
12/11/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	9.30
12/11/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	28.21

Inv 52198896 Total 67.21

Inv 52198897

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
12/11/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
12/11/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
12/11/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
12/11/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87

Inv 52198897 Total 19.35

Inv 52198898

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Scraper Mats for Garfield Reservoir	500-6010-6710-8020-000	12.47

Inv 52198898 Total 12.47

Inv 52201170

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Uniform Svcs for the Public Works Staff	500-6010-6710-8132-000	34.69
12/18/2018	Uniform Svcs for the Public Works Staff	500-6010-6711-8132-000	25.23

Inv 52201170 Total 59.92

Inv 52201174

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Uniform Svcs for the Public Works Staff	210-6010-6501-8132-000	9.30

Check Number	Check Date		Amount
12/18/2018	Uniform Svcs for the Public Works Staff	215-6010-6310-8132-000	9.30
12/18/2018	Uniform Svcs for the Public Works Staff	215-6010-6201-8132-000	11.10
12/18/2018	Uniform Svcs for the Public Works Staff	101-6010-6601-8132-000	9.30
12/18/2018	Uniform Svcs for the Public Works Staff	230-6010-6116-8132-000	28.21
Inv 52201174 Total			67.21
Inv 52201175			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
12/18/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
12/18/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
12/18/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
12/18/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87
Inv 52201175 Total			19.35
Inv 52201176			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Scraper Mats for Garfield Reservoir	500-6010-6710-8020-000	12.47
Inv 52201176 Total			12.47
Inv 52203426			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	Uniform Svcs for Garfield Reservoir	500-6010-6710-8132-000	34.69
12/25/2018	Uniform Svcs for Garfield Reservoir	500-6010-6711-8132-000	25.23
Inv 52203426 Total			59.92
Inv 52203429			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	Uniform Svcs for the Service Yard	215-6010-6310-8132-000	9.30
12/25/2018	Uniform Svcs for the Service Yard	210-6010-6501-8132-000	9.29
12/25/2018	Uniform Svcs for the Service Yard	101-6010-6601-8132-000	9.30
12/25/2018	Uniform Svcs for the Service Yard	230-6010-6116-8132-000	28.22
12/25/2018	Uniform Svcs for the Service Yard	215-6010-6201-8132-000	11.10
Inv 52203429 Total			67.21
Inv 52203430			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	Scraper Mats for Service Yard	215-6010-6201-8132-000	3.87
12/25/2018	Scraper Mats for Service Yard	215-6010-6310-8132-000	3.87
12/25/2018	Scraper Mats for Service Yard	210-6010-6501-8132-000	3.87
12/25/2018	Scraper Mats for Service Yard	101-6010-6601-8132-000	3.87
12/25/2018	Scraper Mats for Service Yard	230-6010-6116-8132-000	3.87
Inv 52203430 Total			19.35
Inv 52203431			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/25/2018	Scraper Mats for Garfield Reservoir	500-6010-6710-8020-000	12.47

Inv 52203431 Total	12.47
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205576 Total:	723.54
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POSU8132 - Prudential Overall Supply Total:	723.54
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PSCY8520 - Pasadena Cyclery Line Item Account

205565 01/03/2019

Inv 120318102417818

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Repair Bicycle: BR3.4 Disc Brakes	101-4010-4011-8100-000	110.28

Inv 120318102417818 Total	110.28
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205565 Total:	110.28
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PSCY8520 - Pasadena Cyclery Total:	110.28
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PSNS7101 - Pasadena Star News Line Item Account

205566 01/03/2019

Inv 900041829

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2019	FD Subscriptions - Pasadena Star News	101-5010-5011-8080-000	429.14

Inv 900041829 Total	429.14
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205566 Total:	429.14
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PSNS7101 - Pasadena Star News Total:	429.14
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PSSG4010 - Performance Star Smog Line Item Account

205568 01/03/2019

Inv 014757

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Smog Checks Unit# 13	500-6010-6710-8100-000	40.00

Inv 014757 Total	40.00
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Inv 014759

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Smog Checks Unit# 19	500-6010-6710-8100-000	40.00

Inv 014759 Total	40.00
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Inv 014760

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
12/10/2018	Smog Checks Unit# 11	500-6010-6710-8100-000	40.00
Inv 014760 Total			40.00
Inv 014762			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	Smog Checks Unit# 6	500-6010-6710-8100-000	60.00
Inv 014762 Total			60.00
Inv 014766			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Smog Checks Unit# 8	500-6010-6710-8100-000	40.00
Inv 014766 Total			40.00
205568 Total:			220.00
PSSG4010 - Performance Star Smog Total:			220.00
PTDZ4011 - Diaz, Patricia Line Item Account			
205513	01/03/2019		
Inv 12.10.18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/10/2018	PD Remb. for Expenses	101-4010-4011-8200-000	67.95
Inv 12.10.18 Total			67.95
205513 Total:			67.95
PTDZ4011 - Diaz, Patricia Total:			67.95
PUCM4011 - Pruple Communications , Inc. Line Item Account			
205577	01/03/2019		
Inv 76416-71947			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Hearing Impaired Interpreter Svcs.	101-4010-4011-8180-000	300.00
Inv 76416-71947 Total			300.00
205577 Total:			300.00
PUCM4011 - Pruple Communications , Inc. Total:			300.00
PUFG8267 - Wong, Pauline Line Item Account			
205611	01/03/2019		

Check Number	Check Date		Amount
Inv	12.28.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Instructor Line Dance Class Dec.18	101-8030-8021-8267-000	176.00
Inv 12.28.18 Total			176.00
205611 Total:			176.00
PUFG8267 - Wong, Pauline Total:			176.00
QUI7779 - Quinn Company Line Item Account			
205578	01/03/2019		
Inv	S1921801		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2018	Silenced Hyd Hammer for Wheel Loader	230-6010-6116-8020-000	14,863.53
Inv S1921801 Total			14,863.53
205578 Total:			14,863.53
QUI7779 - Quinn Company Total:			14,863.53
REGI1022 - Registrar-Recorder/County Clerk Line Item Account			
205582	01/03/2019		
Inv	19-3049		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Candidate Statement Printing Cost-Eric Brady & Michael Cacciotti	101-0000-0000-5440-000	393.81
Inv 19-3049 Total			393.81
205582 Total:			393.81
REGI1022 - Registrar-Recorder/County Clerk Total:			393.81
REHS8032 - Hsia, Rebecca Line Item Account			
205539	01/03/2019		
Inv	12/18/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Residential HET Rebate - 513 Camino Verde #0000827161-001468	500-3010-3012-8032-000	200.00
Inv 12/18/18 Total			200.00
205539 Total:			200.00
REHS8032 - Hsia, Rebecca Total:			200.00

REP6115 - Siemens Industry Inc. Line Item Account

205593 01/03/2019

Inv 5610139460

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Traffic Signal Maint. 9/18	215-6010-6115-8180-000	2,163.63

Inv 5610139460 Total 2,163.63

Inv 5610142019

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Traffic Signal Maint, 10/18	215-6010-6115-8180-000	2,163.63

Inv 5610142019 Total 2,163.63

Inv 5620022338

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2018	Traffic Signal Response Call Outs 9/18	215-6010-6115-8180-000	3,173.08

Inv 5620022338 Total 3,173.08

Inv 5620022795

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2018	Traffic Signal Response Call Outs 10/18	215-6010-6115-8180-000	4,223.57

Inv 5620022795 Total 4,223.57

205593 Total: 11,723.91

REP6115 - Siemens Industry Inc. Total:

11,723.91

RHAL9158 - RHA Landscape Architects-Planners Line Item Account

205583 01/03/2019

Inv 1118032

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2018	Professional Svcs. Bike Lockers, Shelters & Hitc	248-9000-9388-9388-000	3,850.00

Inv 1118032 Total 3,850.00

Inv 1118033

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2018	Professional Svcs. Bike Lockers, Shelters & Hitc	248-9000-9388-9388-000	255.33

Inv 1118033 Total 255.33

205583 Total: 4,105.33

RHAL9158 - RHA Landscape Architects-Planners Total:

4,105.33

RIHD6710 - R & I Holdings Inc. Line Item Account

Check Number	Check Date		Amount
205579	01/03/2019		
Inv 19945			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Rock Drill Maint. for Main Breaks	500-6010-6710-8110-000	113.83
Inv 19945 Total			113.83
Inv 20065			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/18/2018	Maint. & Repair of 2" Ditch Pipe for Service Leak & Main Break	500-6010-6710-8110-000	167.49
Inv 20065 Total			167.49
205579 Total:			281.32
RIHD6710 - R & I Holdings Inc. Total:			281.32
RKAC6010 - RKA Consulting Group Line Item Account			
205584	01/03/2019		
Inv 28244			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	1,926.25
Inv 28244 Total			1,926.25
Inv 28245			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Construction Mgmt. & Inspection Svcs.	104-9000-9203-9203-000	5,891.85
Inv 28245 Total			5,891.85
205584 Total:			7,818.10
RKAC6010 - RKA Consulting Group Total:			7,818.10
RIPU8540 - Roadline Products Inc. USA Line Item Account			
205585	01/03/2019		
Inv 14615			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Type A 4" Ceramic Rounds, Fast Drying Red Paint	230-6010-6116-8020-000	3,459.19
Inv 14615 Total			3,459.19
Inv 14625			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Paint Truck Maint.	230-6010-6116-8020-000	1,617.62
Inv 14625 Total			1,617.62

Check Number	Check Date		Amount
205585 Total:			5,076.81
RIPU8540 - Roadline Products Inc. USA Total:			5,076.81
SAN4958 - San Marino Security System Line Item Account			
205588	01/03/2019		
Inv	S 921		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2018	Replacement of 2 Panel Batteries	101-8010-8011-8180-000	100.00
Inv S 921 Total			100.00
205588 Total:			100.00
SAN4958 - San Marino Security System Total:			100.00
SCRR4010 - Superior Court of CA, County of LA Line Item Account			
205596	01/03/2019		
Inv	740A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2018	Court Fees 11/18	101-0000-0000-4610-000	9,599.00
Inv 740A Total			9,599.00
205596 Total:			9,599.00
SCRR4010 - Superior Court of CA, County of LA Total:			9,599.00
SDSI0107 - Security Design Systems, Inc. Line Item Account			
205589	01/03/2019		
Inv	219934		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	PD Maint. on Cameras & Access Control 12/18	101-4010-4011-8110-000	65.18
Inv 219934 Total			65.18
Inv	219935		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	PD Maint. on Cameras & Access Control 12/18	101-4010-4011-8110-000	30.00
Inv 219935 Total			30.00
Inv	219936		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	PD Maint. on Cameras & Access Control 12/18	101-4010-4011-8110-000	113.00
Inv 219936 Total			113.00

Inv 219938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	PD Maint. on Cameras & Access Control 12/18	101-4010-4011-8110-000	217.46

Inv 219938 Total 217.46

205589 Total: 425.64

SDSI0107 - Security Design Systems, Inc. Total: 425.64

SEHO8032 - Horng, Serene Line Item Account

205538 01/03/2019

Inv 12.12.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Refund/Rebate for HET Toilet	500-3010-3012-8032-000	200.00

Inv 12.12.18 Total 200.00

205538 Total: 200.00

SEHO8032 - Horng, Serene Total: 200.00

SER6856 - Service Pro Pest Mgmt Company Line Item Account

205590 01/03/2019

Inv 17564

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2018	City Wide Pest Control 11/18	101-6010-6601-8120-000	401.67

Inv 17564 Total 401.67

205590 Total: 401.67

SER6856 - Service Pro Pest Mgmt Company Total: 401.67

SESA8264 - SESAC Line Item Account

205591 01/03/2019

Inv 10262123

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Annual Music License Fee Acct # 80084	101-8030-8032-8264-000	875.00

Inv 10262123 Total 875.00

205591 Total: 875.00

SESA8264 - SESAC Total: 875.00

Check Number	Check Date	Amount
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SGBM6010 - Gabrieleno Band of Mission Indians-Kizh Nation Line Item Account

205524 01/03/2019

 Inv 1443

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2018	Graves Reservoir Native American Monitoring	500-9000-9289-9289-000	1,459.03

 Inv 1443 Total 1,459.03

205524 Total: 1,459.03

SGBM6010 - Gabrieleno Band of Mission Indians-Kizh Nation Total:

1,459.03

SGV5685 - S.G.V. Medical Center Line Item Account

205587 01/03/2019

 Inv 822941

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	PD Blood Alcohol Withdrawal - Gomez Agustin	101-4010-4011-8170-000	48.00

 Inv 822941 Total 48.00

 Inv 828028

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2019	PD Blood Alcohol w/Drawl - Soren Muniz	101-4010-4011-8170-000	48.00

 Inv 828028 Total 48.00

 Inv 828683

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/16/2018	PD Blood Alcohol Withdrawal - Long Kimma	101-4010-4011-8170-000	48.00

 Inv 828683 Total 48.00

205587 Total: 144.00

SGV5685 - S.G.V. Medical Center Total:

144.00

SHO6666 - Shono, Jean Line Item Account

205592 01/03/2019

 Inv 12.31.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2018	Instructor Crochet/ Knitting Class	101-8030-8021-8267-000	28.00

 Inv 12.31.18 Total 28.00

205592 Total: 28.00

SHO6666 - Shono, Jean Total: 28.00

SPWS8020 - SupplyWorks Line Item Account

205597 01/03/2019

Inv 466658473

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	441.37

Inv 466658473 Total 441.37

Inv 468939087

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	458.63

Inv 468939087 Total 458.63

205597 Total: 900.00

SPWS8020 - SupplyWorks Total: 900.00

SRYC5011 - Stericycle Inc. Line Item Account

205595 01/03/2019

Inv 3004515875

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2019	FD Medical Waste	101-5010-5011-8025-000	137.67

Inv 3004515875 Total 137.67

205595 Total: 137.67

SRYC5011 - Stericycle Inc. Total: 137.67

STA5219 - Staples Business Advantage Line Item Account

205594 01/03/2019

Inv 3385697263

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	PD Office Supplies	101-4010-4011-8000-000	285.50

Inv 3385697263 Total 285.50

Inv 3385778471

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2018	PD Office Supplies	101-4010-4011-8000-000	33.18

Inv 3385778471 Total 33.18

Inv 3386161460

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
	10/06/2018	PD Office Supplies	101-4010-4011-8000-000 69.64
	Inv 3386161460	Total	69.64
	Inv 3389424401		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2018	PD Office Supplies	101-4010-4011-8000-000	52.77
	Inv 3389424401	Total	52.77
	Inv 3389775898		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2018	PD Office Supplies	101-4010-4011-8000-000	24.08
	Inv 3389775898	Total	24.08
	Inv 3389775899		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	PD Office Supplies	101-4010-4011-8000-000	16.09
	Inv 3389775899	Total	16.09
	Inv 3389775900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	PD Office Supplies	101-4010-4011-8000-000	24.08
	Inv 3389775900	Total	24.08
	Inv 3389870434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	PD Office Supplies	101-4010-4011-8000-000	14.22
	Inv 3389870434	Total	14.22
	Inv 3389944444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	PD Office Supplies	101-4010-4011-8000-000	789.85
	Inv 3389944444	Total	789.85
	Inv 3390398883		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	PD Office Supplies	101-4010-4011-8000-000	160.74
	Inv 3390398883	Total	160.74
	Inv 3390862611		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2018	PD Office Supplies	101-4010-4011-8000-000	146.00
	Inv 3390862611	Total	146.00

Inv 3393623437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	PD Office Supplies	101-4010-4011-8000-000	150.00

Inv 3393623437 Total 150.00

Inv 3393623438

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2018	PD Office Supplies	101-4010-4011-8000-000	554.14

Inv 3393623438 Total 554.14

Inv 3393840893

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2018	PD Office Supplies	101-4010-4011-8000-000	97.65

Inv 3393840893 Total 97.65

Inv 3394187080

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2018	Lib Office Supplies	101-8010-8011-8000-000	141.21

Inv 3394187080 Total 141.21

Inv 3394905077

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2018	PD Office Supplies	101-4010-4011-8020-000	180.51

Inv 3394905077 Total 180.51

Inv 3395167132

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	PD Office Supplies	101-4010-4011-8000-000	171.64

Inv 3395167132 Total 171.64

Inv 3395167133

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2018	PD Office Supplies	101-4010-4011-8020-000	689.15

Inv 3395167133 Total 689.15

Inv 3396559688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Lib Office Supplies	101-8010-8011-8000-000	244.51

Inv 3396559688 Total 244.51

Inv 3396559689

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2018	Lib Office Supplies	101-8010-8011-8000-000	14.11

Check Number	Check Date		Amount
Inv 3396559689	Total		14.11
Inv 3396763615			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2018	Lib Office Supplies	101-8010-8011-8000-000	79.92
Inv 3396763615	Total		79.92
Inv 3396959390			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2018	Lib Office Supplies	101-8010-8011-8000-000	499.10
Inv 3396959390	Total		499.10
Inv 3397249751			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2018	CS Office Supplies	207-8030-8025-8100-000	149.10
11/25/2018	CS Office Supplies	207-8030-8025-8000-000	171.99
Inv 3397249751	Total		321.09
Inv 3397383881			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Lib Office Supplies	101-8010-8011-8000-000	80.53
Inv 3397383881	Total		80.53
Inv 3397383883			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	Lib Office Supplies	101-8010-8011-8000-000	164.44
Inv 3397383883	Total		164.44
Inv 3397383885			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2018	PW Office Supplies	101-6010-6601-8000-000	104.00
Inv 3397383885	Total		104.00
Inv 3397451826			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2018	PD Office Supplies	101-4010-4011-8000-000	131.39
Inv 3397451826	Total		131.39
Inv 3398145172			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	PD Office Supplies	101-4010-4011-8000-000	462.50
Inv 3398145172	Total		462.50

Check Number	Check Date		Amount
Inv	3398357873		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2018	PD Office Supplies Credit	101-4010-4011-8020-000	-65.69
Inv 3398357873 Total			-65.69
Inv	3398447543		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2019	PD Office Supplies	101-4010-4011-8000-000	49.20
Inv 3398447543 Total			49.20
Inv	3398607207		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	CS Office Supplies	101-8030-8021-8020-000	288.15
12/07/2018	CS Office Supplies	101-8030-8021-8000-000	395.16
Inv 3398607207 Total			683.31
Inv	3398607208		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	CS Office Supplies	101-8030-8021-8000-000	34.45
Inv 3398607208 Total			34.45
Inv	3398607209		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	PW Office Supplies	101-6010-6601-8000-000	9.42
12/07/2018	PW Office Supplies	210-6010-6501-8020-000	9.26
12/07/2018	PW Office Supplies	101-6010-6410-8020-000	9.26
12/07/2018	PW Office Supplies	101-6010-6011-8000-000	39.26
12/07/2018	PW Office Supplies	101-6010-6011-8020-000	9.26
12/07/2018	PW Office Supplies	215-6010-6310-8020-000	9.26
12/07/2018	PW Office Supplies	210-6010-6501-8000-000	33.98
12/07/2018	PW Office Supplies	230-6010-6116-8020-000	9.26
12/07/2018	PW Office Supplies	215-6010-6201-8020-000	9.26
12/07/2018	PW Office Supplies	101-6010-6601-8020-000	9.26
12/07/2018	PW Office Supplies	230-6010-6116-8000-000	33.98
Inv 3398607209 Total			181.46
Inv	3398797469		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2018	CS Office Supplies	101-8030-8021-8020-000	41.60
Inv 3398797469 Total			41.60
Inv	3399008181		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2018	CS Office Supplies	101-8030-8021-8000-000	93.06
Inv 3399008181 Total			93.06

Inv 3399008182

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	CS Office Supplies	101-8030-8021-8000-000	47.50

Inv 3399008182 Total 47.50

Inv 3399081642

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	PD Office Supplies	101-4010-4011-8000-000	123.72

Inv 3399081642 Total 123.72

Inv 33991702325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2019	PD Office Supplies	101-4010-4011-8000-000	34.56

Inv 33991702325 Total 34.56

Inv 3399170326

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	PD Office Supplies	101-4010-4011-8000-000	12.68

Inv 3399170326 Total 12.68

205594 Total: 6,937.89

STA5219 - Staples Business Advantage Total: 6,937.89

SUHN4460 - Han, Sunnie Line Item Account

205534 01/03/2019

Inv 12.04.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Refund for unused annual overnight parking permit # 52205	101-0000-0000-4460-000	60.00

Inv 12.04.18 Total 60.00

205534 Total: 60.00

SUHN4460 - Han, Sunnie Total: 60.00

SWRCB900 - SWRCB Accounting Office Line Item Account

205598 01/03/2019

Inv WD-0137980

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2018	Annual Waste Discharge Permit Fee 7/1/18-6/30/19	101-6010-6015-8020-000	2,286.00

Inv WD-0137980 Total 2,286.00

Check Number	Check Date		Amount
205598 Total:			2,286.00
SWRCB900 - SWRCB Accounting Office Total:			2,286.00
THR5910 - George L.Throop Co. Line Item Account			
205527	01/03/2019		
Inv	01-773338-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Supplies for Street Div.	230-6010-6116-8020-000	323.21
Inv 01-773338-00 Total			323.21
Inv	01-773340-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2018	Supplies for 2052 La France	230-6010-6116-8020-000	722.66
Inv 01-773340-00 Total			722.66
205527 Total:			1,045.87
THR5910 - George L.Throop Co. Total:			1,045.87
TIM4011 - Time Warner Cable Line Item Account			
205599	01/03/2019		
Inv	008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2018	12/22-1/21/19	101-8030-8021-8110-000	210.71
Inv 008 0251967 Total			210.71
205599 Total:			210.71
TIM4011 - Time Warner Cable Total:			210.71
TOPL8267 - Plasil, Tony Line Item Account			
205571	01/03/2019		
Inv	12.28.18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Instructor Ballroom Dance Dec.18	101-8030-8021-8267-000	120.00
Inv 12.28.18 Total			120.00
205571 Total:			120.00
OPL8267 - Plasil, Tony Total:			120.00

Check Number	Check Date		Amount
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UCL6115 - UCLA Center for Prehospital Care Line Item Account

205600 01/03/2019

Inv 2042

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	FD Education & Training 12/18	101-5010-5011-8170-000	1,985.92

Inv 2042 Total 1,985.92

205600 Total: 1,985.92

UCL6115 - UCLA Center for Prehospital Care Total:

1,985.92

ULIN8021 - ULINE Line Item Account

205601 01/03/2019

Inv 103773092

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2018	Home Delivery Svcs. for Senior Center	101-8030-8021-8020-000	406.37

Inv 103773092 Total 406.37

205601 Total: 406.37

ULIN8021 - ULINE Total:

406.37

UND6710 - Underground Service Alert Line Item Account

205602 01/03/2019

Inv 1120180692

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Underground Svcs Alerts 11/18	500-6010-6710-8020-000	140.35

Inv 1120180692 Total 140.35

205602 Total: 140.35

UND6710 - Underground Service Alert Total:

140.35

UPP7789 - Upper S.G.Mun. Water Dist. Line Item Account

205605 01/03/2019

Inv 2/11-18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	MWD Water Supply Charge for Kollie Ave/Monterey Rd. 11/18	500-6010-6711-8233-000	155,402.00

Inv 2/11-18 Total 155,402.00

205605 Total: 155,402.00

UPP7789 - Upper S.G.Mun. Water Dist. Total: 155,402.00

UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account

205603 01/03/2019

Inv 480545

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2018	Library Recovering Agency Svcs. 11/18	101-8010-8011-8180-000	402.75

Inv 480545 Total 402.75

205603 Total: 402.75

UQMS8010 - Unique Mgmt Svcs Inc. Total: 402.75

URBP8035 - Urban Pet Line Item Account

205606 01/03/2019

Inv CR2109577

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2018	Dog Food for Barry & Lisu	101-4010-4011-8035-000	151.09

Inv CR2109577 Total 151.09

205606 Total: 151.09

URBP8035 - Urban Pet Total: 151.09

VAL1111 - Valencia, James Line Item Account

205607 01/03/2019

Inv 12.14.18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2018	Remib. PD Training Expense	101-4010-4011-8210-000	16.00

Inv 12.14.18 Total 16.00

205607 Total: 16.00

VAL1111 - Valencia, James Total: 16.00

VEWI8020 - Vision Electric Wholesale Inc. Line Item Account

205609 01/03/2019

Inv 33023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2018	Meridain Park Tree Holiday Light Receptacle	101-6010-6601-8020-000	426.24

Inv 33023 Total 426.24

Check Number Check Date Amount

205609 Total: 426.24

VEWI8020 - Vision Electric Wholesale Inc. Total: 426.24

WES4152 - West Coast Arborists, Inc. Line Item Account

205610 01/03/2019

Inv 142904

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2018	Parkway/Median & Street Tree Removal & Planning 11/16-11/30/18	215-6010-6310-9181-000	20,391.00
11/30/2018	Palm Tree Trimming 11/16-11/30/18	215-6010-6310-8180-000	20,080.00

Inv 142904 Total 40,471.00

205610 Total: 40,471.00

WES4152 - West Coast Arborists, Inc. Total: 40,471.00

WON6400 - Bob Wondries Ford Line Item Account

205490 01/03/2019

Inv 571793

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2018	Unit # 1703 Vehicle Maint.	101-4010-4011-8100-000	323.39

Inv 571793 Total 323.39

Inv 572510

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2018	Unit # 1407 Vehicle Maint.	101-4010-4011-8100-000	80.05

Inv 572510 Total 80.05

Inv 573888

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2018	Unit # 0218 - Vehicle Repairs	101-4010-4011-8100-000	345.72

Inv 573888 Total 345.72

205490 Total: 749.16

WON6400 - Bob Wondries Ford Total: 749.16

YTI1023 - Y Tire Sales Line Item Account

205612 01/03/2019

Inv 0009138

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2018	Unit # 19 Vehicle Maint. Tires	500-6010-6710-8100-000	1,364.05

Inv 0009138 Total 1,364.05

205612 Total:				1,364.05
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YTI1023 - Y Tire Sales Total:				1,364.05
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ZUMAR103 - Zumar Industries, Inc. Line Item Account

205613	01/03/2019			
Inv	0178822			

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Street Name Signs & Supplies	230-6010-6116-8020-000	271.26

Inv 0178822 Total				271.26
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Inv	0178896			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Street Name Signs & Supplies	230-6010-6116-8020-000	206.13

Inv 0178896 Total				206.13
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Inv	0178897			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Street Name Signs & Supplies	230-6010-6116-8020-000	672.00

Inv 0178897 Total				672.00
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Inv	80006			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Street Name Signs & Supplies	230-6010-6116-8020-000	492.76

Inv 80006 Total				492.76
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205613 Total:				1,642.15
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ZUMAR103 - Zumar Industries, Inc. Total:				1,642.15
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ZZLI3012 - Li, Zhenzhen Line Item Account

205552	01/03/2019			
Inv	12.12.18			

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2018	Refund Rebate Toilet	500-3010-3012-8032-000	200.00

Inv 12.12.18 Total				200.00
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205552 Total:				200.00
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ZZLI3012 - Li, Zhenzhen Total:				200.00
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Check Number Check Date

Amount

Total:

936,755.03

ATTACHMENT 4
Payroll 12.14.18
Payroll 12.28.18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 12.14.18

Account Number	Account Name	01.16.2019
101-0000-0000-1010-000	General Fund - Payroll cash	506,221.13
	Other Withholding Payables	\$ 224,837.43
101-0000-0000-1010-000	Net General Fund - Payroll Cash	281,383.70
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,130.56
207-0000-0000-1010-000	Prop C - Payroll Cash	5,856.51
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,573.43
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aessment - PR Ca	5,553.33
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	15,436.98
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	45,994.96
700-0000-0000-2210-000	Internal Revenue Service	51,326.03
700-0000-0000-2220-000	Employment Development Dept.	19,744.49
700-0000-0000-2230-000	Internal Revenue Service	17,503.60
700-0000-0000-2240-000	PERS Pension	85,117.49
700-0000-0000-2260-000	Deferred Comp - Empower	14,709.07
700-0000-0000-2262-000	PERS Health - Actives	113,144.67
101-3011-3041-7131-000	PERS Health - Retirees	45,416.08
Total Checks & Direct Deposits		719,890.90
Checks		22,680.13
Direct Deposits		350,249.34
I.R.S Payments		68,829.63
E.D.D. - State of CA		19,744.49
PERS Pension		85,117.49
Deferred Comp - Empower		14,709.07
PERS Health		158,560.75
		719,890.90
To 700		575,086.77
Other PR Payable		224,837.43
ACH Payable		350,249.34

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 12.28.18

Account Number	Account Name	01.16.2019
101-0000-0000-1010-000	General Fund - Payroll cash	632,600.63
	Other Withholding Payables	\$ 340,883.09
101-0000-0000-1010-000	Net General Fund - Payroll Cash	291,717.54
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	8,316.73
207-0000-0000-1010-000	Prop C - Payroll Cash	6,408.78
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	13,365.58
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR Ca	6,829.85
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	17,394.99
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	54,954.53
700-0000-0000-2210-000	Internal Revenue Service	58,497.99
700-0000-0000-2220-000	Employment Development Dept.	22,271.97
700-0000-0000-2230-000	Internal Revenue Service	18,369.14
700-0000-0000-2240-000	PERS Pension	87,211.49
700-0000-0000-2260-000	Deferred Comp - Empower	12,197.30
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		597,535.89
Checks		25,245.41
Direct Deposits		373,742.59
I.R.S Payments		76,867.13
E.D.D. - State of CA		22,271.97
PERS Pension		87,211.49
Deferred Comp - Empower		12,197.30
PERS Health		
		597,535.89
To 700		714,625.68
Other PR Payable		340,883.09
ACH Payable		373,742.59

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total



Redevelopment Successor Agency Check Summary Total

Agency Warrants

01.16.19

<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

\$ -



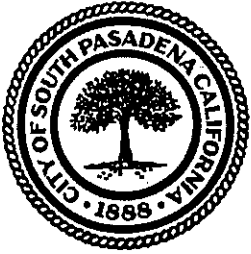
Marina Khubesrian M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary

Craig Koehler, Agency Treasurer



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City Council Agenda Report

ITEM NO. 10

DATE: January 16, 2019
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: Monthly Investment Reports for November 2018

Recommendation

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

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

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

Background

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

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7476. A copy of the Resolution is available at the City Clerk's Office.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

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: City Investment Reports for November 2018

Exhibit A

City of South Pasadena

INVESTMENT REPORT
November 30, 2018

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.208%	40.26%	10,969,897.55	10,969,897.55
SUBTOTAL			40.26%	<u>10,969,897.55</u>	<u>10,969,897.55</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.65%	42.68%	11,627,842.15	11,394,743.33
Corporate Bonds	See Exhibit B-1	2.62%	17.06%	<u>4,648,189.80</u>	<u>4,552,130.77</u>
SUBTOTAL			59.74%	<u>16,276,031.95</u>	<u>15,946,874.10</u>
TOTAL INVESTMENTS			100.00%	<u>\$27,245,929.50</u>	<u>\$26,916,771.65</u>

2016 WATER REVENUE BONDS ESCROW FUND **

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

Wells Fargo Govt. Securities	See Exhibit B-2	1.748%	40,680,000.00	40,365,154.48
Wells Fargo Uninvested Cash Balance			1,175.02	1,175.02

BANK ACCOUNTS:

Bank of the West Account Balance:	\$2,430,673.58
Morgan Stanley Uninvested Cash Balance:	\$494,402.43
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$154,071.69

Required Disclosures:

Average weighted maturity of the portfolio 366 DAYS

Average weighted total yield to maturity of the portfolio 2.043%

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

All investments are in conformity with the City Investment Policy.

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

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
November 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1 Gov't. Securities	U.S. Treasury Note	912828ST8	413,000.00	100.020	413,082.10	410,868.92	1.260%	(2,213.18)
2 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.130	823,066.60	812,045.58	1.640%	(11,021.02)
3 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	162,013.96	1.640%	(1,627.37)
4 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	254,519.30	1.270%	(494.43)
5 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,394.50	1.270%	(453.74)
6 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,740.50	1.270%	(246.62)
7 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.367	97,356.07	95,321.90	1.270%	(2,034.17)
8 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	243,857.50	1.410%	(2,744.00)
9 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.603	74,446.00	72,181.82	1.410%	(2,264.18)
10 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.598	330,968.38	320,916.47	1.410%	(10,051.91)
11 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	482,945.46	1.420%	(12,409.16)
12 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.613	150,919.10	145,465.50	1.420%	(5,453.60)
13 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.629	281,760.18	271,535.60	1.420%	(10,224.58)
14 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.395	738,908.90	722,862.40	2.030%	(16,046.50)
15 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.230	495,134.40	482,539.20	2.050%	(12,595.20)
16 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	476,418.54	1.810%	(17,002.49)
17 Gov't. Securities	U.S. Treasury Note	912828WZ9	279,000.00	95,836.000	267,382.16	269,070.39	1.810%	1,688.23
17 Gov't. Securities	U.S. Treasury Note	912828P4	413,000.00	99.816	412,241.73	399,028.21	1.940%	(13,213.52)
18 Gov't. Securities	U.S. Treasury Note	912828P4	579,000.00	99.211	574,431.11	559,412.43	1.940%	(15,018.68)
19 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.021	309,066.35	306,107.76	1.260%	(2,958.59)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.183	309,564.04	306,107.76	1.260%	(3,456.28)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.294	20,058.76	19,812.80	1.260%	(245.96)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.179	345,618.94	341,770.80	1.260%	(3,848.14)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.239	481,145.64	474,048.00	1.260%	(7,097.64)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.456	502,278.70	490,190.00	1.400%	(12,088.70)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.305	364,699.13	354,193.20	2.410%	(10,505.93)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	101.773	331,780.45	320,741.62	2.410%	(11,038.83)
27 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	636,777.40	1.180%	(23,600.85)
28 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.064	630,401.62	629,256.60	1.870%	(1,145.02)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.143	19,027.11	18,977.58	1.870%	(49.53)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.162	13,021.12	12,984.66	1.870%	(36.46)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	100.242	200,483.54	199,764.00	1.870%	(719.54)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.194	100,193.83	99,882.00	1.870%	(311.83)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.040	568,226.68	560,718.24	1.640%	(7,508.44)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	101.829	408,333.69	393,272.73	1.910%	(15,060.96)

10 - 4

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
November 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,626,000.00		11,627,842.15	11,394,743.33	1.652%	(233,098.82)
35 Corporate Bond	Pepsico Inc.	713448CK2	163,000.00	100.061	163,099.98	162,934.80	1.120%	(165.18)
36 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.013	112,014.88	111,901.44	1.050%	(113.44)
37 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.040	6,002.40	5,994.72	1.050%	(7.68)
38 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.046	3,001.37	2,997.36	1.050%	(4.01)
39 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.102	39,039.97	38,965.68	1.050%	(74.29)
40 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.049	82,039.80	81,763.02	1.400%	(276.78)
41 Corporate Bond	United Parcel Service	911312AK2	75,000.00	101.240	75,930.36	75,537.00	5.040%	(393.36)
42 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.204	61,124.44	60,854.21	2.250%	(270.23)
43 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.342	61,208.78	60,800.53	2.200%	(408.25)
44 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.337	20,067.31	19,934.60	2.200%	(132.71)
45 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.474	78,369.90	77,599.08	2.110%	(770.82)
46 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	32,000.00	100.263	32,084.21	31,836.16	2.000%	(248.05)
47 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.160	8,012.76	7,959.04	2.000%	(53.72)
48 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.265	2,005.30	1,989.76	2.000%	(15.54)
49 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.439	38,167.00	37,805.44	2.000%	(361.56)
50 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,952.54	1.210%	(175.13)
51 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.203	111,225.53	110,412.81	1.210%	(812.72)
52 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.305	7,021.35	6,962.97	1.210%	(58.38)
53 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.348	45,156.41	44,761.95	1.210%	(394.46)
54 Corporate Bond	Boing Capital Corporation	097014AL8	121,000.00	101.644	122,989.04	123,063.05	1.210%	74.01
55 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,826.58	1.420%	(737.18)
56 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.287	105,301.48	103,998.30	1.920%	(1,303.18)
57 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.252	13,032.78	12,875.98	1.920%	(156.80)
58 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.383	3,011.48	2,971.38	1.920%	(40.10)
59 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	100.730	40,291.91	39,618.40	1.920%	(673.51)
60 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.613	81,496.13	79,964.01	1.720%	(1,532.12)
61 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.597	81,483.75	80,264.52	2.470%	(1,219.23)
62 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	101.903	80,503.47	80,202.38	4.340%	(301.09)
63 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	103.261	104,293.73	103,216.95	4.970%	(1,076.78)
64 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	103.334	6,200.06	6,131.70	4.970%	(68.36)
65 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	103.352	2,067.04	2,043.90	4.970%	(23.14)
66 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	103.776	35,283.88	34,746.30	4.970%	(537.58)
67 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.437	101,368.65	100,180.50	4.990%	(1,188.15)
68 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	103.813	8,305.07	8,178.00	4.990%	(127.07)
69 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	103.941	2,078.81	2,044.50	4.990%	(34.31)
70 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	104.442	39,688.02	38,845.50	4.990%	(842.52)
71 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	104.066	5,203.28	5,111.25	4.990%	(92.03)
72 Corporate Bond	Cisco Systems Inc.	17275RAX0	123,000.00	99.109	121,904.07	121,728.18	4.990%	(175.89)
72 Corporate Bond	Wal-Mart	931142CU5	76,000.00	103.709	78,818.55	76,636.88	3.570%	(2,181.67)

10 - 5

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
November 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
73 Corporate Bond	Target Corp.	87612EAV8	39,000.00	103.637	40,418.52	39,422.37	3.800%	(996.15)
74 Corporate Bond	Target Corp.	87612EAV8	36,000.00	103.711	37,335.94	36,389.88	3.800%	(946.06)
75 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.743	53,393.97	52,630.59	2.710%	(763.38)
76 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.862	7,060.35	6,951.21	2.710%	(109.14)
77 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	101.711	18,307.98	17,874.54	2.710%	(433.44)
78 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.333	42,559.72	41,707.26	2.710%	(852.46)
79 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.416	56,232.93	55,474.72	2.460%	(758.21)
80 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.552	3,016.55	2,971.86	2.460%	(44.69)
81 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.428	20,285.55	19,812.40	2.460%	(473.15)
82 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.457	54,786.97	53,235.90	2.570%	(1,551.07)
83 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.505	24,361.10	23,660.40	2.570%	(700.70)
84 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.274	60,164.18	58,798.20	2.190%	(1,365.98)
85 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.518	20,303.62	19,599.40	2.190%	(704.22)
86 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.575	163,937.16	160,463.72	2.650%	(3,473.44)
87 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.596	62,369.28	60,558.50	1.910%	(1,810.78)
88 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.867	19,164.69	18,558.25	1.910%	(606.44)
89 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.878	61,535.80	59,797.69	2.340%	(1,738.11)
90 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.668	62,414.45	60,777.98	2.340%	(1,636.47)
91 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.090	83,074.73	81,403.08	1.980%	(1,671.65)
92 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.204	55,662.39	54,291.05	2.440%	(1,371.34)
93 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.312	25,327.96	24,677.75	2.440%	(650.21)
94 Corporate Bond	VISA	92826CAA0	162,000.00	100.427	162,691.55	159,058.08	2.230%	(3,633.47)
95 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	105.963	115,499.87	107,910.00	4.480%	(7,589.87)
96 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	106.089	36,070.30	33,660.00	4.480%	(2,410.30)
97 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	104.109	78,081.59	76,031.25	4.010%	(2,050.34)
98 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.149	163,862.11	158,316.12	2.260%	(5,545.99)
99 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	105.568	159,408.36	154,580.21	4.470%	(4,828.15)
100 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.070	65,045.52	62,288.85	1.700%	(2,756.67)
101 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,290.93	1.700%	(574.26)
102 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	158,653.60	2.060%	(4,114.76)
103 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.855	82,700.73	79,927.04	2.430%	(2,773.69)
104 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.526	164,472.58	157,243.68	2.760%	(7,228.90)
105 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.839	81,242.48	78,320.60	3.070%	(2,921.88)
106 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.994	163,189.74	156,718.40	2.740%	(6,471.34)
107 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.226	81,993.20	78,463.89	2.560%	(3,529.31)
Subtotal Corporate Bonds			4,589,000.00		4,648,189.80	4,552,130.77	2.625%	(96,059.03)

10 - 6

Exhibit B-1

**Funds and Investments
Held by Contracted (Third) Parties
November 30, 2018**

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-		-	494,402.43		
Accrued Interest						84,390.91		
Subtotal Cash & Cash Equivalents						578,793.34		
Grand Totals			16,215,000.00		16,276,031.95	16,525,667.44	1.862%	(329,157.85)
Unsettled Transactions								
					123,050.87	123,050.87		
Subtotal Unsettled Transactions			-		123,050.87	123,050.87		
Totals incl. Unsettled Transactions			16,215,000.00		16,399,082.82	16,648,718.31		(329,157.85)
Totals per Bank Statement			16,215,000.00		16,399,082.82	16,648,718.31		(329,157.85)

10-7

Exhibit B-2

Funds and Investments
Held by Contracted (Third) Parties
November 30, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
BNY Mellon Project Fund									
1 Cash			-	0.010%	-	0.010%		1	
2 Morgan Stanley Treasury Portfolio			494,402.43	0.250%	494,402.43	0.250%		1	
Subtotal Cash & Cash Equivalents			494,402.43	0.250%	494,402.43	0.250%		1	
Total Project Fund			494,402.43	0.250%	494,402.43	0.250%		1	
Wells Fargo Escrow Fund -- Information Only									
1 Cash			1,175.02	0.100%	1,175.02	0.100%		1	
Subtotal Cash & Cash Equivalents			1,175.02	0.100%	1,175.02	0.100%		1	
2 Gov't. Securities U.S. Treasury Note		11/10/2016	592,000.00	1.625%	590,241.76	1.625%	3/31/2019	121	912828C65
3 Gov't. Securities U.S. Treasury Note		11/10/2016	40,088,000.00	1.750%	39,774,912.72	1.750%	9/30/2019	304	912828F39
Subtotal Securities			40,680,000.00	1.748%	40,365,154.48	1.748%		301	
Total Escrow Fund			40,681,175.02	1.748%	40,366,329.50	1.748%		301	

10-8



Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
JULY	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829
AUGUST	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493
SEPTEMBER	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168
OCTOBER	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542
NOVEMBER	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772
DECEMBER	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	
JANUARY	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	
FEBRUARY	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	
MARCH	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	
APRIL	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	
MAY	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	
JUNE	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	

10-9

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City Council Agenda Report

ITEM NO. 11

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager *J.*

PREPARED BY: Margaret Lin, Principal Management Analyst *M.L.*

SUBJECT: **Authorize the City Manager to Accept a Grant Award from the Los Angeles County Metropolitan Transportation Authority in the Amount of \$332,000; Execute a Memorandum of Understanding for the City to Participate in the 626 Golden Streets Mission to Mission Ciclovía Working Group; and Professional Services Agreement with BikeSGV for Services Associated with the Planning and Hosting of the 626 Golden Streets Mission to Mission Ciclovía**

Recommendation

It is recommended that the City Council authorize the City Manager to execute:

1. A Grant Award from the Los Angeles County Metropolitan Transportation Authority (Metro) in the amount of \$332,000 for the 626 Golden Streets Mission to Mission Ciclovía (Mission to Mission); and
2. A Memorandum of Understanding (MOU) for the City to participate in the Mission to Mission Working Group; and
3. A Professional Services Agreement (PSA) with Bike San Gabriel Valley (BikeSGV) for services associated with the planning and hosting of Mission to Mission.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Open Streets Grant Award

The City, in collaboration with BikeSGV, was awarded \$332,000 from Metro to plan and host Mission to Mission, which includes approximately five miles of open streets through the cities of Alhambra, San Gabriel, and South Pasadena (Partner Cities). The event will feature approximately 5 miles of open streets starting at the Mission Street/Meridian Avenue Gold Line Station traveling east along Mission Street to Marengo Avenue, south along Marengo Avenue to the City limit at Alhambra Road; from there it will continue through the City of Alhambra and end at the Mission in the City of San Gabriel.

Mission to Mission MOU and Working Group

The purpose of the Mission to Mission Working Group is to share resources and collaborate in the planning and hosting of the event. The MOU was drafted to formalize the creation of a working group and coordinate planning activities. Representatives from each of the cities have met and collaborated on the planning for Mission to Mission. The City will function as the Fiduciary Agent to enter into contracts for the planning, implementation, and hosting of Mission to Mission on behalf of the Working Group. As the Fiduciary Agent, the City will retain five percent of the grant funds for these administrative services.

Professional Services Agreement

Execution of the PSA with BikeSGV will allow cities staff of the Mission to Mission Working Group to work with BikeSGV to plan and host a successful open streets event. The Metro grant funding will be used to hire consultants to assist with the planning and operations of the event. BikeSGV was included as a partner organization in the grant application and will serve as the primary coordinator for the event.

Next Steps

1. Execute a PSA for Traffic Control Services on behalf of the Mission to Mission Working Group.
2. City staff to participate in the Working Group to plan and host the Mission to Mission Ciclovía on May 19, 2019.
3. Coordinate with the partner cities to submit for reimbursement from Metro.

Background

In March 2018, the Metro Board approved initiation of Cycle Three of the Open Streets Grant Program. The City submitted an application with BikeSGV, a non-profit bicycling advocacy group, to host an open streets event that would traverse approximately 5 miles, through the Partner Cities. On September 19, 2018, Metro awarded \$332,000 to the City for the Mission to Mission Ciclovía.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

This project is funded through local monies (Proposition C) and will require a budget amendment increase the Golden Streets Grant Account (249-2010-2011-8170-000) to \$415,000, which will be reimbursed from the Miscellaneous Grants Account (101-0000-0000-5071-003). The participating cities will share costs (monetary, staffing, and other resources) which may result in significant savings. To initiate the agreement, member cities will provide a 20 percent in-kind match for the funds received based on the length of the route, number of soft closures, and number of hard closures within their jurisdiction. The total project cost is \$415,000; \$332,000 will be provided by Metro and in-kind matches from the participating cities will be responsible \$66,400 for the local match. The local match can include staff time or in-kind contributions. Of the \$66,400 of local match, the City would be responsible for \$25,602.52. This

Authorize the City Manager to Execute Contracts and Agreements Associated with the 626 Golden Streets Mission to Mission Ciclovía
January 16, 2019
Page 3 of 3

amount was calculated based on the number of miles, hard closures, and soft closures that would be included in each jurisdiction. In addition, the City will receive \$16,600 (five percent of the grant funds) as the Fiduciary Agent for administering the Metro grant. The in-kind match for the City paid through staff time will be charged to Golden Streets Grant Salaries Account (249-2010-2011-7000-000).

Public Notification of Agenda Item

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

Attachments:

1. Grant Award
2. Mission to Mission MOU
3. PSA – BikeSGV

ATTACHMENT 1
Grant Award



**GRANT AGREEMENT FOR
OPEN STREETS GRANT PROGRAM CYCLE THREE**

This Grant Agreement for Open Streets Grant Program Cycle Two (the "**Agreement**") is dated the day of the LACMTA Board Approval September 27, 2018 (the "**Effective Date**") and is by and between the City of South Pasadena (the "**Grantee**") and the Los Angeles County Metropolitan Transportation Authority ("**LACMTA**").

RECITALS

- A. On September 27, 2018, the LACMTA Board approved the Open Streets Grant Program Cycle Three providing Los Angeles County Proposition C 25% funds for one-day events that close the street to automotive traffic and open them to people to walk or bike ("**Open Street Events**"). Should other eligible funding sources become available, they may be used in place of the identified funds.
- B. Proposition C 25% funds are eligible for Transportation System Management/Demand Management (TSM/TDM) programs such as Open Streets events. SCAG identifies Open Street Events as Transportation System Management / Demand Management (TSM/TDM) programs in the 2012 Regional Transportation Plan (RTP) Congestion Management Appendix in the section titled Congestion Management Toolbox – Motor Vehicle Restriction Zones.
- C. On September 27, 2018, the LACMTA Board approved the award of \$332,000 to Grantee for Grantee's Open Street Event titled 626 Golden Streets | Mission-to-Mission (Open Street Grant Program ID#CYC182) and which is more particularly described in the Scope of Work ("**Scope of Work**") attached as Exhibit "A" hereto (the "**Project**"). Grantee's actual one day open street event is referred to herein as the "**Event**." The term Project, as used herein, is defined to include all planning activities as well as the Event itself.
- D. Grantee has agreed to provide the required local match (in kind or monetary) of \$83,000 (the "Local Match"), as described in the Financial Plan that is attached as Exhibit "B", and any additional funding required to complete the Project. The Financial Plan documents all sources of funds programmed for the Project.

NOW, THEREFORE, the parties hereto do agree as follows:

AGREEMENT

1. GRANT OF FUNDS

1.1 LACMTA shall make a one-time grant of funds in the amount of \$332,000 (the "**Funds**") to Grantee subject to the terms and conditions of the Grant and this Agreement.

1.2 This one time grant shall be paid on a reimbursement basis. The Local or In-Kind Match must be spent in the appropriate proportion to the Funds.

1.3 Grantee shall be subject to, and shall comply with, all requirements of the United States Department of Transportation (USDOT) and the United States Department of Labor (USDOL). In addition, Grantee shall comply with all requirements of LACMTA.

1.4 The obligation for LACMTA to advance the Funds for the Project is subject to sufficient funds being made available for the Project by the LACMTA Board of Directors. If such funds are not made available for the Project, this Agreement shall be void and have no further force and effect.

2. SCOPE OF WORK

2.1 Grantee shall complete the Project, including, without limitation, producing the Event, as described in the Scope of Work. The Scope of Work for the Project is attached to this Agreement as Exhibit "A" hereto. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by Grantee including, without limitation, Project milestones and a set schedule for the Event. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a Grantee is consistently behind schedule in meeting milestones or in delivering the Event, then LACMTA will have the option to terminate this Agreement for default. Immaterial changes to the Scope of Work that do not affect the intent or length of the event such as changes of event name, start time, date and route may be approved administratively in writing by the Open Streets Grant Program Manager without a formal amendment. Any changes to the Scope of Work that change intent of the original Scope of Work, including but not limited to route length, changes in funding and/or changes to the Financial Plan must be made by amendment, in the manner described in paragraph 16.1.

2.2 Grantee shall utilize the Funds provided herein to complete the Project as described in the Scope of Work and in accordance with this Agreement. The grant funds provided herein can only be used towards the completion of the Scope of Work.

2.3 The grant shall provide the Funds for the non-infrastructure costs of implementing Open Street events per the Metro Board award on September 22, 2016. Per the funding guidelines, physical infrastructure costs associated with the events are not eligible for reimbursement.

2.4 Grantee shall employ any means necessary to ensure that no motorized vehicles operated by the public enter the event route. Grantee shall ensure that except for in the case of an emergency, city departments such as police and fire shall utilize only non-motorized forms of transportation on the event route during the hours of the event detailed in Exhibit A below.

3. TERM

3.1 The term of this Agreement shall commence on the Effective Date and shall terminate on December 31, 2020 (the "Termination Date"), unless terminated earlier as provided herein or extended by a written amendment to this Agreement.

4. REQUEST FOR REIMBURSEMENT

4.1 Not more frequently than once a month, Grantee will prepare and submit to LACMTA a Request for Reimbursement for allowable Project costs incurred by Grantee consistent with the Project's Scope of Work. The Request for Reimbursement submitted by Grantee shall be signed by an authorized agent who can duly certify the accuracy of the included information.

4.2 Each Request for Reimbursement must be submitted on Grantee's letterhead and shall include an invoice number and report the total of Project expenditures, specify the percent and amount of Proposition C Funds to be reimbursed, the amount of Local Match expended and include a detailed invoice describing all invoiced work completed along with appropriate detailed documentation supporting costs incurred. To ensure timely processing of invoices, each Request for Reimbursement shall not include any invoices which are older than three (3) months from the date of the Request for Reimbursement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at www.metro.net/projects_studies/call_projects/ref_docs.htm.

4.4 Any funds expended by Grantee prior to the Effective Date of this Agreement shall not be reimbursed nor shall they be credited toward Grantee's Local Match requirement, without the prior written consent of LACMTA. Local Match dollars expended prior to the Effective Date shall be spent at Grantee's own risk. If applicable, the first Request for Reimbursement may be accompanied by a report describing any tasks specified in the Scope of Work document which were accomplished prior to the Effective Date of this Agreement, which costs could be reimbursed with the Funds provided that LACMTA has provided prior written approval for such expenditures to Grantee and authorized reimbursement for such amounts.

4.5 Grantee shall be responsible for any and all cost overruns for the Project.

4.6 Grantee shall contribute Grantee's Local Match (in kind or monetary) of \$83,000 toward the Project. If the funds identified in Exhibit "B" are insufficient to complete the Project, Grantee agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

4.7 LACMTA will withhold ten percent (10%) of eligible expenditures per invoice as retainage. LACMTA will release the retainage after LACMTA has evaluated Grantee's performance according to the criteria specified by LACMTA and the data provided by Grantee in coordination with LACMTA's selected data collection contractor and has determined that all contract requirements under this Agreement have been satisfactorily fulfilled. Grantee shall invoice LACMTA for reimbursement of the ten percent retention separately.

4.8 Grantee should consult with LACMTA's Open Streets Program Manager for questions regarding non-reimbursable expenses.

4.9 Total payments shall not exceed the Funds specified in Section 1.1. No Request for Reimbursement will be processed by LACMTA for expenses incurred more than sixty (60) days after the date of the Event.

4.10 Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with all applicable provisions of federal, state and local laws, statutes, ordinances, rules, regulations and procedural requirements, including without limitation, the applicable requirements and regulations of LACMTA and any other regulations or requirements stipulated by the source of funding used. Grantee acknowledges responsibility for obtaining copies of and complying with the terms of the most recent applicable federal, state or local laws and regulations and LACMTA requirements, including any amendments thereto.

4.11 All requests for reimbursement shall be transmitted to LACMTA's Accounts Payable Department using one of the following two options:

1) E-mail:

AccountsPayable@Metro.net
Ref# Open Streets ID#CYC182

2) Standard Mail:

Los Angeles County Metropolitan Transportation Authority
P.O. Box 512296
Attention: Accounts Payable
Los Angeles, CA 90051-0296
Ref# Open Streets ID#CYC182

A copy of all Request for Reimbursement submittals shall also be forward to the LACMTA Open Streets Program Manager, either by email to ThomasBJ@Metro.net or by standard mail to the address set forth in Section 4.12 below.

4.12 All notices required to be provided under this Agreement will be given to the parties at the addresses specified below, unless otherwise notified in writing of change of address.

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: LACMTA Open Streets Program Manager
Brett Thomas, MS 99-23-1
Open Streets Grant Program Manager
ThomasBJ@metro.net

Grantee's Address:

South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Attention: City Manager's Office
Margaret Lin
Principal Management Analyst
mlin@southpasadenaca.gov

5. START AND END DATE OF REIMBURSABLE ACTIVITIES

5.1 Unless written notification is otherwise provided by LACMTA, the start date of reimbursable activities is the Effective Date of this Agreement. Actual reimbursement of eligible work cannot occur until LACMTA and Grantee execute this Agreement. The end date of reimbursable activities is sixty (60) days after the date of the Event.

6. REPORTING AND AUDIT REQUIREMENTS

6.1 Grantee shall be subject to and shall comply with all applicable requirements of LACMTA regarding Project reporting and audit requirements. Grantee shall use the assigned Open Streets ID# CYC182 on all correspondence.

6.2 Grantee shall submit the following Reports and Certifications to LACMTA for the duration of the Project:

- (a) Narrative and Financial Report on Project Progress as required by LACMTA.
- (b) Other reports that may be required.

6.3 LACMTA and/or their respective designees, in order to fulfill their respective responsibilities as grantor of the Funds, shall have the right to conduct audits of the Project, as needed, such as financial and compliance audits and performance audits. Grantee shall establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies. Grantee shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work or other terms and conditions of this Agreement. LACMTA shall have the right to conduct an audit using an outside auditing firm. The findings of that LACMTA audit will be final.

6.4 Grantee shall retain all original records and documents related to the Project for a period of three years after final payment.

6.5 Grantee's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by Grantee for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.6 Grantee shall cause all contractors to comply with the requirements of Sections 6.3, 6.4 and 6.5 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Grantee and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

6.8 In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds provided herein and/or recommend not to award future Open Streets Program grants to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing the Funds provided herein or failure to return the Funds provided herein owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement, including the access to records provisions.

6.9 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.10 Grantee shall utilize a Standardized Data Collection Template provided by Metro to provide the LACMTA Open Streets Program Manager a Post-implementation Report no later than three months after the day of the Event which report shall include information to help Metro better evaluate the progress of the program toward achieving the objectives of the program goals presented in Board Motion 72 including providing information in the Post-implementation Report that details plans for new active transportation infrastructure and what the jurisdictions will do to increase bicycle and pedestrian mode shares post event.. Additional information provided in the Post-implementation Report shall include participation counts; transportation use data; personal anecdotes from business owners, participants, and volunteers; local economic benefit; and any other reporting requirements detailed in the provided Standardized Data Collection Template.

7. ALLOWABLE COSTS

7.1 Allowable Project costs are described in the Scope of Work.

7.2 The following guidelines shall apply for indirect costs and in-kind contributions and donations:

- (a) Indirect costs shall not be considered eligible costs for reimbursement, unless all the following requirements are met by Grantee: i) submit a written request to LACMTA; and, ii) receive a written approval from LACMTA prior to incurring the expenditure.
- (b) In-kind contributions and donations shall be considered eligible as local match only upon written approval by LACMTA.

8. EXPENDITURE AND DISPOSITION OF FUNDS

8.1 The expenditure and disposition of the Funds by Grantee shall be subject to and in accordance with the terms and conditions of this Agreement and the applicable requirements of LACMTA. Grantee shall not utilize the Funds in any way or on any project other than that specified in this Agreement.

8.2 Grantee shall address all correspondence regarding this Project to the LACMTA Open Streets Program Manager.

8.3 The programmed budget (the "**Financial Plan**") specifying the sources and amounts of the Funds to be used to pay for the Project is attached to this Agreement as Exhibit "B".

8.4 No material changes, as determined by LACMTA in its reasonable discretion, to the Financial Plan or the Scope of Work shall be funded or allowed without an amendment to this Agreement approved and signed by LACMTA's CEO or his/her designee. Grantee shall give advance written notice to LACMTA of all proposed changes to the Financial Plan or Scope of Work that it originally submitted to LACMTA.

9. TIMELY USE OF FUNDS

9.1 Grantee shall obligate the Funds programmed under this Agreement no later than sixty (60) days after the date of the Event.

9.2 In the event this Agreement is not executed and/or evidence of timely obligation of the Funds is not provided as described in Section 10 of this Agreement, the Project will be reevaluated by LACMTA and the Funds may be deobligated. In the event that the Funds are deobligated, this Agreement shall automatically terminate.

10. DEFAULT

10.1 Default under this Agreement is defined as one or more of the following: (i) Grantee fails to comply with the terms and conditions contained in this Agreement; (ii) Grantee fails to perform satisfactorily or to make sufficient progress toward Project completion; (iii) Grantee makes a material change to the Scope of Work or the Financial Plan without prior written consent or approval by LACMTA; or, (iv) Grantee is in default of any other applicable requirements of LACMTA.

11. REMEDIES

11.1 In the event of a default by Grantee (as defined in Section 10), the LACMTA shall provide written notice of such default to Grantee with a 30-day period to cure the default. In the event Grantee fails to cure the default, or commit to cure the default and commence the same within such 30-day period to the satisfaction of LACMTA, the following remedies shall be available to LACMTA:

- (a) LACMTA may terminate this Agreement;
- (b) LACMTA may make a determination to make no further disbursements of the Funds to Grantee;
- (c) LACMTA may recover from Grantee any funds paid to Grantee after the default; and/or,

11.2 Effective upon receipt of written notice of termination from LACMTA, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so approved by LACMTA in writing.

11.3 The remedies described herein are non-exclusive. In addition to the above contractual remedies, LACMTA shall have the right to enforce any and all rights and remedies which may be now or hereafter available at law or in equity.

12. TERMINATION

12.1 Notwithstanding the term of this Agreement, specified in Section 3 above, either Grantee or LACMTA may terminate its obligations hereunder at any time, without cause, on (30) days prior written notice. Upon termination, LACMTA shall have no obligation to reimburse for any costs or expenses incurred after the termination date.

13. COMMUNICATIONS

13.1 LACMTA will be the exclusive presenting sponsor of the Event and all promotional materials, press releases, graphics, promotions via print, TV, radio or web channels and other identifiers will identify the Event as "Metro presents [insert Event name]," or "[insert Event name] presented by Metro." The presenting sponsorship may not be shared. In addition, all printed and/or online promotional materials and promotions via print, TV, radio or web channels must include the "Open Streets Made Possible By Metro" type and logo lock up as supplied by the LACMTA Program Manager. Any other sponsor logos or credits for the Event must be separated graphically, in type and/or in following succession from the presenting sponsor mention of LACMTA and "Open Streets Made Possible By Metro" type and logo lock up.

13.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

13.3 All Social Media notification calling out the event will identify the Event as "Metro presents [insert Event name]," or "[insert Event name] presented by Metro." Any graphics used in said notifications that include the title of the event must include the "Open Streets Made Possible By Metro" type and logo lock up as supplied by the LACMTA Program Manager.

13.4 Grantee shall ensure that all Event promotions via print, TV, Radio or social media channels include one of the following references or links to LACMTA's online presence as appropriate depending on the platform: Twitter accounts: @BikeMetro or @Metrolosangeles; Facebook pages: facebook.com/bikemetro or facebook.com/losangelesmetro.

13.5 Grantee shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA's sole discretion.

13.6 Grantee shall ensure that all Communication Materials identify the Event as "Metro presents [insert Event name]," or "[insert Event name] presented by Metro," or other mutually agreeable language and graphic lockup featuring Metro and/or the Metro logo, and comply with recognition of LACMTA's contribution to the Event as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Open Streets Program Manager. Grantee shall check with the LACMTA Open Streets Program Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Grantee shall be responsible for complying with the communications requirements specified in this Agreement and with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

13.7 Grantee shall submit all graphic files and Communication Materials to LACMTA for approval by the LACMTA Open Streets Program Manager and LACMTA Communications prior to the release of such publicity or promotional materials or Communication Materials for the Event. LACMTA shall have at least one day to review and provide its approval. After any Communication Materials has been released to the public, Grantee shall provide a copy of or notice of such Communication Material to the LACMTA Open Streets Program Manager by e-mail.

13.8 LACMTA shall be provided at no cost with a minimum of 1,000 SF space in a prominent, central location at the Event for an LACMTA booth/activity space, plus at least two 10' x 10' spaces for satellite displays elsewhere at the Event. LACMTA shall have the right at any one or more of the above three locations or through a mobile vending cart, bicycle, or other vehicle, to sell, distribute or otherwise make available to Event attendees marketing, outreach and other promotional products and merchandise, including, without limitation, fare media, t-shirts and other apparel, accessories, items available for sale at the Metro Store, brochures, maps, Metro Bike Share bike rentals, take-ones and other novelty items. The selection of products and merchandise available for sale and distribution shall be at LACMTA's sole discretion.

13.9 The LACMTA Open Streets Program Manager shall be responsible for monitoring Grantee compliance with the terms and conditions of this Section 14. Grantee failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

13.10 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division. Upon request, LACMTA shall provide scalable vector files with required type styling and logo placement for tagline and visual materials.

13.11 Grantee shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project related Communications Materials will comply with the requirements contained in this Section 14.

14. INDEMNITY

14.1 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with the Project, any work performed by, and/or service provided by, Grantee, its officers, agents, employees, contractors and subcontractors under this Agreement. Grantee shall fully indemnify, defend and hold LACMTA, its subsidiaries and their respective officers, agents and employees harmless from and against any claims, loss demand, action, damages, liability, penalty, fine judgment, lien, cost and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever (including consequential damages) (collectively, "Claims") arising out of the Project, including, without limitation: (i) use of the Funds provided herein by Grantee, or its officers, agents, employees, contractors or subcontractors; (ii) challenges, claims or litigation filed on behalf of any affected transportation provider and/or employees' union; (iii) breach of the Grantee obligations under this Agreement or the Grant; (iv) any act or omission of Grantee, or its officers, agents, employees, contractors or subcontractors in the performance of the Scope of Work and the Project; or (v) any Claims arising from the actual Event itself.

15. OTHER TERMS AND CONDITIONS

15.1 This Agreement, along with the applicable requirements of LACMTA constitutes the entire understanding between the parties with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing and signed by the parties who executed the original Agreement or by those at the same level of authority.

15.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. Agency Court for the Central Agency of California) proceeding between the parties to enforce or interpret this Agreement or the applicable requirements of LACMTA to protect or establish any rights or remedies hereunder, each party shall be responsible for its costs and expenses.

15.3 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquake, fires, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

15.4 Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and applicable requirements and regulations of the LACMTA.

15.5 Grantee shall not assign this Agreement, or any part thereof, without written consent and prior approval of the LACMTA's CEO or his/her designee, and any assignment without said consent shall be void and unenforceable.

15.6 Subject to all requirements of this Agreement, and all other applicable requirements of LACMTA, including, without limitation, any requirement of competitive procurement of services and assets, Grantee may contract with other entities to implement this Agreement.

15.7 This Agreement shall be governed by California law and applicable federal law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

15.8 The terms of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

15.9 Grantee, in the performance of the work required by this Agreement, is not a contractor nor an agent or employee of LACMTA and attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Grantee shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

15.10 On September 26, 2002 the LACMTA Board of Directors required that prior to receiving Proposition C 10% or 25% grant funds, GRANTEE meet a Maintenance of Effort (MOE) requirement consistent with the State of California's MOE as determined by the State Controller's office. With regard to enforcing the MOE, LACMTA will follow the State of California's MOE requirements, including, without limitation, suspension and re-implementation.

EXHIBIT A SCOPE OF WORK

Event Name:

626 Golden Streets | Mission-to-Mission

Event Date and Time:

May 19, 2019
9:00am – 4:00pm

Event Description:

626 Golden Streets Mission-to-Mission will invite the public to explore the cities of South Pasadena, Alhambra and San Gabriel live never before. Connecting each community's historic central business district, this first-time event will 'close the gap' between these distinct communities by temporarily opening 5 miles of City streets for walking, bicycling, skating and more. With an overarching Earth Month theme, the event will provide participants with a wide array of opportunities to learn about sustainable living, green mobility, and active lifestyles, as well as sample some of the San Gabriel Valley's best food!

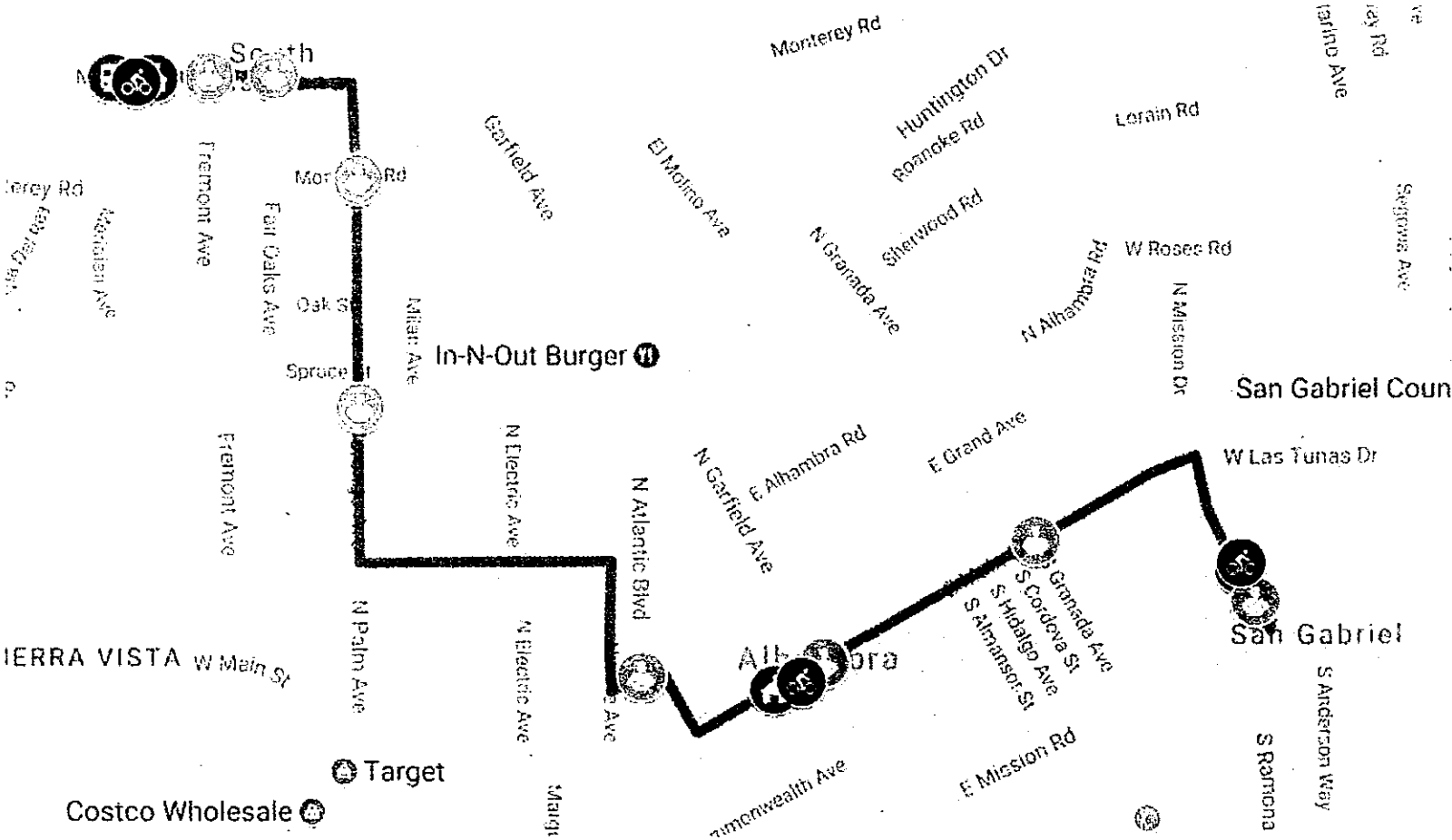
Event Location:

The route will begin on Mission Street at Meridian Avenue and head east towards Marengo Ave. It will then head south on Marengo and turn east on Alhambra Road. It will then turn South on Olive Avenue, northeast on Woodward Avenue, and south on 5th Street. It will then head east on Main Street, turn south onto Mission Drive, and finish at Mission Road.

Roles and Responsibilities:

- **Lead City** (South Pasadena) - Primary liaison with Metro staff; will facilitate event within City boundaries and support general planning.
- **BikeSGV** - Non-profit partner BikeSGV will facilitate collaboration between participating jurisdictions, community organizations and stakeholder groups; develop event materials; conduct community outreach; recruit and manage event volunteers; lead event marketing/promotion; and conduct project evaluation.

EVENT MAP



11-19

**EXHIBIT B
FINANCIAL PLAN**

The total cost of the Project is \$415,000. The following is a description of the funding category and the corresponding funding amounts and funding source to implement the Project.

Category	<u>Metro Grant Award</u>	<u>Local Match</u>
Non-Infrastructure	\$332,000	\$83,000

Sources of Local Financial Assistance

<u>Funding Source</u>	<u>Amount</u>
Proposition C 25% (PC25)	\$332,000

Local Match

FUNDING SOURCES	TOTAL (\$)	PC25 (\$) Metro Funding	LOCAL (\$) ¹ City Funding
Metro Grant Award And Local Match	\$415,000	\$332,000	\$83,000

ELIGIBLE COSTS	TOTAL (\$)	PC25 (\$)	LOCAL (\$) ¹
Outreach cost	\$70,000	\$56,000	\$14,000
Pre-event Planning costs	\$160,000	\$128,000	\$32,000
Event Day costs (Staffing, rentals, permits, etc.)	\$185,000	\$148,000	\$37,000
Total	\$390,000	\$332,000	\$83,000

1. In-kind local contribution as required by the Metro Open Streets Grant Program

ATTACHMENT 2
Mission to Mission MOU

A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITIES OF ALHAMBRA, SAN GABRIEL, AND SOUTH PASADENA TO SHARE RESOURCES TO PLAN AND HOST THE 626 GOLDEN STREETS MISSION-TO-MISSION CICLOVIA THROUGH THE CREATION OF A "MISSION-TO-MISSION CICLOVIA WORKING GROUP"

WHEREAS, on September 27, 2018, the Los Angeles County Metropolitan Transportation Authority (LACMTA) Board awarded \$4 million for Cycle 3 of the Open Streets Grant Program to fund a series of regional car-free events for people to walk or bike ("Open Street Event"); and

WHEREAS, the City of South Pasadena (Grantee) and Bike San Gabriel Valley (BikeSGV) were successful in securing \$332,000 (Funds) from the LACMTA county-wide "Open Streets Event" program to host the 626 Golden Streets: Mission-to-Mission Ciclovía for outreach, pre-event planning, and day of event staging costs; and

WHEREAS, the Mission-to-Mission Ciclovía will promote active transportation and complete street concepts; and

WHEREAS, LACMTA will provide funds up to \$332,000, to the Grantee for the Mission-to-Mission Ciclovía based on Grantee's invoices for reimbursement; and

WHEREAS, the Grantee understands that the Funds provided herein are subject to the federal grant agreement between the California Department of Transportation and LACTMA (Federal Grant); and

WHEREAS, Grantee shall be subject to, and shall comply with, all requirements of the Federal Grant and other applicable requirements of the United States Department of Transportation (USDOT), the United States Department of Labor (USDOL), and Caltrans. In addition, the Grantee shall comply with all requirements of LACMTA so that LACMTA can fulfill its responsibilities as the grantee under the Federal Grant and as the pass-through agency; and,

WHEREAS, the LACMTA "Open Streets Event" program requires a 20% in-kind or local fund match of the total cost of the event; and

WHEREAS, the Grantee shall utilize the local grant funds for non-infrastructure costs of implementing the Mission-to-Mission Ciclovía. Per the funding guidelines, physical infrastructure costs associated with the event are not eligible for reimbursement; and

WHEREAS, not more frequently than once a month, the Grantee will prepare and submit to LACMTA a Request for Reimbursement for allowable costs incurred; and

WHEREAS, each Request for Reimbursement must be submitted on Grantee's letterhead and shall include an invoice number and report the total expenditures, specify the

percent and amount of LACMTA Funds to be reimbursed, the total amount of Local Match expended and include a detailed invoice describing all invoiced work completed along with appropriate detailed documentation supporting costs incurred. To ensure timely processing of invoices, each Request for Reimbursement shall not include any invoices which are older than three (3) months from the date of the Request for Reimbursement; and

WHEREAS, the cities of Alhambra, San Gabriel, and South Pasadena (collectively referred to as the "Cities" or individually referred to respectively as "Partner City") have partnered together to host a five mile contiguous open streets event on Sunday, May 19, 2019 from South Pasadena to San Gabriel (referred to herein as the "Mission-to-Mission Ciclovía"); and

WHEREAS, the Cities will be responsible for street closures, vehicular detour plans, outreach, event staging, and public safety within their own jurisdiction; and

WHEREAS, the Cities desire to work jointly and collaboratively to share monetary, staffing, and other resources in planning and hosting the Mission-to-Mission Ciclovía, and desire to formalize their relationship through the creation of a "Mission-to-Mission Ciclovía Working Group" or "Working Group" to coordinate their activities; and

WHEREAS, nothing in this MOU should be construed as creating a Joint Powers Agreement or Joint Powers Agency as would otherwise be authorized under California Government Code §§6500 as the Parties do not intend such a relationship.

NOW, THEREFORE, the Cities hereto agree as follows:

1. **CREATION OF THE "MISSION-TO-MISSION CICLOVIA WORKING GROUP"** - There is hereby created a "Mission-to-Mission Ciclovía Working Group" established for the purpose of combining resources (financial, staffing and other in-kind) in order to plan and host the Mission-to-Mission Ciclovía. The Working Group shall be composed of the City (or their designees) from each Partner City.
2. **MANAGEMENT OF OPERATIONS** - The City Managers (or their designees) from each Partner City shall be authorized to consider and direct, by majority vote the use of resources that are available to the Working Group consistent with the functions and purposes of the planning and hosting of the Mission-to-Mission Ciclovía.
 - a. **VOTING** - Each City Manager (or their designee) shall have one (1) vote on matters within the Working Group's subject matter jurisdiction. A majority vote shall be necessary to approve any policy, position or decision of the Working Group.
 - FIDUCIARY AGENT** - The City of South Pasadena shall act as the "Fiduciary Agent" of the Working Group. The Fiduciary Agent will hold the financial contributions received on behalf of the Working Group and shall be responsible for the management and safekeeping of grant funding awarded to the Mission-to-Mission Ciclovía. Said contributions shall be held in trust and shall be accounted for on an

apportioned basis such that, at any time, the balance of each Partner Cities' contribution can be readily determined. Subject to direction of the Working Group, the Fiduciary Agent shall pay expenses of the Working Group and shall report regularly to the Working Group the funding and grant status of the Mission-to-Mission Ciclovía. The Fiduciary Agent shall retain 5% of each of the LACMTA funds for these administrative services.

3. **CONTRIBUTIONS** - Each Partner City shall contribute to the 20% local match (either in-kind or local funds) for the funds received through the LACMTA grant. Contributions shall be determined based on the length of the route and the number of street closures in each Partner City as shown in Exhibit A and ratified by majority vote. The available funding to each city will be determined after the shared expenditures and the 5% administrative fee has been provided to the Fiduciary Agent for their costs associated with the administration of the LACMTA funds.
4. **CONSULTANT WORK** - The Working Group may enlist the work of independent contractors, consultants, vendors, and other professionals to assist in the planning and operations of the Mission-to-Mission Ciclovía as set forth in the recitals herein. Such consultant(s) shall not be employees of the Working Group nor of any Partner City but shall be engaged by the Fiduciary Agent on behalf of the Working Group. The consultant(s) shall provide indemnification, hold harmless and additional insured coverage in the manner and amounts as set forth by the Working Group naming each respective Partner City.
5. **ALLOCATION OF FUNDS** - The Working Group will authorize the Fiduciary Agent to enter into contracts for the planning, implementation, and hosting of the Mission-to-Mission Ciclovía. Any remaining LACMTA funds that have not been expended on behalf of the Working Group for shared resources or purchases will be allocated to individual Partner Cities based on length of the route and the number of street closures within their respected jurisdictions for any additional costs associated with the Mission-to-Mission Ciclovía.
6. **INDEMNIFICATION** - Each Partner City to this MOU is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an MOU as defined by Section 895 of the Government Code, the Partner Cities as between themselves, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6 will each assume the full liability imposed upon it or upon any of its officers, agents or employees by law for injury caused by that Partner City's negligent or wrongful act or omission occurring in the performance of this MOU, to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. To achieve the above stated purpose, each party indemnifies and holds harmless the other party solely by virtue of Government Code Section 895.2. The provision of California Civil Code Section 2778 is made a part hereto as if fully set forth herein. Each Partner City certifies that it has adequate self-insured retention of funds to meet any obligation arising from this MOU. Each Partner City will be responsible for its own actions in providing services under this

MOU in connection with the Mission-to-Mission Ciclovía within its jurisdiction and shall not be liable for any civil liability that may arise from the furnishing of services by any other Partner City within that Partner City's jurisdiction.

7. **DISSOLUTION** - Upon completion of the purposes of this MOU, or as determined by majority vote of the Partner Cities, at any time, this MOU may be terminated and the Working Group dissolved.
8. **NOTICE TO PARTIES (AUTHORIZED REPRESENTATIVES)** - Notices given pursuant to the requirements of this MOU shall be by personal service upon the Partner City to be notified by writing upon such notice being deposited into the custody of the United States Postal Service addressed as follows:

City of Alhambra
City Manager
111 South 1st Street
Alhambra, CA 91801

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

City of San Gabriel
City Manager
425 South Mission Street
San Gabriel, CA 91776

9. **AMENDMENTS** - This MOU may only be amended in writing upon unanimous action by each respective Partner City's city manager.

IN WITNESS WHEREOF, the Parties hereto have caused MOU to be executed by their duly authorized representatives:

CITY OF ALHAMBRA:

Jessica Binnquist, City Manager

Date

CITY OF SAN GABRIEL:

Mark Lazzaretto, City Manager

Date

CITY OF SOUTH PASADENA:

Stephanie DeWolfe, City Manager

Date



**EXHIBIT A
MISSION-TO-MISSION CICLOVIA
FUNDING ALLOCATION PLAN
FISCAL YEAR 2018-19**

Metro Grant Award:	\$332,000.00	In-Kind Match:	\$66,400.00
Administrative Fee (5%):	\$16,600.00		
Less Administrative Fee (5%):	\$315,400.00		

<u>Partner City</u>	<u>Route Length (miles)</u>	<u># of Hard Closures</u>	<u># of Soft Closures</u>	<u>Funding Allocation*</u>	<u>Maximum Funding Allocation</u>	<u>In-Kind Match Requirement</u>
Alhambra	2.50	34	5	50.00%	\$157,700.00	\$33,200.00
San Gabriel	0.71	10	0	11.44%	\$36,088.03	\$7,597.48
South Pasadena	1.79	26	4	38.56%	\$121,611.97	\$25,602.52
Total	5.00	70	9	100%	\$315,400.00	\$66,400.00
* $Route\ Length + 2(\#\ of\ Hard\ Closures) + 4(\#\ of\ Soft\ Closures) = 100\%$						

11 - 29

ATTACHMENT 3
PSA - BikeSGV



**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Active SGV)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Active San Gabriel Valley (Active SGV), a project of Community Partners, a non-profit public charity (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Project management, coordination, and planning; community engagement and outreach; media and social media engagement; route activation and hub coordination; event day coordination; and data collection and evaluation on behalf of the 626 Golden Streets Mission to Mission Ciclovía Working Group.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s October 30, 2018 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Margaret Lin, Principal Management Analyst. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The

Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Two Hundred Twenty Seven Thousand Nineteen Dollars and Sixty Cents (\$227,019.60).
- 3.5. "Commencement Date": September 1, 2018.
- 3.6. "Termination Date": June 30, 2019

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

6. SUBCONTRACTING

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

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name

and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant

shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

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

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: 626 Golden Streets Mission to Mission Ciclovía
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate

- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured

Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Management Services, South Pasadena, CA 95945.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

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

If to Consultant

Wesley Reutimann
Active San Gabriel Valley
10900 Mulhall St.
El Monte, CA 91731
Telephone: 626-460-0191

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
City of South Pasadena

"Consultant"
Community Partners fbo Active SGV

By: _____
Signature

By: _____
Signature

Printed: Stephanie DeWolfe

Printed:

Title: South Pasadena City Manager

Title:

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

Exhibit A
Scope of Services

Event Name

626 Golden Streets | Mission-to-Mission

Event Date & Time

Sunday, May 19, 2019 (8am-4pm)

INTRODUCTION:

The City of South Pasadena will partner with Active SGV and the cities of Alhambra and San Gabriel to host a multi-jurisdiction ciclovia connecting the historic Mission District in South Pasadena, downtown Alhambra, and the historic San Gabriel Mission. Activity hubs will be coordinated in participating cities. The route has been designed to facilitate event access to the Foothill Gold Line South Pasadena station. To further enhance the participant experience, the ciclovia will invite community-based organizations to help activate the event route further.

RESPONSIBLE PARTIES:

The Cities of South Pasadena, Alhambra, and San Gabriel will be responsible for street closures, vehicle detour plans, and public safety. Partner cities will also assist the non-profit event planner - Active SGV - with information dissemination.

Non-profit partner Active SGV will coordinate City working group coordination; route activation; event pre-planning; community engagement; and event outreach, marketing, logistics and production.

SCOPE OF WORK:

1. Regional Coordination and Planning

Task 1.1 Working Group Facilitation

- Launch and facilitate a minimum of (12) working group and local planning meetings with project partners, community stakeholders, city staff and residents
- Finalize route with Partner City staff

Task 1.2 Regional Needs Coordination

- Assess individual city needs and coordinate consolidation of specific event wide requirements for lead city (e.g., event insurance, portable restroom rentals, water stations, family games, stage/canopy/table rentals, etc.)

Task	Regional Coordination Deliverable(s)
<i>1.1</i>	<i>Meeting agendas and minutes</i>
<i>1.2</i>	<i>Matrix of regional event needs, costs and bids</i>

2. Community Engagement and Outreach

Task 2.1 Community Outreach Plan

- Develop and execute a complete marketing and community outreach plan

Task 2.2 Event Materials

- Design a minimum of (6) event print materials (e.g., flyers, poster, route map, stickers, etc.)

Task 2.3 Community Input Meetings

- Coordinate and facilitate at least (3) informational meetings for the public - one per participating jurisdiction

Task 2.4 Social Media Marketing

- Inform public of event via a minimum of (25) social media posts across multiple channels (Twitter, Facebook, Instagram, etc.)

Task 2.5 Video Production and Editing

- Produce (3) thirty-second promotional videos leading up to event for social media, website, and YouTube
- Produce (1) 2-3 minute long video with highlights from the event day

Task 2.6 Route Notification

- Notify residents and businesses along the route before event via (2) rounds of door-to-door canvassing

Task 2.7 Community Event Tabling

- Distribute hard copy event informational materials to partners and at public events in project and surrounding communities

Task 2.8 Community Exploratory Ride

- Host (1) "exploratory ride" for interested community members to preview the route, provide input and feedback

Task 2.9 Press Engagement and Outreach

- Develop at least (4) press releases and media alerts
- Distribute to local and regional press contacts

Task 2.10 Volunteer Recruitment and Coordination

- Setup online volunteer registration and recruit volunteers
- Develop volunteer matrix, plan, and event map
- Host volunteer trainings
- Secure volunteer incentives (e.g., TAP cards, t-shirts)

Task 2.11 Event Website

- Manage and update event website

Task	Deliverable
------	-------------

2.1	<i>Community outreach plan</i>
2.2	<i>Developed materials</i>
2.3	<i>Meeting photos</i>
2.4	<i>Screenshots of social media engagement and website updates</i>
2.5	<i>Copies of final videos</i>
2.6	<i>Route notification log</i>
2.7	<i>Tabling photos</i>
2.8	<i>Ride photos</i>
2.9	<i>Press releases and copies of earned media</i>
2.10	<i>Volunteer matrix and list</i>
2.11	<i>Event website</i>

3. Route Activation and Event Hub Coordination

Task 3.1 Community Activation Plan

- Recruit and coordinate with local non-profit organizations and businesses to assist with route activation and event hubs
- Schedule of events, activities, and performances

Task 3.2 Hub Design and Coordination

- Identify hub locations
- Coordinate development of hub themes, layout, and programming

Task 3.3 Public Transit Access

- Coordinate with Metro and public transit agencies to facilitate access to the event (e.g., Foothill Transit)

Task 3.4 Rentals

- Identify and secure event rentals (e.g., canopies, tables, chairs, stages; inflatables)

Task 3.5 Permits and Procedures

- Identify and coordinate all required event permits

Task	Deliverable
3.1	<i>List of partnering non-profits, businesses noting activities/services</i>

3.2	<i>Maps of hub locations, themes, activities</i>
3.3	<i>Public transit access plan</i>
3.4	<i>List of rental vendors, items, and pricing</i>
3.5	<i>Matrix of permits</i>

4. Event Day Coordination

Task 4.1 Day-of-Event Plan and Coordination

- Develop day-of-event action plan

Task 4.2 Press Conference

- Organize press conference with Metro, City staff, partners and sponsors to kick-off event

Task 4.3 Event Setup

- Provide staff across route to troubleshoot and oversee event setup

Task 4.4 Volunteer Management

- Manage event volunteers at volunteer centers at each site

Task 4.5 Bike and Roll Valet Services

- Provide free Bike and Roll valet at 3 activity hubs (i.e., secure bicycle, stroller, skateboard, scooter parking)

Task 4.6 Event Setup

- Provide staff across route to troubleshoot and oversee cleanup

Task	Deliverable
4.1	<i>Event day action plan</i>
4.2	<i>Press conferences photos</i>
4.3	<i>Hub photos</i>
4.4	<i>Volunteer Sign-in sheets</i>
4.5	<i>Valet photos</i>
4.6	<i>Photos</i>

5. Data Collection and Evaluation

Task 5.1 Data Collection Plan

- Develop a data collection plan that includes:
 - Economic impact
 - Participant feedback

Task 5.2 Event Data Collection and Evaluation

- Collect data on event day
- Review and enter data

Task 5.3 Final Event Report

- Produce a final report and event summary with data analysis, testimonials and lessons learned

Task	Deliverable
5.1	<i>Data Collection Plan</i>
5.2	<i>Final report</i>
5.3	<i>Final event documentation</i>

**Exhibit B
Fee Schedule**

626 Mission-to-Mission - Active SGV Services

Unit costs include staff fringe benefits, insurance, administration, and planning time							
Task 1	Event Coordination	Units	\$/unit	Total	Deliverables	Notes	Billing Timing
1.1	Event working group, public safety, and traffic control meetings	12	\$750.00	\$9,000.00	Agendas, minutes	Convene and facilitate event planning meetings	Ongoing
1.2	Event Logistics Plan	1	\$2,750.00	\$2,750.00	Plan	E.g., event insurance, portable restrooms, water stations, slow and dismount zones, programming/activities, etc.	Ongoing
Total				\$11,750.00			
Task 2	Community Engagement and Outreach	Units	\$/unit	Total	Deliverables	Notes	
2.1	Community Outreach/Marketing Plan	1	\$1,925.00	\$1,925.00	Final plan	Timeline of all outreach and marketing activities and methods	Ongoing
2.2	Event Materials Development	6	\$525.00	\$3,150.00	Final materials	Event flyer, poster, stickers, route map, and other material development	Ongoing
2.3	Community Input Meetings	3	\$1,750.00	\$5,250.00	Photos	One per participating city, inc. refreshments	Ongoing
2.4	Social Media Marketing	25	\$325.00	\$8,125.00	Published content	Develop content and promote event on social media via a	Ongoing

11 - 51

						minimum of 3 platforms (Twitter, FB, IG, etc)	
2.5	Video Production	4	\$1,595.00	\$6,380.00	Produced content	Cost includes planning, shoot location identification, cast recruitment, filming and editing. -Produce (3) thirty-second promotional videos leading up to event for social media, website, and YouTube -Produce (1) 2-3 minute long event video	Ongoing
2.6	Route notification	2	\$3,250.00	\$6,500.00	Outreach log	2 rounds of door-to-door notifications along the event route	Ongoing
2.7	Community Event Tabling and Outreach	25	\$750.00	\$18,750.00	Photos	Event promotion and materials distribution by outreach team at major community and public events in the project area and surrounding communities	Ongoing
2.8	Community 'Exploratory' Ride	1	\$2,060.00	\$2,060.00	Photos	Community ride along the event route to engage public and promote event	Before
2.9	Press Engagement/Outreach	4	\$475.00	\$1,900.00	press releases	Develop press releases and media alerts before and after event	Ongoing
2.10	Volunteer Recruitment and Coordination	1	\$7,525.00	\$7,525.00	volunteer list, sign-ins	Includes volunteer recruitment, training, coordination, and management	After



2.11	Event Website	1	\$4,500.00	\$4,500.00	Website	Manage and update event website (626goldenstreets.com)	Ongoing
			Total	\$66,065.00			
Task 3	Route Activation, Transit and Permitting	Units	\$/unit	Total	Deliverables	Notes	
3.1	Community Activation Plan	1	\$3,500.00	\$3,500.00	Outreach and confirmation list	Coordination with Non-profit, Business, Performer, and Community groups for event route	Ongoing
3.2	Hub Design and Coordination	3	\$1,750.00	\$5,250.00	Hub layout maps	Detailed maps	Ongoing
3.3	Public Transit Access	1	\$1,250.00	\$1,250.00	Outreach ledger	Coordinate with public transit agencies to facilitate access to the event and detours, as needed	Ongoing
3.4	Rentals Coordination	1	\$2,450.00	\$2,450.00	Rental invoices	Identify and secure all event rentals	Ongoing
3.5	Permit Coordination	1	\$1,350.00	\$1,350.00	Final permits	Apply for and secure all required event permits (e.g., park use, LACDPH)	Ongoing
			Total	\$13,800.00			
Task 4	Event Day Coordination	Units	\$/unit	Total	Deliverables	Notes	
4.1	Day-of-Event Plan	1	\$1,950.00	\$1,950.00	Final Plan	Develop day-of-event action plan	After
4.2	Press Conference	1	\$4,750.00	\$4,750.00	Photos	Includes all pre-planning and coordination with speakers, media outlets	After
4.3	Event Setup	1	\$3,500.00	\$3,500.00	Photos	Provide staff across route to troubleshoot and oversee setup,	After

						implementation and breakdown	
4.4	Volunteer Management	3	\$1,725.00	\$5,175.00	Volunteer Sign-Ins	Manage event day volunteers at (3) hubs and along the route	After
4.5	Bike and Roll Valet services	3	\$1,250.00	\$3,750.00	Photos	Provide free bicycle valet parking services at (3) event hubs	After
4.6	Event Breakdown	1	\$3,500.00	\$3,500.00	Photos	Provide staff across route to troubleshoot and oversee setup, implementation and breakdown	After
			Total	\$22,625.00			
Task 5	Event Evaluation	Units	\$/unit	Total	Deliverables	Notes	
5.1	Event Survey Development and Translation	1	\$1,925.00	\$1,925.00	Final survey	Event participant feedback/input survey in English and Spanish	After
5.2	Participant Survey Administration and Evaluation	350	\$27.00	\$9,450.00	Survey summary	Includes survey administration, data entry, evaluation, attendance estimate and other required data.	After
5.3	Final Report	1	\$4,250.00	\$4,250.00	Final report	Includes infographics, event summary	After
			Total	\$15,625.00			
	Direct Costs	Units	\$/unit	Total			
	Event liability insurance and permits	1	\$6,500.00	\$6,500.00	Invoices	Minimum \$5 million coverage, including terrorism coverage	
	Media buys	1	\$7,500.00	\$7,500.00	Invoices	Radio, print, sponsored posts	
	Performers, artists	1	\$7,500.00	\$7,500.00	Invoices	Live music, artists	
	Printing	1	\$5,000.00	\$5,000.00	Invoices	Flyers, posters, stickers,	



11 - 55

						yard signs, etc.	
1 canopy, 1 table, 2 chairs	100	\$85.00	\$8,500.00	Invoices			
Event banners	11	\$95.00	\$1,045.00	Invoices			
Stages, AV	3	\$2,450.00	\$7,350.00	Invoices			
Portable restrooms (regular)	45	\$100.00	\$4,500.00	Invoices			
Portable restrooms (ADA compliant)	4	\$180.00	\$720.00	Invoices			
Hand Wash Stations	8	\$95.00	\$760.00	Invoices			
Volunteer T-shirts	300	\$11.00	\$3,300.00	Invoices			
Event Branded TAP Cards	300	\$5.75	\$1,725.00	Invoices	Marketing and volunteer incentive		
Volunteer Lunches	300	\$10.00	\$3,000.00	Invoices			
Event Day Photographers	5	\$575.00	\$2,875.00	Invoices			
Event Day Videographers	2	\$3,150.00	\$6,300.00	Invoices			
Bicycle Repair services	3	\$900.00	\$2,700.00	Photos			
		Total	\$69,275.00				
Subtotal			\$199,140.00				
Indirect (14% of subtotal)			\$27,879.60				
PROGRAM TOTAL			\$227,019.60				


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City Council Agenda Report

ITEM NO. 12

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Paul Riddle, Fire Chief 

SUBJECT: Award of Contract to E.J. Ward, for Installation of a Fuel Dispensing Management System for an Amount Not-to-Exceed \$60,684

Recommendation

It is recommended that the City Council:

1. Accept a bid dated November 25, 2018, from E.J. Ward, for the installation of a Fuel Dispensing Management System (Project) at the City of South Pasadena's (City) three fuel pumps; and
2. Authorize the City Manager to enter into a contract with E.J. Ward for an amount not-to-exceed \$60,684 for the Project.

Commission Review and Recommendation

This matter was not reviewed by any Commission.

Discussion/Analysis

The City owns and operates three fuel dispensers for the City fleet. Two dispensers are located to the rear of the City Hall Complex (one gasoline dispenser and one diesel dispenser) and one at the City Yard, at 825 Mission Street. The three fuel dispensers are intended for City-owned and operated vehicles only.

All three dispensers were installed over 30 years ago and are very simplistic. None of the dispensers are equipped with any type of Electronic User Identification Systems (EUIS) and cannot identify the staff member or the vehicle associated with the fuel being dispensed. In order to monitor fuel usage and ensure that only authorized individuals can dispense fuel from City-owned fuel dispensers a fuel management system is recommended.

The recommendation to install EUIS on all three dispensers has also been identified as a "correction needed" by an independent auditor during last year's fiscal audit, and the reporting of fuel usage is required annually to the South Coast Air Quality Management District (SCAQMD), which will be facilitated through the new tracking system.

Award of Contract for Fuel Dispensing Management System

January 16, 2019

Page 2 of 2

The City solicited informal bids from two other vendors, Jaregui Culver and JDS Tankman, in addition to E.J. Ward, but received no response from other vendors. E.J. Ward is an approved vendor, selected by a competitive process through the National Joint Powers Alliance (NJPA); the City is a part of the NJPA and selection of NJPA approved contractors satisfies the "Cooperative purchasing agreement" methodology set forth in South Pasadena Municipal Code Section 2.99-29(18).

Background

Most government agencies and many private companies with vehicle fleets install fuel management systems for accounting and security purposes. The systems electronically record the amount of fuel that is discharged and the user operating the dispenser. Similar systems have been installed by E.J. Ward for the City of Los Angeles Police Department (LAPD), Department of Transportation (CalTrans) and Sempra energy.

The scope of work consists of the installation of control pedestals adjacent to each of the three fuel dispensers and wireless access points for each pedestal. Additionally, the software will be installed for access by Staff for auditing purposes.

These improvements will provide oversight, security and satisfy the requirements of last year's audit.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Fuel Management System will be purchased out of Account 101-5010-5011-8120. The Project will be funded with savings from the Command Sharing line item 101-5010-5011-8183.

Environmental Analysis

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

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. Proposal from EJ Ward Inc.
2. Professional Service Agreement

ATTACHMENT 1
Proposal from EJ Ward Inc.

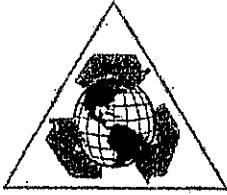
E.J. Ward, Inc. - SaaS Quote for South Pasadena V2 SOURCEWELL / NJPA (raw) 11-25-2018

Fuel View 4 SaaS with Data Plans		Year 1	Sub Total	\$8,159.52
All Hardware - Implementation - Installation Labor - Training			Sub Total	\$52,524.40
		Year 1	Total	\$60,683.92
Fuel View 4 SaaS with Data Plans - FCT Hardware Extended Warranty Included		Year 2	Total	\$10,204.31
Fuel View 4 SaaS with Data Plans - FCT Hardware Extended Warranty Included		Year 3	Total	\$10,510.43
Fuel View Software Hosted By Ward				
Hosted Fuel view 4 "SaaS" MS SQL Version - 24x7x365 access				
- MS SQL 2016 or newer - Unlimited use license (Software, Dashboard & Reporting Engine) - Standard: HID Module, OBD II Fleet Data Module, Ward Comm, Real-Time Connection - Enhanced Tank Monitoring Reporting Module (If connected to database) - Guaranteed Lifetime Current Software Version Updates while on Hosted Contract - Telephone Software Support Included - 24x7x365 - FCT Hardware Extended Warranty Included				
Hosting - Fuel View 4 - Includes Data Plan - Hardware Warranty Included		Year 1	\$679.96	\$8,159.52
Hosting - Fuel View 4 - Includes Data Plan - FCT Hardware Extended Warranty Included		Year 2	\$850.36	\$10,204.31
Hosting - Fuel View 4 - Includes Data Plan - FCT Hardware Extended Warranty Included		Year 3	\$875.87	\$10,510.43
Initial Setup - Includes your account on server and cellular account activation fees		1	\$5,000.00	No Charge
Software Implementation		1	\$2,500.00	No Charge
Interfaces -		0	TBD	\$0.00
Software User and Administrator Training - Online (2 - 4hr Sessions)		1	\$1,200.00	No Charge
Project Management		Qty	Price / Hr	Extended
Project Management (per hour)		4	\$160.00	\$640.00
TERMINAL EQUIPMENT - Standard: 7" Color Screen, QWERTY Keypad, Multiclass HID Reader, Magstripe Reader, 2 GB RAM/8 GB Flash Drive, Powder Coated Aluminum or Stainless Steel Construction, VIT/CANceller Ready, Cradlepoint Cellular or equal, WiFi - 802.11, Real-Time Connect		Qty	Price	Extended
FCT-W4-01 - 5	Ward Fuel Control Terminal Police / Fire - FCT-W4 IOT - Hose Count: 2	2	\$7,500.00	\$15,000.00
SWATCH-305-T	Industrial, Temperature Rated Ethernet Switch	1	\$300.00	\$300.00
FCT-W4-01 - 5	Ward Fuel Control Terminal City Yard - FCT-W4 IOT - Hose Count: 2	1	\$7,500.00	\$7,500.00
SWATCH-305-T	Industrial, Temperature Rated Ethernet Switch	1	\$300.00	\$300.00
Tank Monitoring Interface - Cellular				
VR-330020-425	Veeder Root TLS Network Interface Card - Police / Fire	1	\$1,500.00	\$1,500.00
	Cell TLS Interface - IBR1000 or equal - NEMA enclosure - Power Supply	1	\$2,400.00	\$2,400.00
VR-330020-425	Veeder Root TLS Network Interface Card - City Yard	1	\$1,500.00	\$1,500.00
	Cell TLS Interface - IBR1000 or equal - NEMA enclosure - Power Supply	1	\$2,400.00	\$2,400.00
	Shipping and Handling	1	\$600.00	\$600.00
				\$31,500.00
Peripheral Products		Qty	Price	Extended
Employee Credentials				
KEY-FOB-1434	HID Key FOB	200	\$7.00	\$1,400.00
KEY-ENCODE-5321	FOB / Smart Card Encoder	1	\$400.00	\$400.00
				\$1,800.00
Hardware Installation		Qty	Price	Extended
Install - By Fleming Environmental (with Prevailing wage) - See attached quotes from Fleming for details on the installation for both sites.		1	\$18,584.40	\$18,584.40
				\$18,584.40

EJ Ward Inc. 8801 Tradeway, San Antonio Texas 78217

Tel: 210- 824-7383 www.ejward.com





FLEMING ENVIRONMENTAL INCORPORATED

1372 E. VALENCIA DR., FULLERTON, CA 92821
(714) 871-2800 OFFICE (714) 871-2801 FAX
LICENSE #746017

November 16, 2018

EJ Ward
Attn: Russ Whelan

Re: City Of South Pasadena City Yard.

Subject: Installation Of New EJ Ward Fuel Control Terminal.

Dear Russ,

Fleming is pleased to offer this price quote for the fueling work on the above referenced project. The following is what our price is predicated on:

Work Included:

General Scope Of Work:

- Pull no fee permit with Building and Safety.
- Mobilize onsite.
- Install new EJ Ward Fuel Control Terminal and anchor in location next to the dispenser. (Terminal Provided by EJ Ward).
- Install new 3/4" low voltage and high voltage above ground conduit from the existing dispenser to the new EJ Ward unit and tie into dispenser power.
- Install 2 new pulsars on existing fuel dispenser. EJ Ward to specify on what pulsars to use.
- Land low voltage cable to new pulsars.
- Prevailing Wage.
- Site shall be left clean.
- Clean up of our work.

Work Excluded:

- Bonds.
- Permits fees.
- Concrete Work.
- New solenoid valves.
- New Underground conduits.
- Wire terminations inside EJ Ward Console.
- Programming and start up of the EJ Ward system.
- Cat 5 cable.
- Any annual testing.

- Any building work.
- Any work outside of the fueling scope.
- Any work not specifically mention in the "Work Included" section.

Special Note #1: Fleming is assuming that the underground conduit is intact/ free & clear to remove and replace low voltage wire. If wires are stuck and cannot be removed due to unknown circumstances, This additional work will result in a change order to the owners.

Special Note #2: Existing wiring that get damaged in the process of removing the Chico in the seal offs will need to be replaced. This additional work will result in a change order to the owners.

This proposal is valid for 30 days from the above dated proposal. If this proposal is acceptable, this proposal shall be incorporated into any agreement.

Furthermore, Fleming maintains full comprehensive insurances. These are availed upon written request. Should this project require additional insurance coverage's above our norm, this will be an extra cost.

Should you have any questions or require additional information, please do not hesitate to contact me at 714-871-2800.

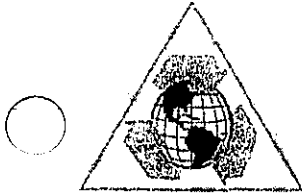
Sincerely,



Ron Ferris, Project Manager

Ron Ferris
Fleming Environmental
Superintendent.

By: _____ (Authorized Owner representative) (Print Name) (Date)



FLEMING ENVIRONMENTAL INCORPORATED

1372 E. VALENCIA DR., FULLERTON, CA 92821
(714) 871-2800 OFFICE (714) 871-2801 FAX
LICENSE #746017

November 16, 2018

EJ Ward
Attn: Russ Whelan

Re: City Of South Pasadena Fire Department.

Subject: Installation Of New EJ Ward Fuel Control Terminal.

Dear Russ,

Fleming is pleased to offer this price quote for the fueling work on the above referenced project. The following is what our price is predicated on:

Work Included:

General Scope Of Work:

- Pull no fee permit with Building and Safety.
- Mobilize onsite.
- Install two (2) new EJ Ward Fuel Control Terminal and anchor in location next to the each dispenser. (Terminals Provided by EJ Ward).
- Install new 3/4" low voltage and high voltage above ground conduit from the existing dispenser to the new EJ Ward unit and tie into dispenser power.
- Land low voltage wiring to existing pulsars in dispensers.
- Prevailing Wage.
- Site shall be left clean.
- Clean up of our work.

Work Excluded:

- Bonds.
- Permits fees.
- Concrete Work.
- New solenoid valves.
- New pulsars for dispensers
- New Underground conduits.
- Wire terminations inside EJ Ward Console.
- Programming and start up of the EJ Ward system.
- Cat 5 cable.
- Any annual testing.
- Any building work.

- Any work outside of the fueling scope.
- Any work not specifically mention in the "Work Included" section.

Special Note #1: Fleming is assuming that the underground conduit is intact/ free & clear to remove and replace low voltage wire. If wires are stuck and cannot be removed due to unknown circumstances, This additional work will result in a change order to the owners.

Special Note #2: Existing wiring that get damaged in the process of removing the Chico in the seal offs will need to be replaced. This additional work will result in a change order to the owners.

This proposal is valid for 30 days from the above dated proposal. If this proposal is acceptable, this proposal shall be incorporated into any agreement.

Furthermore, Fleming maintains full comprehensive insurances. These are availed upon written request. Should this project require additional insurance coverage's above our norm, this will be an extra cost.

Should you have any questions or require additional information, please do not hesitate to contact me at 714-871-2800.

Sincerely,



Ron Ferris, Project Manager

Ron Ferris
Fleming Environmental
Superintendent.

By: _____ (Authorized Owner representative) (Print Name) (Date)

IoT Fuel Control Terminal

Real-time communication, control, and security

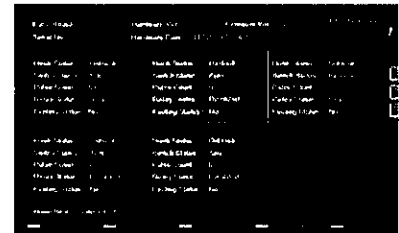
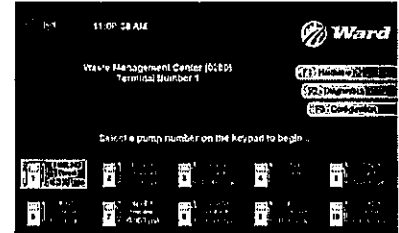
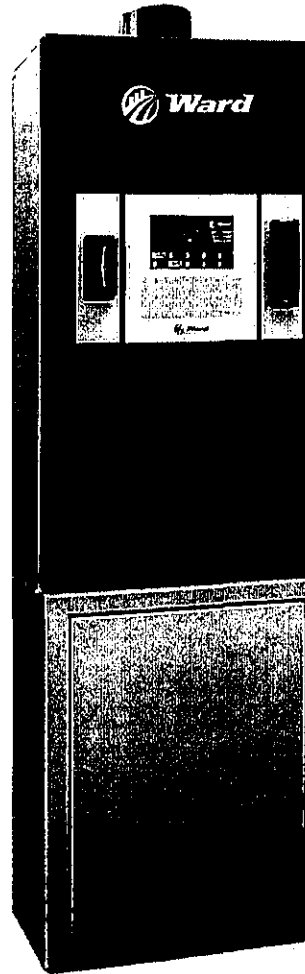
NEW FEATURES

- REST based API for robust security, communication, and scalability
- Intel™ Dual Core Processor
- Real-time pump and tank status, transactions, alerts
- Remote fueling authorization
- Remote diagnostics, updates, restart
- EV charging station compatibility
- Custom fueling scripts
- Extensible framework ensures future technologies compatibility
- Self registering for plug and play installation
- Instant or user controlled update timing
- Durable powder coat finish

AND STILL DELIVERS:

- 100% secure user accountability
- Fast, automated fueling access
- Controls multiple fuel and fluid hoses
- Broadcast or targeted messaging

* See the Ward Brochure for our Solutions Overview.



IoT FCT and Status Screens

With Ward's **Internet of Things Fuel Control Terminal** you are always connected. The IoT FCT communicates in real-time is fully integrated and synchronized with Ward's W4 Fuel View software.


New, data rich display screens include fuel dispensing volumes, and pump status indicators. The IoT FCT allows instant remote fueling authorizations, diagnostics and updates, as well as increased memory and storage capacity. Standard authorization methods are fully

automated and 100% secure using Ward CANceiver™, Fuel Tag and Hose Module, or other access methods.

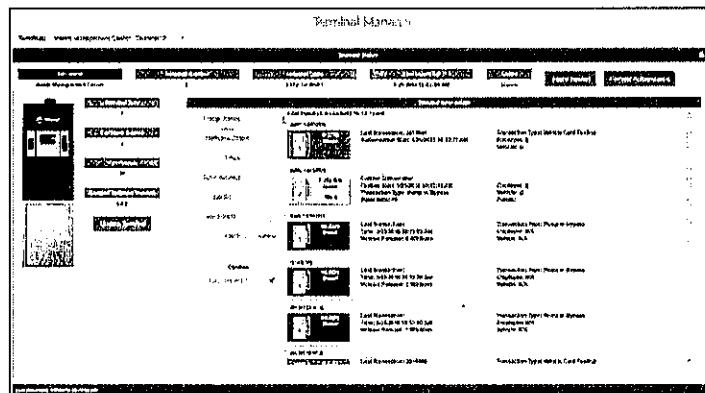
The IoT FCT interfaces with gasoline, diesel, CNG, propane, and any other fuel and fluid dispensing device, and electric vehicle charging stations; controlling up to ten fuel pumps or other fluid dispensers.

Industrial grade components and powder coat finish withstand the harshest environments, providing dependable performance.

Specifications - IoT Fuel Control Terminal

Communication Options	REST based API; HTTPS/SSL; Cat5/6 - TCP/IP; Wi-Fi; hard wire; cellular 3G / 4G - <i>optional data plans available direct from Ward</i>	
Operating System	Windows 10 IoT Enterprise; Intel® E827 Atom™ Processor	
Memory Processor	4 Gb RAM Intel® Atom™ E3827 dual core; 1.75 GHz core speed	
Storage	64 Gb industrial grade mSata SSD (<i>upgradeable</i>) <i>Optional TPM 2.0 security for enhanced storage encryption</i>	
Power	120 / 240 VAC; less than 2 Amps total current SBC battery back up and line conditioning	
Display	7 inch graphic display screen (800 x 480 pixels) Readability in any light; automatic night light QWERTY keypad	
Temperature Range	-40°C to 85°C industrial rated components	
Dimensions*	Island mount	20.5 x 12 x 64 in (52 x 31 x 163 cm) W x D x H
	Pedestal mount	20.5 x 12 x 38 in (52 x 31 x 97 cm) W x D x H; 60 lbs
Certification	 UL 1238 and CSA C22.2	

* Dimensions may vary slightly.



W4 Fuel View software - Real-time pump status
IoT FCT Terminal Manager Status screen



E.J. Ward, Inc.
8620 N. New Braunfels #200 N
San Antonio, TX 78217
210.824.7383 | 800.580.WARD
info@ejward.com • www.ejward.com

ATTACHMENT 2
Professional Service Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / EJ Ward Inc.)

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s November 16, 2018 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Russ Whelan. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Sixty Thousand, Six Hundred Eighty Four Dollars (\$60,684).
- 3.5. "Commencement Date": March 1, 2019.
- 3.6. "Termination Date": May 1, 2019.

4. TERM

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

5. CONSULTANT'S DUTIES

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

- laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Russ Whelan shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and

this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate

- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

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

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

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

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies

required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Fire Department South Pasadena, CA 95945.

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

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

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

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

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

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

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement,

Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

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

If to City

Eric Zantesson, Operations Division Chief
City of South Pasadena
Fire Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

EJ Ward Inc.
EJ Ward Inc.
8620 N. New Braunfels #200 N
San Antonio, TX 78217
Telephone: (210) 824-7383

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under

this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or

provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

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

related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

“City”
City of South Pasadena

“Consultant”
EJ Ward Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

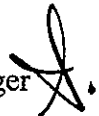
Date: _____




City Council Agenda Report

ITEM NO. 13

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Marc A. Donohue, Chief City Clerk 

SUBJECT: **Consideration of Resolution Approving Procedure for the Destruction of Public Records**

Recommendation

It is recommended that the City Council adopt the Resolution of the City Council of the City of South Pasadena Approving a Procedure for the Destruction of Public Records Consistent with the City of South Pasadena Records Retention Policy.

Background

The City has an existing Records Retention Policy that was last updated in June 2013, by City Council Resolution 7300. Previously, the Records Retention Policy was last updated in 1997. The City's existing Records Retention Policy is comprehensive regarding the categories of records to be maintained and the minimum amounts of time required for such maintenance. While City Departments attempt to regularly review records which are out of date and should be purged in order to free up needed space, this process can get backlogged in the course of other business. City Council approval of the Record Destruction Resolution is the last step in the process and is a consent item, given that the other steps in the process have already created the written record of identification of records for destruction, consistent with the Council-approved Records Retention Schedule.

Discussion/Analysis

Government Code Section 34090 et seq, sets forth the procedure for records retention and destruction of stale records. In order to receive City Council approval to destroy stale records, the written documentation that contains a list of documents to be destroyed, (which is itself a public record, required to be maintained) must wait for an available City Council agenda for approval, which often means continued storage of stale documents for several additional weeks or months. Staff is recommending that the City Council delegate its final approval of the written documentation to the City Manager, City Clerk, and City Attorney in order to expedite the process, save space, and promote administrative efficiency. Delegation of the final approval will not change compliance with the existing Council approved Records Retention Schedule, or the requirement to maintain records of the approved written documentation of the destruction of specified categories of stale documents. As a reminder, some categories of documents never become stale or can be destroyed, including, documents which affect the title to real property or

Resolution Approving Procedure for Destruction of Public Records

January 16, 2019

Page 2 of 2

liens thereon, court records, original minutes, and ordinances or resolutions of the City Council or of any City Commission.

Other cities utilize a similar process in which Council authority to approve records destruction has been delegated to the City Manager, City Clerk, and City Attorney. Staff conducted a survey of cities in California and the results were that 55 out of the 65 cities surveyed, delegated their records destruction authority to the City Manager, City Clerk, and City Attorney.

Next Steps

If the City Council approves this Resolution, records will continue to be preserved or purged, pursuant to the previously approved Records Retention Schedule. No further City Council action will be required.

Alternatives

The City Council could decline to delegate the final step of approval to the City Manager, City Clerk and City Attorney and maintain the existing procedure as it is.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item, other than the intangible value of more efficiently freeing up space at City Hall and in various City Departments and further up staff time to focus on other City Council agenda matters.

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*.

Attachments:

1. Proposed Resolution
2. Copy of existing Records Retention Schedule, dated 2013

ATTACHMENT 1
Proposed Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SOUTH PASADENA, CALIFORNIA, APPROVING A
PROCEDURE FOR THE DESTRUCTION OF CITY RECORDS
CONSISTENT WITH THE CITY OF SOUTH PASADENA
RECORDS RETENTION SCHEDULE**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of South Pasadena; and

WHEREAS, on June 19, 2013, the City Council adopted Resolution 7300, approving the City's official Records Retention Schedule; and

WHEREAS, Government Code Section 34090 of the State of California provides a procedure whereby any City record that has served its purpose and is no longer required may be destroyed; and

WHEREAS, it is understood that each City Department shall periodically prepare a list, approved by the department head and the City Attorney, of those records to be destroyed pursuant to the City's Records Retention Schedule and a corresponding Certificate of Destruction shall be kept in the permanent file; and

WHEREAS, it is understood that no records shall be destroyed if they affect the title to real property or liens thereon, are court records, or are the original minutes, or ordinances or resolutions of the City Council or of any City Commission; and

WHEREAS, it is understood that the City Attorney will be consulted concerning specific records retention requirements when there is a City record for which no reference is made in the Records Retention Schedule; and

WHEREAS, this action does not constitute a "project" as that term is defined under the California Environmental Quality Act (CEQA) Guidelines Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes to the environment.

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

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth herein.

SECTION 2. The records of the City of South Pasadena, as set forth in the Records Retention Schedule adopted by the City Council pursuant to Resolution 7300 are hereby authorized

to be destroyed by Government code Section 34090 et. seq. and in accordance with the provision of said Records Retention Schedule, upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, and final approval of the City Manager, City Clerk, and City Attorney as delegated herein by the City Council. A corresponding copy of the executed written consent to destruction shall be kept in the permanent file as the designated Certificate of Destruction for the applicable records.

SECTION 3. With the consent of the Department Head, City Clerk, City Manager and City Attorney, clerical corrections and minor changes to ensure accuracy and consistency with this Resolution are hereby authorized to be made to the Records Retention Schedule without further action by the City Council of the City of South Pasadena.

SECTION 4. 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.

SECTION 5. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED ON this 16th day of January, 2019.

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 16th day of January, 2019, by the following vote:

AYES:

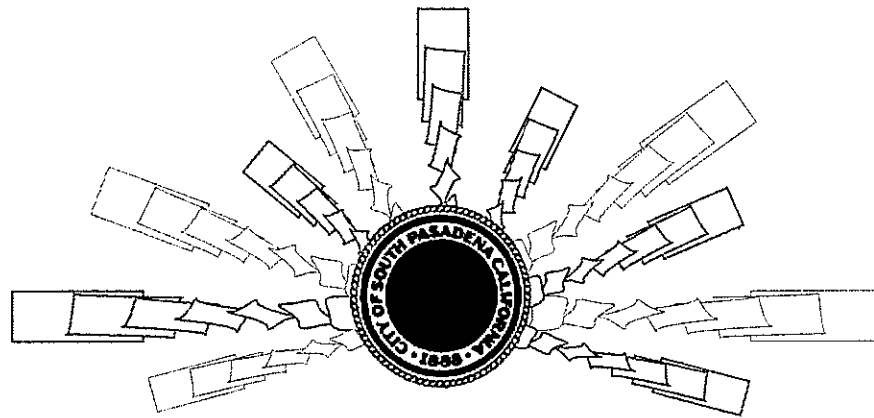
NOES:

ABSENT:

ABSTAINED:

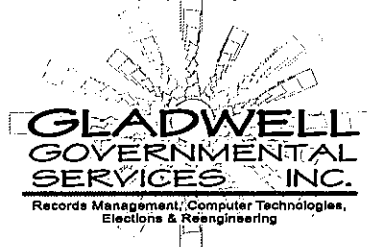
Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Copy of Existing Records Retention
Schedule, dated 2013



**RECORDS
RETENTION
SCHEDULES**
CITY OF SOUTH PASADENA

prepared by



P.O. Box 62, 1028 Tirol Lane, Lake Arrowhead, CA 92352-0062

VOICE: (909) 337-3516 • FAX: (909) 337-3526 • E-MAIL: info@gladwellgov.org • www.gladwellgov.org

HOW TO USE RETENTION SCHEDULES

©1995-2013 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The Citywide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the Citywide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, CMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

Authorization to Destroy Records:

All original records that have exceeded their retention period must be authorized according to City Policies & Procedures prior to destroying them.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is a **minimum** retention ("When No Longer Required - **Minimum 2 years**"), it must be authorized before it is destroyed, as it is an original record.
- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD, DVD or other media which does not allow changes

Scan / Import (*guideline*):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd (*guideline, if record is imaged*): QC'd=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked (“QC'd”).

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UBC: Uniform Building Code
USC: United States Code (US)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
UFC: Uniform Fire Code
VC: Vehicle Code (CA)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Atty. Gen.: Attorney General Opinions (CA)
UAC: Uniform Administrative Code
UPC: Uniform Plumbing Code
W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
(OFR)									
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	CW-001	Accident, Incident, Injury reports: PUBLIC	2 years		2 years		Mag, Ppr		GC §34090.7
Human Resources	CW-002	Accident, Incident, Injury reports: EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Copies retained for reference; GC §34090.7
Finance	CW-003	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CW-005	Agenda Packets / Staff Reports: City Council / Redevelopment	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD GC §34090.7

13-11

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CW-006	Agreements & Contracts Approved by the City Council <i>(Specifications / Scope of Work or Successful Proposal or Bid, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: Upon Completi on	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-007	Agreements & Contracts: NOT approved by the City Council <i>(Specifications / Scope of Work, Insurance Certificates, Notices of Completion, etc.)</i>	Completion	10 years	Completion + 10 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

13-12

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
13-13 Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	CW-009	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-010	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Copies; GC §34090.7
	CW-011	Bids: See Agreements & Contracts							
Staffing Dept.	CW-012	Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-013	Boards, Commissions, & Committees: City Council Subcommittees - All Records (Composed solely of less than a quorum of the City Council - includes	2 years		2 years		Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.

13-14

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-014	Boards, Commissions, & Committees: On-going Jurisdiction or Ad-Hoc AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	<u>Send originals to the City Clerk</u> ; GC §34090 et seq.
Staffing Dept.	CW-015	Boards, Commissions, & Committees: On-going Jurisdiction or Ad-Hoc RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090 et seq.
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-017	Boards, Commissions, & Committees: External Organizations (all records) (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
	CW-018	Brochures: See Reference Manuals								
City Clerk	CW-019	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901

13-15

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr		Department preference (not all detail is sent to Finance; GC §34090
Lead Dept.	CW-021	City Attorney Opinions	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S	Department Preference; GC §34090
City Clerk AND Finance / Risk Manage.	CW-022	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement GC §§34090.7, 34090.6
Lead Dept.	CW-023	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr		GC §34090
Lead (Responding) Dept.	CW-024	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

13-16

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-025	Contracts: See Agreements			Copies - When No Longer Required					
	CW-026	Copies or duplicates of any record	Copies - When No Longer Required				Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years			2 years		Mag, Ppr		GC §34090

13-17

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Dept. that Authors Document or Receives the City's Original Document	CW-028	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business	When No Longer Required		When No Longer Required		Mag, Ppr		E-mails or social media postings that have a material impact on business are saved by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a)
		(e.g. calendars, checklists, e-mail or social media posting that does not have a material impact on the conduct of business, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)							
City Clerk	CW-029	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Send all originals to the City Clerk; GC §34090.7

13-18

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-030	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-031	Facility Use Applications / Facility Use Permits	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes		Mag		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. & City Manager	CW-033	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

13-19

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept. & City Manager	CW-034	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Personnel / Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition		Mag, Ppr	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

13-20

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney	CW-036	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-037	Leave Requests / Vacation Requests	When No Longer Required		When No Longer Required		Mag, Ppr			City Preference; Preliminary draft / transitory record; GC §34090, GC §6252
City Clerk	CW-038	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-039	Material Data Safety Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090

13-21

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years		Project Approval + 2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-044	Personnel Files	Separation + 3 years		Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

13-22

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-045	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-046	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-047	Public Records Act Requests	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-051	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

13-23

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by YOUR Department	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr		Copies; GC §34090.7
	CW-054	Reference Materials: Brochures, Manuals, Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr		Non-Records
	CW-055	Reference or Working Files: See Correspondence							
Lead Dept.	CW-056	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090

13-24

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-057	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr		Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090	
City Clerk	CW-058	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-059	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-060	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

13-25

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-062	Tapes / DVD Recordings: See Boards & Commissions								
Finance / Payroll	CW-063	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

13-26

RECORDS RETENTION SCHEDULE: BULDING & CODE ENFORCEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING										
Building	BL-001	Building Appeals Board MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Building	BL-002	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-003	Building Permits (All, including Expired and Withdrawn)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BL-004	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES AND TWO FAMILY DWELLINGS Excludes Floor Plan / Site Plan	90 days		90 days	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; Los Angeles's CBC requires 90 days; CBC 104.7 & 107.5, H&S §19850, GC §34090

13-27

RECORDS RETENTION SCHEDULE: BULDING & CODE ENFORCEMENT

13-28

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BL-005	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (involving medical, restaurant or change of use) Excludes exceptions per Health and Safety Code Sections 19850-19853. Includes commercial structural plans, Hazardous Materials Questionnaire, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S §19850, GC §34090
Building	BL-006	Complaints (Written)	2 years		2 years		Mag, Ppr			GC §34090
Building	BL-007	Construction Notices / Inspection Notices (acknowledgements of requirements (Monterey Hills Affidavits), correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090

RECORDS RETENTION SCHEDULE: BUILDING & CODE ENFORCEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BL-008	Reports: Building Activity	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Building	BL-009	Reports: Soils Reports, etc.	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Building	BL-010	Requests & Permissions to Receive Copies of Plans	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Building	BL-011	Uniform Building Codes / California Building Code	P		P			Mag, Ppr		GC §50022.6
CODE ENFORCEMENT										
Code Enforce.	BL-012	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution		Mag, Ppr		Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Code Enforce.	BL-013	Liens	P		P	Yes: Until Resolution		Mag, Ppr		GC §34090(a)

13-29

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
City Attorney	CA-001	Amicus Briefs	2 years		2 years		Mag. Ppr		GC §34090
City Attorney	CA-002	Attorney / Staff / Department Advice Files (All subjects)	When no Longer Required - Minimum 2 years		When no Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
City Attorney	CA-003	Lawsuits / Litigation - Where the City Attorney is the Lead	When no Longer Required - Minimum Final Resolution + 5 years		When no Longer Required - Minimum Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5

13-30

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-001	Agenda Packets / Staff Reports - IMAGED: City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090 et seq.
City Clerk	CC-002	Agendas - City Council, Redevelopment / Successor Agency, , Housing Authority, Public Financing Authority	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-003	Agendas - Commissions: Natural Resources & Environmental Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-004	Agendas - Committees: Fourth of July and others established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

13-31

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-005	<p>Agreements & Contracts Approved by the City Council: Non-Infrastructure that are NOT Imaged</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal / Bid)</i></p> <p>Examples of NON-Infrastructure: Consulting, leases, loans, mutual aid, professional services, services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	<p>Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090</p>

13-32

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
13-33 City Clerk	CC-006	<p>Agreements & Contracts Approved by the City Council: <u>If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs</u></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal / Bid)</i></p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-007	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes	Land Records; GC §34090
City Clerk	CC-008	Applications for Boards, Commissions or Committees - Successful	Duration of Service + 2 years		Duration of Service + 2 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-009	Applications for Boards, Commissions or Committees - Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-010	City Council Policies	Superseded + 10 years		Superseded + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes	Department preference; GC §34090
City Clerk	CC-011	City Council Correspondence / Mayor's Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	Claims - Liability	Settlement + 1 year	4 years	Settlement + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk	CC-013	Committee Rosters / Maddy Act List	2 years		2 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090
City Clerk	CC-014	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	4 years		4 years		Mag, Ppr			Must post on website; 2 CCR 18944.2(c)(3)(G)
City Clerk	CC-016	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)

13-34

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	2 years		2 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090
ELECTIONS - CONSOLIDATED										
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)

13-35

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years	P	P			Mag, Ppr		Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years			Mag, Ppr		Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-025	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	2 years	P	P			Mag, Mfr, OD, Ppr	S	No Retained for Historical Value, GC §34090

13-36

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CC-026	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.			Ppr		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400	
(End of Elections Section)											
City Clerk	CC-027	Ethics Training - Certificates	2 years	3 years	5 years			Mag, Ppr		GC §§34090, 53235.2(b)	
City Clerk	CC-028	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P			Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-029	List of City Council Members and Mayors / Historical List of Council Members and Board & Commission Members	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-030	Minutes - City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority	10 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	GC §34090

13-37

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-031	Minutes - Commissions: Natural Resources & Environmental Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-032	Minutes - Committees: Fourth of July and others established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-033	Municipal Code Administration, Distribution, etc.	2 years		2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-034	Municipal Code and History File	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090

13-38

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-035	Oaths of Office - Council, Board Members, Commission Members & Committee Members	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-036	Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-037	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions - for Initiative, Recall or Referendum petitions, see the City Clerk schedule	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-038	Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		2 years		Mag, Ppr			GC §34090

13-39

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-039	Proof of Publication / Public Notices / Certificate of Posting (City Clerk Department Only)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-040	Real Property - Records that Affect the Title to Real Property (Final Recorded Deeds, Easements, Liens, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-041	Recordings / Tapes of City Council Meetings - Audio Recordings / Cassette Tapes / CDs	30 days, or After Minutes are Approved, whichever is longer		30 days, or After Minutes are Approved, whichever is longer		Tape (Mag), OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-042	Recordings / Tapes of City Council Meetings - Video Recordings / VCR or DVD-r	25 years		25 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-043	Records Destruction Lists / Certificates of Records Destruction	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-044	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
Lead Dept.	CC-045	Request for Public Records	2 years		2 years		Mag, Ppr			GC §34090

13-40

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-046	Resolutions (City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-047	Subpoenas (Except Fire & Police Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090

13-41

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER ADMINISTRATION										
City Manager	CM-001	Ad Hoc Committees (Community Garden, Senior Housing, etc.) formed by the City Council AGENDAS & MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	These are not sent to the City Clerk; GC §34090
City Manager	CM-002	Ad Hoc Committees (Community Garden, Senior Housing, etc.) AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager	CM-003	Ad Hoc Committees (Community Garden, Senior Housing, etc.) AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever		30 days, or After Minutes are Adopted, Whichever		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Manager	CM-004	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

13-42

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-006	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AGENDAS & MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	These are not sent to the City Clerk; GC §34090
City Manager	CM-007	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Manager	CM-008	Department Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
City Manager & Public Works	CM-010	Mission Meridian Garage Administration (See Public Works for Operations)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference (Public Works maintains CIP records); GC §34090

13-43

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-011	Newsletters to the Public, or City Council	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
City Manager / Lead Dept.	CM-012	Projects, Programs, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues		Mag, Ppr		Department Preference; GC §34090
City Manager	CM-013	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr		Notes, drafts, or preliminary documents; GC §34090 et seq.
City Manager	CM-014	Subcommittees of the City Council (City Council & South Pasadena Unified School District, Rialto, etc.) AGENDAS, AGENDA PACKETS, MINUTES	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		A subcommittee of comprised solely of City Council Members; GC §34090

13-44

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GRANTS / CDBG										
Lead Dept. & City Manager	CM-015	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept. & City Manager	CM-016	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090

13-45

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY										
City Manager / Econ. Dev.	CM-017	Department of Finance Schedule of Obligations: Approvals, Denials, Meet & Confer, etc.	10 years		10 years		Mag, Ppr			Department preference; GC §34090
City Manager / Econ. Dev.	CM-018	Economic Development Projects (Projects will vary over time - e.g. Proposed Hotels, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager / Econ. Dev.	CM-019	Redevelopment Plans (Historical)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Econ. Dev.	CM-020	Redevelopment / Successor Agency Project Files & Project Plans (Includes Environmental Assessments)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Econ. Dev.	CM-021	Relocation Files Where Redevelopment was the Lead	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
City Manager / Econ. Dev.	CM-022	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
City Manager / Econ. Dev.	CM-023	Oversight Board Agenda Packets, Minutes and Resolutions	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	County is the lead for the City; Department preference; GC §34090

13-46

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
TRANSPORTATION											
City Manager / Transport.	CM-024	710 Freeway - Other than Historically Significant Records	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference (only records of significant historical value to the City); GC §34090	
City Manager / Transport.	CM-025	710 Freeway Historical Files	10 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (only records of significant historical value to the City); GC §34090
City Manager / Transport.	CM-026	Bicycle Master Plan	10 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
City Manager / Transport.	CM-027	Freeway & Transportation Commission AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CM-028	Freeway & Transportation Commission AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
City Manager / Transport.	CM-029	Freeway & Transportation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever		30 days, or After Minutes are Adopted, Whichever			Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Manager / Transport. & City Clerk	CM-030	Real Property Negotiations (Send Deeds or Easements to the City Clerk)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr			Department preference; GC §34090

13-47

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm. Services	CS-001	Activity / Special Programs / Special Event Files Children's Programs, Cultural Arts, Sports, Senior Programs, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §34090
Comm. Services	CS-002	Agreements & Contracts: Class Instructors, Field Use Agreements Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Comm. Services	CS-003	Art in Public Places (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years			Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Finance	CS-004	Cash Receipts (all detail sent to Finance)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Comm. Services	CS-005	Check In List / Client Services	2 years		2 years			Mag, Ppr		GC §34090

13-48

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition					Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm. Services or Library	CS-006	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr			Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Comm. Services	CS-007	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Comm. Services	CS-008	Facility Leases	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Comm. Services	CS-009	Facility Use Rental Contracts	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Comm. Services	CS-010	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

13-49

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition					Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CS-011	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Comm. Services	CS-012	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Comm. Services	CS-013	Park History	P		P		Mag, Ppr			Department Preference; GC §34090
Comm. Services	CS-014	Participant Files: Licensed Day Care After School Child Care ONLY	While Participant is in Program	5 years	End of Participation + 5 years		Mag, Ppr			Meets State Licensing requirements; May have grant funding; GC §34090
Comm. Services	CS-015	Recreation Database	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090

13-50

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm. Services	CS-016	Registration / Reservation Forms / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	Participant 21 years old Minimum 2 years		Participant 21 years old Minimum 2 years			Ppr		Department preference; GC §34090
Comm. Services	CS-017	Scholarship Programs	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Meets auditing standards; GC §34090
Comm. Services	CS-018	Senior Nutrition Program	5 years		5 years			Mag, Ppr		Department preference; meets standards for grants & audits; OMB Circular A-110 & A-133; GC §34090
Comm. Services	CS-019	Sign-in / Sign-out sheets (Day camp, etc.)	2 years		2 years			Ppr		GC §34090
Comm. Services	CS-020	Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090

13-51

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / ADMINISTRATION										
Finance / Admin.	FN-001	Assessment Districts / Community Facilities Districts, etc. - Financial Records / Assessor Roll	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-002	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-003	Audit Work Papers	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-004	Budgets - Adopted / Final	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	FN-006	Finance Committee AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	FN-007	Finance Committee AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7

13-52

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	FN-008	Finance Committee AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever		30 days, or After Minutes are Adopted, Whichever			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Finance / Admin.	FN-009	Single Audits / Transportation Audits / PERS Audit, et.	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference (meets municipal government auditing standards); GC §34090

13-53

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
FINANCE / GENERAL ACCOUNTING											
Finance / General Accounting	FN-010	1099's Issued / W-9s	5 years		5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090	
Finance / General Accounting	FN-011	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090	
Finance / General Accounting	FN-012	Bank Statements, Trustee Statements, etc.	2 years	3 years	5 years			Mag, Ppr		Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1	
Finance / General Accounting	FN-013	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(a); GC §43900 et seq.	
Finance / General Accounting	FN-014	Checks / Warrant Register Report (issued)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

13-54

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-015	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-016	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340, 1519; GC §34090
Finance / General Accounting	FN-017	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-018	Fixed Assets - Annual Listing (Source Documents)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Meets auditing standards; GC §34090
City Clerk	FN-019	Investment Reports / Treasurer's Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC	Part of the Agenda Packet; GC §34090.7
Finance / General Accounting	FN-020	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

13-55

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-021	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-022	Registers, Year End General Ledger	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-023	Reports, Subsidiary Ledgers, Reconciliations, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090
Finance / General Accounting	FN-024	Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation Report, etc.	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090

13-56

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / PAYROLL										
Finance / Payroll	FN-025	CalPERS Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090
Finance / Payroll	FN-026	DE-6, 941 & DE-166 Forms - Quarterly Payroll Tax Returns / OASDI	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-027	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FN-028	Payroll Employee Files (by employee name, includes W-4s, deductions, garnishments, etc.)	Separation + 2 years	3 years	Separation + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-029	Payroll Registers	2 years	P	P		Mag, Ppr			Department preference for PERS Buy-backs; GC §34090
Finance / Payroll	FN-030	Time Sheet Summaries / Time Card Summaries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

13-57

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN-031	W-2 Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-032	W-2's	2 years	P	P		Mag, Ppr			Department Preference for PERS buy-backs; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-033	W-4's	No Longer In Effect + 5 years		No Longer In Effect + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090

13-58

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / REVENUE & UTILITY BILLING										
Finance / Revenue & Utility Billing	FN-034	Accounts Receivable - General: Business Tax Applications, Registrations and Renewals, Transient Occupancy Tax (TOT), Parking Meters, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-035	Accounts Receivable - Leases / Rent / Property Management	End of Tenancy + 2 years	3 years	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Revenue & Utility Billing	FN-036	Address Changes	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-037	Adjustments	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-038	Animal Licenses	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-039	Applications (for new service)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.

13-59

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Revenue & Utility Billing	FN-040	Auto-Pays / Bank Draft Forms from Customers	Close + 2 years		Close + 2 years		Mag, Ppr			GC §34090
Finance / Revenue & Utility Billing	FN-041	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Revenue & Utility Billing	FN-042	Bankruptcies - Where a claim is filed	2 years	3 years	5 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Revenue & Utility Billing	FN-043	Billing Exceptions	2 years		2 years		Mag, Ppr			GC §34090
Finance / Revenue & Utility Billing	FN-044	Collection Agency Assignments (and associated disputes)	7 years		7 years		Mag, Ppr			Department preference (negative information remains on a customer's credit rating for 7 years; GC §34090
Finance / Revenue & Utility Billing	FN-045	Daily Cash Receipts / Cashier	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-046	Film Permits	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-047	Liens	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	GC §34090 et seq.

13-60

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Revenue & Utility Billing	FN-048	Meter Exchange Reports	2 years		2 years		Mag, Ppr			GC §34090
Finance / Revenue & Utility Billing	FN-049	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		2 years		Ppr			GC §53753(e)(2)
Finance / Revenue & Utility Billing	FN-050	Prop. 218 Fees & Charges: Master Mailing List / Certifications	2 years		2 years		Mag, Mfr, OD, Ppr			GC §34090
Finance / Revenue & Utility Billing	FN-051	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §34090
Finance / Revenue & Utility Billing	FN-052	Revenue Report / Balancing Utility System to G/L	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-053	Small Claims Court Judgments	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-054	Stubs / Payment Stubs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-055	Work Orders / Connects / Disconnects / Re-reads	2 years		2 years		Mag, Ppr			GC §34090

13-61

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
ADMINISTRATION										
Fire / Admin.	FR-001	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-002	Hazardous Materials / Haz Mat Manifests	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Admin.	FR-003	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-004	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-005	Mutual Aid Agreements, Joint Power Authorities	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-006	Personnel Background Packet - FIRE Successful (hired)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Ppr			Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

13-62

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			Image: I=Import M=Mfr S=Scan
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-007	Personnel Background Packet - FIRE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years			Mag, Ppr		Department preference (Successful employees are sent to Human Resources); EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources	FR-008	Personnel Files - Fire Department Employees Includes Evaluations, Training Certificates, etc. (Send all Respirator Fit Tests to Human Resources)	Separation + 3 years		Separation + 3 years	Yes: Until Separation		Mag, Ppr		Department preference; Originals Maintained by Human Resources; GC §34090.7
Fire / Admin.	FR-009	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-010	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years			Mag, Ppr		GC §34090
Fire / Admin.	FR-011	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years			Mag, Ppr		GC §34090

13-63

RECORDS RETENTION SCHEDULE - FIRE

13-64

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		
(OFR)									
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>									
Human Resources	FR-012	Training - ALL <u>COURSE</u> RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years		Mag, Ppr		Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)
Public Works / Operations & Fire	FR-013	Underground Storage Tank (City Owned) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		7 years		Mag, Ppr		Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Operations & Fire	FR-014	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Life of the Tank		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 23 CCR 2712(b), H&S §25284.2(i)
Public Works / Operations & Fire	FR-015	Underground Storage Tanks (City-Owned) Location, Removal, Soil Remediation, Monitoring Well Records	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		
(OFR)									
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>									
EMERGENCY MEDICAL SERVICES									
Fire / EMS	FR-016	Billing - Paramedic Services - Collection (Whitman)	5 years		5 years		Mag, Ppr		Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-017	Billing - Paramedic Services - Payments / Bank Deposits / Check Images (Whitman)	5 years		5 years		Mag, Ppr		Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-018	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / EMS	FR-019	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Ppr		24 CFR 164.530(j)

13-65

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan			
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
13-66 Fire / EMS	FR-020	Patient Care Reports (PCRs) / Medical Paramedic Release Forms: ALL (medical and non-medical.) Patient Signature Forms / Hospital Face Sheets / ALS to BLS Transfer of Care Forms / ECG / EKG / All other associated documentation	3 years	17 years	20 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CCR 1100.7, CCP §340.5, GC §34090, 60201 et seq.; H&S §123145

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			Image: I=Import M=Mfr S=Scan
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-021	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.) (CRW Database)	5 years		5 years	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-022	Code Enforcement Cases	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-023	Fire Inspections / Business Inspection Files / Citations / Notice of Violations	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Ppr			California Fire Code requires 5 years; Allows the removal and purging of these records in the event the address file is too large; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-026	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.

13-67

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-027	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-028	Record Drawings of buildings - Fire Protection Systems	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-029	Vegetation Management / Weed Abatement	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090

13-68

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			Image: I=Import M=Mfr S=Scan
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
OPERATIONS / SUPPRESSION										
Fire / Admin.	FR-030	Apparatus & Equipment Records & Testing	Disposal + 2 years		Disposal + 2 years		Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Public Works / Operations & Fire	FR-031	Fuel and Gas Usage (Fuel Master)	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Fire / Operations	FR-032	Station Log Books / Station Journals (Incidents - kept at Fire Stations)	P		P		Mag, Mfr, OD, Ppr	S/I	No	Department preference; GC §34090
Lead Dept.	FR-033	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090

13-69

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-001	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-002	Classification Specifications / Job Descriptions	When No Longer Required - Minimum 6 years		When No Longer Required - Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	HR-003	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Confidential Invoice Backup (not sent to Finance) Benefit backup, legal invoices, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090

13-70

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-005	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	HR-006	DMV Pull Notices	Until Superseded or Separated		Until Superseded or Separated			Mag, Ppr		GC §34090
Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years			Mag Ppr		D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 655.71 et seq.;
Human Resources	HR-008	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years			Mag, Ppr		29 CFR 1602.30
Human Resources	HR-009	Grievances and Informal Complaints	Separation + 6 years		Separation + 6 years	Yes: Before Disposition		Mag, Ppr		Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

13-71

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-010	I-9s	Separation + 3 years		Separation + 3 years			Mag, Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	HR-011	Insurance Policies: General Liability, Property, Public Employee Bonds / Fidelity Bonds / Dishonesty, etc.	When No Longer Required	P	P	Yes while current	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
Human Resources	HR-012	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	2 years	3 years	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)

13-72

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-013	Personnel Files - Employees Includes Background Investigations	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201; 29 USC 1113
Human Resources	HR-014	Personnel Files - Medical File (all employees) Includes Pre-employment physicals, Respirator Fit Tests, etc.	Separation + 1 year	29 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources	HR-015	Recruitment and Testing File (Includes Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), GC §§12946, 34090
Human Resources	HR-016	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference; GC §34090

13-73

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-017	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Human Resources	HR-018	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Human Resources	HR-019	Workers' Compensation / Employee Accident Reports Includes all Accident, Incident, or Injury Reports and associated MSDS, Refusal of Medical Treatment of an Industrial Accident	Until Closed	Separation + 30 years	Separation + 30 years			Mag, Mfr, OD, Ppr	S	Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

13-74

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Information Technology	IT-001	Backup Tapes - Daily	When No Longer Required		When No Longer Required	Yes	Mag.		Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Backup Tapes - Weekly / Monthly		When No Longer Required	When No Longer Required	Yes	Mag.		Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-003	Inventory, Information Systems	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

13-75

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Library	LIB-001	Complaints and Compliments	2 years		2 years		Mag, Ppr		GC §34090
Finance	LIB-002	Deposit Slips, Fine Receipts, Cash Turn-in Cards, Cash Donations, etc.	When No Longer Required		When No Longer Required		Mag, Ppr		Copies; GC §34090.7
Comm. Services or Library	LIB-003	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Library	LIB-004	Emergency Contact List	When Superseded		When Superseded		Mag, Ppr		Preliminary Drafts; GC §34090
Library	LIB-005	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLSA (California Library Services Act) and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	Final Expenditure + 5 years	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-006	Incident Reports / Emergency Reports - All (Irate Patrons, Emergency Reports, etc.) See City-wide for other incident / emergency reports	2 years		2 years		Mag, Ppr		GC §34090

13-76

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Library	LIB-007	Library Board of Trustees AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	LIB-008	Library Board of Trustees AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S Yes: After 10 years	Send originals to the City Clerk; GC §34090.7
Library	LIB-009	Library Card Applications	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S Yes: When Inactive	Department preference (the database is the original record); GC §34090
Library	LIB-010	Library Systems: ILS Database	Indefinite		Indefinite		Mag, Ppr		Data is interrelated; GC §34090
Library	LIB-011	Problem Patron File	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

13-77

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-001	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-002	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR; GC §34090 et seq.
Planning	PL-003	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PL-004	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Planning	PL-005	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)

13-78

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-006	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC §34090
Planning	PL-007	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department VIDEO RECORDINGS / VCR or DVD-r	25 years		25 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-008	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-009	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file

13-79

RECORDS RETENTION SCHEDULE: PLANNING

13-80

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-010	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-011	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-012	Planning Project Files - Approved & Unapproved Temporary Entitlements: Christmas Tree Lots, Banner, Garage Sales, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning	PL-013	Planning Project Files - Permanent Entitlements (ALL) (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-014	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Planning	PL-015	Special Studies	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Planning	PL-016	Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-017	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

13-81

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION / CHIEF OF POLICE										
Police / Admin. / Chief	PD-001	CCW (Carry Concealed Weapon) Permits - Approved	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-002	CCW (Carry Concealed Weapon) Permits - Denied	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-003	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PD-004	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Police / Admin. / Chief	PD-005	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)

13-82

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Police / Admin. / Chief	PD-006	Department Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-007	Internal Affairs Investigations / Complaints: ALL (May include criminal acts, moral turpitude, complaints generated from a citizen)	When No Longer Required - Minimum Final Disposition + 5 years		When No Longer Required - Minimum Final Disposition + 5 years			Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Admin. / Chief	PD-008	Permits: Bicycles	2 years		2 years	Yes		Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-009	Permits: Parking, Preferential Parking	2 years		2 years	Yes		Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-010	Permits: Regulatory Businesses (Massage, Bingo, etc.)	Expiration + 2 years		Expiration + 2 years	Yes		Mag, Ppr			Department preference; GC § 34090 et seq.

13-83

RECORDS RETENTION SCHEDULE: POLICE

13-84

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. / Chief	PD-011	Personnel Background Packet - POLICE Successful (hired)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Admin. / Chief	PD-012	Personnel Background Packet - POLICE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference (Successful employees are sent to Human Resources); EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources	PD-013	Personnel Files - Police Department Employees Includes Evaluations, Training Certificates, etc. (Send all Respirator Fit Tests to Human Resources)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources maintains originals; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. / Chief	PD-014	Pursuit Critiques	Indefinite		Indefinite		Mag, Ppr			Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-015	Reports and Studies - Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-016	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.

13-85

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION - COMMUNICATIONS / CAD / DISPATCH										
Police / Admin. - Commun.	PD-017	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	180 days		180 days			Mag		Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Admin. - Commun.	PD-018	Vacation Checks / Special Watch Requests (Volunteer Patrol)	2 years		2 years			Mag, Ppr		GC §34090 et seq.
ADMINISTRATION - TEMPORARY HOLDING FACILITY										
Police / Admin. - Temp. Holding Facility	PD-019	Booking Log	2 years		2 years			Mag, Ppr		Department preference; GC §34090 et seq.

13-86

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION - RECORDS										
Police / Admin. - Records	PD-020	CHP 180 Forms (Tows)	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-021	Citations - Moving Violations, Marijuana	2 years		2 years			Mag, Ppr		Parking Citations are sent to Finance; GC §34090 et seq.
Police / Admin. - Records	PD-022	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years			Mag, Ppr		Department preference; GC §34090
Police / Admin. - Records	PD-023	NCIC Validation	2 years		2 years			Mag, Ppr		GC §34090
Police / Admin. - Records	PD-024	Officer Recordings: Mobile Audio/Video Recordings that are <u>not</u> evidence ("hip recorders", etc.)	When No Longer Required		When No Longer Required			Mag		Per the District Attorney; all evidence is booked on CD, other personal recording may be recycled; GC §34090.6(a) & (c)
Police / Admin. - Records	PD-025	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	P		P	Yes		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC Department preference; PC§ 11108(b); GC§ 34090

13-87

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. - Records	PD-026	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-027	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. - Records	PD-028	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), WIC 707(b)

13-88

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. - Records	PD-029	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Admin. - Records	PD-030	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-031	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Admin. - Records	PD-032	POLICE REPORTS / INCIDENT REPORTS: Missing Persons	Until CLETS Entry No Longer Exists - Minimum 7 years		Until CLETS Entry No Longer Exists - Minimum 7 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §34090

13-89

RECORDS RETENTION SCHEDULE: POLICE

13-90

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. - Records	PD-033	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Admin. - Records	PD-034	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-035	Registrants: Arson - Adults	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-036	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-037	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. - Records	PD-038	Registrants: Sex Offenders - Adults	P		P		Mag, Mfr, OD, Ppr	S/M/I	No	Department Preference; Pursuant to PC §290 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Police / Admin. - Records	PD-039	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)			Mag, Mfr, OD, Ppr	S/M/I	No	Pursuant to PC §290 et seq.; W&I §781;
Police / Admin. - Records	PD-040	RMS Database	Indefinite		Indefinite	Yes	Mag				Data Fields / Records are interrelated; GC §34090
Police / Admin. - Records	PD-041	Subpoenas (all Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr				GC §34090
Police / Admin. - Records	PD-042	Vehicle Repossession Notifications	When No Longer Required		When No Longer Required		Mag, Ppr				Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-043	Warrants (Recalled or Served)	2 years		2 years		Mag, Ppr				GC §34090

13-91

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INVESTIGATION										
Police / Investigat.	PD-044	Crime Suppression Unit Activity Records (all Teams)	5 years		5 years			Mag, Ppr		Department preference; GC §34090
Police / Records	PD-045	Detectives Investigation Files and Arrest Files - ALL Crimes	Transfer to Records		Transfer to Records			Mag, Ppr		Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Investigat.	PD-046	Informant Files	10 years		10 years			Mag, Ppr		Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Investigat.	PD-047	Intelligence Files (Criminal Intelligence Files)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

13-92

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PATROL										
Police / Patrol	PD-048	Patrol Ride-A-Long Waiver Form	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Police / Patrol	PD-049	Sound Permits / Special Event Permits Issued by Police	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Police / Patrol	PD-050	Special Events / Ops Plan	5 years		5 years			Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-051	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years			Mag, Ppr		Department preference; GC §34090 et seq.

13-93

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PROPERTY & EVIDENCE											
Police / Property & Evidence	PD-052	Crime Report Photos	Indefinite		Indefinite			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-053	Forfeiture Notification	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-054	Gun and Narcotics Destruction Log (Documents related to)	P		P			Mag, Ppr.			Department Preference; GC §34090
Police / Property & Evidence	PD-055	Latent Print File	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-056	Logs: Evidence Register	5 years	5 years	10 years			Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-057	Property Log Book	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-058	Property Release Forms	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report			Mag, Ppr			Department Preference; GC §34090

13-94

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TRAINING										
Human Resources	PD-059	Personnel Files - Police Training File	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources receives original; GC §34090
Police / Training	PD-060	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	3 years	4 years	7 years		Mag, Ppr			Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

13-95

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PUBLIC WORKS / ENGINEERING											
Public Works / Engineering	PW-001	Abandonments / Vacations (Streets) / Survey File	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-002	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Assessment Districts / Community Facilities Districts / Maintenance Districts / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)	P		P	Yes: Until Completed		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-004	Benchmarks, Center Line Ties, Survey Books	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-005	Bonds: Construction Bonds / Subdivision Bonds	Release of Bond / Security		Release of Bond / Security			Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

13-96

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): <u>Administration File</u> Project Administration, Certified Payrolls, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr		Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-007	Capital Improvement Projects (CIP): <u>Permanent File</u> Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Construction Manager's Logs, Daily Inspections, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, RFIs & Responses, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

13-97

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

13-98

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	PW-008	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		2 years		Mag, Ppr		GC §34090
Public Works / Engineering	PW-009	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PW-010	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-011	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-012	Committees: Fourth of July and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PW-013	Committees: Fourth of July and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Send all originals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-014	Committees: Fourth of July and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Lead Dept.	PW-015	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk & Public Works / Engineering	PW-016	Deeds, Easements, Rights of Ways, Covenants, Liens	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.

66-99

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-017	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-018	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts")	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-019	Encroachment Permits - Permanent Encroachments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-020	Encroachment Permits - Public Right of Way, Street Permits, Temporary Construction, Traffic Control, Utility Cuts etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Engineering	PW-021	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Engineering Studies / Surveys (City Built Projects)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

13-100

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-023	Environmental Services / Solid Waste / AB 939 Compliance; Reports to California integrated Waste Management Board, etc.	10 years		10 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Engineering	PW-024	Geotechnical and Soils Reports; Hydrology Reports	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Public Works / Engineering	PW-025	Grading Plans	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Public Works / Engineering	PW-026	NPDES Monitoring and Inspections - Stormwater	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years			Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	PW-027	NPDES Permits - Stormwater	Superseded + 3 years		Superseded + 3 years	Yes: Until Expiration		Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	PW-028	Permits: Concrete, Tree Removal, Sidewalk Dining, etc.	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Public Works / Engineering	PW-029	Plan Checks for Building Permits	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts; GC §34090 et seq.

13-101

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-030	Private Development Projects / Job Files: Administration File Correspondence, Schedules, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-031	Private Development Projects / Job Files: Permanent Files Construction Inspections, Dedications, Drainage, Driveway, Easements, Encroachments, Final Reports, Grading Plans, Photos, Private Lab Verifications, Rights of Way, Stormwater, Testing Lab Verifications, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

13-102

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk & Public Works / Engineering	PW-032	Real Property Acquisitions / Sale (Send final Deeds & Easements to City Clerk. This is the detailed project folder.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-033	Tonnage Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

13-103

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS / TRAFFIC ENGINEERING										
Public Works / Engineering	PW-034	Studies - Transportation	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years			Mag Ppr		Department preference; GC \$34090
Public Works / Engineering	PW-035	Traffic Complaints	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC \$34090
Public Works / Engineering	PW-036	Traffic Signal Inventory	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC \$34090
Public Works / Engineering	PW-037	Traffic Signals	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC \$34090
Public Works / Engineering	PW-038	Traffic Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC \$34090
Public Works / Engineering	PW-039	Traffic Studies / Traffic Counts / Traffic Calming Requests	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC \$34090
Public Works / Engineering	PW-040	Transportation Master Plans / Traffic Master Plans	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC \$34090

13-104

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS / OPERATIONS										
Public Works / Operations	PW-041	Alternative Fuel Vehicles Surveys (CNG, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Operations	PW-042	AQMD Permits (Generators, etc.)	Current + 2 years		Current + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Operations	PW-043	Confined Space Entries	3 years		3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Lead Dept.	PW-044	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Ppr			Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Operations	PW-045	Daily Worksheets / Daily Logs (document tree trimming, sidewalk repair, etc.)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Operations & Fire	PW-046	Fuel and Gas Usage (Fuel Master)	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Public Works / Operations	PW-047	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years		Mag, Ppr			Department Preference (2 years is required by AQMD); GC §34090

13-105

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
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Public Works / Operations	PW-048	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Ppr		Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
City Manager & Public Works	PW-049	Mission Meridian Garage Operations (See City Manager's Schedule for Administration)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department Preference (Public Works maintains CIP records); GC §34090
Public Works / Operations	PW-050	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr		Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-051	Parts Inventory Database	Indefinite		Indefinite		Mag, Ppr		Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-052	Pesticide Application Records	2 years		2 years		Mag Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.
Public Works / Operations	PW-053	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		GC §34090

13-106

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Operations	PW-054	Underground Service Alerts (USA's)	2 years		2 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Operations & Fire	PW-055	Underground Storage Tank (City Owned) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		7 years		Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Operations & Fire	PW-056	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Life of the Tank		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Operations & Fire	PW-057	Underground Storage Tanks (City-Owned) Location, Removal, Soil Remediation, Monitoring Well Records	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
Public Works / Operations	PW-058	Used Oil Disposal	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Operations	PW-059	Vehicle & Equipment Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

13-107

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Operations	PW-060	Vehicle & Equipment History Files Maintenance, Crane Certifications, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Operations	PW-061	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Operations	PW-062	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Operations	PW-063	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

13-108

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
PUBLIC WORKS / WASTEWATER COLLECTION									
Public Works / Wastewater	PW-064	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	2 years		2 years		Mag		Department Preference (CCTV is on a 2 year cycle for the entire system); GC §34090 et seq.
Public Works / Wastewater	PW-065	Complaints	2 years		2 years		Mag, Ppr		Department Preference; GC §34090
Lead Depart.	PW-066	Confined Space Entries	3 years		3 years		Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Public Works / Wastewater	PW-067	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Ppr		Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Wastewater	PW-068	FOG Program (Fats, Oil & Grease)	2 years		2 years		Mag, Ppr		Department Preference; GC §34090
Public Works / Wastewater	PW-069	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / Wastewater	PW-070	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	10 years		10 years		Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090

13-109

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Wastewater	PW-071	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department Preference; GC §34090
Public Works / Wastewater	PW-072	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Lead Dept.	PW-073	Underground Service Alerts (USA's)	2 years		2 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Wastewater	PW-074	Wastewater / Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs)	5 years		5 years		Mag, Ppr			Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Division Providing Service / Work	PW-075	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-076	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090

13-110

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Division Providing Service / Work	PW-077	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years					Mag Ppr	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

13-111

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
PUBLIC WORKS / WATER (POTABLE WATER)									
Public Works / Water	PW-078	Conservation Programs / Rebate Programs / Check Requests	5 years		5 years		Mag, Ppr		Department Preference (meets auditing standards); GC §34090
Public Works / Water	PW-079	Public Benefit Programs / Low Income, etc.	5 years		5 years		Mag, Ppr		Department Preference (meets auditing standards); GC §34090
Public Works / Water	PW-080	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	5 years		5 years		Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
Public Works / Water	PW-081	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Ppr		Department Preference; GC §34090
Public Works / Water	PW-082	Fire Hydrant Flow Tests	After Superseded (Last Test)		After Superseded (Last Test)		Mag, Ppr		Department Preference (valves are exercised every year); GC §34090
Public Works / Water	PW-083	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years		5 years		Mag, Ppr		40 CFR 141.33(a)
Public Works / Water	PW-084	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I Yes - After QC & OD	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692

13-112

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	PW-085	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Public Works / Water	PW-086	Log Book (Pump Houses)	7 years		7 years		Mag Ppr			Department Preference; GC §34090
Lead Dept.	PW-087	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Water	PW-088	Parts Inventory Database	Indefinite		Indefinite		Mag, Ppr			Department Preference; GC §34090 et. seq.
Lead Dept.	PW-089	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090
Public Works / Water	PW-090	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Dept.	PW-091	Underground Service Alerts (USA's)	2 years		2 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Water	PW-092	Urban Water Management Plans (UWMP)	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference (copies) GC §34090.7

13-113

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	PW-093	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P		Mag			Department preference; GC §34090
Public Works / Water	PW-094	Vulnerability Assessment	When Superseded Minimum 2 years		When Superseded - Minimum 2 years		Mag, Ppr			Confidential; GC §34090
Public Works / Water	PW-095	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-096	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-097	Water Resources Planning Historical Reports / Water Assessments	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
City Clerk	PW-098	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Public Works / Water	PW-099	Water Transactions - Annual Summary	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-100	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

13-114

RECORDS RETENTION SCHEDULE: TRANSIT

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Transit	TR-001	Applications - Dial-A-Ride	Inactive + 5 years		Inactive + 5 years			Mag, Ppr		Department preference for grant auditing purposes; GC §34090
Transit	TR-002	Dial-A-Ride Database	5 years		5 years			Mag, Ppr		Department preference for grant auditing purposes; GC §34090
Transit	TR-003	Driver Daily Sheets	5 years		5 years			Mag, Ppr		Department preference for grant auditing purposes; GC §34090
Transit	TR-004	Drivers Files: Proof of Insurance, Driver's License, etc.	Inactive + 5 years		Inactive + 5 years			Mag, Ppr		Department preference for grant auditing purposes; GC §34090
Transit	TR-005	Fixed Routes	5 years		5 years			Mag, Ppr		Department preference for grant auditing purposes; GC §34090

13-115

INDEX – RECORDS RETENTION SCHEDULES

Abbreviations:

- CW – City Wide

- BL – Building & Code Enforcement
- CA – City Attorney
- CC – City Clerk
- CM – City Manager
- CS – Community Services
- F- Fire
- FIN – Finance
- HR – Human Resources & Risk Management
- IT – Information Technology
- L – Library
- PD – Police
- PL – Planning
- PW – Public Works
- TR - Transit

1099's Issued / W-9s	FIN-3
710 Freeway Records.....	CM-6
941, DE-166 Forms (Quarterly Payroll Tax Returns / OASDI).....	FIN-6
A	
AB 636 Compliance	PW-6
Abandonment's (City Clerk is OFR): Private Development Projects / Job Files – Permanent Files	PW-7
Abandonment's / Vacations (Streets) / Survey File	PW-1
Abatement Case Files.....	BL-3
Accident / Injury Reports (Employees - copies)	CW-1
Accident / Injury Reports (Public)	CW-1
Accounts Payable / Invoices & Backup.....	FIN-3

13-116

Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. (copies) CW-1

Accounts Receivable Detail / Backup (copies) CW-6

Accounts Receivable FIN-8

Activity / Special Programs / Special Event Programs (Children’s Programs, Cultural Arts, Sports, Senior Programs, etc.)..... CS-1

Ad Hoc Committees (Community Garden, Senior Housing, etc.) – Agendas, Agenda Packets, Audio Recordings CM-1

Ad Hoc Committees (Community Garden, Senior Housing, etc.) – Agendas, Agenda Packets, Audio Recordings CM-1

Address Changes (Utility Billing)..... FIN-8

Address Changes FIN-8

Adjustments (Utility Billing) FIN-8

Administration – Records (Police)..... PD-6 – PD-10

Administration – Temporary Holding Facility PD-5

Administration / Chief of Police PD-1 – PD-4

Administration: Communications / CAD / Dispatch PD-5

Administrative Hearings / Appeals CW-1

Administrative Records, Chronological Files, General Files, Letters, Memorandums, Miscellaneous Reports, etc CW-7

Adult Sex Offenders: Registrants PD-9

Advisor Reports & Statements / Trade Tickets FIN-4

Aerial Maps / Photographs – Analog or Digital & Index to Aerials PW-1

Affidavits of Posting CW-1

Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting CW-1

After School Child Care CS-3

Agenda Packets - Animal Commission, Public Safety Commission PD-1

Agenda Packets – City Council, Redevelopment (copies) CW-1

Agenda Packets - Committees: Oversight Committee, Tournament of Roses Committee CM-1 & CM-2

Agenda Packets - Cultural Heritage Commission, Planning Commission PL-1

Agenda Packets - Finance Committee FIN-1

Agenda Packets - Fourth of July Committee PW-4

Agenda Packets - Freeway & Transportation Commission CM-6

Agenda Packets - Natural Resources Commission, Public Works Commission PW-3

Agenda Packets - Oversight Board CM-5

Agenda Packets / Staff Reports – City Council, Redevelopment Agency / Successor Agency CC-1

Agenda Packets / Staff Reports – Housing Authority / Public Financing Authority CC-1

Agenda Packets, Agendas & Minutes - Library Board of Trustees L-2

Agenda Packets, Minutes – Subcommittees of the City Council CM-3

Agenda Staff Reports - Boards, Commissions & Committees CW-5

13-117

Agenda Staff Reports – City Council, Redevelopment (copies)CW-1

Agendas - Animal Commission, Public Safety CommissionPD-1

Agendas - Committees: Oversight Committee, Tournament of Roses CommitteesCM-2

Agendas - Committees: Fourth of July.....CC-1

Agendas - Cultural Heritage Commission, Planning CommissionPL-1

Agendas - Fourth of July CommitteePW-4

Agendas - Freeway & Transportation CommissionCM-6

Agendas - Natural Resources & Environmental Commission, Public Works CommissionCC-1

Agendas - Natural Resources Commission, Public Works CommissionPW-3

Agendas & Minutes - Finance CommitteeFIN-1

Agendas & Minutes - Library Board of TrusteesL-2

Agendas, Agenda Packets - Ad Hoc Committees (Community Garden, Senior Housing, etc.).....CM-1

Agendas, Agenda Packets - Boards, Commissions & Committees.....CW-5

Agendas, Agenda Packets, Minutes – Subcommittees of the City CouncilCM-3

Agreement / Contract: Capital Improvement Projects (CIP) – Where Public Works is the Lead – Permanent File.....PW-2

Agreement Administration RecordsCW-3

Agreements & Contracts - Class Instructor & Field UseCS-1

Agreements & Contracts – Imaged.....CC-3

Agreements & Contracts – Infrastructure, Imaged, DDAs, OPAs, MOUs, MOAs.....CC-3

Agreements & Contracts – Non-Infrastructure that are NOT ImagedCC-2

Agreements or Contracts (copies – Approved by Council)CW-2

Agreements or Contracts (Not Approved by Council).....CW-2

Alarm BillingPD-5

Alternative Fuel Vehicles SurveysPW-10

Amendments to Agreements & Contracts.....CC-2 – CC-3

Amicus BriefsCATT-1

Animal Commission – Agenda Packets, Agendas, Minutes, Audio Recordings.....PD-1

Animal Licenses.....FIN-8

Annexations / Boundaries / Consolidations / LAFCOPL-1

Annexations, Boundaries, LAFCOCC-3

Apparatus & Equipment Records & Testing (Fire).....F-8

AppealsCW-1

Application Forms / Fee & Charge / Liability Forms.....CS-4

Applications – Dial-A-RideTR-1

Applications (Utility – New Service)FIN-8

13-118

Applications for Boards, Commissions & Committees CC-3
 Applications, Employment (Recruitment File) HR-4
 Applications, Grants CM-4
 Appraisal Reports CW-13
 AQMD Permits PW-10
 Arbitrage / Certificate of Deposit / Investment Bonds / Advisor Reports & Statements / Trade Tickets FIN-4
 Architects Permissions for copies of Plans BL-3
 Arrest Files and Detectives Investigation Files – All Crimes PD-11
 Arson & Capital Crimes (Fire) F-6
 Arson Registrants – **Adults** PD-9
 Arson Registrants – **Juveniles** Released from California Youth Authority PD-9
 Art in Public Places CS-1
 Art Work or Product CS-2
 Articles of Incorporation CC-7
 Assembly Permits F-6
 Assessment District / Maintenance District / Landscape & Lighting – **Formation, Boundaries, Engineers Reports, Maps** PW-1
 Assessment Districts / Community Facilities Districts – Financial Roll / Assessor Roll FIN-1
 Assessor Roll - Assessment Districts / Community Facilities Districts FIN-1
 Attorney / Staff / Department Advice Files CATT-1
 Audio / Tapes or DVDs – City Council CC-10
 Audio Recordings - Ad Hoc Committees (Community Garden, Senior Housing, etc.) CM-1
 Audio Recordings - Animal Commission, Public Safety Commission PD-1
 Audio Recordings - Committees: Oversight Committee, Tournament of Roses Committee CM-2
 Audio Recordings - Finance Committee FIN-2
 Audio Recordings - Fourth of July Committee PW-4
 Audio Recordings - Freeway & Transportation Commission CM-6
 Audio Recordings - Natural Resources Commission, Public Works Commission PW-3
 Audio Recordings / Audio Tapes - Boards, Commissions & Committees CW-4
 Audio Recordings or Tapes – (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) PD-5
 Audit Reports / CAFR – Comprehensive Annual Financial Reports FIN-1
 Audit Reports / CAFR (**copies**) CW-4
 Audit Work Papers FIN-1
 Audits / Audit Reports / CAFR (**copies**) CW-4
 Audits: Single Audits / Transportation Audits / PERS Audits FIN-2
 Authorization to give Medicine CS-4

13-119

Auto-Pays / Bank Draft Forms (Utility Billing)FIN-9

B

Backflow Tests.....PW-14

Background Packets (Fire)F-1 & F-2

Backup Tapes IT-1

Bacteriological & Organics Water Lab Reports.....PW-17

Balance Sheets, Revenue & Expenditure ReportsFIN-5

Ballots - Prop 218 / Mailing Lists / Undeliverable MailFIN-10

Bank Draft Forms (Utility Billing).....FIN-9

Bank Statements.....FIN-3

Bankruptcies (Utility Billing)FIN-9

Banner Permits, Pumpkin Lots, Temporary Sign Permits.....PL-3

BenchmarksPW-1

Bicycle Master PlanCM-6

Bicycle Permits, Business (Police).....PD-2

Bids, Successful.....CC-2 – CC-3

Bids, Unsuccessful.....CW-4

Bikeway Plans.....PL-3

Billing – Paramedic ServicesF-4

Billing Exceptions (Utility Billing).....FIN-9

Binders of Historic Actions (Planning).....PL-4

Bingo Permits.....PD-2

Boards, Commissions & Committees - ApplicationsCC-3

Boards, Commissions & CommitteesCW-4 & CW-5

Bond Official Statements / Transcripts / Certificates of Participation (COPs).....FIN-3

Bonds: Construction Bonds / Subdivision Bonds.....PW-1

Booking Log.....PD-5

Boundaries / Consolidations / LAFCOPL-1

Boundaries: Assessment District / Maintenance District / Landscape & LightingPW-1

Boundaries: Street Improvement District Projects / Community Facilities DistrictsPW-1

Boundary Liens, etc.CC-10

Brochures, Manuals & ReportsCW-14

Budgets – AdoptedFIN-1

Budgets – Finals (**copies**)CW-5

Budgets – Preliminary.....FIN-1

13-120

Retention Schedule Index – City of South Pasadena

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Building Activity Reports BL-3

Building Appeals Board..... BL-1

Building Permit Database BL-1

Building Permits / Building Address Files BL-1

Building Permits BL-1

Building Plans & Construction Documents – Finalled – INDUSTRIAL COMMERCIAL, MULTI-FAMILY DWELLINGS BL-2

Building Plans & Construction Documents – Finalled – SINGLE FAMILY RESIDENTIAL BL-1

Building Plans & Construction Documents BL-1 & BL-2

Business Inspection Files / Citations / Notice of Violations (Fire)..... F-6

Business Permits (Police)..... PD-2

Business Tax Applications, Registrations & Renewals (Accounts Receivable)..... FIN-8

C

CAD / Dispatch / Communications: Administration PD-5

CAFR – Comprehensive Annual Financial Reports FIN-1

CAFR (**copies**) CW-4

Calendars..... CW-8

CalPERS Report..... FIN-6

Campaign Statements (FPPC 400 Series Forms) CC-5

Camps, Field Trips, Authorization to give Medicine CS-4

Candidate File: Nomination Papers CC-6

Candle Permits F-6

Capital Crimes: Police Reports / Incident Reports PD-7

Capital Improvement Project “As-Builts,” Drawings, Maps, Plans and Record Drawings, Survey Record Maps PW-5

Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**..... PW-2

Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**..... PW-2

Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Unsuccessful Proposals**..... PW-3

Carry Concealed Weapon (CCW) Permits – **Denied**..... PD-1

Carry Concealed Weapon Permits (CCW) Permits – **Approved**..... PD-1

Cash Donations (**copies** – Library)..... L-1

Cash Receipts Detail / Backup (**copies**)..... CW-6

Cash Receipts..... CS-1

Cash Turn-in Cards, Cash Donations (**copies** – Library) L-1

Cashier (Utility Billing)..... FIN-9

Categorical Exemptions PL-2

Categorical Exemptions: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**..... PW-2

13-121

CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings – WastewaterPW-14
 CCW (Carry Concealed Weapons) Permits – **Approved**PD-1
 CCW (Carry Concealed Weapons) Permits – **Denied**PD-1
 CDBG – See Grants CW-9 & CW-10
 CDBG CM-4
 Certificate of Deposit / Investment Bonds / Advisor Reports & Statements / Trade TicketsFIN-4
 Certificate of Posting CC-10
 Certificate of Records Destruction (**copies**) CW-13
 Certificates of Insurance, Agreements & Contracts CC-2 – CC-3
 Certificates of Participation (COPs) FIN-3
 Certificates of Records Destruction CC-10
 Certified Payrolls: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File** PW-2
 Chains of Custody – Wastewater Treatment PW-14
 Chains of Custody (Water) PW-17
 Change Orders: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2
 Check in List / Client Services CS-1
 Check Requests (Water Conservation) PW-17
 Checklists CW-8
 Checks / Warrants (Cashed) FIN-4
 Checks / Warrants (Issued) FIN-3
 Chemical Water Lab Reports PW-17
 Chief of Police / Administration PD-1 – PD-4
 Child Care CS-3
 CHP 180 Forms (Tows) PD-6
 CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections PW-11
 Christmas Tree Lots, Banner Permits, Pumpkin Lots, Temporary Sign Permits PL-3
 Chronological Files, General Files, Letters, Memorandums, Miscellaneous Reports, etc CW-7
 CIP (Capital Improvement Projects) – Where Public Works is the Lead – **Administration File** PW-2
 CIP (Capital Improvement Projects) – Where Public Works is the Lead – **Permanent File** PW-2
 CIP (Capital Improvement Projects) – Where Public Works is the Lead – **Unsuccessful Proposals** PW-3
 Citations / Notice of Violations (Fire) F-6
 Citations: Moving Violations, Marijuana PD-6
 Citizen Complaints / Concerns CW-6
 Citizens Complaints, except Officer Involved Shootings: Internal Affairs Investigations / Complaints PD-2
 City Attorney Opinions CW-6

13-122

City Built Projects – Engineering Studies / Surveys.....PW-5
 City Council Correspondence / Mayor’s Correspondence CC-4
 City Council Minutes (**copies**)CW-11
 City Council Policies CC-4
 City Council SubcommitteesCW-4
 City Council, Redevelopment Agency / Successor Agency – **Agenda Packets / Staff Reports**..... CC-1
 City Council, Redevelopment Agency / Successor Agency / Housing Authority / Public Financing Authority – **Minutes** CC-7
 City Council/ Redevelopment Agency/ Housing Authority / Public Financing Authority – **Resolutions** CC-10
 City Manager Administration..... CM-1
 City Manager Correspondence CM-1
 City Seal..... CC-7
 Claims – Liability CC-4
 Claims (**copies**)CW-6
 Claims, DFEH or EEOC Claims..... HR-2
 Class Instructor Agreements & Contracts..... CS-1
 Classification / Reorganization Studies..... HR-1
 Classification Specifications / Job Descriptions HR-1
 Cleaning, Reports, Stoppage Calls, Spills, Line Replacement (Wastewater).....PW-14
 CMMS Database - Wastewater PW-15 & PW-16
 CMMS Database.....PW-13
 Code Enforcement / Abatement Case Files..... BL-3
 Code Enforcement Cases (Fire) F-6
 Code Enforcement..... BL-3
 Collection Agency Assignments.....FIN-9
 Commendations / Memoriums / Recognitions CC-9
 Commissions & Committees - ApplicationsCC-3 & CC-4
 Commissions & Committees..... CW-4 & CW-5
 Commissions: Animal Commission, Public Safety Commission – Agenda Packets, Agendas, Minutes, Audio Recordings.....PD-1
 Commissions: Cultural Heritage Commission, Planning Commission – Agenda Packets, Agendas, Minutes, Reso’s..... PL-1 & PL-2
 Commissions: Natural Resources & Environmental Commission, Public Works Commission, etc - **Minutes** CC-8
 Commissions: Natural Resources Commission, Public Works Commission – Agenda Packets, Agendas, Minutes, Audio.....PW-3
 Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission CS-2 & CS-3
 Committees - ApplicationsCC-3 & CC-4
 Committees – Internal (employees).....CW-6
 Committees Rosters CC-4

13-123

Committees..... CW-4 & CW-5

Committees, **Ad-Hoc** (Community Garden, Senior Housing, etc.) – Agendas, Agenda Packets, Audio Recordings CM-1

Committees: Fourth of July – Agenda Packets, Agendas, Minutes, Audio PW-4

Committees: Oversight Committee, Tournament of Roses Committee – Agendas, Agenda Packets, Minutes & Audio.... CM-1 & CM-2

Committees: Fourth of July and others established by the City Council overseen by the Department - **Minutes**..... CC-8

Communications / CAD / Dispatch: Administration PD-5

Community Facilities Districts – Financial Roll / Assessor Roll FIN-1

Community Facilities Districts / Street Improvement District Projects – **Formation, Boundaries, Engineers Reports, Maps** PW-1

Community Garden Committee – Agendas, Agenda Packets, Audio Recordings CM-1

Compensation Surveys & Studies HR-1

Complaints – Written regarding Building..... BL-2

Complaints & Compliments (Library)L-1

Complaints (Building)..... BL-2

Complaints (Wastewater)..... PW-14

Complaints (Water)..... PW-17

Complaints / Concerns from Citizens..... CW-6

Complaints / Internal Affairs..... PD-2

Comprehensive Annual Financial Reports (CAFR) FIN-1

Concerns from Citizens..... CW-6

Concrete Permits. PW-6

Conditional Use Permits PL-3

Confidential Invoice Backup (Human Resources) HR-1

Confined Space Entries (Wastewater)..... PW-14

Confined Space Entries PW-10

Connects / Disconnects / Re-Reads (Utility Billing) FIN-10

Conservation Programs / Rebate Programs / Check Requests (Water Conservation)..... PW-17

Consolidations / LAFCO PL-1

Construction & Design Standards..... PW-5

Construction Bonds / Subdivision Bonds: Bonds..... PW-1

Construction Inspections: Private Development Projects / Job Files – **Administration File** PW-7

Construction Manager's Logs: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File** PW-2

Construction Notices / Inspection Notices BL-2

Consumer Confidence Reports..... PW-19

Contract / Agreement: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2

Contract Administration Records CW-3

13-124

Contracts - Class Instructor & Field Use..... CS-1

Contracts – **Imaged** CC-3

Contracts – **Infrastructure, Imaged, DDAs, OPAs, MOUs, MOAs** CC-3

Contracts – **Non-Infrastructure that are NOT Imaged** CC-2

Contracts (**copies – Approved by Council**)..... CW-2

Contracts (**Not Approved by Council**) CW-2

Copies..... CW-7

Copper Water Lab Reports PW-18

Correspondence - City Council or Mayor's CC-4

Correspondence – Regulatory Agencies (Wastewater) PW-14

Correspondence – Regulatory Agencies PW-10

Correspondence – **Regulatory Agencies** PW-4

Correspondence - **ROUTINE** CW-7

Correspondence – **TRANSITORY / PRELIMINARY DRAFTS** CW-8

Correspondence, City Manager CM-1

Council Members & Mayors - List CC-7

Covenants PW-4

Crime Report Photos, Mug Shots PD-13

Crime Statistics / Uniform Crime Reports (UCR) – Summaries (BCS) PD-6

Crime Suppression Unit Activity Records PD-11

Cultural Heritage Commission – Agenda Packets, Agendas, Minutes, Resolutions, Video Recordings PL-1 & PL-2

CUPs PL-3

Customer Concerns / Customer Complaints (Water) PW-17

D

Daily Cash Receipts / Cashier (Utility Billing) FIN-9

Daily Equipment Checks (Water) PW-18

Daily Equipment Inspections..... PW-11

Daily Inspections: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**..... PW-2

Daily Logs (Sidewalk Repair, etc.) PW-10

Daily Vehicle Inspections (Water) PW-18

Daily Vehicle Inspections / Daily Equipment Checks (Fire) F-8

Daily Vehicle Inspections PW-11

Daily Worksheets / Daily Logs (Sidewalk Repair, etc.) PW-10

Database, Financial Services FIN-4

Database, RMS PD-10

13-125

Day Care (After School Child Care).....CS-3
 DDAs, OPAs, MOUs, MOAs, Leases CC-3
 DE-166 Forms (Quarterly Payroll Tax Returns / OASDI).....FIN-6
 DE-6, 941, DE-166 Forms (Quarterly Payroll Tax Returns / OASDI).....FIN-6
 Dedications: Private Development Projects / Job Files – **Permanent Files**.....PW-7
 Deeds, Easements, Final Orders of Condemnations (**copies**).....CW-8
 Deeds, Easements, Rights of Ways, Liens.....PW-4
 Deferred Compensation (City Statements).....FIN-6
 Demographics.....PL-1
 Department Files.....CM-2
 Department of Finance Schedule of ObligationsCM-5
 Department Policies & Procedures / Operation Directives / General Orders (Police)PD-2
 Deposit Slips, Fine Receipts, Cash Turn-in Cards, Cash Donations (**copies** – Library)L-1
 Design & Construction Standards.....PW-5
 Design Review.....PL-3
 Destruction Lists – Records (**copies**).....CW-13
 Destruction Lists / Certificates of Records Destruction.....CC-10
 Detectives Investigation Files and Arrest Files – All Crimes.....PD-11
 Detention Reports: Police Reports / Incident Reports: **All, Except Those Specifically Mentioned in the Schedule**PD-7
 DFEH or EEOC Claims.....HR-2
 Dial-A-Ride.....TR-1
 Digital Recordings or Video Tapes / CCTV Collection Line Inspection Tapes / Video Inspections – Wastewater.....PW-14
 Disconnects / Re-Reads (Utility Billing)FIN-10
 Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum / Subpoenas (Police).....PD-10
 Discrimination ClaimsHR-2
 Dispatch / Communications / CAD: Administration.....PD-5
 DMV Pull Notices.....HR-2
 Donations of Art Work or Product (Library).....L-1
 Donations of Art Work or ProductCS-2
 DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections.....PW-11
 DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections (Water).....PW-18
 DPH Reports.....PW-19
 Drafts & Notes.....CW-9
 Drainage: Private Development Projects / Job Files – **Permanent Files**.....PW-7
 Drawings, Maps, Plans and Record Drawings, Survey Record Maps, Capital Improvement Project “As-Builts”PW-5

13-126

Driver Daily Sheets TR-1

Driver's Files TR-1

Driveway: Private Development Projects / Job Files – **Permanent Files**..... PW-7

Drug & Alcohol Test Results HR-2

Duces Tecum / Subpoenas (Police) / Discovery Requests / Pitchess Motions / Personal Appearance..... PD-10

Duplicates CW-7

DWR Reports PW-19

E

Easements, Final Orders of Condemnations (**copies**) CW-8

Easements, Rights of Ways, Liens PW-4

Easements: Private Development Projects / Job Files – **Permanent Files** PW-7

Economic Development / Redevelopment / Successor Agency CM-5

Economic Development Projects CM-5

Economic Interest Filings (FPPC 700 Series Forms) / Statement of Economic Interests CC-4

EEO-4 Reports..... HR-2

EEOC Claims HR-2

EIRs: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**..... PW-2

Elections – Consolidated CC-5

Elections – Petitions (Initiative, Recall or Referendum)..... CC-7

Elections Files – General, Working or Administrative CC-6

Elections Files – Historical CC-6

e-mail or social media CW-8

Emergency Medical Services..... F-4 – F-5

Employee Accident Reports..... HR-5

Employee Committees..... CW-6

Employee Files, Payroll (Deductions, garnishments, etc.)..... FIN-6

EMS Complaints / CQI F-4

Encroachment Permits: **Permanent Encroachments** PW-5

Encroachment Permits: **Public Right of Way, Street Permits, Temporary Construction, Utility Cuts**..... PW-5

Encroachments: Private Development Projects / Job Files – **Permanent Files** PW-7

Engineering Studies / Surveys – Preliminary Studies / Project Assessments (**Not Acquired or Developed**)..... PW-5

Engineering Studies / Surveys (City Built Projects) PW-5

Engineering..... PW-1 – PW-9

Engineers Reports: Assessment District / Maintenance District / Landscape & Lighting PW-1

Engineers Reports: Street Improvement District Projects / Community Facilities Districts..... PW-1

13-127

Environmental Agencies / Regulatory Agencies (Water) PW-17
 Environmental Determinations: Environmental Impact Reports, Negative Declarations, etc..... PL-2
 Environmental Impact Reports, Negative Declarations, etc..... PL-2
 Environmental Services / Solid Waste / AB 636 Compliance PW-6
 Equipment & Uniform Authorization..... PD-14
 Equipment Checks (Fire) F-8
 Equipment Database PW-12
 Equipment History Files PW-13
 Equipment Records & Testing (Fire)..... F-8
 Escheat..... FIN-4
 Ethics Training Certificates CC-7
 Ethics Training CW-16
 Evaluations / Surveys (Recreation Program Evaluations) CS-2
 Evaluations: Personnel Files – **Police Department Employees** PD-3
 Evidence & Property PD-13
 Evidence Register: Logs PD-13
 Exception to Accessibility Design Standards PW-6
 Expenditure Reports FIN-5
 Explosives Permits..... F-6
 External Organizations – Boards, Commissions & Committees CW-5
F
 Facility Leases CS-2
 Facility Use Applications / Facility Use Permits CW-9
 Facility Use Permits CW-9
 Facility Use Rental Contracts..... CS-2
 Factually Innocent Petition Accepted Records Sealed Pending Destruction: Police Reports / Incident Reports PD-8
 Federal - State Controller’s Report, Street Report, Local Government Compensation Report..... FIN-5
 Fee & Charge / Liability Forms CS-4
 FEMA Reimbursable Claims / Subventions – Successful..... CW-10
 Field Trips, Authorization to give Medicine CS-4
 Field Use Agreements CS-1
 Film Permits FIN-9
 Final Orders of Condemnations (**copies**) CW-8
 Finance / Administration FIN-1
 Finance / General Accounting..... FIN-3

13-128

Finance / Payroll FIN-6 – FIN-7
 Finance / Revenue & Utility Billing FIN-8 – FIN-10
 Finance Committee – Agenda Packets, Agendas & Minutes & Audio Recordings FIN-1 & FIN-2
 Financial Roll / Assessor Roll - Assessment Districts / Community Facilities Districts FIN-1
 Financial Services Database FIN-4
 Fine Receipts, Cash Turn-in Cards, Cash Donations (copies – Library) L-1
 Fire Administration F-1
 Fire Code Permits F-6
 Fire Hydrant Flow Tests PW-17
 Fire Incident RMS Database F-1
 Fire Inspections / Business Inspection Files / Citations / Notice of Violations (Fire) F-6
 Fire Investigations F-6
 Fire Marshal / Fire Prevention F-6 – F-7
 Fire Operations / Suppression F-8
 Fire Prevention F-6 – F-7
 Fire Protection Systems F-7
 Fire Works Permits F-6
 Fixed Assets – Annual Listing FIN-4
 Fixed Routes TR-1
 Forecast - Urban Water Management Forecast / Future Developments, etc. PW-19
 Form 801, 802 CC-4
 Form 806 CC-5
 Formation: Assessment District / Maintenance District / Landscape & Lighting PW-1
 Formation: Street Improvement District Projects / Community Facilities Districts PW-1
 Fourth of July Committee – Agenda Packets, Agendas, Minutes, Audio Recordings PW-4
 Fourth of July Committee Minutes CC-8
 Fourth of July Committee CC-1
 FPPC 400 Series Forms CC-5
 FPPC 700 Series Forms / Statement of Economic Interests CC-4
 FPPC Form 801, 802 CC-4
 FPPC Form 806 CC-5
 Freeway & Transportation Commission – Agenda Packets, Agendas, Minutes. Audio Recordings CM-6
 Freeway Records (710) CM-6
 Fuel & Gas Usage (Fuel Master) F-8
 Fuel & Gas Usage PW-10

13-129

Future Developments, etc.....PW-19

G

Garage Operations, Mission MeridianPW-11

Gas UsagePW-10

General AccountingFIN-3

General Files, Letters, Memorandums, Miscellaneous Reports, etcCW-7

General Orders (Police).....PD-2

General Plan Working PapersPL-3

General PlanPL-3

Generator Operation LogsPW-10

Geotechnical and Soils Reports / Hydrology Reports.....PW-6

GIS DatabaseCW-9

Grading Permits & Plans.....PW-6

Grading Permits & Plans: Private Development Projects / Job Files – **Permanent Files**PW-7

Grading Permits: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2

Grants – LibraryL-1

Grants – Unsuccessful.....CW-9

Grants / CDBGCM-4

Grants / Reimbursable Claims / Subventions – SuccessfulCW-10

Grievances & Informal ComplaintsHR-2

Grievances and Internal Complaints (**copies**)CW-10

Gun and Narcotics Destruction LogPD-13

H

Haz Mat ManifestsF-1

Hazardous Materials / Haz Mat ManifestsF-1

Hazardous Materials Plans: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2

Hazardous Waste Manifests / Certificates of DisposalPW-11

Hip Recorders: Officer Recordings – Mobile Audio/Video Recordings that are Not EvidencePD-6

HIPAA Policies and ProceduresF-4

Historical RecordsCC-7

Historical Reports and Studies (Police)PD-4

Housing Authority – **Agenda Packets / Staff Reports**CC-1

Housing Authority – **Resolutions**CC-10

Housing Authority / Public Financing Authority – **Minutes**CC-7

Human ResourcesHR-1 – HR-5

13-130

Hydrology Reports / Geotechnical and Soils ReportsPW-6

I

I-9s HR-3

Imaged Agreements & Contracts CC-3

Incident Reports / Emergency Reports (Library).....L-1

Incident Reports / Police Reports: **All, Except Those Specifically Mentioned in the Schedule**PD-7

Incident Reports / Police Reports: **Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes**PD-7

Incident Reports / Police Reports: **Factually Innocent Petition Accepted Records Sealed Pending Destruction**.....PD-8

Incident Reports / Police Reports: Firearms Entered Into CLETS (If not Permanent Retention) – Found / Recovered FirearmsPD-6

Incident Reports / Police Reports: **Misdemeanor or Infraction – Adult Marijuana**PD-7

Incident Reports / Police Reports: **Misdemeanor or Infraction – Juvenile Marijuana**PD-8

Incident Reports / Police Reports: **Misdemeanor or Infraction Marijuana Juvenile on School Grounds during School Hours**....PD-8

Incident Reports / Police Reports: **Missing Persons** PD-8

Incident Reports / Police Reports: **Sealed Juvenile and Ward Cases** PD-9

Informant Files PD-11

Information Systems, Inventory IT-1

Infraction or Misdemeanor – Juvenile Marijuana: Police Reports / Incident Reports.....PD-8

Infraction or Misdemeanor Marijuana **Juvenile on School Grounds during School Hours: Police Reports / Incident Reports**....PD-8

Initiative Petition CC-7

Injury Reports (**Employees - copies**) CW-1

Injury Reports (**Public**) CW-1

Injury Reports, Employees HR-5

Inspection Construction Notices / Inspection Notices BL-2

Instant Messaging CW-8

Insurance Certificates, Agreements & Contracts CC-2 – CC-3

Insurance Certificates: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2

Insurance Policies..... HR-3

Intelligence Files PD-11

Internal Affairs Investigations / Complaints PD-2

Internal Complaints (**copies**) CW-10

Interns HR-5

Inventory, Information Systems IT-1

Investigation (Police).....PD-11

Investment Bonds / Advisor Reports & Statements / Trade Tickets FIN-4

Investment Reports / Treasurer’s Reports FIN-4

13-131

Investments / Arbitrage / Certificate of Deposit / Investment Bonds / Advisor Reports & Statements / Trade Tickets..... FIN-4
 Invitations..... CW-8
 Invoice Backup – Confidential (Human Resources) HR-1
 Invoices & Backup FIN-3
 Invoices to Outside Entities (Accounts Receivable)..... FIN-8
 Invoices, Petty Cash, Warrant Requests, etc. (**copies**) CW-1
 ISO Insurance Ratings..... F-1
J
 Job Descriptions HR-1
 Job Files / Private Development Projects – **Administration File**..... PW-7
 Job Files / Private Development Projects – **Permanent Files** PW-7
 Joint Power Authorities (**copies**) F-1
 Journal Entries / Journal Vouchers FIN-5
 Juvenile Sex Offenders: Registrants..... PD-10
K
L
 Lab Reports & Chains of Custody – Wastewater Treatment PW-14
 Lab Reports & Chains of Custody (Water)..... PW-17
 Labor Relations Files CM-2
 LAFCO PL-1
 Census, Demographics..... PL-1
 LAIF (Local Agency Investment Fund)..... FIN-4
 Land Use Studies / Plans / Reports PL-3
 Landscape & Lighting / Assessment District / Maintenance District – **Formation, Boundaries, Engineers Reports, Maps**..... PW-1
 Latent Print File PD-13
 Lawsuits / Litigation (where City Attorney is Lead) CATT-1
 Lawsuits / Litigation (**copies**)..... CW-11
 Lead & Copper Water Lab Reports..... PW-18
 Leases / Rent / Property Management – Accounts Receivable..... FIN-8
 Leases, Facilities CS-2
 Leave Requests / Vacation Requests..... CW-11
 Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports FIN-5
 Legal Advertising / Affidavits of Posting CW-1
 Letters, Memorandums, Miscellaneous Reports, etc CW-7
 Liability Claims CC-4

13-132

Liability Forms.....CS-4
 Library Board of Trustees – Agenda Packets, Agendas & MinutesL-2
 Library Card Applications.....L-2
 Library Systems: ILS DatabaseL-2
 Licensed Day Care (After School Child Care)CS-3
 LiensBL-3
 LiensFIN-9
 LiensPW-4
 Lift StationsPW-14
 Line Replacement (Wastewater).....PW-14
 List of Council Members & MayorsCC-7
 Litigation (copies).....CW-11
 Litigation (where City Attorney is Lead)CATT-1
 Local Agency Investment Fund.....FIN-4
 Local Government Compensation Report.....FIN-5
 Log Book (Pump Houses).....PW-18
 LogsCW-8
 Logs: Evidence RegisterPD-13
 Lot Line AdjustmentsPL-3

M

Maddy Act ListCC-4
 Mailing ListsCW-8
 Mailing Lists / Undeliverable Mail - Prop 218.....FIN-10
 Maintenance District / Landscape & Lighting / Assessment District – **Formation, Boundaries, Engineers Reports, Maps**.....PW-1
 Maintenance Manuals / O&M Manuals (Wastewater).....PW-15
 Maintenance Manuals / O&M Manuals (Water).....PW-18
 Maintenance, Cleaning, Reports, Stoppage Calls, Spills, Line Replacement (Wastewater)PW-14
 Major Crimes: Police Reports / Incident ReportsPD-7
 Manifests, Hazardous Materials / Haz MatF-1
 Manifests, Hazardous Waste / Certificates of DisposalPW-11
 Manuals & ReportsCW-14
 Manuals, Operations & Maintenance Manuals (O&M Manuals).....PW-11
 Maps, Plans and Record Drawings, Survey Record Maps, Capital Improvement Project “As-Builts,” DrawingsPW-5
 Maps: Assessment District / Maintenance District / Landscape & LightingPW-1
 Maps: Street Improvement District Projects / Community Facilities Districts.....PW-1

13-133

Massage PermitsPD-2

Master Plan, BicycleCM-6

Master PlansPL-3

Master Plans, Transportation or Traffic.....PW-9

Material Data Safety Sheets (MSDS)CW-11

Materials Testing Reports: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2

Mayor’s Correspondence.....CC-4

Medical Paramedic Release FormsF-5

Meeting Room RegistrationsCW-8

Memorandums, Miscellaneous Reports, etc.....CW-7

Memoriums / RecognitionsCC-9

Meter Exchange ReportsFIN-10

Minutes - Animal Commission, Public Safety Commission.....PD-1

Minutes – City Council, etc. (copies).....CW-11

Minutes – City Council, Redevelopment Agency / Successor Agency / Housing Authority / Public Financing AuthorityCC-7

Minutes – Commissions: Natural Resources & Environmental Commission, Public Works Commission, etcCC-8

Minutes - Committees: Oversight Committee, Tournament of Roses CommitteeCM-2

Minutes - Committees: Fourth of July and others established by the City Council overseen by the Department.....CC-8

Minutes - Cultural Heritage Commission, Planning Commission.....PL-1

Minutes - Finance CommitteeFIN-1

Minutes - Fourth of July CommitteePW-4

Minutes - Freeway & Transportation CommissionCM-6

Minutes - Library Board of Trustees.....L-2

Minutes - Natural Resources Commission, Public Works Commission.....PW-3

Minutes – Oversight BoardCM-5

Minutes – Subcommittees of the City CouncilCM-3

Minutes, Resolutions - Boards, Commissions & Committees.....CW-5

Miscellaneous Reports, etc.....CW-7

Misdemeanor or Infraction – Adult Marijuana: Police Reports / Incident Reports.....PD-7

Misdemeanor or Infraction – Juvenile Marijuana: Police Reports / Incident Reports.....PD-8

Misdemeanor or Infraction Marijuana **Juvenile on School Grounds during School Hours**: Police Reports / Incident Reports....PD-8

Missing Persons: Police Reports / Incident ReportsPD-8

Mission Meridian Garage AdministrationCM-2

Mission Meridian Garage OperationsPW-11

Mitigation.....CM-5

13-134

Mobile Audio/Video Recordings that are Not Evidence: Officer Recordings PD-6

Monthly Statistical Report / Run Statistics (Fire)..... F-1

MOUs, MOAs CC-3

MSDS..... CW-11

Municipal Code (**copies**) CW-12

Municipal Code Administration CC-8

Municipal Code History File / Supplements CC-8

Mutual Aid Agreements, Joint Power Authorities (**copies**)..... F-1

N

Narcotic Registrants..... PD-9

Natural Resources & Environmental Commission - **Minutes** CC-8

Natural Resources & Environmental Commission Agendas CC-1

Natural Resources Commission – Agenda Packets, Agendas, Minutes, Audio Recordings PW-3

NCIC Validation PD-6

Negative Declarations..... PL-2

Negative Declarations: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2

Negotiations, Real Property CM-6

Network Configuration Maps & Plans IT-1

Newsletters to the Public, or City Council CM-3

Newspaper Clippings..... CW-12

Nomination Papers CC-6

Notes..... CW-9

Notice of Completion: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2

Notice of Violations (Fire)..... F-6

Notices - Public Notices / Certificate of Posting CC-10

Notices, Construction / Inspection Notices BL-2

Notices: Public Hearing Notices and Proofs of Publications..... CW-12

NPDES Monitoring – Stormwater PW-6

NPDES Permits – Stormwater PW-6

O

O&M Manuals (Wastewater)..... PW-15

O&M Manuals (Water) PW-18

O&M Manuals PW-11

Oaths of Office – Elected & Appointed Officials..... CC-9

Officer Recordings: Mobile Audio/Video Recordings that are Not Evidence PD-6

13-135

OPAs, MOUs, MOAs CC-3

Operation Directives / General Orders (Police) PD-2

Operations & Maintenance Manuals (O&M Manuals)..... PW-11

Operations & Maintenance Manuals / O&M Manuals (Wastewater)..... PW-15

Operations & Maintenance Manuals / O&M Manuals (Water) PW-18

Operations, Public Works PW-10 – PW-13

Operator Log Books / Treatment Plant Log Books (Wastewater)..... PW-15

Opinions, City Attorney CW-6

Ops Plan / Special Events PD-12

Ordinances – City Council CC-9

Ordinances (**copies**)..... CW-12

Organizational Charts CW-8

OSHA Logs and Citations HR-3

Oversight Board **Agenda Packets, Minutes and Resolutions**..... CM-5

Oversight Committee, Tournament of Roses Committee - Agendas, Agenda Packets, Minutes & Audio Recordings CM-1 & CM-2

Overtime Sheets, Overtime Cards CW-16

P

Paramedic Services - Billing F-4

Parcel Maps PL-3

Park History CS-3

Parking Citations / Parking Meters..... FIN-8

Parking Permits..... PD-2

Parks & Recreation Commission – **Agenda Packets, Agendas, Minutes, Audio**..... CS-2 & CS-3

Participant Files – Licensed Day Care (After School Child Care)..... CS-3

Parts Inventory Database PW-11

Patient Care Reports (PCRs) / Medical Paramedic Release Forms..... F-5

Patrol Ride-A-Long Waiver Form..... PD-12

Patrol..... PD-12

Pawn Slips PD-6

Payment Stubs..... FIN-10

Payroll Employee Riles FIN-6

Payroll Registers FIN-6

Payroll Tax Returns / OASDI FIN-6

Permanent Encroachments: Encroachment Permits PW-5

Permissions / Camps, Field Trips, Authorization to give Medicine CS-4

13-136

Permissions to Receive Copies of Plans BL-3

Permits: Parking, Bicycles, Business (Police)..... PD-2

Permits: Concrete, Tree Removal, Sidewalk Dining, etc. PW-6

Permits: Massage, Bingo, etc – Regulatory..... PD-2

Permits: Temporary / Special Use Permits PL-4

PERS Audits FIN-2

PERS Report FIN-6

Personal Appearance / Duces Tecum / Subpoenas (Police) / Discovery Requests / Pitchess Motions..... PD-10

Personnel **Background Packet – Police – Unsuccessful** PD-3

Personnel Background Packets (Fire) F-1 & F-2

Personnel Files – Employees HR-4

Personnel Files – Fire Department Employees F-2

Personnel Files – Medical File HR-4

Personnel Files – **Police Department Employees**..... PD-3

Personnel Files - Supervisory (stored in Departments) CW-13

Personnel Files (stored in Departments) CW-12

Personnel Work Schedules..... CW-13

Pesticide Applications Records..... PW-11

Petitions – Parking Requests, Traffic Calming Requests – NOT Election Petitions CC-9

Petitions (Initiative, Recall or Referendum)..... CC-7

Petty Cash, Warrant Requests, etc. (**copies**) CW-1

Photo File..... PD-13

Photographs / Aerial Maps – Analog or Digital & Index to Aerials PW-1

Photos: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2

Photos: Private Development Projects / Job Files – **Administration File** PW-7

Pitchess Motions / Personal Appearance / Duces Tecum / Subpoenas (Police) / Discovery Requests..... PD-10

Plan Checks for Building Permits..... PW-6

Planning Commission – Agenda Packets, Agendas, Minutes, Resolutions, Video Recordings PL-1 & PL-2

Planning Database..... PL-4

Planning Project Files – Permanent Entitlements..... PL-3

Planning Project Files – Temporary Uses..... PL-3

Plans & Grading Permits..... PW-6

Plans & Grading Permits: Private Development Projects / Job Files – **Permanent Files** PW-7

Plans and Record Drawings, Survey Record Maps, Capital Improvement Project “As-Builts,” Drawings, Maps PW-5

Plans, Master Plans, Specific Plans, etc..... PL-3

13-137

Plans: Capital Improvement Projects (CIP) – Where Public Works is the Lead – Permanent FilePW-2

Police Reports / Incident Reports: All, Except Those Specifically Mentioned in the Schedule.....PD-7

Police Reports / Incident Reports: Capital Crimes / Serious Felonies / Major Crimes / Sex CrimesPD-7

Police Reports / Incident Reports: Factually Innocent Petition Accepted Records Sealed Pending DestructionPD-8

Police Reports / Incident Reports: Firearms Entered Into CLETS (If not Permanent Retention) – Found / Recovered FirearmsPD-6

Police Reports / Incident Reports: Misdemeanor or Infraction – Adult Marijuana.....PD-7

Police Reports / Incident Reports: Misdemeanor or Infraction – Juvenile Marijuana.....PD-8

Police Reports / Incident Reports: Misdemeanor or Infraction Marijuana Juvenile on School Grounds during School HoursPD-8

Police Reports / Incident Reports: Mission PersonsPD-8

Police Reports / Incident Reports: Sealed Juvenile and Ward CasesPD-9

Policies & Procedures / Operation Directives / General Orders (Police)PD-2

Policies, Procedures, Brochures, Manuals & ReportsCW-14

Potable WaterPW-17 – PW-19

PowerPoint Presentations.....CM-3

Preferential Parking PermitsPD-2

Pre-plan SheetsF-6

Press Releases.....CW-13

Press Releases, Reading Files, Working Files, etc.CW-7

Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections.....PW-11

Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections (Water)PW-18

Private Development Projects / Job Files – **Administration File**.....PW-7

Private Development Projects / Job Files – **Permanent Files**PW-7

Private Lab Verifications: Private Development Projects / Job Files – **Administration File**.....PW-7

Problem Patron File (Library).....L-2

Procedures / Operation Directives / General Orders (Police).....PD-2

Procedures, Brochures, Manuals & Reports.....CW-14

ProclamationsCC-9

Program Working FilesCM-3

Programs & Projects (Fire)F-2

Progress Meetings: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**.....PW-2

Project / Program Working FilesCM-3

Project Administration: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**.....PW-2

Project Assessments / Engineering Studies / Surveys – Preliminary Studies (**Not Acquired or Developed**).....PW-5

Project Files & Project Plans - Redevelopment / SuccessorCM-5

Project Log Index / Spreadsheets / Binders of Historic Actions (Planning)PL-4

13-138

Project Schedules: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**.....PW-2
 Projects (Fire) F-2
 Proof of Publication / Public Notices / Certificate of Posting..... CC-10
 Proofs of PublicationsCW-12
 Prop 218 Fees & Charges / Ballots / Mailing Lists / Undeliverable Mail FIN-10
 Property & EvidencePD-13
 Property Management – Accounts Receivable FIN-8
 Property Release Forms PD-13
 Property Tag Logs PD-13
 Proposals, Successful..... CC-2 – CC-3
 Proposals, Unsuccessful.....CW-4
 Public Benefit Programs / Low Income (water).....PW-17
 Public Financing Authority – **Agenda Packets / Staff Reports** CC-1
 Public Financing Authority – **Minutes** CC-7
 Public Financing Authority – **Resolutions** CC-10
 Public Hearing Notices / Legal Advertising / Affidavits of PostingCW-1
 Public Hearing Notices and Proofs of Publications.....CW-12
 Public Information / Education (Fire)..... F-7
 Public Information Requests PD-9
 Public Notices / Certificate of Posting CC-10
 Public Records Act RequestsCW-13
 Public Records Requests..... CC-10
 Public Relations / Press ReleasesCW-13
 Public Right of Way: Encroachment PermitsPW-5
 Public Safety Commission – Agenda Packets, Agendas, Minutes, Audio Recordings PD-1
 Public Works Commission – Agenda Packets, Agendas, Minutes, Audio RecordingsPW-3
 Public Works Commission - Minutes CC-8
 Public Works Commission Agendas CC-1
 Publication Affidavits.....CW-1
 Publication Affidavits.....CW-12
 Pump Houses Log BookPW-18
 Pumpkin Lots, Temporary Sign Permits PL-3
 Pursuit Critiques..... PD-4
Q
 Quarterly Payroll Tax Returns / OASDI.....FIN-6

13-139

Questionnaires.....CW-15

R

Radar Calibration Records: Traffic ControlPD-12

Radar Trailer Surveys: Traffic ControlPD-12

Reading Files, Working Files, etc.CW-7

Real Estate Appraisal Reports.....CW-13

Real Estate Appraisals: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**PW-2

Real Property – Deeds, Easements, Vacations, Boundary Liens, etc.CC-10

Real Property Acquisitions / Sale.....PW-8

Real Property NegotiationsCM-6

Rebate Programs / Check Requests (Water Conservation)PW-17

Recall PetitionCC-7

RecognitionsCC-9

Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure ReportsFIN-5

Record Drawings and Plans, Survey Record Maps, Capital Improvement Project "As-Built," Drawings, MapsPW-5

Record Drawings of Buildings – Fire Protection Systems..... F-7

Recordings – **Audio** / Tapes or DVDs – City Council.....CC-10

Recordings – **Video** / DVD-r or VCR – City Council.....CC-10

Recordings / Audio Tapes - Boards, Commissions & Committees.....CW-4

Records (Police) PD-6 – PD-10

Records Destruction Lists (**copies**)CW-13

Records Destruction Lists / Certificates of Records DestructionCC-10

Records RequestsCW-13

Records Retention Schedules, Updates to Records Retention SchedulesCC-10

Recreation DatabaseCS-3

Recruitment & Testing File.....HR-4

Redevelopment / Successor Agency Project Files & Project Plans.....CM-5

Redevelopment / Successor AgencyCM-5

Redevelopment Agency - **Resolutions**CC-10

Redevelopment Agency– **Agenda Packets / Staff Reports**CC-1

Redevelopment Agency– **Minutes**CC-7

Redevelopment Plans (Historical).....CM-5

Reference Materials: Policies, Procedures, Brochures, Manuals & ReportsCW-14

Referendum PetitionCC-7

Refund Detail (**copies**)CW-6

13-140

Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports FIN-5

Registrants: Arson – **Adults** PD-9

Registrants: Arson – **Juveniles** Released from California Youth Authority PD-9

Registrants: Narcotic..... PD-9

Registrants: Sex Offenders – **Adults**..... PD-9

Registrants: Sex Offenders – **Juveniles** PD-10

Registration / Reservation Forms / Application Forms / Fee & Charge / Liability Forms CS-4

Regulatory Agencies (Water)..... PW-17

Regulatory Agencies Correspondence PW-4

Regulatory Agency Correspondence (Wastewater)..... PW-14

Regulatory Agency Correspondence PW-10

Reimbursable Claims / Subventions – Successful..... CW-10

Reimbursable Claims CM-4

Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine CS-4

Relocation Files Where Redevelopment was the Lead CM-5

Rent / Property Management – Accounts Receivable FIN-8

Reorganization Studies..... HR-1

Reports – Building Activity BL-3

Reports – Financial FIN-5

Reports & Studies – Historically Significant..... CW-14

Reports & Studies CW-14 & CW-15

Reports (Reference Materials)..... CW-14

Reports and Studies – Historical (Police) PD-4

Reports and Studies Regarding Police Operations PD-4

Reports, Miscellaneous..... CW-7

Reports, Stoppage Calls, Spills, Line Replacement (Wastewater)..... PW-14

Reports, W-2..... FIN-7

Reports: Annual State or Federal - State Controller’s Report, Street Report, Local Government Compensation Report FIN-5

Repossession Notices PD-10

Requests & Permissions to Receive Copies of Plans..... BL-3

Requests for Fire Incident Reports F-2

Requests for Public Records CC-10

Requests from Other Cities CW-8

Re-Reads (Utility Billing)..... FIN-10

Reservation Forms / Application Forms / Fee & Charge / Liability Forms CS-4

13-141

Resolutions - Boards, Commissions & CommitteesCW-5

Resolutions – City Council/ Redevelopment Agency/ Housing Authority / Public Financing Authority CC-10

Resolutions - Cultural Heritage Commission, Planning Commission PL-2

Resolutions – Oversight Board CM-5

Resolutions (**copies**)CW-15

Revenue & Expenditure ReportsFIN-5

Revenue & Utility Billing FIN-8 – FIN-10

Revenue Report / Balancing Utility System to GL FIN-10

RFIs & Responses: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Administration File**..... PW-2

Rights of Way: Private Development Projects / Job Files – **Permanent Files** PW-7

Rights of Ways, Liens PW-4

Risk Management HR-1 – HR-5

RMS Database (Police) PD-10

Run Statistics (Fire) F-1

S

Safety TrainingCW-16

Safety Training: Training – Police Department Training Records – Course Records PD-14

Sale / Real Property Acquisitions PW-8

Sanitary Spills & Overflows (SSOs) PW-15

SCADA Database (Water) PW-18

Scholarship Programs CS-4

Sealed Juvenile and Ward Cases: Police Reports / Incident Reports PD-9

Senior Citizen Commission - Agenda Packets, Agendas, Minutes, Audio CS-2 & CS-3

Senior Housing Committee – Agendas, Agenda Packets, Audio Recordings CM-1

Senior Nutrition Program CS-4

Serious Felonies: Police Reports / Incident Reports PD-7

Sewer System Management Plans (SSMP) and Audits PW-15

Sex Crimes: Police Reports / Incident Reports PD-7

Sidewalk Dining Permits PW-6

Sign-in / Sign-out Sheets CS-4

Single Audits / Transportation Audits / PERS Audits FIN-2

Site Clearance / Soils Remediation / Mitigation CM-5

Site Plans PL-3

Small Claims Court Judgments FIN-10

Social media CW-8

13-142

Soils Remediation / Mitigation..... CM-5
 Soils Reports and Geotechnical / Hydrology Reports PW-6
 Soils Reports: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2
 Soils Reports: Private Development Projects / Job Files – **Permanent Files** PW-7
 Solid Waste / AB 636 Compliance PW-6
 Sound Permits PD-12
 Speaker Slips CW-8
 Special Event Action Plans: Traffic Control PD-12
 Special Event Programs (Children’s Programs, Cultural Arts, Sports, Senior Programs, etc.)..... CS-1
 Special Events / Ops Plan PD-12
 Special Programs / Special Event Programs (Children’s Programs, Cultural Arts, Sports, Senior Programs, etc.)..... CS-1
 Special Studies PL-4
 Special Use Permits PL-4
 Special Watch Requests..... PD-5
 Specific Plans PL-3
 Specifications: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File** PW-2
 Speeches / PowerPoint Presentations..... CM-3
 Spills, Line Replacement (Wastewater)..... PW-14
 SSMP and Audits..... PW-15
 SSOs..... PW-15
 Staff Reports - Boards, Commissions & Committees CW-5
 Staff Reports – City Council, Redevelopment (**copies**) CW-1
 Staff Reports – City Council, Redevelopment Agency / Successor Agency CC-1
 Staff Reports – Housing Authority / Public Financing Authority CC-1
 State Controller’s Report, Street Report, Local Government Compensation Report..... FIN-5
 State or Federal Reports - State Controller’s Report, Street Report, Local Government Compensation Report FIN-5
 Statement of Economic Interests CC-4
 Station Log Books / Station Journals F-8
 Stoppage Calls, Spills, Line Replacement (Wastewater)..... PW-14
 Stormwater..... PW-6
 Stormwater: Private Development Projects / Job Files – **Permanent Files** PW-7
 Street Improvement District Projects / Community Facilities Districts – **Formation, Boundaries, Engineers Reports, Maps** PW-1
 Street Permits: Encroachment Permits..... PW-5
 Street Report, Local Government Compensation Report FIN-5
 Stubs / Payment Stubs FIN-10

13-143

- Studies - Classification / Reorganization Studies HR-1
- Studies – Compensation..... HR-1
- Studies – Historically Significant.....CW-14
- Studies – Transportation.....PW-9
- Studies CW-14 & CW-15
- Studies & Surveys (Human Resources) HR-4
- Studies, Special PL-4
- Studies: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2
- Subcommittees of the City Council - Agendas, Agenda Packets, Minutes CM-3
- Subcommittees, City Council CW-4
- Subdivision Bonds / Construction Bonds: Bonds.....PW-1
- Subdivisions, Tentative PL-3
- Subject / Reference Files.....CW-15
- Submittals: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2
- Subpoenas (Fire Dept.)..... F-2
- Subpoenas (Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces TecumPD-10
- Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports FIN-5
- Subventions – Successful.....CW-10
- Successful Proposal: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2
- Successor Agency – **Agenda Packets / Staff Reports**..... CC-1
- Successor Agency – **Minutes**..... CC-7
- Successor Agency Project Files & Project Plans..... CM-5
- Successor Agency CM-5
- Supervisory FilesCW-13
- Supply InventoriesCW-8
- Survey File / Abandonment’s / Vacations (Streets)PW-1
- Survey Record Maps, Capital Improvement Project “As-Builts,” Drawings, Maps, Plans and Record DrawingsPW-5
- Surveys – Preliminary Studies / Project Assessments / Engineering Studies (**Not Acquired or Developed**).....PW-5
- Surveys & Studies - Compensation HR-1
- Surveys (Human Resources)..... HR-4
- Surveys (Recreation Program Evaluations).....CS-2
- Surveys / Engineering Studies (City Built Projects)PW-5
- Surveys / Questionnaires.....CW-15
- Surveys: Capital Improvement Projects (CIP) – Where Public Works is the Lead – **Permanent File**.....PW-2

T

13-144

Tapes or Audio Recordings – **(CAD/RMS)** Recordings of Telephone & Radio Communications Dispatch Tapes (CAD).....PD-5
 Tax Returns, PayrollFIN-6
 Temporary Construction: Encroachment PermitsPW-5
 Temporary Holding Facility – AdministrationPD-5
 Temporary Sign PermitsPL-3
 Temporary Use Permits / Special Use PermitsPL-4
 Tentative SubdivisionsPL-3
 Testing Lab Final Reports: Private Development Projects / Job Files – **Administration File**PW-7
 Thank YouCW-8
 Time Card SummariesFIN-7
 Time Cards / Overtime Sheets, Overtime Cards.....CW-16
 Time Sheet Summaries / Time Card Summaries.....FIN-7
 Time Sheets / Time Cards / Overtime Sheets, Overtime CardsCW-16
 Tonnage ReportsPW-8
 Tournament of Roses Committee - Agendas, Agenda Packets, Minutes & Audio RecordingsCM-1 & CM-2
 Trade Tickets (Investments)FIN-4
 Traffic Calming Requests / Traffic Studies / Traffic CountsPW-9
 Traffic ComplaintsPW-9
 Traffic Control: Radar Calibration RecordsPD-12
 Traffic Control: Radar Trailer Surveys, Special Event Action PlansPD-12
 Traffic Counts / Traffic Calming Requests / Traffic StudiesPW-9
 Traffic Engineering.....PW-9
 Traffic Signal InventoryPW-9
 Traffic SignalsPW-9
 Traffic Speed Surveys.....PW-9
 Traffic Studies / Traffic Counts / Traffic Calming RequestsPW-9
 Training – All Course RecordsCW-16
 Training – Police Department Training Records – Course RecordsPD-14
 Training (Police).....PD-14
 Training Certificates: Personnel Files – **Police Department Employees**.....PD-3
 Training Course Records (Fire Dept.).....F-3
 Transaction Histories, Balance Sheets, Revenue & Expenditure ReportsFIN-5
 Transcripts, Bonds / Certificates of Participation (COPs)FIN-3
 Transient Occupancy Tax (TOT) (Accounts Receivable)FIN-8
 Transit Applications – Dial-A-RideTR-1

13-145

Transmittal lettersCW-8

Transportation – Studies.....PW-9

Transportation Audits / PERS AuditsFIN-2

Transportation Master Plans.....PW-9

Transportation.....CM-6

Travel Expense Reimbursements.....FIN-3

Tree Removal PermitsPW-6

Trustee StatementFIN-3

U

UBC, UPC. Etc.....BL-3

Undeliverable EnvelopesCW-8

Undeliverable Mail - Prop 218.....FIN-10

Underground Service Alerts (USAs) – WastewaterPW-15

Underground Service Alerts (USAs) – Water.....PW-18

Underground Service Alerts (USAs).....PW-12

Underground Storage Tanks (City-owned)F-3

Underground Storage Tanks.....PW-12

Uniform & Equipment Authorization.....PD-14

Uniform Building CodesBL-3

Uniform Crime Reports (UCR) – Summaries (BCS) / Crime StatisticsPD-6

Unpaid Interns.....HR-5

Unsuccessful Bids.....CW-4

Unsuccessful Commission, Committee ApplicationsCC-4

Unsuccessful Grant ApplicationsCW-9

Unsuccessful Grant Applications, Correspondence.....CM-4

Unsuccessful Proposals.....CW-4

Updates to Records Retention SchedulesCC-10

Urban Water Management Forecast / Future Developments, etc.PW-19

Urban Water Management Plans (UWMPs).....PW-18

USAs – Wastewater.....PW-15

USAs – WaterPW-18

USAs.....PW-12

Use of Force Training: Training – Police Department Training Records – Course RecordsPD-14

Used Oil DisposalPW-12

Utility Billing.....FIN-8 – FIN-10

13-146

Utility Cuts: Encroachment PermitsPW-5

V

Vacation Requests.....CW-11

Vacations (Streets) / Survey File / Abandonment'sPW-1

Vacations, Boundary Liens, etc. CC-10

Variances PL-3

Vegetation Management / Weed Abatement F-7

Vehicle & Equipment DatabasePW-12

Vehicle & Equipment History Files.....PW-13

Vehicle Repossession Notices.....PD-10

Vehicle Safety Checks / Daily Vehicle Inspections (Water)PW-18

Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks (Fire) F-8

Vehicle Safety Checks / Daily Vehicle InspectionsPW-11

Video / DVD-r or VCR – City Council..... CC-10

Video Inspections / Video Tapes or Digital Recordings / CCTV Collection Line Inspection Tapes – WastewaterPW-14

Video Recordings - **Cultural Heritage Commission, Planning Commission** PL-2

Video Tapes or Digital Recordings / CCTV Collection Line Inspection Tapes / Video Inspections – WastewaterPW-14

Videos – Water Wells, Repairs, Reservoirs, TanksPW-19

Visitors LogsCW-8

Voice MailsCW-8

Volunteer / Unpaid Interns HR-5

Vulnerability Assessment.....PW-19

W

W-2s and W-2 ReportsFIN-7

W-4s.....FIN-7

W-9s.....FIN-3

Waivers of LiabilityCS-4

Warrant RequestsFIN-3

Warrant Requests, etc. (**copies**)CW-1

Warrants – Recalled or Served.....PD-10

Warrants (Cashed).....FIN-4

Warrants (Issued)FIN-3

Wastewater / Sewer System Management Plans (SSMP) and AuditsPW-15

Wastewater CollectionPW-14 - PW-16

Water AssessmentsPW-19

13-147

Water Conservation PW-17

Water Forecasts / Urban Water Management Forecast / Future Developments, etc. PW-19

Water Management Plans (UWMPs)..... PW-18

Water Production Reads / Reports PW-19

Water Quality Reports / Consumer Confidence Reports PW-19

Water Resources Planning Historical Reports / Water Assessments PW-19

Water Supply Agreements (copies) PW-19

Water Transactions – Annual Summaries PW-19

Water PW-17 – PW-19

Webpages..... CW-8

Weed Abatement F-7

Well Records..... PW-19

Work Order Database – Wastewater PW-15 & PW-16

Work Order Database PW-13

Work Orders – Wastewater..... PW-15 & PW-16

Work Orders / Connects / Disconnects / Re-Reads (Utility Billing)..... FIN-10

Work Orders..... PW-13

Worker’s Compensation Files HR-5

Working Files CM-3

Working Files, etc. CW-7

X

Y

Youth Commission – Agenda Packets, Agendas, Minutes, Audio..... CS-2 & CS-3

Z

Zone Changes PL-3

Zoning Amendments (**copies**)..... PL-4

Zoning Maps PL-4

13-148



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City Council Agenda Report

ITEM NO. 14

DATE: January 16, 2019

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

PREPARED BY: Marc A. Donohue, Chief City Clerk *[Signature]*

SUBJECT: **Approval of Mayor's List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations**

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commission, boards, and committees.
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena (City).

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The Mayor has submitted her list of City Council Liaison and Regional Group Appointments to the City Clerk's Division. This is a routine annual item that requires approval by the City Council.

The following City Council Ad Hoc/Committees are proposed to be deleted because these committees have no standing business items and/or the committees no longer meet:

- Arroyo Seco Golf Course Racquet Centre Lease
- Athens Contract
- Community Center Advisory
- Facility Improvements
- Rent Stabilization
- Rialto Theatre
- San Pasqual Stables Lease

The following City Council Ad Hoc Committee was recently established and has been added to the roster:

- Caltrans Homes Subcommittee

Alternatives Considered

If changes to the proposed list are necessary, the City Council has the ability to modify it before it is adopted.

Background

At the beginning of every Mayoral term, appointments are made to various commission, boards, committees, and regional groups for the calendar year. The majority of the appointments are made by the Mayor; however, several agencies and organizations require City Council action by resolution.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Expenses for attending regional meetings have been budgeted in the Fiscal Year 2018-19 City Council 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*.

Attachments:

1. List of Proposed City Council Liaison & Regional Group Appointments
2. Resolution Approving City Council Appointments to Various Governmental Entities and Organizations

ATTACHMENT 1
**List of Proposed City Council Liaison & Regional
Group Appointments**



Liaison and Regional Group Appointments
Marina Khubesrian, M.D., Mayor
January 2019 to December 2019

City Commissions, Boards, and Committees	Appointed Liaison	Alternate
Animal Commission	Schneider	Mahmud
Cultural Heritage Commission	Joe	Schneider
Finance Commission	Mahmud	Khubesrian
Fourth of July – Festival of Balloons Committee ■	Cacciotti	N/A
Freeway & Transportation Commission	Schneider	Cacciotti
Library Board of Trustees	Mahmud	Joe
Natural Resources and Environmental Commission	Khubesrian	Cacciotti
Parks and Recreation Commission	Cacciotti	Schneider
Planning Commission	Schneider	Mahmud
Public Arts Commission	Khubesrian	Schneider
Public Safety Commission	Khubesrian	Mahmud
Public Works Commission	Joe	Schneider
Renewable Energy Council	Cacciotti & Mahmud	N/A
Senior Citizen Commission	Cacciotti	Joe
South Pasadena Tournament of Roses Committee ■	Khubesrian	Joe
Youth Commission	Joe	Cacciotti
Ad Hoc/Committees	Appointed Liaisons	
Ad Hoc/Committee: City Council and SPUSD Subcommittee	Joe & Khubesrian	
Ad Hoc/Committee: Economic Development	Joe & Khubesrian	
Ad Hoc/Committee: General Plan Advisory	Khubesrian & Mahmud	
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Khubesrian & Mahmud	
Ad Hoc/Committee: Caltrans Homes Subcommittee	Khubesrian & Schneider	
Ad Hoc/Committees	Appointed Liaisons	
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Legislative	Mahmud	
Ad Hoc/Committee: South Pasadena Chamber of Commerce – Economic Development	Khubesrian	
Ad Hoc/Committee: South Pasadena Chamber of Commerce – Chamber Board	DeWolfe, City Manager	
Regional Groups – Appointment by City	Appointed Liaison	Alternate(s)
Arroyo Verdugo Communities Joint Powers Authority	Khubesrian	Mahmud
Foothill Employment and Training Consortium Policy Board	Joe	Schneider
Los Angeles County City Selection Committee	Khubesrian (always Mayor)	Joe

■ Members not appointed by Mayor

Liaison & Regional Group Appointments

Page 2

☰ ★	Los Angeles County Sanitation Districts, Board of Directors, District 16	Khubesrian (always Mayor)	Joe
	League of California Cities, Los Angeles Division	Mahmud	Khubesrian
☰ ❖	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Schneider
☰ ❖	San Gabriel Valley Council of Governments Governing Board	Mahmud	Joe
☰ ❖	Southern California Association of Governments General Assembly	Mahmud	Joe
☰ ❖	San Gabriel Valley Mosquito and Vector Control District	Khubesrian	N/A
	SR-710 Stakeholder Outreach Advisory Committee	Mahmud	Khubesrian & Joanne Nuckols
Regional Groups –Appointment by Regional Group		Appointed Liaison	Alternate(s)
☰ Δ	Arroyo Verdugo Communities Representative to the Southern California Association of Governments Community, Economic and Human Development Committee	Joe	None
☰	Arroyo Verdugo Communities Appointment to the League of California Cities, LA county Division Board of Directors	Mahmud	None
☰ Δ	San Gabriel Valley Council of Governments appointment to Southern California Association of Governments Energy and Environment Committee	Mahmud	None
☰ ☰	Santa Monica Mountains Conservancy	Cacciotti	None
☰ ☰	South Coast Air Quality Management District	Cacciotti	None
Δ	San Gabriel Valley Board Member		None

- ☰ Requires FPPC Form
- ❖ Council vote
- ★ Board Member is current Mayor; Alternate is appointed by Mayor
- ☰ Voted by Regional Group
- Δ Stipend

ATTACHMENT 2
Resolution Approving City Council Appointments to
Various Governmental Entities and Organizations

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPOINTING DELEGATES, REPPRESENTATIVES,
AND ALTERNATES AS OFFICIAL REPRESENTATIVES
OF THE CITY OF SOUTH PASADENA**

WHEREAS, the City Council of the City of South Pasadena (City) at its regular meeting of December 19, 2018, reorganized as follows: Marina Khubesrian, M.D., Mayor; Robert S. Joe, Mayor Pro Tem; Michael A. Cacciotti, Councilmember; Diana Mahmud, Councilmember; and Richard D. Schneider, M.D., Councilmember; and

WHEREAS, with the reorganization, the Mayor and the City Council make appointments to various agencies and organizations for the Mayoral term; and

WHEREAS, several agencies and organizations require that the City Council formally approve its official delegates, representatives, and alternates to represent the City.

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

SECTION 1. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as Governing Board Representative and alternate member of the **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS** for the term indicated:

Governing Board Representative	Alternate	Term
Councilmember Mahmud	Mayor Pro Tem Joe	2019

SECTION 2. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **LEAGUE OF CALIFORNIA CITIES, LOS ANGELES DIVISION** for the term indicated:

Delegate	Alternate	Term
Councilmember Mahmud	Mayor Khubesrian	2019

SECTION 3. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as board member and alternate board member of the **LOS ANGELES COUNTY SANITATION DISTRICTS BOARD OF DIRECTORS, DISTRICT 16** for the term indicated:

Board Member	Alternate	Term
Mayor Khubesian	Mayor Pro Tem Joe	2019

SECTION 4. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **METRO GOLD LINE PHASE II JOINT POWERS AUTHORITY BOARD** for the term indicated:

Delegate	Alternate	Term
Councilmember Cacciotti	Councilmember Schneider	2019

SECTION 5. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY** for the term indicated:

Delegate	Alternate	Term
Mayor Khubesian	Councilmember Mahmud	2019

SECTION 6. The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS GENERAL ASSEMBLY** for the term indicated:

Delegate	Alternate	Term
Councilmember Mahmud	Mayor Pro Tem Joe	2019

SECTION 7. The City Council of the City of South Pasadena does hereby confirm and appoint the following person as delegate member of the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** for the term indicated:

Delegate	Alternate	Term
Mayor Khubesian	None	2019

SECTION 8. Pursuant to the appointments made above, the City Council of the City of South Pasadena does hereby adopt the completed Form 806 of the Fair Political Practices Commission, and directs staff to take all other actions necessary to comply with the requirements of any applicable laws and regulations.

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 16th day of January, 2019.

Marina Khubesrian, 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 16th day of January, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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City Council Agenda Report

ITEM NO. 15

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Marc A. Donohue, Chief City Clerk *MD*

SUBJECT: **Approval of a Professional Services Agreement with Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities and Authorize the Purchase of Network Switches, Ports, and Hardware**

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to execute a professional services agreement with Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities in the amount of \$113,008; and
2. Authorize the City Manager to approve the purchase of network switches, ports, and hardware in the amount of \$28,272.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The City's current phone system is over 23 years old, out of support, and difficult to repair as parts are increasingly unavailable. In June of 2018, the City Council approved the replacement of the current cabling infrastructure to support a Voice over Internet Protocol (VoIP) phone system. A VoIP phone system is a software based telephone system designed to use voice over internet protocol (IP) technology to send and receive phone calls over an IP network. The phone converts analog telephone audio into a digital format that can be transmitted over the internet and converts incoming digital phone signals from the internet to standard telephone audio.

The City consulted with its IT provider, Acorn, regarding work required to facilitate this and also tie in to existing cabling pathways. Acorn's recommendation is that the City contract with Lotus Communications (Lotus). Lotus has demonstrated on multiple occasions their caliber of workmanship, having already completed multiple cabling projects in the Police Department (911 Remodel, Records Remodel, and CCTV Implementation), cable cleanup in the telecommunications and electrical room, and they are currently working on cabling in the Fire Department Emergency Operations Center (EOC). Their knowledge of existing cabling

pathways and the benefit of a common experience between all facilities is also crucial in the successful completion of this work. Accordingly, staff recommends that Lotus be awarded this contract on the open market as a “sole source” vendor, without compliance with public works bidding requirements, as authorized by SPMC Section 2.99-29(6) and 2.99-2.9(11)(i). Additionally, because this work is so specialized it is appropriate to classify it as professional services, pursuant to SPMC Sections 2.99-29(2)(f) and 2.99-29(12).

Next Steps

Once the cabling infrastructure is replaced in all City facilities, staff can begin updating the outdated phone system to a new VoIP system.

Alternatives

An alternative to allocating these funds to the recabling project could be to prioritize other IT projects that are identified in the IT Business Plan that is currently under development.

Background

By upgrading the phone system to a new VoIP system, many now-common features become available to staff allowing for greater productivity, better communications to customers, and greater support and reliability. To realize these benefits, the current cabling infrastructure is required to be updated. This recabling project is part of the recently adopted 5-year Capital Improvement Plan along with the VoIP phone system project.

In addition to being able to support the new phone technologies, updating the cabling situation will also allow for other new technologies to be implemented that would benefit both staff and customers, including updating the Wi-Fi in the City Council Chambers, City Hall, Police Department, Fire Department, Public Works Yard, Library, Senior Center and Recreation Building. Old, unlabeled, and unreliable cabling will be removed, and new intermediate distribution frames (IDFs) will be installed to allow for future expansion. A benefit to security will also be realized as every port will be labeled and its location identified in the building. Potential cyber intruders will have a harder time finding a physical location to plug into and gaining access to the network.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The expenses pertaining to this project were budgeted in the Fiscal Year 2018-19 budget under account numbers 105-3010-3032-8500 and 101-2010-2032-8530.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis under CEQA Guideline Section 1530, as an interior repair or remodel to an existing facility.

City Facilities Re-Cabling Project
January 16, 2019
Page 3 of 3

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: Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Lotus Communications, LLC)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Lotus Communications, LLC, a Cabling Vendor (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: design and replacement of the current cabling infrastructure in several City facilities to permit conversion of phone system to voice over internet protocol and installation of new intermediate distribution frames to allow for future expansion.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s November 12, 2018 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Marc Donohue, Chief City Clerk. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim

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

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred and Thirteen Thousand Eight Dollars (\$113,008).
- 3.5. "Commencement Date": January 16, 2019.
- 3.6. "Termination Date": June 30, 2019

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate

- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the

expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Marc Donohue, South Pasadena, CA 95945.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

Marc Donohue
City of South Pasadena
City Clerk's Division
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7230
Facsimile: (626) 403-7241

If to Consultant

Lotus Communications, LLC
Attn: Joe Gomez
737 W. 31st St., Unit #A
San Pedro, CA 90731
Telephone: 310-251-6207
Facsimile: 310-507-6207

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

“City”
City of South Pasadena

“Consultant”
Lotus Communications, LLC

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

Exhibit A

Scope of Services

Lotus Communications will provide labor and material to install the following:

City Hall – Data Cabling – 1st Floor

1. Provide and install (29) CAT6 Data Cables from the new 1st Floor IDF to the different areas in the 1st Floor at the City Hall. (see drawing)
2. Provide and install (1) CAT6 Data cables for new AP locations. (see drawing)
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. Provide and install (1) 48-Port CAT6 Patch Panel to terminate all new cabling.
5. Provide and install (1) Horizontal 2-U Wire-managers.
6. CAT6 Jacks shall be used to terminate cabling at the station side.
7. All new cabling shall be terminated, tested and labeled according to current industry standards.
8. Provide and install (1) Wall Mount Rack in the new IDF.
9. The city to provide a new backboard and power to the new IDF Location.

City Hall – Data Cabling – 2nd Floor

1. Provide and install (31) CAT6 Data Cables from the new 2nd Floor IDF to the different areas in the 2nd Floor at the City Hall. (see drawing)
2. Provide and install (3) CAT6 Data cables for new AP locations. (see drawing)
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. Provide and install (1) 48-Port CAT6 Patch Panel to terminate all new cabling.
5. Provide and install (1) Horizontal 2-U Wire-managers.
6. CAT6 Jacks shall be used to terminate cabling at the station side.
7. All new cabling shall be terminated, tested and labeled according to current industry standards.
8. Provide and install (1) Wall Mount Rack in the new IDF.
9. The city to provide a new backboard and power to the new IDF Location.

Fiber Optic Cabling

1. Install (2) 6 strand Multi-Mode OM3 Fiber Optic Cables from the basement server room to the new 1st Floor and 2nd Floor City Hall IDFs.
2. All new fiber strands shall terminate onto OM3 LC Connectors at both fiber panels.
3. Provide and install (3) Fiber Housings; (1) for the new IDF and (1) at the new IDF.
4. Provide and install (2) OM3 LC to LC Fiber Optic Patch Cords.
5. In the riser rooms, install ID Tags and firestop the penetrations.

LIBRARY – Data Cabling 1st Floor

1. Provide and install (17) CAT6 Data Cables from the IT Room on the 1st Floor in the to the areas on the 1st Floor. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. Provide and install (1) 48-Port patch panel to terminate new cabling.
4. CAT6 Jacks shall be used to terminate cabling at the station side.
5. All new cabling shall be terminated, tested and labeled according to current industry standards.

LIBRARY – Data Cabling – 2nd Floor

1. Provide and install (13) CAT6 Data Cables from the IT Room on the 1st Floor in the to the areas on the 2nd Floor. (see drawing)
2. Provide and install (5) CAT6 Data cables for new AP locations. (see drawing)
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. CAT6 Jacks shall be used to terminate cabling at the station side.
5. All new cabling shall be terminated, tested and labeled according to current industry standards.
6. Provide labor and materials to install (1) 3-inch Core from the 2nd Floor to the 1st Floor ceiling to route new cabling.

PD – Data Cabling and Fiber – Basement

1. Provide and install (1) CAT6 Data Cable from the Basement IT Room to the shooting range room at the PD. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. Use existing patch panel space to terminate new cabling.
4. CAT6 Jacks shall be used to terminate cabling at the station side.
5. All new cabling shall be terminated, tested and labeled according to current industry standards.
6. Install (1) 6 strand Multi-Mode OM3 Fiber Optic Cables from the basement server room to the Telco RM.
7. All new fiber strands shall terminate onto OM3 LC Connectors at both fiber panels.
8. Provide and install (2) Fiber Housings; (1) for the new Server RM and (1) at the new Telco RM.
9. Provide and install (2) OM3 LC to LC Fiber Optic Patch Cords.
10. In the riser rooms, install ID Tags and firestop the penetrations.

PD – Data Cabling – 1st Floor

1. Provide and install (29) CAT6 Data Cables from the 1st Floor IDF to the different areas in the 1st Floor at the PD. (see drawing)
2. Provide and install (5) CAT6 Data cables for new AP locations. (see drawing)
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. Provide and install (1) 48-Port CAT6 Patch Panel to terminate all new cabling.
5. Provide and install (1) Horizontal 2-U Wire-managers.
6. CAT6 Jacks shall be used to terminate cabling at the station side.
7. All new cabling shall be terminated, tested and labeled according to current industry standards.

PUBLIC WORKS – Data Cabling 1st Floor

1. Provide and install (2) CAT6 Data Cables from the IT Room in the Loft in the to the areas on the 1st Floor. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. The new cables shall terminate onto existing patch panels.
4. CAT6 Jacks shall be used to terminate cabling at the station side.
5. All new cabling shall be terminated, tested and labeled according to current industry standards.

PUBLIC WORKS – Data Cabling – 2nd Floor

1. Provide and install (17) CAT6 Data Cables from the IT Room on the 1st Floor in the to the areas on the 2nd Floor. (see drawing)
2. Provide and install (2) CAT6 Data cables for new AP locations. (see drawing)
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. Provide and install (1) 48-Port Patch Panel and (1) Wiremanager.
5. CAT6 Jacks shall be used to terminate cabling at the station side.
6. All new cabling shall be terminated, tested and labeled according to current industry standards.

Recreation Facility– Data Cabling – Basement

1. Provide and install (2) CAT6 Data Cables from the new IDF to the basement area. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. CAT6 Jacks shall be used to terminate cabling at the station side.
4. All new cabling shall be terminated, tested and labeled according to current industry standards.

Recreation Facility– Data Cabling – 1st Floor

1. Provide and install (3) CAT6 Data Cables from the new IDF to the different areas in the 2nd Floor at the Recreation Facility. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. CAT6 Jacks shall be used to terminate cabling at the station side.
4. All new cabling shall be terminated, tested and labeled according to current industry standards.

Recreation Facility– Data Cabling – 2nd Floor

1. Provide and install (8) CAT6 Data Cables from the new IDF to the different areas in the 2nd Floor at the Recreation Facility. (see drawing)
2. Provide and install (1) CAT6 Data Cable for a new AP location on the 2nd Floor.
3. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
4. Provide and install (1) 48-Port CAT6 Patch Panel to terminate all new cabling.
5. CAT6 Jacks shall be used to terminate cabling at the station side.
6. All new cabling shall be terminated, tested and labeled according to current industry standards.
7. Provide and install (1) Wall Mount Rack in the new IDF.
8. The city to provide a new backboard and power to the new IDF Location.

Fiber Optic Cabling

1. Install (1) 6 strand Multi-Mode OM3 Fiber Optic Cable from the basement IDF room to the Public Works Yard IT Room.
2. All new fiber strands shall terminate onto OM3 LC Connectors at both fiber panels.
3. Provide and install (3) Fiber Housings; (1) for the new IDF and (1) at the new IDF.
4. Provide and install (2) OM3 LC to LC Fiber Optic Patch Cords.
5. Install approximately 120 ft of EMT conduit to house the new fiber.

SENIOR CENTER – Data Cabling 1st Floor

1. Provide and install (15) CAT6 Data Cables from the IT Room on the 1st Floor in the Library to the Senior Center. (see drawing)
2. Provide LD10IW Panduit Cable Raceway to come down from the ceiling where the wall does not offer any other way to come down.
3. Provide and install (1) 48-Port patch panel to terminate new cabling.
4. CAT6 Jacks shall be used to terminate cabling at the station side.
5. All new cabling shall be terminated, tested and labeled according to current industry standards.

Notes:

- All work shall be done during normal business work hours.
- Written authorization must be issued before start of work.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/09/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bristol Bay Insurance & Income Tax 20725 S WESTERN AVE SUITE #132		CONTACT NAME: ED PHONE (A/C, No, Ext): (310) 533-8098 FAX (A/C, No): (310) 533-6981 E-MAIL ADDRESS: ED@BRISTOLBAYINSURANCE.COM	
TORRANCE CA 90502-2100		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: NATIONAL GENERAL INSURANCE CO 23728 INSURER B: NATIONAL UNION FIRE INSURANCE COMPANY 19445 INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED JOSE GOMEZ JR DBA: LOTUS COMMUNICATIONS, LLC 2084-B CENTRAL AVE DUARTE CA 91010			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	2003433956	11/11/2018	11/11/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 DEDUCTIBLE \$ 1000
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	EBU 064527588	04-30-2018	04-30-2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

LICENSE # 967691

CERTIFICATE HOLDER**CANCELLATION**

City of South Pasadena City Clerk's Division 1414 Mission Street South Pasadena, CA 91030	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE EDWARD L HARAZIN
--	---

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POLICY NUMBER: 60669-02-33

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

Lotus Communications
737 W 31st St Unit A
San Pedro, CA 90731

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED --- OWNERS, LESSEES OR CONTRACTORS

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY
SCHEDULE**

Name of Person or Organization:

**The City, its City Council, Commissions, officers, and employees of South
Pasadena**

WHO IS AN INSURED (section II) is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

"THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED (S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSURED (s) IS NON-CONTRIBUTING"

CG 20 37 04 13



WC 99 06 19

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY

Named Insured . LOTUS COMMUNICATIONS, LLC
. 737 W 31ST ST UNIT A
. SAN PEDRO CA 907316726

Effective Date 10/01/18

Agent
95-39-R6A

A0949-23-59 20 18
Policy Number Policy
of the Company Year

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - BLANKET

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization for which you perform work under a written contract that requires you to obtain this agreement from us.

The additional premium for this endorsement shall be 3.0 % of the Workers' Compensation premium otherwise due for the state(s) listed below on such remuneration, subject to a minimum charge of _____.

All written contracts in the state(s) of.

CA

This endorsement is part of your policy. It supersedes and controls anything to the contrary. It is otherwise subject to all the terms of the policy.

Countersigned _____
Authorized Representative



City Council Agenda Report

ITEM NO. 16

DATE: January 16, 2019

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

PREPARED BY: Daniel Ojeda P.E., Interim Public Works Director *[Signature]*
Kristine Courdy, Public Works Operations Manager

SUBJECT: **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 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).

Executive Summary

On December 5, 2018, City Council reviewed edits to the ordinance from staff and NREC and directed staff to further reorganize it to make it easier to follow. The ordinance presented includes prior edits and has been streamlined and restructured by the City Attorney for clarity.

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 of 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 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 the level of care required by residents of trees on their property. Below are the goals associated with the proposed Tree Ordinance amendments:

- Reorganize the Tree Ordinance;
- Reflect the goal of protecting and maintaining a healthy tree canopy;
- 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;
- Define 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.

Reorganize the Tree Ordinance

The entire Tree Ordinance has been reorganized to improve the flow and make it easier for residents to follow the process for the various types of tree applications. Some changes included requirements for tree trimming, process for appeals and additional development requirements for tree removal and tree trimming permits, which incorporates compliance with International Society of Arboriculture (ISA) standards for tree care, irrigation, and maintenance (standard of care). Note that the standard of care applies to all trees, not just protected trees.

Tree Trimming Permits

The requirement for a tree trimming permit applies only to:

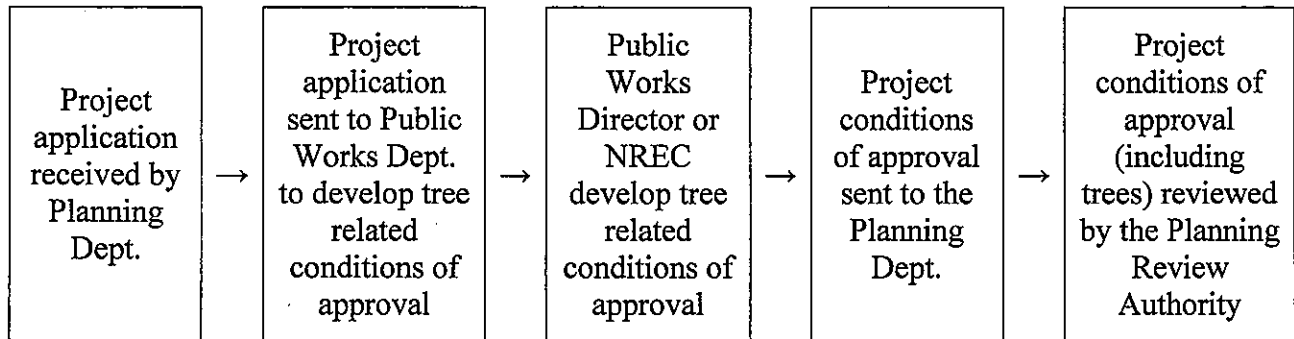
- Mature Oak trees and mature native species trees, where more than 10% of the live foliage or limbs are to be removed within a 12-month period; and
- Any heritage tree, where more than 20% of the live foliage or limbs will be removed within a 12-month period

Tree trimming permits are generally handled by the Public Works Director, but may be referred by the Public Works Director to the NREC for review and action.

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:



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 at 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 for tree removal applications that 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 Section 34.10 (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 (a caliper of 12 inches or more).
- 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. Present a second reading and adoption of the ordinances amending Chapter 34 (Trees and Shrubs) of the SPMC at the February 6, 2019 City Council meeting.
2. Staff will update all application materials 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.

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: 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") AND
AMENDING SECTION 36.410.020 ("PLANNING CLEARANCES")
OF CHAPTER 36 ("ZONING") FOR CONSISTENCY WITH
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 standard of care.
- 34.3 Maintenance of trees on public property.
- 34.4 Tree protection required in connection with development activity
- 34.5 Tree trimming permit applications.
- 34.6 Permit issuance or denial of tree trimming permit applications.
- 34.7 Criteria for approving tree trimming permit applications.
- 34.8 Appeals of tree trimming permit decisions.
- 34.9 Tree removal permit applications.
- 34.10 Permit issuance or denial of tree removal permit applications.
- 34.11 Criteria for approving tree removal permit applications.
- 34.12 Tree removal and replacement plans.
- 34.12-5 Replacement tree requirements.
- 34.13 Appeals of tree trimming and tree removal permit decisions.
- 34.14 Exemptions.
- 34.15 Obstruction.
- 34.16 Violations.
- 34.17 Penalties.

* For state law as to "Tree Planting Act of 1931," see Streets. & Highways Code, CA. §§ 22000 to 22202. As to "Park and Playground Act of 1909," see Government Code, CA. §§ 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 Society of Arboriculture.
- (c) "City Arborist" means a certified arborist designated by the Director.
- (d) "Commission" means the 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) "Drip line" 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. A heritage tree may be located on private or public property.
- (l) "Intentional violation" means a violation of this Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. 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 tree removal permit in the city shall be presumed to know the provisions of this Chapter 34.
- (m) "ISA" means the International Society 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 ordinance or 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.
- (z) "Tree" means a woody perennial usually having one dominant trunk and a mature height greater than sixteen feet.
- (aa) "Trimming" means cutting into the live wood of a tree or shrub to remove limbs and/or branches.

34.2 Maintenance of trees on private property.

Private property owners shall be responsible for the maintenance of trees on their property in accordance with the standard of care described in 34.1(y) of this chapter.

34.3 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.

34.4 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 drip line of a protected tree. All work conducted within the protected drip line 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 drip line 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 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.

34.5 Tree trimming permit applications.

- (a) A tree trimming permit shall be required if:
 - (1) more than ten percent of the live foliage or limbs of a mature Oak tree or mature native species tree will be removed within a twelve-month period; or
 - (2) more than twenty percent of the live foliage or limbs of any heritage tree will be removed within a twelve-month period.
- (b) Any person applying for a tree trimming permit shall file with the director an application in writing on a form furnished by the director. The application shall contain the following information:

- (1) The name and residence or business address of the applicant;
 - (2) The location and description of the property on which the trees are located;
 - (3) A description of the proposed work including the reason for tree trimming. Photographs may be provided as exhibits, if desired;
 - (4) 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) Additional information as the Director may require.
- (c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council.

34.6 Permit issuance or denial of tree trimming permit applications.

- (a) For tree trimming permit applications 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 property to be developed. 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 and submitted to the director. The notification process may be waived if noticing associated with the development is being sent as required by the Planning Review Authority and such notice specifically identifies the proposed trimming of trees.
 - (2) The Director, after considering the application pursuant to the criteria set forth in Section 34.7, below, and any comments received by interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree trimming application. The Director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.
 - (3) When tree trimming 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 trimming application. The commission's recommendations and conditions of approval shall be advisory to the planning review authority decision associated with the development.
 - (4) Tree trimming associated with development shall only be conditionally approved subject to the applicant receiving their development building permit and paying all

fees associated with the tree trimming as established by resolution of the city council. Upon the planning review authority's approval of the development application and applicable conditions of approval, and payment of all required fees, the applicant shall be issued a tree trimming permit.

(b) For tree trimming 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 and submitted 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, below, 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 to allow for the filing of any appeals. Unless the director's decision is appealed to the commission, upon payment of all fees associated with the tree trimming as established by resolution of the city council, the applicant shall be issued a tree trimming permit.

(c) The Director may refer any application for a tree trimming permit to the commission for any of the following reasons:

- (1) The city receives reasonable objections during the notification period; or
- (2) An appeal of the director's decision has been filed in accordance with this chapter; or
- (3) At the discretion of the director.

Should the application be referred to the commission, the commission shall make its recommendation (if the permit application is associated with development) or decision (if the permit application is not associated with development) during a noticed public meeting. A decision of the commission shall not take effect until fifteen calendar days after the date of the public meeting have elapsed to allow for the filing of an appeal.

34.7 Criteria for approving tree trimming permit applications.

(a) A tree trimming permit may be issued in either of the following instances:

- (1) Where a written determination has been made by a certified arborist that the excess foliage or limbs of the tree pose a reasonable risk of injury or harm to persons or property or, are substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to a fence or wall) and there is no feasible and reasonable alternative to mitigate the interference; or
- (2) Where a written determination has been made by a certified arborist, after a visual inspection or scientific evaluation, that the limbs proposed to be trimmed are diseased or damaged. The director or commission may waive the requirement for a certified arborist's written statement when the proposed limbs to be trimmed 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.

34.8 Appeals of tree trimming permit decisions.

(a) Appealing tree trimming permit decisions associated with development:

- (1) Tree trimming decisions associated with development are advisory to the planning review authority as a condition of approval of development. The applicant may appeal any development decision and conditions of approval pursuant to the appeal process set forth in the zoning code.

(b) Appealing tree removal permit applications *not* associated with development:

- (1) 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.
- (2) 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) The appellant shall be responsible for all actual costs, including staff time, associated with any appeals.

34.9 Tree removal permit applications.

(a) Any person applying for a tree removal permit shall file with the director an application in writing on a form furnished by the director. The application 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;
 - (3) A description of the proposed work included the reason for tree removal. Photographs may be included as exhibits, if desired;
 - (4) A tree removal and replacement plan in accordance with this chapter;
 - (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.

34.10 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 and submitted to the director. The notification process may be waived if noticing associated with the development is being sent 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 34.11, below, 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 this chapter.

(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 and submitted 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 34.11, below, 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 to allow for the filing of any appeals. 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 this chapter.
- (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, the commission shall make its recommendation (if the application is associated with development) or decision (if the application is not associated with development) during a noticed public meeting. A decision of the commission shall take effect fifteen calendar days after the date of public meeting to allow for the filing of any appeals.

34.11 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 poses a reasonable risk of injury or harm to 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 or scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to persons or property, including to other trees. The director or commission may waive the requirement for a certified arborist's written 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 a significant or mature tree, where the proposed replacement tree(s) are of greater value or provide greater benefits than the tree proposed for removal.

(b) A tree removal permit may be conditioned upon the replacement or transplanting of the tree either on- or off-site. Such replacement or transplanting 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) proposed for removal, the significance of the tree(s) on the lot as viewed from a public right-of-way, the size of the lot, and the number of existing trees on the lot.

(2) Because of its size and/or significance, a single tree proposed to be removed may be required to be replaced with multiple trees. If the subject property cannot accommodate multiple trees, alternative locations within the city (public right-of-way, park, etc.) may be designated.

(3) If a replacement tree is required, the property owner must agree to accept the conditions of replacement by his or her signature on the permit application and make the replacement tree deposit (per subsections 34.10(a) (5) or 34.10(b) (3)) 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 a designated replacement or transplanted tree not survive for a period of two years, the applicant shall be required to replace it with another tree or pay to the city the full cost of replacing the tree at a location to be determined by the city.

(6) Where the permit allows or requires the replacement or transplanting of tree(s), the director or commission may, in their discretion, as an alternative to paragraph (5) immediately above, require the applicant to post a bond or surety for a five-year period against the survival of the tree(s). 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 any new trees on the applicant's property to occur during the next planting season as determined by ISA and local climate conditions.

34.12 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;
- (b) A site plan showing the proposed development, including all existing and proposed structures, including the topography of the site, in accordance with subsection 34.9(b);
- (c) The tree species and trunk caliper of all trees to be removed;
- (d) 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;
- (e) 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; and
- (f) A certified arborist review of the tree plan, if required by the director. The certified arborist shall be contracted and managed by the city and all fees incurred shall be the responsibility of the property owner.

34.12-5 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 this chapter.

(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 caliper of the existing tree proposed for removal, or portion thereof. For example:

- i. One twenty-four inch box replacement tree shall be required for each tree removed with a caliper of less than ten inches.
- ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between ten and twenty inches.
- iii. Three twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between twenty and thirty inches.
- iv. Four twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between thirty 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 caliper of the existing tree proposed for removal, or portion thereof. For example:

- i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of less than ten inches.
- ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between ten and twenty inches.
- iii. Six twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between twenty and thirty inches.
- iv. Eight twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between thirty 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 caliper of the existing tree proposed for removal, or portion thereof. For example:
 - i. One twenty-four inch box replacement tree shall be required for each tree removed with a caliper of less than six inches.
 - ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between six and twelve inches.
 - iii. Three twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between twelve and eighteen inches.
 - iv. Four twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between eighteen 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 proposed for removal, or portion thereof. For example:
 - i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of less than six inches.
 - ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between six and twelve inches.
 - iii. Six twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between twelve and eighteen inches.
 - iv. Eight twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between eighteen and twenty-four inches; and so forth.

34.13 Appeals of tree 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. 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) The applicant shall be responsible for all actual costs, including staff time, associated with any appeals.

34.14 Exemptions.

- (a) No permit is required for the removal or trimming of a tree damaged by storm, fire, or other natural disaster which has been determined by the Director, Police Chief, Fire Chief, or code enforcement officer to be dangerous to life or property.
- (b) No permit is required when the fire department has deemed the trimming or removal of the tree(s) is critical to providing an effective firebreak.
- (c) Public utility companies required to trim or remove 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 of shrubs, other than protected shrubs.
- (f) No permit is required for trimming of any tree other than those species and sizes specified in Section 34.5(a).

34.15 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.

(c) A violation of this section does not exempt a property owner from having to otherwise comply with the permit requirements of this chapter.

34.16 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 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 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 for any person to remove any tree from the parkway area between a sidewalk or private property line and street curb without first obtaining a tree removal permit from the city.

34.17 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:
 - i) the standard inspection fee; and
 - ii) double the required tree removal or trimming permit fee; and
 - iii) planting double the number of replacement trees required pursuant to section 34.12-5.
- (b) Penalties for an intentional violation of this chapter not associated with development shall be as follows:

- i) the penalties described in subsection a) of this section, above; and
 - ii) the 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 the penalties described in subsections (a) and (b) and, in addition, the city manager may, in his or her discretion, refer the violation to the city prosecutor for criminal charges or 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; actions taken despite 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 or on 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 either of the survival guarantees described in subsection 34.11(b) (5) or (6).

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.

- (d) 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 by the director. 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. Reimbursement is due and payable within thirty calendar days of the city's issuance of a billing statement.

If payment of the penalty or reimbursement costs is not received 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) 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. Section 36.410.020 (“Planning Clearances”) of Chapter 36 (“Zoning”) of the South Pasadena Municipal Code is amended to read as follows:

36.410.020 Planning Clearances.

A. Purpose of Section. This Section provides a procedure for issuing Planning Clearances, which are used to verify that a proposed structure or land use activity complies with the allowed list of activities and development standards applicable to the category of use or the zoning district of the subject parcel.

B. Applicability. Generally, any project requiring a Building Permit in compliance with the Uniform Building Code that will result in additional floor area requires a Planning Clearance to determine compliance with this Zoning Code. It is at this point that the Department staff advises the property owner or applicant if not the property owner, of further approvals that may be needed. If no further approvals are needed, the project may then proceed to the Building Permit process.

Planning Clearance required.

- a. Specifically, a Planning Clearance shall be required for:
 - (1) The use of vacant non-residential land or structures, which shall be filed at least 14 days before the date the use is to be commenced;
 - (2) A structure which is to be erected or remodeled, which shall be filed in conjunction with the companion Building Permit application; and
 - i. Tree removals and trimming. Should a specific development project require the removal of trees, or the trimming of trees, no building permits shall be issued until the property owner, or applicant if not the property owner, obtains a permit pursuant to SPMC Chapter 34 (Trees and Shrubs).

ii. Penalty for tree violations. Pursuant to SPMC Section 34.16 (Violations) of Chapter 34 (Trees and Shrubs), it is unlawful for any person to remove or transplant any significant or mature heritage tree, a significant or mature native species tree, or a significant or mature Oak tree from any property within the City unless a tree removal permit is first obtained from the City. It is unlawful for any person to trim or prune more than 20 percent of the live foliage or limbs of any significant or mature heritage tree located within the City within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the City. It is unlawful for any person to trim or prune more than 10 percent of the live foliage or limbs of any significant or mature Oak or significant or mature native species tree located within the City within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the City. It is unlawful for any person to damage or cause to be damaged any significant or mature heritage tree, a significant or mature Oak tree, or a significant or mature native species tree located within the City. It is unlawful for any person to remove any significant or mature 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.

With respect to a violation of Chapter 34 (Trees and Shrubs), and pursuant to Section 34.17 (Penalties), if it appears that the violation is related to development or anticipated future development on the property and the violation warrants an additional penalty, the City Manager may also refer the violation to the Planning Commission for a 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 may then hold a public hearing. 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 of up to five years from the date of the violation for the property upon which the violation occurred.

SECTION 3. 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 4. 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 5. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

SECTION 6. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall

certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED ON this 6th day of February, 2019.

Richard D. Schneider, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of February, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

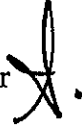
Evelyn G. Zneimer, City Clerk
(seal)




City Council Agenda Report

ITEM NO. 17

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Marc A. Donohue, Chief City Clerk 

SUBJECT: **First Reading and Introduction of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Partial Commission Terms and to Require Brown Act Training for Commissioners**

Recommendation

It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce an Ordinance revising Article IV (Boards and Commissions – General Provisions).

Background

Staff is seeking to clarify inconsistencies in South Pasadena Municipal Code (SPMC) Sections 2.25 and 2.26 of Article IV which states that a commissioner may not serve on a commission for more than two consecutive full terms. A full term is defined as three years commencing on January 1st and ending on December 31st. However, recent practice has allowed a commissioner appointed to a partial term to serve for an additional two consecutive full terms. This interpretation creates the scenario where a commissioner can serve almost nine consecutive years on one commission, and is internally inconsistent with a limit of two full terms.

Discussion/Analysis

Staff is proposing to revise the SPMC to clarify that any partial term over one year is considered a full term. In this scenario, if a commissioner is appointed to a term over one year, it would be considered a full term, and they would only be eligible for reappointment one additional full term.

Staff is also proposing to provide language under Section 2.23 to state that Brown Act training is required for all commissioners and failure to complete the training as cause for removal from the commission. This will ensure that all commissioners understand the legal requirements of California law relevant to their commissions. Staff will provide notice to all commissioners of this new requirement and the due date to complete the training.

Next Steps

If the City Council approves this ordinance, it would apply prospectively to the next round of commission terms that are made after December 31, 2019. Current commissioners who could have been subject to removal due to this ordinance will be allowed to serve the remainder of their terms.

Alternatives

1. Consider six months or more to be considered a full term.
2. Allow a commissioner to consecutively serve a full term and two partial terms of varying lengths as long as total years of service on one commission does not exceed six years.

Legal Review

The City Attorney has 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.

Public Notification of Agenda Item

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

Attachments:

1. Proposed Ordinance
2. Redlined South Pasadena Municipal Code

ATTACHMENT 1
Proposed Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING SECTIONS 2.23 (COMPOSITION, APPOINTMENT
AND REMOVAL OF MEMBERS), 2.25 (TERMS OF OFFICE) OF
ARTICLE IV (BOARDS AND COMMISSIONS – GENERAL
PROVISIONS) AND 2.26 (TERMS OF MEMBERS—FILLING
VACANCIES) OF CHAPTER 2 (ADMINISTRATION) OF THE
MUNICIPAL CODE OF THE CITY OF SOUTH PASADENA,
CALIFORNIA**

SECTION 1. Section 2.23 (Composition, appointment and removal of members) of Article IV of Chapter 2 (Administration) of the South Pasadena Municipal Code is amended to read as follows:

“2.23 Composition, appointment and removal of members.

- (a) Unless otherwise specified in this article, all boards and commission shall consist of five adult members, all board and commission members to be appointed by the mayor of the city with at least three affirmative votes of the city council. All members of any city board or commission shall be subject to removal at any time without cause by motion of the city council adopted by at least three affirmative votes of the city council. Upon appointment, commission members take the oath of office. All members of any city board or commission shall be required to undertake Brown Act training, failure to complete the training within 6 months of appointment is cause for removal.
- (b) In addition. The mayor may appoint one nonvoting youth member to any board or commission of the city, at this or her discretion, in the same manner as prescribed in subsection a of this section.”

SECTION 2. Section 2.25 (Terms of office) of Article IV of Chapter 2 (Administration) of the South Pasadena Municipal Code is amended to read as follows:

“2.25 Term of office.

- (a) The term of office for boards and commissions shall be for three years (full term) commencing on January 1st and ending on December 31st. Notwithstanding, an appointment to a board or commission may be for a partial term of one year or two years, if the mayor and city council find that it is necessary to do so in order to stagger the terms so that the terms of no more than three members of said commission or board will expire in the same year. Said partial term appointment

shall be treated in the same manner as an appointment to an unexpired term. If an appointment is made to a board or commission for a period of more than one year, that term will be considered a full term.

- (b) The term of office for a nonvoting youth member of any board or commission shall be for one school year, commencing on September 2nd and ending on June 30th. Notwithstanding, an appointment of a youth member to a board or commission may be for a partial term. Youth nonvoting members are limited to two one-year terms in any one board or commission.

SECTION 3. Section 2.26 (Terms of members—filling vacancies) of Article IV of Chapter 2 (Administration) of the South Pasadena Municipal Code is amended to read as follows:

“2.26 Terms of members—Filling vacancies.

The term of office of each board member or commissioner shall be for the appointed term three years or until their respective successors are appointed and qualify, and a commissioner may serve for not more than two consecutive full terms. A person who was appointed to serve a partial term of one year or less or a prior board member or commissioner that has not served on the board or commission for a period of one year may be appointed to serve not more than two consecutive full terms. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by the mayor, with the approval of the city council, by appointment for the unexpired portion of the term. Resignations from commissions must be submitted in writing (email acceptable).”

SECTION 4. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED ON this 6th day of February, 2019.

Marina Khubesrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of February, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Redlined South Pasadena Municipal Code

2.23 Composition, appointment and removal of members

(a) Unless otherwise specified in this article, all boards and commissions shall consist of five adult members, all board and commission members to be appointed by the mayor of the city with at least three affirmative votes of the city council. All members of any city board or commission shall be subject to removal at any time without cause by motion of the city council adopted by at least three affirmative votes of the city council. Upon appointment, commission members take the oath of office. All members of any city board or commission shall be required to undertake Brown Act training, failure to complete the training within 6 months of appointment is cause for removal.

2.25 Term of office.

(a) The term of office for boards and commissions shall be for three years (full term) commencing on January 1st and ending on December 31st. Notwithstanding, an appointment to a board or commission may be for a partial term of one or two years, if the mayor and city council find that it is necessary to do so in order to stagger the terms so that the terms of no more than three members of said commission or board will expire in the same year. Said partial term appointment shall be treated in the same manner as an appointment to an unexpired term. ~~For those board members and commissioners serving at the time of the passage of the ordinance codified in this article, whose terms end on a different date, their terms shall be automatically extended to the following December 31st. If an appointment is made to a board or commission for a period of more than one year, that term will be considered a full term. If there is more than a three-month delay between the commencement of the term and appointment of a replacement member, the term will begin on the date the replacement appointment is made, and the term will be considered a partial term and will be treated in the same manner as an appointment to an unexpired term.~~

2.26 Terms of members—Filling vacancies.

The term of office of each board member or commissioner shall be for the appointed term three years or until their respective successors are appointed and qualify, and a commissioner may serve for not more than two consecutive full terms. A person who was appointed to serve a partial term of one year or less or a prior board member or commissioner that has not served on the board or commission for a period of one year may be appointed to serve not more than two consecutive full terms. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by the mayor, with the approval of the city council, by appointment for the unexpired portion of the term. Resignations from commissions must be submitted in writing (email acceptable).



City Council Agenda Report

ITEM NO. 18

DATE: January 16, 2019

FROM: Stephanie DeWolfe, City Manager *J.*

PREPARED BY: Daniel Ojeda P.E., Interim Public Works Director
Karen Aceves Nuñez, Principal Management Analyst *KA*
Marisol Romero, Management Assistant

SUBJECT: **Receive and File the Capital Improvement Plan Quarter Two Projects**

Recommendation

It is recommended that the City Council Receive and File the 2018 Second Quarter Capital Improvement Plan (CIP) update.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Executive Summary

The CIP provides a comprehensive plan for the City's infrastructure and facility needs. The purpose of this report is to summarize the progress made toward meeting deadlines and completing the Capital Improvement projects begun in Fiscal Year (FY) 2018-2019 including carry-over projects from FY 2017-2018. The total CIP appropriation for the FY 2018-19 is \$14,773,529 and includes a total of 23 projects. The projects are administered by the City Manager's Office, Public Works and the Community Service Department. Five new capital projects have been individually approved by Council in FY 2018-2019. These projects will be taken to Planning Commission to ensure alignment with the General Plan, and a staff report will be brought back to Council on a future agenda to approve adding the projects to the CIP.

Discussion/Analysis

The CIP is a living document designed to adapt to emerging needs and take advantage of new, unforeseen, funding opportunities that may require expanding or reprioritizing project investments. In Quarter Two, the City proposes five new projects in the CIP 2018-2023, namely, the *CNG Charging Station*, *EV Charging Station*, *San Pascual Stables HVAC*, *Water Conservation (Medians)*, *Water Conservation (Impervious Surface Demonstration)*. The City Council has heard and approved said projects through independent actions. This would bring the new CIP 2018-2023 project list to forty-nine (49) total projects. Of the total projects included in the CIP, twenty-three (23) were underway in Quarter Two of 2018-2019 FY, including the five

new projects. The new 2018-19 FY Budget appropriates \$14,773,529 with augmentations to the Municipal Buildings and Facilities category as well as the Storm Water category to help fund the new projects and is appropriated as follows:

Category	2018-19 FY CIP Original Funding	2018-19 FY CIP New Funding
Municipal Buildings and Facilities	\$424,859	\$857,394
Streets and Streetscapes	\$3,348,000	\$3,348,000
Street and Traffic Lighting	-	-
Sewer and Water	\$10,204,142	\$10,204,142
Technology Projects	\$314,000	\$314,000
Storm Water	-	\$50,000
TOTAL	\$14,291,001	\$14,773,536

The Public Works Department manages the following sections: Municipal Buildings and Facilities, Streets and Streetscapes, Street and Traffic Lighting, Sewer and Water, Technology Projects and Storm Water. The City Manager’s Office manages the Information Technology Projects and a portion of the Streets and Streetscapes. The Community Services Department oversees some of the Municipal Buildings (e.g. *San Pascual Stables – HVAC system*). Of the 23 projects, four projects were completed in Quarter Two, another four are under construction and fourteen projects are in progress at varying stages from bid solicitation to project design. Only one of the projects slated to begin in FY2018-19 has not begun pending the completion of the City’s economic development plan.

Project Status Update	Number of CIP Projects
Completed	2
Under Construction	4
In-Design	4
Developing Specifications	5
Pending Authorization	5
Consultant Selection	1
Obtaining Bids	1
Not Started	1
Total	23

Attachment 1 includes the CIP Quarter Two Project Update Log which includes a detailed description of each project's status.

Next Steps

Following approval by City Council, new projects will go to Planning Commission to ensure consistency with the General Plan (Plan). Once the Planning Commission approves the relationship to the Plan, staff will seek Council approval to add projects to the CIP.

Background

The City Council reviewed and approved the CIP on June 6, 2018. As a dynamic and evolving document, staff will prepare quarterly reports to the City Council to communicate changes, if any, to the prioritization of projects, progress toward achieving the stated goals as well as delays and new funding opportunities that allow the City to add new projects to the CIP. Updates to the CIP will be presented to the City Council on a regular basis for review and approval. In addition to the last community survey to gather resident feedback on infrastructure needs, residents are also encouraged to provide feedback on project prioritization as part of the budget process.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The funding for the new projects amounts to \$482,535 and comes from various sources. The *CNG Charging Station* and *EV Charging Station* will be paid out of the General Fund 101-9000-9000-9000-000 and will be reimbursed to Non-Federal Grants (Fund 104-0000-0000-5071-005). The *San Pascual Stables HVAC* will be paid through the Facilities and Equipment Replacement Fund (Fund 105-9000-9000-9000-000) and the *Water Conservation (Medians)* and *Water Conservation (Impervious Surface Demonstration)* projects will be paid from the Water Efficiency Fee Fund (Fund 500-3010-3012-8032-000).

Public Notification of Agenda Item

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

Attachment:

Capital Improvement Plan (CIP) Quarter Two Project Update Log

Attachment 1 - Capital Improvement Plan (CIP) Quarter Two Project Update Log

Project	Budget FY	Estimated Start Date	Estimated Completion Date	Status	Quarter Two Status Update
BTA Mission Street Bicycle Striping Improvement Project	2018-19	6/30/2018	11/30/2018	Completed	Project completed and accepted by City Council on 11/7/18.
Emergency Operations Center	2018-19	2/18/2018	12/21/2018	Completed	All construction activities were completed by December 21, 2018 and the EOC was returned to normal operations.
War Memorial Drainage Mitigation Program	2018-19	9/4/2018	12/21/2018	Under Construction	All construction activities were completed by December 21, 2018 and the War Memorial Building was returned to Community Services for full programming at this site. Staff will be returning to City Council early in the 3rd Quarter for a contract amendment to cover costs for several unforeseen items that came up during construction.
Electric Vehicle (EV) Charging Station	2018-19	11/11/2018	12/21/2018	Under Construction	All construction projects were completed by December 21, 2018 and the charging stations were available for use on that day.
Graves Reservoir	2018-19	8/11/2018	3/1/2020	Under Construction	Demolition completed, working on installing shoring for underexcavation of reservoir site.
Wilson Wellhead Treatment	2018-19	6/15/2018	1/30/2019	Under Construction	Temporary wellhead treatment system is operational. Remaining vessels are expected to be delivered to the site the week of December 3rd. They will be installed, tested and in-service by End of January 2019.
Fair Oaks Avenue Signal Synchronization	2017-18	3/6/2017	12/30/2019	In-Design	Plan and specifications are approximately 90% complete. Submittal will be made in December 2018 to Caltrans and Metro for authorization to proceed. Approval is expected early next year (2019), with advertisement for construction to immediately follow.
BTA Bike Parking	2018-19	8/30/2018	6/30/2019	In-Design	The design was completed in mid-December and the project will be advertised for construction in January 2019. Construction is scheduled to begin in Spring 2019 and completion is scheduled for June 2019.
Compressed Natural Gas (CNG) Station	2018-19	10/29/2018	7/30/2019	In-Design	Design is ongoing
Water Conservation (Medians)	2018-19	3/1/2019	5/30/2019	In-Design	Identified starting point at Fair Oaks at Huntington median. Seeking designs.
2018-19 FY Street Improvement Projects	2017-18	1/2/2019	9/30/2020	Developing Specifications	3 roadway segments under the FY 2018-19 projects are ahead of schedule, and will be advertised for bid in early 2019 along with the FY 2017-18 street projects. The City will issue an RFP for the remaining 5 roadway segments for design in January 2019.
Preventative Maintenance: Cap and Slurry Seal	2018-19	1/2/2019	7/30/2019	Developing Specifications	Plans and specifications will be done in early 2019. Advertisement for construction bid will immediately follow.
Citywide Sidewalk ADA Improvements	2018-19	1/2/2019	7/30/2019	Developing Specifications	Plans and specifications will be done in January 2019. Advertisement for construction bid will immediately follow.
2018-19 FY Street Improvements	2018-19	1/2/2019	9/30/2020	Developing Specifications	3 roadway segments under the FY18-19 projects are ahead of schedule and will be advertised for bid in early 2019 along with the FY17-18 street projects. The City will issue RFP for the remaining 5 roadway segments for design in January 2019.
VoIP (voice over Internet protocol) System Installation	2018-19	1/1/2019	12/30/2019	Developing Specifications	Staff is currently finalizing the RFP with an expected release date in January 2019.
In Pavement Lighting Crosswalks	2017-18	1/4/2017	12/30/2019	Pending Authorization	While waiting for NEPA clearance approval from Caltrans, City is preparing "Request for Authorization to Proceed with Construction" for submittal to Caltrans in December 2018.
WiFi City Hall Recabling	2018-19	1/1/2019	12/30/2019	Pending Authorization	ACORN Technologies has solicited three bids. Staff will take a selection to the City Council for approval in January 2019.
110 Hookramp	2018-19	3/1/2019	6/30/2019	Pending Authorization	Working with Metro and Caltrans to establish Project management and funding. Project was submitted as a SR-710 Early Action Project for Metro funding consideration.
Monterey Road & Orange Grove Avenue Intersection Traffic Signal Installation	2017-18	7/1/2017	12/30/2019	Pending Authorization	Awaiting California Public Utilities Commission (CPUC) approval. Once approval is received the project construction will be advertised for bid.
Monterey Road Improvement - Phase Three	2018-19	7/9/2015	12/30/2019	Pending Authorization	Phase three of Monterey Road is from Orange Grove Avenue to Pasadena Avenue. Project is ready for bid, pending approval for the Monterey/Orange Grove signal project. Combining this project with the signal project effectuates cost savings and reduces construction traffic interruption.
Water Conservation Projects (Impervious Surface Demonstrations)	2018-19	1/15/2019	9/30/2019	Consultant Selection	Currently evaluating a proposal for design of the plans and specification.
San Pascual Stables Historical House - HVAC	2018-19	unknown	3/31/2019	Obtaining Bids	With the negotiations of the San Pascual Stables agreement, the City agreed to install an HVAC unit. Estimated start date is unknown as the City is working on identifying a funding source.
Mission Street Pedestrian Improvements	2018-19			Not Started	Pending discussion of economic development plan.



City Council Agenda Report

ITEM NO. 19

DATE: January 16, 2019
FROM: Stephanie DeWolfe, City Manager *[Signature]*
PREPARED BY: Karen Aceves, Principal Management Analyst *[Signature]*
SUBJECT: Receive and File 2018-19 Strategic Plan Quarter 2 Update

Recommendation

It is recommended that the City Council receive and file the second quarter update of the Fiscal Year (FY) 2018-19 Objectives.

Discussion/Analysis

The Strategic Plan was developed through a collaborative process including Council members, leadership staff, and the community in the Spring of 2018. It identifies six broad goals:

- Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future.
- Create and Implement a Strong Economic Development Strategy to Strengthen the Local Business Districts.
- Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.
- Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.
- Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.
- Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Each goal is followed by multiple action items. Staff reports on the status of the action items each quarter.

Second Quarter Accomplishments

The second quarter report provides updates from October through December 2018. Six objectives were scheduled for the second quarter including:

1. Adopt an Ordinance requiring a percentage for public art program for new development and create a public art gallery at City Hall.
 - *Status:* Complete; Council adopted an Ordinance in October 2018, establishing a Public Arts Commission and a Development Fee. The new City Hall gallery was established and the second exhibit will be installed in February. Both tasks are important building blocks for the Economic Development Plan.

2. Conduct a comprehensive study of user fees and charges based on the cost of services and develop an indirect cost allocation plan.
 - o *Status:* Under way; A contractor was selected and has begun work. Recommendations will be presented in the Spring to coincide with the annual adoption of the Fee Schedule and Budget. This task is an important building block for the development of a Financial Plan.
3. Complete core training for primary and back-up EOC staff, ensuring the City can effectively prepare for, respond to, and recover from a disaster.
 - o *Status:* Complete; This is a critical component of the City's emergency preparedness strategy.
4. Create a Crisis Communication Plan to support emergency operations.
 - o *Status:* Complete; Reviewed by City Council in December, 2018. This is a critical component of the City's emergency preparedness strategy.
5. Create an implementation strategy for the Matrix Study to improve customer service in land use review and permitting.
 - o *Status:* Implementation of recommendations has begun. Limited staffing in the Planning Department, a significantly increasing workload, and higher policy priorities have impeded the ability to prepare a written implementation plan.
6. Adopt a revised ADU ordinance to increase the availability of affordable units.
 - o *Status:* Due to staffing constraints, this item is now scheduled for Quarter 4. Initial review is scheduled for the Planning Commission in January, to be followed by community outreach, and final recommendations to the Commission and City Council at the end of the fiscal year.

In addition, two items scheduled for Quarter 4 have been completed and moved up to Quarter 2:

1. Complete upgrades to the City's EOC with standardized and resources for maximum functionality;
2. Complete two basic CERT classes, two refresher classes and basic training.

These two completed tasks, combined with the completed items listed above, (Crisis Communications Plan and EOC staff training), represent a significant advancement in the City's ability to respond to emergency situations. Additional work remains, including an expansion of usable area for EOC activities and development of a local resources plan, which will be supported by the Public Safety Commission over the next several months.

Quarter 3 Priority Changes

New schedule priority is being proposed for two tasks scheduled for completion in Quarter 3:

1. Create a branding and marketing plan for the city to better support local business.

- This item should be prepared in concert with the development of the Economic Development Plan, which is not scheduled for completion until Quarter 4. Thus, this item should also be scheduled for Quarter 4.
2. Complete inventory of soft story buildings in preparation for consideration of future regulations.
 - Staff is recommending shifting this item to next year's Strategic Plan in order to allocate staff and funding to the Economic Development Plan, which is currently a higher community priority and requires immediate attention.

Major Projects January - June

The two most significant items in the Strategic Plan are the Financial Plan and the Economic Development Plan. Both of these items are due in Quarter 4, but will be ramping up in January and will require significant public input through June.

The development of a resilient Financial Plan will be a significant task as the City faces increasing costs from CalPERS. The ability to provide a full range of high quality services, which requires attracting and retaining quality employees, must include analysis of potential revenue sources.

The Economic Development Plan will be kicking off with a professional consultant and part-time economic development intern. This team will work in concert with the Interim Planning Director to prepare data, analysis and recommendations for a citywide economic strategy to support business retention and development, provide a greater range of services and experiences, and meet revenue enhancement goals.

Both tasks will require public input to help identify alternatives, define appropriate balance and guide the decision making process. Community outreach plans for both tasks are currently being developed and will be published in February.

Next Steps

1. Staff will continue to work on the objectives identified in the plan and provide quarterly progress reports to the City Council.
2. A work session for City Council to prepare a Strategic Plan for the new fiscal year will be scheduled in the Spring, prior to the Budget adoption process.

Background

On April 13, 2018, the City held a Strategic Planning Session to evaluate the challenges and opportunities facing the City and to create the City's Strategic Goals and Objectives. Kelly and Associates facilitated the session, which included City Councilmembers and management employees representing all City Departments. The meeting was open to the public.

On April 16, 2018, a randomized Community Survey was sent out via e-mail to residents. Nearly all residents surveyed (95%) rated the quality of life in South Pasadena as excellent or good. The

full results of the survey were presented to the City Council on May 16, 2018. The Community Survey provided an understanding of residents' opinions, priorities, and preferences concerning municipal services for performance measurement, planning, and budgeting purposes. The survey profiled resident agreement with the six goals to be incorporated into the City's Strategic Plan.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The objectives were reflected in the FY 2018-19 Budget and incorporated in Department work plans.

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: Strategic Plan Quarter 2 Update

2018 Strategic Action Items

Task	Action Item	Q	Department	Status (end of Q1)	Status Q2
UUT	Prepare a financial impact statement outlining the cuts that will be necessary if the UUT is repealed.	1	Management Services / Finance	COMPLETED	COMPLETED
Homelessness	Apply for Measure H funding to strengthen homelessness programs and partnerships.	1	Police	COMPLETED	COMPLETED
Fee Study	Conduct a comprehensive fee study for user fees and charges based on cost of services and develop indirect cost allocation plan.	2	Finance	Anticipate consultant contract by January 2019; Final Plan to coincide with Budget.	RFP released in Oct. Award of consultant contract 12/19/18; Final Plan will be completed in the Spring.
Development Review	Create an implementation strategy for the Matrix Study to improve customer service in land use review and permitting.	2	Planning	Matrix Study completed; Implementation strategy being developed.	Implementation has begun and the the plan is in draft form.
Public Art Programs	Adopt an Ordinance requiring a percentage for public art program for new development and create a public art gallery at City Hall to demonstrate civic participation.	2	Management Services	Art Program including Arts Commission/Development fee to be presented to Council 10/3; Civic Center Gallery, in partnership with SPARC, to launch in November.	COMPLETED
Employee Training/Development for EOC	Complete core training for primary and back-up EOC staff, ensuring the City can effectively prepare for, respond to, and recover from a disaster.	2	Fire	All staff attending ICS training to be completed by December; completed two tabletop exercises and one scheduled for 10/18	COMPLETED
Crisis Communication Plan	Create a Crisis Communication Plan to support emergency operations including a review of citywide notification systems.	2	Management Services	Consultant completed stakeholder interviews and data gathering; Draft plan anticipated in November 2018.	COMPLETED
ADU's	Adopt a revised ADU ordinance to align with State law changes and increase the availability of affordable units.	2-3	Planning	Community outreach planning for November; Anticipate recommendation to Planning Commission in November and to Council in December.	Beginning outreach in January as part of comprehensive Housing Policies Package
Golf Course Facilities	Present revenue enhancement opportunities for the golf course by assessing potential for facility improvements and events.	3	Management Services	Discussions underway.	Discussions with Donovan Brothers delayed due to family illness
Economic Plan	Create a comprehensive Economic Development Plan to support the local economy and enhance opportunities for live, work and play.	3	Planning	Research and data gathering phase underway.	Contract approved/work underway. Hired dedicated intern to assist with project.
Branding/Marketing	Create a branding and marketing plan for the City to better support local business.	4	Management Services	Research and data gathering phase underway; This effort will run parallel to the economic development plan.	Pending development of Economic Development Plan.
SR-110 Hookramp	Finalize agreement with Metro to utilize Measure R funds to implement SR-110 Hookramp project.	3	Public Works	Metro has agreed to include the SR-110 as a Tier 1 Project for Measure R Funding; New project manager assigned to work with Metro.	December 6 Metro approval of funding. Staff working with Metro to prepare agreement for design work.
Task	Action Item	Q	Department	Status Q1	Status Q2
Trees	Create urban forestry plan for planting and maintenance.	3	Public Works	Maintenance Plan presented to Council 8/15; Tree Ordinance presentation anticipated to Council December.	Tree Ordinance scheduled for 12/5/18
City Properties	Evaluate opportunities for investment in City properties and enhanced land use.	3	Management Services	Research and data gathering phase underway.	
Community Programs	Introduce a pilot "Library of Things" to support a sharing, more green economy.	3	Library	Researched Libraries with similar programs; Public outreach for community wants and needs in Oct.	Public outreach to begin in December, run through January.
Community Engagement Master Plan	Create a comprehensive communication plan for public outreach and engagement.	3	Management Services	Nextdoor account created; Plan development underway.	Plan development underway. Some of the research conducted for the Crisis Communications Plan, including focus group discussions, will inform development.
Citywide Strategic IT Plan	Develop an IT Business Plan to better manage technology investment across the organization to support innovation and customer service.	3	Management Services	IT Assessment/development of IT Business Plan anticipated to begin January 2019.	RFP for IT Assessment & Business Plan issued Nov 13, due by Dec 10. Award of contract anticipated in Jan 2019.

2018 Strategic Plan Action Items

Inclusionary Housing	Adopt an Inclusionary Housing Ordinance to facilitate meeting State affordable housing goals.	4	Planning	Anticipate circulation of draft in Spring 2019.	Beginning outreach in January as part of comprehensive Housing Policies Package
Library Foundation	Establish a Library Foundation to address major goals articulated in the Library Operations Study.	4	Library	Sub-committee of Library Trustees and Friends Board Members; Plan anticipated to Council November 2018.	Pending discussions with Library Board of Trustees and Friends of the Library
EOC Facilities Operation	Complete upgrades to the City's EOC with standardized equipment and resources that are necessary for maximum EOC functionality.	4	Fire	Equipment and furniture have been purchased/installed; Final phase of remodel to be completed June 2019.	Completed. Additional space expansion into courtyard anticipated to be completed by Q4.
Community Emergency Response Teams (CERT)	Provide two basic CERT classes, two refresher CERT classes and basic CERT training.	4	Fire	Completed two basic trainings and one refresher (including one for SPUSD); Additional basic trainings are scheduled for 10/18 and early 2019; Refresher scheduled for early 2019.	COMPLETED
Local resources plan	Develop a database of resources within the community and establish agreements with local providers to supplement response and recovery efforts.	4	Fire	Staff continuing to work alongside all departments to identify and evaluate potential needs during disaster recovery.	Public Safety Commission to take lead with PD and FD
Stormwater	Participate in discussions for a revised Upper Los Angeles River Enhanced Watershed Management Program Storm water Plan for South Pasadena.	4	Public Works	Develop and prioritize potential stormwater projects to be funded with Measure W (Safe Clean Water) if approved in November 2018; Submit Green Street projects for Proposition 1 Grants; Continue coordination with regional stormwater groups.	RFP for stormwater consultant released.
Bike Share Program	Implement a six month pilot program for Bike and Scooter Share.	4	Management Services	Staff monitoring efforts by surrounding jurisdictions for regional partnerships.	Participating in SGVCOG Bike Share Program. Operator selection process anticipated completion end of Dec.
Renewable Energy	Develop an implementation strategy and schedule for the Renewable Energy Plan.	4	Public Works	Staff position vacant; project pending.	pending hiring staff.
Financial Plan	Create and implement a Resilient Financial Plan to include analysis of potential revenue enhancement	4	Finance	Research and data gathering phase underway.	Community Outreach Scheduled to begin February.