



**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, February 20, 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. Liability Claims**

LIABILITY CLAIMS – Pursuant to Government Code Section 54956.95

Claimant: Kuntz

Agency Claimed Against: City of South Pasadena

**B. Potential Litigation**

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

Number of Potential Cases: 1

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

02/14/2019

Date



Juan Esquivel, MPA  
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, February 20, 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 Khubesian, 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 Khubesian, M.D.

**PLEDGE OF ALLEGIANCE:** Mayor Marina Khubesian, 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. Animal Adoption**

**3. Certificates of Recognition for Outgoing Commissioners**

**4. Arts Invocation – Pete Morris**

**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 February 6, 2019**

Recommendation

Approve the minutes of the February 6, 2019 City Council Meeting.

**9. Prepaid Warrants, General City Warrants, and Payrolls**

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 205862 through 205942 in the amount of \$227,279.20; General City Warrants Nos. 205943 through 206046 in the amount of \$443,929.81; and Payroll dated February 8, 2019, in the amount of \$599,198.91.

**10. Monthly Investment Reports for December 2018**

Recommendation

Receive and file the monthly investment reports for December 2018.

**11. Award of Contract to John L. Hunter and Associates, Inc. for Three-Year Term to Provide Environmental Compliance and NPDES Consulting Services in an Annual Amount Not-to-Exceed \$36,480**

Recommendation

Accept a proposal dated January 10, 2019, from John L. Hunter and Associates, Inc. (Consultant) for a Three-Year Term (2019-21) to provide environmental compliance and National Pollutant Discharge Elimination System (NPDES) services and authorize the City Manager to execute a multi-year agreement with the consultant for a not-to-exceed annual amount of \$36,480 (estimated cumulative three year total is \$103,250).

**12. Adoption of a Resolution Establishing Rules and Regulations Governing Employer Employee Relations in Accordance with the Meyers-Milias-Brown Act**

Recommendation

Adopt a resolution establishing rules and regulations governing employer-employee relations in accordance with the Meyers-Milias-Brown Act (Brown Act).

**13. Adoption of the City of South Pasadena Social Media Policy**

Recommendation

Adopt the Social Media Policy.

**14. Award a Contract to Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities for an Amount Not-to-Exceed \$113,008**

Recommendation

1. Accept a bid dated November 12, 2018, from Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities (Project); and
2. For reasons set forth in the body of this report, find that this contract award is not subject to competitive bidding based on Lotus Communications, LLC, being a sole source for the cabling infrastructure system that will be installed in City Facilities; and
3. Authorize the City Manager to enter into a contract with Lotus Communications, LLC for an amount not to exceed \$113,008 for the Project.

**15. Second Reading and Adoption of an Ordinance Adding Article VIII (Police Tow Services Franchises) to Chapter 19 (Motor Vehicles and Traffic) of the South Pasadena Municipal Code**

Recommendation

Read by title only for the second reading, waiving further reading, and adopt an Ordinance to the South Pasadena Municipal Code (SPMC) regarding procedures and requirements for a Police Tow Services Franchise.

**16. Adoption of the 2019-2020 Legislative Platform**

Recommendation

Adopt the 2019-2020 Legislative Platform that will serve as the guiding policy document for the City when determining whether a position should be taken on proposed State legislation that may impact the City.

**17. Approve the Appointment of a Second Alternate to the Clean Power Alliance to Represent the City of South Pasadena**

Recommendation

Approve the appointment of Mayor Pro Tem Joe as the second alternate on the Clean Power Alliance to represent the City of South Pasadena.

**PUBLIC HEARINGS**

**18. Public Hearing to Receive Objections or Protests to the Vegetation Management Program Regarding the Abatement of Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City and Authorizing by Minute Order the Abatement of Hazardous Vegetation**

Recommendation

After holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7596, adopt by motion an order directing the abatement of hazardous vegetation.

**ACTION/DISCUSSION**

**19. Mid-Year Financial Report for Fiscal Year 2018-19**

Recommendation

1. Appropriate from General Fund Reserves: \$32,000 to Account #101-6010-6601-8140-000 for the City's move to 100% Renewable Energy Mix with the Clean Power Alliance and;
2. Receive and File the Mid-Year Financial Report for Fiscal Year 2018-19.

**20. Budget Outreach Communications Plan**

Recommendation

Approve the Budget Outreach Communications Plan.

**REPORTS**

**21. Receive and File City of South Pasadena Brand Guidelines**

Recommendation

Receive and file the City of South Pasadena Brand Guidelines.

**ADJOURNMENT**

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

February 28, 2019	Commissioners Congress	War Memorial Building	6:00 p.m.
March 1, 2019	Strategic Plan Retreat	Garfield Reservoir	2:00 p.m.
March 6, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 20, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
April 3, 2019	CANCELLED		

**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](http://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](http://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](http://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.*

02/14/19

Date



Juan Esquivel, MPA  
Deputy City Clerk



**AGENDA ITEM**8

**Wednesday, February 6, 2019**  
**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, February 6, 2019, at 7:45 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; and Deputy City Clerk Esquivel were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Joe led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Paul Heintz, South Pasadena Resident, discussed his new business, "Show Your Courage", which helps victims of abuse.

Laurie Wheeler, Chamber of Commerce, discussed the upcoming Arts Crawl event.

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

Helen R. Shaw, Southern California Gas Company, discussed natural gas and renewable gas options.

Emilia Lomeli Fanning, South Pasadena Resident, discussed affordable housing.

Bianca Richards, South Pasadena Resident, discussed the newly installed Council Chamber art work.

**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: 2

**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

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. Certificate of Recognition of Art Gallery Participant**

Mayor Khubesrian presented Certificate of Recognition to Jose Ramirez.

Deputy City Clerk Esquivel shared pictures of some of Jose's paintings.

**3. Proclamation – Nelbert Chouinard Day**

Mayor Khubesrian presented a proclamation declaring February 9, 2019 as Nelbert Chouinard Day in the City of South Pasadena.

Representatives from the Nelbert Chouinard Foundation accepted the proclamation.

**4. Merchant Minute – Café X2O**

**ITEM MOVED TO A FUTURE CITY COUNCIL MEETING**

**5. Purple Communication Presentation**

Acting Police Chief Solinsky delivered a presentation regarding the Police Department's new Purple Communication tool.

**COMMISSION APPOINTMENTS****6. Commission Appointments**

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

1. Appoint the following individuals to partial terms: Steven Friedman to the Cultural Heritage Commission (term ending December 31, 2020); Fredrick Findley to the Finance Commission (term ending December 31, 2020); Edwin Choi to the Finance Commission (term ending December 31, 2019); and Alan Ehrlich to the Public Safety Commission (term ending December 31, 2020).
2. Appoint the following individuals to the Public Art Commission: Howard Spector to the Public Art Commission (Councilmember Schneider Appointment; term ending December 31, 2020); Betty Avila to the Public Art Commission (Councilmember Mahmud Appointment; term ending December 31, 2022); Jeffrey Burke to the Public Art Commission (Councilmember Cacciotti Appointment; term ending December 31, 2022); Steven Wong to the Public Art Commission (Mayor Pro Tem Joe Appointment; term ending December 31, 2020); Jaz Sawyer to the Public Art Commission (Mayor Khubesrian Appointment; term ending December 31, 2020).

**COMMUNICATIONS****7. Councilmembers Communications**

Mayor Pro Tem Joe discussed the Chinese New Year holiday and a City Hall tour he participated in with students from Monterey Hills Elementary school.

Councilmember Schneider discussed his attendance at a recent Women Involved in South Pasadena Political Action (WISPPA) meeting and trees in the City.

Councilmember Cacciotti discussed coyote activity in the City; the use of leaf blowers in the City; water overflowing at Garfield Park; and hydrofluoric acid use at refineries.

MOTION BY CACCIOTTI, SECOND BY SCHNEIDER to have the Natural Resources and Environmental Commission discuss the ban on leaf blowers in the City and to bring back a recommendation to the City Council.

Councilmember Mahmud discussed the commencement of electricity service delivery by the Clean Power Alliance; an upcoming City meeting to discuss coyotes; an upcoming San Gabriel Valley Council of Governments (SVCOG) to discuss coyotes; and reminded everyone to turn off their irrigation systems during periods of rain.

Mayor Khubesrian discussed the new members of the Natural Resources and Environmental Commission (NREC); upcoming events at the City library; and a recognition the City received from the American Lung Association regarding tobacco control policies.

#### **8. City Manager Communications**

City Manager DeWolfe discussed several open City job recruitments and the upcoming holiday closure.

#### **9. Reordering of and Additions to the Agenda**

City Manager DeWolfe requested to move Item No.17 to a future City Council meeting.

#### **CONSENT CALENDAR**

Councilmember Schneider pulled Item No. 19 for separate discussion.

Councilmember Schneider pulled Item No. 21 for separate discussion.

Councilmember Mahmud pulled Item No. 22 for separate discussion.

Councilmember Mahmud noted that changes to Item Nos. 10, 12, 13, 14, 15, and 23 were submitted via additional document prior to the meeting.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve Consent Calendar Item Nos. 10-16, 18, 20, AND 23, as amended to include the changes from the additional documents that were submitted. Councilmember Cacciotti abstained on Item No. 15.

#### **10. Minutes of the City Council Meeting of February 6, 2019**

Approved the minutes of the February 6, 2019 City Council Meeting.

#### **11. Prepaid Warrants, General City Warrants, and Payroll**

Approved the City of South Pasadena Prepaid Warrants Nos. 205614 through 205728 in the amount of \$329,588.55; General City Warrants Nos. 205729 through 205861 in the amount of \$1,356,807.14; and Payroll dated January 11, 2019 and January 25, 2019, in the amount of \$ 1,352,859.50.

**12. Second Reading and Adoption of an Ordinance, Amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code**

Read by title only for second reading, waived further reading, and adopted 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."

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

Read by title only for second reading, waived further reading, and adopted an Ordinance revising Article IV (Boards and Commissions – General Provisions).

**14. Authorize the City Manager to Execute a Professional Services Agreement with Right of Way, Inc. Not to Exceed \$72,805 on Behalf of the 626 Golden Streets Mission to Mission Ciclovía Working Group for the 626 Golden Streets Mission to Mission Ciclovía**

Authorized the City Manager to execute a Professional Services Agreement with Right of Way, Inc. not to exceed \$72,805 on behalf of the 626 Golden Streets Mission to Mission (Mission to Mission) Ciclovía Working Group for the Mission to Mission event to be held on May 19, 2019.

**15. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Garfield Avenue Improvement Project and Authorization to Release Retention Payment to Sully-Miller Contracting Co. in the Amount of \$57,203**

1. Accepted the Garfield Avenue Improvement Project as complete;
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk;
3. Authorized release of retention payment to Sully-Miller Contracting Co. (Contractor), in the amount of \$57,203; and
4. Authorized the appropriation of the remaining balance amount of \$75,157 to the phase three of the Monterey Road Street Improvement Project in the Account Number 104-9000-9203.

**16. Authorize a Contract Amendment with LA Solutions for Engineering Resources (LASER), LLC for On-Call Public Works and Project Management Support Services in an Amount Not-to-Exceed \$30,000 for a Total Not-to-Exceed Contract Amount of \$54,900**

Authorized the City Manager to execute a Contract Amendment with LASER, LLC, in an additional not-to-exceed amount of \$30,000, for on-call public works and project management support services.

**17. Award a Contract to Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities and the Purchase of Network Switches, Ports, and Hardware for an Amount Not-to-Exceed \$141,280**

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING

**18. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Fire Department's Emergency Operations Center Upgrades and Authorization to Release Retention Payment to Studio Spectrum, Inc., in the Amount of \$5,670.82.of Completion – Fire Department EOC**

1. Accepted the Fire Department's Emergency Operations Center Upgrades (Project) as complete;
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorized release of retention payment to Studio Spectrum, Inc., (Contractor), in the amount of \$5,670.82.

**20. Approve a Purchase Order with Advanced Traffic Solutions, LLC for advanced traffic controller software in the amount of \$65,000**

Approved a Purchase Order with Advanced Traffic Solutions, LLC in the amount of \$65,000, for the purchase of advanced traffic controller software (known as D4).

**23. Authorization to Execute a Contract Amendment with PayTech for Implementation of Additional Payroll Administration Software and Hardware for a Total Not To Exceed Amount of \$60,000**

Authorized the City Manager to execute an amended agreement with PayTech to assist with the implementation of additional payroll administration software and hardware for an additional \$40,500 for a new total not-to-exceed contract amount of \$60,000

ITEMS PULLED FROM THE CONSENT CALENDAR

**19. Adoption of a Resolution Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 20, 2019 to Hear Objections or Protests to the Vegetation Management Program**

Fire Chief Riddle provided an update on the use of goats to control the weed growth.

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 SCHNEIDER SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 20, 2019 to hear objections or protests to the vegetation management program.

**21. Authorize the Purchase of Sodium Hypochlorite from Matt Chlor, Inc. for the breakpoint chlorination operation in an amount not to exceed \$34,000**

Councilmembers discussed the item and staff 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 SCHNEIDER SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to authorize the City Manager to purchase the Sodium Hypochlorite from Matt Chlor, Inc., and issue the Purchase Order for a total not-to-exceed \$34,000 for the break point chlorination system.

**22. Approval of First Amendment to City Manager Employment Agreement**

City Attorney Highsmith presented the staff report 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 CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to approve the First Amendment to Employment Agreement for Stephanie DeWolfe, City Manager, to provide a 2.5% increase in compensation and also pay \$175/month as taxable reimbursement for the increased monthly cost of insurance premiums.

**PUBLIC HEARINGS**

**24. Public Hearing and Adoption of a Resolution Amending the Master Schedule of Fees to Establish a Permit Fee for Sidewalk Vending**

Finance Director Koehler provided a staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public hearing.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, conducted a public hearing and adopt a resolution amending the Master Schedule of Fees and establish a fee for a sidewalk vending permit.

## **ACTION/DISCUSSION**

### **25. Receive and File Summary of Future Housing Policy Issues Regarding Accessory Dwelling Units and Inclusionary Housing**

Interim Planning and Building Director Bergman provided a staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

John Srebalus, South Pasadena Resident, expressed his support of Accessory Dwelling Units (“ADU”s) and Inclusionary Housing.

Emilia Lomeli-Fannan, South Pasadena Resident, discussed different details pertaining to ADUs.

Bianca Richard, South Pasadena Resident, expressed her support of ADUs and Inclusionary Housing.

Anne Bagasao, South Pasadena Resident, expressed her support of ADUs and Inclusionary Housing.

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

The City Council discussed the item at length and provided comments and suggestions to staff.

ACTION: The City Council received and filed the report.

### **26. First Reading and Introduction of an Ordinance to the South Pasadena Municipal Code Regulating a Police Department Tow Service Through a Non-exclusive Franchise Agreement**

Acting Police Captain Valencia & Acting Police Chief Solinsky provided a staff report and responded to City Council inquiries.

Councilmember Mahmud noted that changes to the ordinance were provided as an additional document prior to the meeting.

Mayor Khubesrian opened the public comment period.



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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, read by title only for the first reading, waiving further reading, and introduce an Ordinance to the South Pasadena Municipal Code (SPMC) regarding procedures and requirements for a Police Tow Services Franchise, as amended to include the changes from the submitted additional document.

**ADJOURNMENT**

Mayor Khubesian adjourned the City Council Meeting at 10:15 p.m.

\_\_\_\_\_  
Evelyn G. Zneimer  
City Clerk

\_\_\_\_\_  
Marina Khubesian, M.D.  
Mayor

Minutes approved by the South Pasadena City Council on February 20, 2019.

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# City Council Agenda Report

ITEM NO. 9

**DATE:** February 20, 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 \$254,279.20 General City Warrants in the Amount of \$443,929.81 and Payroll in the Amount of \$599,198.91**

### Recommendation Action

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

### Fiscal Impact

Prepaid Warrants:		
Warrant # 205862-205942	\$	227,279.20
General City Warrants:		
Warrant # 205943-206046	\$	443,929.81
Payroll 02-08-19	\$	599,198.91
Wire Transfers	\$	27,000.00
RSA:		
Prepaid Warrants	\$	-
General City Warrants	\$	-
Total		<u>\$ 1,297,407.92</u>

### Commission Review and Recommendation

This matter was not reviewed by a Commission.

### Legal Review

The City Attorney has not reviewed this item.

### Public Notification of Agenda Item

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

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 02-08-19
5. Redevelopment Successor Agency Check Summary Total

**ATTACHMENT 1**  
**Warrant Summary**

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

	Fund No.	Date 02.20.2019		
		Amounts		
		Prepaid	Written	Payroll
General Fund	101	133,765.72	65,884.50	303,450.83
Insurance Fund	103		1,890.00	
Street Improvement Program	104		22,386.94	
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205		1,548.81	7,616.69
Local Transit Return "C"	207		288.32	6,316.28
TEA/Metro	208			
Sewer Fund	210		6,613.95	10,679.29
CTC Traffic Improvement	211			
Street Lighting Fund	215	15,397.16	4,781.16	4,285.79
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226			
Housing Authority Fund	228			
State Gas Tax	230	2,152.46	6,509.34	14,619.16
County Park Bond Fund	232	103.95		
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248			
Capital Growth Fund	255			
CDBG	260		3,305.80	
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	34,978.12	330,720.99	44,940.16
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	40,881.79		207,290.71
Wire Transfer - Acct # 2413		22,000.00		
Wire Transfer - Acct # 1936		5,000.00		
<b>Column Totals</b>		<b>254,279.20</b>	<b>443,929.81</b>	<b>599,198.91</b>
<b>City Report Totals</b>			<b>1,297,407.92</b>	

Recap by fund	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227		-	-
<b>Column Totals</b>		-	-	-
<b>RSA Report Totals</b>			-	
			<b>Amounts</b>	
		<b>Prepaid</b>	<b>Written</b>	<b>Payroll</b>
		254,279.20	443,929.81	599,198.91
<b>Grand Report Total</b>			<b>1,297,407.92</b>	

Marina Khubesrian M.D., Mayor

  
Craig Koehler, Finance Director

**ATTACHMENT 2**  
**Prepaid Warrant List**

**Voided Checks**

<b>205158</b>	<b>\$54.00</b>
<b>205697</b>	<b>\$12,929.98</b>
<b>205685</b>	<b>\$150.00</b>

**Wire Transfers**

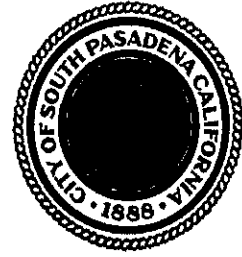
**Wire Transfer Acct. # 2413**  
**Wire Transfer Acct. # 1936**

**\$22,000.00**  
**\$5,000.00**

# Accounts Payable

## Check Detail

User: calvarez  
 Printed: 02/08/2019 - 10:02AM



Check Number	Check Date		Amount
<b>ACTM3010 - Accountemps</b>			
205867	02/04/2019		
Inv	52381945		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/11/2018	Finance Temp Svcs. Yingying w/e 12/07/18		1,720.00
Inv 52381945 Total			1,720.00
Inv	52686394		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/11/2018	Finance Temp Svcs. Yingying w/e 01/18/19		1,737.20
Inv 52686394 Total			1,737.20
Inv	52727709		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2019	Finance Temp Svcs. Yingying w/e 01/25/19		1,422.34
Inv 52727709 Total			1,422.34
205867 Total:			4,879.54
<b>ACTM3010 - Accountemps Total:</b>			4,879.54
<b>ATGC8530 - Acorn Technology Corp.</b>			
205868	02/04/2019		
Inv	1911		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2019	CO # 01-138		100.00
Inv 1911 Total			100.00
Inv	1912		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2019	Project 2015.0004		415.00
Inv 1912 Total			415.00
Inv	1913		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2019	CO # 01-139		62.50



Check Number	Check Date	Amount
Inv 1913 Total		62.50
Inv 1914		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-137	57.50
Inv 1914 Total		57.50
Inv 1919		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-143	50.00
Inv 1919 Total		50.00
Inv 1921		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-116-01-127	1,392.50
Inv 1921 Total		1,392.50
Inv 1922		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-119	40.00
Inv 1922 Total		40.00
Inv 1923		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-136	30.00
Inv 1923 Total		30.00
Inv 1924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	CO # 01-142	267.50
Inv 1924 Total		267.50
Inv 1925		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	General - City (Tix/Chrgs Summ)	11,667.50
Inv 1925 Total		11,667.50
Inv 51530		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	(Adjustment)	-362.50
01/01/2019	(Adjustment)	-183.75
01/01/2019	Managed IT Monitoring	237.50
01/01/2019	Managed IT Monitoring	512.50

Check Number	Check Date	Amount
Inv 51530 Total		203.75
205868 Total:		14,286.25
<b>ATGC8530 - Acorn Technology Corp. Total:</b>		14,286.25
<b>AFLA7010 - AFLAC</b>		
205862	02/04/2019	
Inv 293154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2019	Optional Insurance 1/19	1,176.82
Inv 293154 Total		1,176.82
205862 Total:		1,176.82
<b>AFLA7010 - AFLAC Total:</b>		1,176.82
<b>YVAL5265 - Allen, Yvonne</b>		
205934	02/08/2019	
Inv 02.07.019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Low Income Property Tax Refund	66.71
02/07/2019	Low Income Property Tax Refund	126.28
Inv 02.07.019 Total		192.99
205934 Total:		192.99
<b>YVAL5265 - Allen, Yvonne Total:</b>		192.99
<b>AMPM5011 - AM/PM Door, Inc.</b>		
205869	02/04/2019	
Inv 40978-35566		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2018	Front Door # 2 Building Maintenance	3,870.00
Inv 40978-35566 Total		3,870.00
Inv 40978-35922		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Front Door # 3 Building Maintenance	2,267.13
11/09/2018	Front Door # 3 Building Maintenance	2,267.14
Inv 40978-35922 Total		4,534.27
205869 Total:		8,404.27

Check Number	Check Date	Amount
<b>AMPM5011 - AM/PM Door, Inc. Total:</b>		8,404.27
<b>AMZN8030 - Amazon/SYNCB</b>		
205908	02/07/2019	
Inv	433638368896	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2018	Supplies	63.46
Inv 433638368896 Total		63.46
Inv	456675949947	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	Supplies	308.43
Inv 456675949947 Total		308.43
Inv	457675675796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2018	Supplies	34.59
Inv 457675675796 Total		34.59
Inv	459653853954	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	Supplies	51.77
Inv 459653853954 Total		51.77
Inv	466886638335	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2018	Supplies	280.85
Inv 466886638335 Total		280.85
Inv	466895945997	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2018	Supplies	109.49
Inv 466895945997 Total		109.49
Inv	476565848698	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2018	Supplies	66.29
Inv 476565848698 Total		66.29
205908 Total:		914.88

Check Number	Check Date	Amount
<b>AMZN8030 - Amazon/SYNCB Total:</b>		914.88
<b>AME0229 - Ameritas</b>		
205863	02/04/2019	
Inv	P/R/E 01/25/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Vision Ins. Jan-19	3,200.72
Inv P/R/E 01/25/19 Total		3,200.72
205863 Total:		3,200.72
<b>AME0229 - Ameritas Total:</b>		3,200.72
<b>ATCN9011 - AT &amp; T</b>		
205870	02/04/2019	
Inv	000012501598	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	9391062308 12/20-1/19/19	5,393.92
Inv 000012501598 Total		5,393.92
205870 Total:		5,393.92
<b>ATCN9011 - AT &amp; T Total:</b>		5,393.92
<b>AT&amp;T5006 - AT &amp; T U-Verse</b>		
205871	02/04/2019	
Inv	130464796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	1/18/19-2/17/19	75.00
Inv 130464796 Total		75.00
205871 Total:		75.00
<b>AT&amp;T5006 - AT &amp; T U-Verse Total:</b>		75.00
<b>AT&amp;T5011 - AT&amp;T</b>		
205872	02/04/2019	
Inv	606 405-0051	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2019	1/11-2/10/19	637.87
Inv 606 405-0051 Total		637.87

Check Number	Check Date	Amount
Inv 626 441-5294		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2019	1/13-2/12/19	112.06
Inv 626 441-5294 Total		112.06
Inv 626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2019	1/13-2/12/19	245.84
Inv 626 441-6497 Total		245.84
205872 Total:		995.77
205909	02/07/2019	
Inv 626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	01/13-02/12/19	54.01
Inv 626 577-6657 Total		54.01
205909 Total:		54.01
<b>AT&amp;T5011 - AT&amp;T Total:</b>		1,049.78
<b>CIN4011 - AT&amp;T --Cingular Wireless</b>		
205873	02/04/2019	
Inv 879338213x01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	FD Phone Charges 12/16-1/15/19	109.94
Inv 879338213x01 Total		109.94
205873 Total:		109.94
<b>CIN4011 - AT&amp;T --Cingular Wireless Total:</b>		109.94
<b>BOO8030 - Boomers</b>		
205910	02/07/2019	
Inv 0000010708		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	2019 Spring Break Camp Med Field Trip to Boomers Deposit	545.70
Inv 0000010708 Total		545.70
205910 Total:		545.70

Check Number	Check Date	Amount
<b>BOO8030 - Boomers Total:</b>		545.70
<b>BECO8032 - Bowlero</b>		
205911	02/07/2019	
Inv	06.26.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2019	2019 Summer Camp Med Field Trip to Bowlero Deposit	649.50
Inv 06.26.19 Total		649.50
205911 Total:		649.50
<b>BECO8032 - Bowlero Total:</b>		649.50
<b>CAL6695 - CA American Water Co.</b>		
205912	02/07/2019	
Inv	101521002151102	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2019	Water Svc. for Wilson Well # 2 1/25-02/19/19	5.15
Inv 101521002151102 Total		5.15
205912 Total:		5.15
<b>CAL6695 - CA American Water Co. Total:</b>		5.15
<b>CDTF3010 - CA Dept. of Tax &amp; Fee Administration</b>		
205913	02/07/2019	
Inv	44-010139	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Underground Storage Tank Maint. Fee	11.55
01/25/2019	Underground Storage Tank Maint. Fee	496.48
01/25/2019	Underground Storage Tank Maint. Fee	107.28
01/25/2019	Underground Storage Tank Maint. Fee	11.54
01/25/2019	Underground Storage Tank Maint. Fee	11.55
Inv 44-010139 Total		638.40
205913 Total:		638.40
<b>CDTF3010 - CA Dept. of Tax &amp; Fee Administration Total:</b>		638.40
<b>CSD3014 - Ca. State Disbursement Unit</b>		
205936	02/08/2019	
Inv	P/R/E 02/03/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Garnishment Case # 2000 0000 1609 311	814.15

Check Number	Check Date	Amount
Inv P/R/E 02/03/19 Total		814.15
205936 Total:		814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>		814.15
<b>CAN0607 - Cantu Graphics</b>		
205874	02/04/2019	
Inv 5462		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Business Cards for Councilmember Richard Schneider	49.22
Inv 5462 Total		49.22
205874 Total:		49.22
<b>CAN0607 - Cantu Graphics Total:</b>		49.22
<b>CCAC1020 - City Clerk's Assoc. of CA</b>		
205875	02/04/2019	
Inv 1323		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2019	CCAC Membership Renewal - Juan Esquivel	55.00
Inv 1323 Total		55.00
205875 Total:		55.00
<b>CCAC1020 - City Clerk's Assoc. of CA Total:</b>		55.00
<b>CSM8030 - City of San Marino</b>		
205876	02/04/2019	
Inv 01.01.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	2019 Rose Parade & Rose Bowl Game Staffing	1,050.00
Inv 01.01.2019 Total		1,050.00
205876 Total:		1,050.00
<b>CSM8030 - City of San Marino Total:</b>		1,050.00
<b>SOU5402 - City of South Pasadena PD Petty Cash</b>		
205914	02/07/2019	

Check Number	Check Date	Amount
Inv	01.30.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	PD Reimb. Petty Cash	143.81
01/30/2019	PD Reimb. Petty Cash	16.08
01/30/2019	PD Reimb. Petty Cash	27.94
01/30/2019	PD Reimb. Petty Cash	38.32
Inv 01.30.19 Total		226.15
205914 Total:		226.15
<b>SOU5402 - City of South Pasadena PD Petty Cash Total:</b>		226.15
<b>SOU5343 - City of South Pasadena-Recreation</b>		
205915	02/07/2019	
Inv	02.07.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2019	Reimb. Petty Cash	10.00
02/06/2019	Reimb. Petty Cash	30.14
02/06/2019	Reimb. Petty Cash	468.30
Inv 02.07.19 Total		508.44
205915 Total:		508.44
<b>SOU5343 - City of South Pasadena-Recreation Total:</b>		508.44
<b>PCYD6010 - City of South Pasadena-Yard</b>		
205877	02/04/2019	
Inv	01.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Reimb. Petty Cash	63.31
01/29/2019	Reimb. Petty Cash	19.72
01/29/2019	Reimb. Petty Cash	89.80
01/29/2019	Reimb. Petty Cash	102.55
Inv 01.29.19 Total		275.38
205877 Total:		275.38
<b>PCYD6010 - City of South Pasadena-Yard Total:</b>		275.38
<b>CRDA1021 - Corodata Records Management</b>		
205878	02/04/2019	
Inv	RS4464248	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Records Mgmt. 12/18	377.98



Check Number	Check Date	Amount
Inv RS4464248 Total		377.98
205878 Total:		377.98
<b>CRDA1021 - Corodata Records Management Total:</b>		377.98
<b>CRSR2010 - Corodata Shredding Inc.</b>		
205879	02/04/2019	
Inv DN 1213751		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Shreddin Svcs 12/18	67.61
Inv DN 1213751 Total		67.61
205879 Total:		67.61
<b>CRSR2010 - Corodata Shredding Inc. Total:</b>		67.61
<b>DSP0755 - D &amp; S Printing</b>		
205916	02/07/2019	
Inv 8170		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	1 Box of (500) Purchase Order Forms	711.75
Inv 8170 Total		711.75
205916 Total:		711.75
<b>DSP0755 - D &amp; S Printing Total:</b>		711.75
<b>DBEL5010 - DB Electronics</b>		
205917	02/07/2019	
Inv 781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Installation of CAD Programs/ Windows 10 & Parts	812.05
Inv 781 Total		812.05
205917 Total:		812.05
<b>DBEL5010 - DB Electronics Total:</b>		812.05
<b>DEL0771 - Delta Dental</b>		
205864	02/04/2019	
Inv BE003185359		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/01/2019	Dental Ins. 2/19 # BE003185359	10,557.47
Inv BE003185359 Total		10,557.47
Inv BE003206468		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	Dental Ins. 2/19 # BE003206468	10,426.18
Inv BE003206468 Total		10,426.18
205864 Total:		20,983.65
<b>DEL0771 - Delta Dental Total:</b>		20,983.65
<b>DEM0777 - Demco</b>		
205918	02/07/2019	
Inv 6530416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2019	CD/DVD Overlay Tags	904.38
Inv 6530416 Total		904.38
205918 Total:		904.38
<b>DEM0777 - Demco Total:</b>		904.38
<b>DTV5012 - DIRECTV</b>		
205919	02/07/2019	
Inv 35831172678		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2019	FD Emergency Operation & Disaster Preparedness	60.65
Inv 35831172678 Total		60.65
205919 Total:		60.65
<b>DTV5012 - DIRECTV Total:</b>		60.65
<b>DCLA8268 - Discovery Cube LA</b>		
205880	02/04/2019	
Inv 665651		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	2019 Summer Camp Field Trip Deposit Order # 665651	150.00
Inv 665651 Total		150.00
205880 Total:		150.00

**DCLA8268 - Discovery Cube LA Total:** 150.00

**ELL1017 - Ellen's Silkscreening**

205881            02/04/2019

Inv    A69272

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2018	300 Light N' Whistel Keychains (Green)	234.91

Inv A69272 Total 234.91

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205881 Total: 234.91

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**ELL1017 - Ellen's Silkscreening Total:** 234.91

**FED1109 - FedEx**

205882            02/04/2019

Inv    6-441-57058

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Finance Overnight Shipping	43.48

Inv 6-441-57058 Total 43.48

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205882 Total: 43.48

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**FED1109 - FedEx Total:** 43.48

**COBR7131 - Flex Advantage**

205935            02/08/2019

Inv    108572

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Administration Cost batch # 939546	66.00

Inv 108572 Total 66.00

Inv    Aug-Oct. 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Retroactive Reimb. (August / Sept. / Oct. 2018) Batch # 946424	270.00

Inv Aug-Oct. 2018 Total 270.00

Inv    P/R/E 2/3/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Retiree Health Reimbursement 2/19 Batch # 939546	1,626.49

Inv P/R/E 2/3/19 Total 1,626.49

Check Number	Check Date	Amount
205935 Total:		1,962.49
<b>COBR7131 - Flex Advantage Total:</b>		<b>1,962.49</b>
<b>RCFR5270 - Fort, Rachel</b>		
205920	02/07/2019	
Inv	R98018	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Refund Cancellation of park reservation due to rain	75.00
Inv R98018 Total		75.00
205920 Total:		75.00
<b>RCFR5270 - Fort, Rachel Total:</b>		<b>75.00</b>
<b>HDL3011 - HdL Coren &amp; Cone</b>		
205883	02/04/2019	
Inv	0026283-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Contract Svcs Property Tax Jan-Mar. 2019	2,888.16
Inv 0026283-IN Total		2,888.16
205883 Total:		2,888.16
<b>HDL3011 - HdL Coren &amp; Cone Total:</b>		<b>2,888.16</b>
<b>INCG6011 - Interwest Consulting Group</b>		
205884	02/04/2019	
Inv	46342	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2019	PW Admin Professional Services	24,360.00
Inv 46342 Total		24,360.00
205884 Total:		24,360.00
<b>INCG6011 - Interwest Consulting Group Total:</b>		<b>24,360.00</b>
<b>JSAR4011 - Jack's Auto Repair</b>		
205885	02/04/2019	
Inv	16,182	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2019	PD Auto Repairs Unit #1405	1,867.54

Check Number	Check Date	Amount
Inv 16,182 Total		1,867.54
205885 Total:		1,867.54
<b>JSAR4011 - Jack's Auto Repair Total:</b>		1,867.54
<b>JHA307 - John L. Hunter Associates, Inc.</b>		
205921	02/07/2019	
Inv SOPASNP0918		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2018	Professional Svcs. for City's Stormwater Compliance	1,657.50
Inv SOPASNP0918 Total		1,657.50
Inv SOPASNP1018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2018	Professional Svcs. for City's Stormwater Compliance	1,438.75
Inv SOPASNP1018 Total		1,438.75
Inv SOPASNP1118		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2019	Professional Svcs. for City's Stormwater Compliance	1,867.50
Inv SOPASNP1118 Total		1,867.50
205921 Total:		4,963.75
<b>JHA307 - John L. Hunter Associates, Inc. Total:</b>		4,963.75
<b>KWFR5270 - Kwan, Frances</b>		
205922	02/07/2019	
Inv R97456		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Cancellation of park reservation due to rain	75.00
Inv R97456 Total		75.00
205922 Total:		75.00
<b>KWFR5270 - Kwan, Frances Total:</b>		75.00
<b>LCW7456 - Liebert Cassidy Whitmore</b>		
205886	02/04/2019	
Inv 1472298		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Personnel Matters - 12/2018	145.00

Check Number	Check Date	Amount
Inv 1472298 Total		145.00
Inv 1472299		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Personnel Matters - 12/2018	1,151.00
Inv 1472299 Total		1,151.00
Inv 1472300		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Personnel Matters - 12/2018	1,269.00
Inv 1472300 Total		1,269.00
Inv 1472301		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Personnel Matters - 12/2018	5,947.90
Inv 1472301 Total		5,947.90
205886 Total:		8,512.90
<b>LCW7456 - Liebert Cassidy Whitmore Total:</b>		8,512.90
<b>LKEC2013 - LinkedIn Corp.</b>		
205887	02/04/2019	
Inv 10110662514		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Services to advertise & post job flyers	5,820.00
Inv 10110662514 Total		5,820.00
205887 Total:		5,820.00
<b>LKEC2013 - LinkedIn Corp. Total:</b>		5,820.00
<b>LBBM4010 - Long Beach BMW Motorcycles</b>		
205888	02/04/2019	
Inv 33601		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2019	PD Motorcycle Maint. #1705	1,823.03
Inv 33601 Total		1,823.03
205888 Total:		1,823.03

Check Number	Check Date	Amount
<b>LBBM4010 - Long Beach BMW Motorcycles Total:</b>		1,823.03
<b>MRLE5270 - Martinez, Leona</b>		
205923	02/07/2019	
Inv	R98718	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Class Refund due to low enrollment	189.00
Inv R98718 Total		189.00
205923 Total:		189.00
<b>MRLE5270 - Martinez, Leona Total:</b>		189.00
<b>MUJH8032 - Mundara, John</b>		
205889	02/04/2019	
Inv	01.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Resd. HET Showerhead Rebate Acct#0000698572-001496364	19.98
01/31/2019	Resd. HET Toilet Rebate Acct#0000698572-001496364	200.00
Inv 01.29.19 Total		219.98
205889 Total:		219.98
<b>MUJH8032 - Mundara, John Total:</b>		219.98
<b>VRMZ7000 - Munoz, Valerie</b>		
205937	02/08/2019	
Inv	P/R/E 02.03.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Garnishment	750.00
Inv P/R/E 02.03.19 Total		750.00
205937 Total:		750.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>		750.00
<b>PEG4590 - NUFIC</b>		
205865	02/04/2019	
Inv	P/R/E 1/25/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	A.D.D. Ins. Jan.19 - Basic - City of South Pasadena Grp. Premium	181.50
01/30/2019	A.D.D Ins Jan.19 - Voluntary City of South Pasadena Grp. Premium	756.50
Inv P/R/E 1/25/19 Total		938.00

Check Number	Check Date	Amount
205865 Total:		938.00
<b>PEG4590 - NUFIC Total:</b>		938.00
<b>OREI6711 - O' Reilly Automotive Inc.</b>		
205924	02/07/2019	
Inv 3213-106600		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2019	PW Vehicle Maint. Supplies	63.24
Inv 3213-106600 Total		63.24
205924 Total:		63.24
<b>OREI6711 - O' Reilly Automotive Inc. Total:</b>		63.24
<b>BROH5270 - Ohara, Brenda</b>		
205925	02/07/2019	
Inv R98456		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Cancellation of Park Reservation due to rain	75.00
Inv R98456 Total		75.00
205925 Total:		75.00
<b>BROH5270 - Ohara, Brenda Total:</b>		75.00
<b>PWP4465 - Pasadena Water &amp; Power</b>		
205890	02/04/2019	
Inv 80176-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Wate Use 60 E. State Street 12/13-01/11/19	2,365.09
Inv 80176-1 Total		2,365.09
205890 Total:		2,365.09
205926	02/07/2019	
Inv 80233-0		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	36 Columbia St. 11/8/18-01/08/19	413.23
Inv 80233-0 Total		413.23



Check Number	Check Date	Amount
205926 Total:		413.23
<b>PWP4465 - Pasadena Water &amp; Power Total:</b>		<b>2,778.32</b>
<b>PIT8031 - Pitney Bowes-Reserve Account</b>		
205891	02/04/2019	
Inv 34133033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Reimb. Postage Stamps	50.16
01/31/2019	Reimb. Postage Stamps	4.20
01/31/2019	Reimb. Postage Stamps	38.64
01/31/2019	Reimb. Postage Stamps	4.97
01/31/2019	Reimb. Postage Stamps	301.66
01/31/2019	Reimb. Postage Stamps	330.70
01/31/2019	Reimb. Postage Stamps	1.83
01/31/2019	Reimb. Postage Stamps	3.88
01/31/2019	Reimb. Postage Stamps	590.44
01/31/2019	Reimb. Postage Stamps	1,063.13
Inv 34133033 Total		2,389.61
205891 Total:		2,389.61
<b>PIT8031 - Pitney Bowes-Reserve Account Total:</b>		<b>2,389.61</b>
<b>PUWA8020 - Pure Water</b>		
205927	02/07/2019	
Inv 201712885		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	FD Supplies 2/19	87.39
Inv 201712885 Total		87.39
205927 Total:		87.39
<b>PUWA8020 - Pure Water Total:</b>		<b>87.39</b>
<b>ROTH6010 - Roth Staffing Companies</b>		
205892	02/04/2019	
Inv 13690099		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Temp. Staffing Svcs. Michael Bonitz w/e 1/20/19	867.00
Inv 13690099 Total		867.00
205892 Total:		867.00

<b>Check Number</b>	<b>Check Date</b>	<b>Amount</b>
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<b>ROTH6010 - Roth Staffing Companies Total:</b>		867.00
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**SOU5230 - S.P.Firefighters L-3657**

205938            02/08/2019

Inv    P/R/E 2/3/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Union & Association Dues 2/19	2,715.00
02/07/2019	Union & Association Ins 2/19	180.74

Inv P/R/E 2/3/19 Total		2,895.74
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205938 Total:		2,895.74
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<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>		2,895.74
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**SOU5435 - S.P.P. O. A.**

205893            02/04/2019

Inv    Oct-Dec.2018

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Payment for supplemental Insurance Collected Oct-Dec'18	504.12

Inv Oct-Dec.2018 Total		504.12
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205893 Total:		504.12
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205939            02/08/2019

Inv    P/R/E 02/03/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Union & Association Ins 2/19	1,984.74
02/07/2019	Union & Association Dues 2/19	2,847.60

Inv P/R/E 02/03/19 Total		4,832.34
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205939 Total:		4,832.34
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<b>SOU5435 - S.P.P. O. A. Total:</b>		5,336.46
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**SOU5451 - S.P.Public Srvc Empl. Ass'n**

205940            02/08/2019

Inv    P/R/E 02/03/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Assn. Dues 2/19	1,290.00

Inv P/R/E 02/03/19 Total		1,290.00
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205940 Total:		1,290.00
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Check Number	Check Date	Amount
<b>SOU5451 - S.P.Public Srvc Empl. Ass'n Total:</b>		1,290.00
<b>AMSA4460 - Salcido, Amador</b>		
205894	02/04/2019	
Inv	01.30.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Refund for unused parking portion of overnight parking	54.00
Inv 01.30.19 Total		54.00
205894 Total:		54.00
<b>AMSA4460 - Salcido, Amador Total:</b>		54.00
<b>SSDV2018 - Sandoval, Sheila</b>		
205941	02/08/2019	
Inv	P/R/E 02/03/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Garnishment	876.92
02/07/2019	Garnishment	655.08
Inv P/R/E 02/03/19 Total		1,532.00
205941 Total:		1,532.00
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,532.00
<b>OLST5270 - Santos, Olivia</b>		
205895	02/04/2019	
Inv	R97137	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	Refund Rebate Garfield Park Gazebo Rental #98440	150.00
Inv R97137 Total		150.00
205895 Total:		150.00
<b>OLST5270 - Santos, Olivia Total:</b>		150.00
<b>SCP2011 - SCPMA-HR</b>		
205896	02/04/2019	
Inv	03773	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	SCPMA-HR Conference Registration Mariam Lee Ko	99.00
Inv 03773 Total		99.00

Check Number	Check Date	Amount
Inv 03775		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	SCPMA-HR Conference Registration Raquel Herrera	99.00
Inv 03775 Total		99.00
Inv 03835		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	SCPMA-HR Conference Registration Jeannie Chiu	99.00
Inv 03835 Total		99.00
205896 Total:		297.00
SCP2011 - SCPMA-HR Total:		297.00
SOU6666 - So. CA Edison Co.		
205897	02/04/2019	
Inv 3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/1/18-01/01/19	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>	
01/08/2019	12/1/18-01/01/19	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>	
01/08/2019	12/1/18-01/01/19	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>	
01/08/2019	12/1/18-01/01/19	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>	
01/08/2019	12/4/18-01/04/19	63.51
Inv 3-008-8091-16 Total		63.51
Inv 3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/08/2019	12/4/18-01/04/19	30.40
Inv 3-008-8091-17 Total		30.40
Inv 3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	29.18
Inv 3-008-8091-18 Total		29.18
Inv 3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	23.92
Inv 3-008-8091-19 Total		23.92
Inv 3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	36.88
Inv 3-008-8091-20 Total		36.88
Inv 3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	43.10
Inv 3-008-8091-21 Total		43.10
Inv 3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	25.29
Inv 3-008-8091-22 Total		25.29
Inv 3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	38.19
Inv 3-008-8091-23 Total		38.19
Inv 3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	35.39
Inv 3-008-8091-24 Total		35.39
Inv 3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	63.75
Inv 3-008-8436-55 Total		63.75

Check Number	Check Date	Amount
Inv 3-025-4910-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	51.30
Inv 3-025-4910-19 Total		51.30
Inv 3-026-6343-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	14.56
Inv 3-026-6343-40 Total		14.56
Inv 3-045-0630-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	12.18
Inv 3-045-0630-89 Total		12.18
Inv 3-048-7781-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	1,842.33
Inv 3-048-7781-73 Total		1,842.33
Inv 3-048-7784-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	427.16
Inv 3-048-7784-31 Total		427.16
Inv 3-048-7785-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	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>	
01/08/2019	12/4/18-01/04/19	851.26
Inv 3-048-7785-92 Total		851.26
Inv 3-048-7970-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	12/4/18-01/04/19	3.70
Inv 3-048-7970-18 Total		3.70
205897 Total:		12,922.98
205928	02/07/2019	

Check Number	Check Date	Amount
Inv 3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/17/18-1/16/19	46.18
Inv 3-000-5677-90 Total		46.18
Inv 3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-1/18/19	49.70
Inv 3-000-5950-21 Total		49.70
Inv 3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	28.75
Inv 3-000-5950-22 Total		28.75
Inv 3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	42.87
Inv 3-000-7125-63 Total		42.87
Inv 3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	35.73
Inv 3-000-7125-66 Total		35.73
Inv 3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	24.43
Inv 3-000-7152-57 Total		24.43
Inv 3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	40.71
Inv 3-000-8455-69 Total		40.71
Inv 3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-1/18/19	12.99
01/23/2019	12/19/18-1/18/19	12.99
Inv 3-000-9969-52 Total		25.98
Inv 3-001-1810-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	11/21/18-12/24/18	36.44
Inv 3-001-1810-94 Total		36.44
Inv 3-001-1810-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/17/18-1/16/19	23,888.26
Inv 3-001-1810-98 Total		23,888.26
Inv 3-001-1811-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	3,017.69
Inv 3-001-1811-29 Total		3,017.69
Inv 3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	37.89
01/23/2019	12/19/18-01/18/19	37.88
Inv 3-001-1811-44 Total		75.77
Inv 3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	14.54
01/23/2019	12/19/18-01/18/19	14.55
Inv 3-001-1811-45 Total		29.09
Inv 3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	33.77
Inv 3-001-1811-48 Total		33.77
Inv 3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	48.16
Inv 3-001-1811-56 Total		48.16
Inv 3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	26.30



Check Number	Check Date	Amount
Inv 3-001-1811-58 Total		26.30
Inv 3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	31.29
Inv 3-001-1811-59 Total		31.29
Inv 3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	26.91
Inv 3-001-1811-63 Total		26.91
Inv 3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	31.79
Inv 3-001-1811-67 Total		31.79
Inv 3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	79.95
Inv 3-001-1811-68 Total		79.95
Inv 3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	19.87
Inv 3-001-1811-69 Total		19.87
Inv 3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	58.83
Inv 3-001-1811-75 Total		58.83
Inv 3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	37.24
Inv 3-001-1811-76 Total		37.24
Inv 3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	30.30
Inv 3-001-1811-77 Total		30.30

Check Number	Check Date	Amount
Inv	3-001-1811-79	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	34.02
Inv 3-001-1811-79 Total		34.02
Inv	3-001-1811-80	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	32.29
Inv 3-001-1811-80 Total		32.29
Inv	3-001-1811-86	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	24.18
Inv 3-001-1811-86 Total		24.18
Inv	3-001-1811-87	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	31.82
Inv 3-001-1811-87 Total		31.82
Inv	3-001-1811-89	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	13.15
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	11/29/18-12/31/18	35.51
Inv 3-001-1811-90 Total		35.51
Inv	3-001-1811-91	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	53.54
Inv 3-001-1811-91 Total		53.54
Inv	3-001-1811-92	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	17.08
Inv 3-001-1811-92 Total		17.08
Inv	3-001-1811-93	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/23/2019	11/26/18-12/26/18	32.94
Inv 3-001-1811-93 Total		32.94
Inv 3-001-1811-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	25.52
Inv 3-001-1811-95 Total		25.52
Inv 3-001-1811-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	15.00
Inv 3-001-1811-98 Total		15.00
Inv 3-001-1812-06		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	23.10
Inv 3-001-1812-06 Total		23.10
Inv 3-001-1812-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	26.78
Inv 3-001-1812-07 Total		26.78
Inv 3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	45.10
Inv 3-001-1812-08 Total		45.10
Inv 3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	11/26/18-12/26/18	54.33
Inv 3-001-1812-10 Total		54.33
Inv 3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	25.17
Inv 3-001-1812-11 Total		25.17

Check Number	Check Date	Amount
Inv	3-001-1812-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	27.97
Inv 3-001-1812-12 Total		27.97
Inv	3-001-1812-25	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	24.58
Inv 3-001-1812-25 Total		24.58
Inv	3-001-1812-26	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	800.64
Inv 3-001-1812-26 Total		800.64
Inv	3-001-1812-27	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	36.17
Inv 3-001-1812-27 Total		36.17
Inv	3-001-1812-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	37.28
Inv 3-001-1812-31 Total		37.28
Inv	3-001-1812-32	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	11.86
Inv 3-001-1812-32 Total		11.86
Inv	3-001-1812-35	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	16.49
Inv 3-001-1812-35 Total		16.49
Inv	3-001-1812-36	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	50.46
01/23/2019	11/29/18-12/31/18	26.04
Inv 3-001-1812-36 Total		76.50
Inv	3-001-1812-39	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/23/2019	11/29/18-12/31/18	39.40
Inv 3-001-1812-39 Total		39.40
Inv 3-001-9413-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	1,855.27
Inv 3-001-9413-97 Total		1,855.27
Inv 3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	59.23
Inv 3-002-4372-43 Total		59.23
Inv 3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	590.96
Inv 3-002-4472-78 Total		590.96
Inv 3-002-4473-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	24.18
Inv 3-002-4473-12 Total		24.18
Inv 3-003-6653-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	10/23/18-11/21/18	309.40
01/26/2019	11/21/18-12/24/18	268.31
01/26/2019	12/24/18-01/24/19	234.09
Inv 3-003-6653-57 Total		811.80
Inv 3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	9.93
Inv 3-003-7341-83 Total		9.93
Inv 3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	36.84
Inv 3-004-3214-58 Total		36.84
Inv 3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	40.40

Check Number	Check Date	Amount
Inv 3-004-4562-56 Total		40.40
Inv 3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	38.95
Inv 3-011-4089-57 Total		38.95
Inv 3-016-0678-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	63.47
Inv 3-016-0678-82 Total		63.47
Inv 3-022-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	1,137.19
Inv 3-022-4472-77 Total		1,137.19
Inv 3-022-6051-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	55.85
Inv 3-022-6051-15 Total		55.85
Inv 3-022-6897-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	26.18
Inv 3-022-6897-57 Total		26.18
Inv 3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/21/18-01/23/19	26.92
Inv 3-022-6897-72 Total		26.92
Inv 3-022-6897-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	27.07
Inv 3-022-6897-89 Total		27.07
Inv 3-022-6897-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	25.62
Inv 3-022-6897-99 Total		25.62

Check Number	Check Date	Amount
Inv	3-022-6898-05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	26.85
Inv 3-022-6898-05 Total		26.85
Inv	3-022-6898-17	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	25.21
Inv 3-022-6898-17 Total		25.21
Inv	3-022-6898-28	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	12/28/18-01/29/18	26.18
Inv 3-022-6898-28 Total		26.18
Inv	3-023-6580-86	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	27.82
Inv 3-023-6580-86 Total		27.82
Inv	3-023-7462-29	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	72.06
Inv 3-023-7462-29 Total		72.06
Inv	3-023-7844-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	25.62
Inv 3-023-7844-31 Total		25.62
Inv	3-023-8283-79	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/24/18-01/24/19	28.82
Inv 3-023-8283-79 Total		28.82
Inv	3-026-3223-65	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/26/18-01/25/19	28.16
Inv 3-026-3223-65 Total		28.16
Inv	3-028-7594-32	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	1,634.83

Check Number	Check Date	Amount
Inv 3-028-7594-32	Total	1,634.83
Inv 3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/26/18-01/25/19	38.03
Inv 3-029-2458-05	Total	38.03
Inv 3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	45.71
Inv 3-032-0513-93	Total	45.71
Inv 3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	59.76
Inv 3-032-2521-62	Total	59.76
Inv 3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/26/18-1/25/19	44.99
Inv 3-032-4192-98	Total	44.99
Inv 3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/19/18-01/18/19	217.49
Inv 3-033-3452-62	Total	217.49
Inv 3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/27/18-01/28/19	35.89
Inv 3-035-3494-19	Total	35.89
Inv 3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	748.53
Inv 3-035-6502-21	Total	748.53
Inv 3-037-6075-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	52.78
Inv 3-037-6075-39	Total	52.78



Check Number	Check Date	Amount
Inv 3-045-8045-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	28.60
Inv 3-045-8045-41 Total		28.60
Inv 3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	1,508.20
Inv 3-046-7147-27 Total		1,508.20
Inv 3-048-3503-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	0.22
Inv 3-048-3503-18 Total		0.22
Inv 3-048-3503-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	2.82
Inv 3-048-3503-31 Total		2.82
Inv 3-048-3504-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	0.31
Inv 3-048-3504-12 Total		0.31
Inv 3-048-3504-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	6.47
Inv 3-048-3504-73 Total		6.47
Inv 3-048-3504-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	396.36
Inv 3-048-3504-98 Total		396.36
Inv 3-048-3505-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	7.23
Inv 3-048-3505-86 Total		7.23
Inv 3-048-3506-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	7.01

Check Number	Check Date	Amount
Inv 3-048-3506-72	Total	7.01
Inv 3-048-3507-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	10.20
Inv 3-048-3507-28	Total	10.20
Inv 3-048-3508-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	0.46
Inv 3-048-3508-62	Total	0.46
Inv 3-048-3508-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	567.01
Inv 3-048-3508-76	Total	567.01
Inv 3-048-3509-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	2.24
Inv 3-048-3509-87	Total	2.24
Inv 3-048-3512-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	124.74
Inv 3-048-3512-00	Total	124.74
Inv 3-048-3515-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	0.17
Inv 3-048-3515-02	Total	0.17
Inv 3-048-3515-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	23.93
Inv 3-048-3515-19	Total	23.93
Inv 3-048-3515-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	11.32
Inv 3-048-3515-96	Total	11.32

Inv 3-048-3518-15

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	11.51

Inv 3-048-3518-15 Total 11.51

Inv 3-048-3518-27

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/24/18-01/24/19	1.42

Inv 3-048-3518-27 Total 1.42

Inv 3-048-3519-30

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	411.47
01/26/2019	09/24/18-10/23/18	553.71
01/26/2019	10/23/18-11/21/18	519.44

Inv 3-048-3519-30 Total 1,484.62

Inv 3-048-3520-99

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	28.96

Inv 3-048-3520-99 Total 28.96

Inv 3-048-3524-22

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	20.43

Inv 3-048-3524-22 Total 20.43

Inv 3-048-3528-66

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	15.44

Inv 3-048-3528-66 Total 15.44

Inv 3-048-3529-42

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	22.90

Inv 3-048-3529-42 Total 22.90

Inv 3-048-3530-52

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	0.38

Inv 3-048-3530-52 Total 0.38

Check Number	Check Date	Amount
Inv	3-048-3534-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/24/18-01/24/19	16.12
Inv 3-048-3534-21 Total		16.12
Inv	3-048-3560-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/21/18-12/24/18	3.71
Inv 3-048-3560-21 Total		3.71
Inv	3-048-3587-38	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/26/18-01/25/19	2.75
01/30/2019	10/24/18-11/26/18	2.95
Inv 3-048-3587-38 Total		5.70
Inv	3-048-3587-48	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	6.58
Inv 3-048-3587-48 Total		6.58
Inv	3-048-3587-62	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	0.93
Inv 3-048-3587-62 Total		0.93
Inv	3-048-3593-95	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	11.58
Inv 3-048-3593-95 Total		11.58
Inv	3-048-3593-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	18.84
Inv 3-048-3593-98 Total		18.84
Inv	3-048-3594-16	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/26/18-01/25/19	14.87
01/30/2019	10/24/18-11/26/18	13.39
Inv 3-048-3594-16 Total		28.26

Check Number	Check Date	Amount
Inv	3-048-3594-36	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	2.64
Inv 3-048-3594-36 Total		2.64
Inv	3-048-3599-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	1,078.20
Inv 3-048-3599-01 Total		1,078.20
Inv	3-048-3599-58	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	10/24/18-11/26/18	15.27
01/30/2019	12/26/18-01/25/19	9.98
Inv 3-048-3599-58 Total		25.25
Inv	3-048-3599-97	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	21.02
Inv 3-048-3599-97 Total		21.02
Inv	3-048-3600-65	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	16.60
Inv 3-048-3600-65 Total		16.60
Inv	3-048-3601-53	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	610.10
Inv 3-048-3601-53 Total		610.10
Inv	3-048-3608-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/26/18-12/26/18	186.25
01/23/2019	10/24/18-11/26/18	398.97
Inv 3-048-3608-21 Total		585.22
Inv	3-048-3659-74	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	87.30
Inv 3-048-3659-74 Total		87.30

Check Number	Check Date	Amount
Inv 3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	13.68
Inv 3-048-3662-71 Total		13.68
Inv 3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	0.26
Inv 3-048-3664-38 Total		0.26
Inv 3-048-3670-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/27/18-12/27/18	0.16
Inv 3-048-3670-65 Total		0.16
Inv 3-048-3675-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	12/27/18-01/28/19	13.78
Inv 3-048-3675-98 Total		13.78
Inv 3-048-3733-54		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	12/28/18-01/29/18	0.27
Inv 3-048-3733-54 Total		0.27
Inv 3-048-3735-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	9.40
Inv 3-048-3735-77 Total		9.40
Inv 3-048-3736-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	18.54
Inv 3-048-3736-11 Total		18.54
Inv 3-048-3750-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/28/18-12/28/18	0.73
Inv 3-048-3750-12 Total		0.73
Inv 3-048-3807-64		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	15.09

Check Number	Check Date	Amount
Inv 3-048-3807-64 Total		15.09
Inv 3-048-3810-70		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	0.31
Inv 3-048-3810-70 Total		0.31
Inv 3-048-3817-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	0.18
Inv 3-048-3817-68 Total		0.18
Inv 3-048-3819-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	12.59
Inv 3-048-3819-71 Total		12.59
Inv 3-048-3823-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/29/18-12/31/18	25.73
Inv 3-048-3823-92 Total		25.73
Inv 3-048-4948-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	12/19/18-01/18/19	136.38
Inv 3-048-4948-55 Total		136.38
Inv 3-048-4954-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/17/18-12/19/18	50.89
01/23/2019	11/17/18-12/19/18	50.89
Inv 3-048-4954-10 Total		101.78
Inv 3-048-4954-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	78.63
Inv 3-048-4954-40 Total		78.63
Inv 3-048-4960-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	17.88
01/23/2019	11/17/18-12/19/18	19.88
Inv 3-048-4960-02 Total		37.76

Inv 3-048-4960-34

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/17/18-12/19/18	13.84
01/23/2019	12/19/18-01/18/19	10.86
01/23/2019	12/19/18-01/18/19	10.87
01/23/2019	11/17/18-12/19/18	13.83

Inv 3-048-4960-34 Total 49.40

Inv 3-048-4961-25

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/19/18-01/18/19	1.86
01/23/2019	11/17/18-12/19/18	1.99

Inv 3-048-4961-25 Total 3.85

Inv 3-048-5123-18

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	13.62

Inv 3-048-5123-18 Total 13.62

Inv 3-048-5123-44

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	23.51

Inv 3-048-5123-44 Total 23.51

Inv 3-048-5125-68

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	26.95

Inv 3-048-5125-68 Total 26.95

Inv 3-048-5125-73

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	19.12

Inv 3-048-5125-73 Total 19.12

Inv 3-048-5126-22

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/21/18-01/23/19	0.24

Inv 3-048-5126-22 Total 0.24

Inv 3-048-5127-24

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	10.18

Inv 3-048-5127-24 Total 10.18



Inv 3-048-5129-43

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	0.86

Inv 3-048-5129-43 Total 0.86

Inv 3-048-5129-59

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	10.49

Inv 3-048-5129-59 Total 10.49

Inv 3-048-5131-46

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	0.47

Inv 3-048-5131-46 Total 0.47

Inv 3-048-5131-47

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	9.55

Inv 3-048-5131-47 Total 9.55

Inv 3-048-5132-96

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	17.15

Inv 3-048-5132-96 Total 17.15

Inv 3-048-5135-05

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	27.94

Inv 3-048-5135-05 Total 27.94

Inv 3-048-5135-50

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	78.99

Inv 3-048-5135-50 Total 78.99

Inv 3-048-5135-90

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	12/21/18-01/23/19	115.57

Inv 3-048-5135-90 Total 115.57

Inv 3-048-5136-08

<u>Line Item Date</u>	<u>Line Item Description</u>	
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Check Number	Check Date	Amount
01/23/2019	11/20/18-12/21/18	14.03
Inv 3-048-5136-08 Total		14.03
Inv 3-048-5142-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/20/18-12/21/18	11.81
Inv 3-048-5142-29 Total		11.81
Inv 3-048-7577-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	11/15/18-12/17/18	23.28
01/23/2019	11/15/18-12/17/18	3.26
Inv 3-048-7577-55 Total		26.54
Inv 3-048-7780-74		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	12/01/18-01/01/19	62.34
Inv 3-048-7781-59 Total		62.34
Inv 3-048-7782-47		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	10.99
Inv 3-048-7782-47 Total		10.99
Inv 3-048-7782-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	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>	
01/23/2019	12/01/18-01/01/19	3.51
Inv 3-048-7783-35 Total		3.51

Check Number	Check Date	Amount
Inv	3-048-7786-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	12/01/18-01/01/19	3.70
01/23/2019	12/01/18-01/01/19	3.70
Inv 3-048-7786-19 Total		7.40
205928 Total:		45,396.89
<b>SOU6666 - So. CA Edison Co. Total:</b>		<b>58,319.87</b>
<b>CEAP7000 - South Pasadena Part Time Employees Assn.</b>		
205942	02/08/2019	
Inv	P/R/E 02/03/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Ass. Dues 2/19	432.00
Inv P/R/E 02/03/19 Total		432.00
205942 Total:		432.00
<b>CEAP7000 - South Pasadena Part Time Employees Assn. Total:</b>		<b>432.00</b>
<b>SPRE7011 - South Pasadena Review</b>		
205898	02/04/2019	
Inv	01.25.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	SPFD - Annual Subscription SoPas Review	60.00
Inv 01.25.2019 Total		60.00
Inv	A65167	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Publication Notice - Sidewalk Vending Ordinance	67.50
Inv A65167 Total		67.50
Inv	A65209	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Publication Notice - Trees & Shreubs Chapter 34	90.00
Inv A65209 Total		90.00
205898 Total:		217.50
<b>SPRE7011 - South Pasadena Review Total:</b>		<b>217.50</b>

Check Number	Check Date		Amount
<b>STA5219 - Staples Business Advantage</b>			
205929	02/07/2019		
Inv	3402492291		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2019	MS Office Supplies		257.91
Inv 3402492291 Total			257.91
205929 Total:			257.91
<b>STA5219 - Staples Business Advantage Total:</b>			<b>257.91</b>
<b>STRI5270 - Stebbins, Richard</b>			
205930	02/07/2019		
Inv	R97132		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/04/2019	Refund for rental of Arroyo Park Gazebo		75.00
Inv R97132 Total			75.00
205930 Total:			75.00
<b>STRI5270 - Stebbins, Richard Total:</b>			<b>75.00</b>
<b>T3MT4011 - T3 Motion</b>			
205899	02/04/2019		
Inv	2018-01425		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/13/2018	PD 8 T3 Batteries		14,716.80
Inv 2018-01425 Total			14,716.80
Inv	2018-01426		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/13/2018	PD Units PC Upgrades Unit # 1 & 2		1,857.46
Inv 2018-01426 Total			1,857.46
205899 Total:			16,574.26
<b>T3MT4011 - T3 Motion Total:</b>			<b>16,574.26</b>
<b>TECH8025 - Tech Air of California</b>			
205900	02/04/2019		
Inv	04584893		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
01/15/2019		FD Oxygen Cylinder Rental	184.48
		Inv 04584893 Total	184.48
205900 Total:			184.48
205931	02/07/2019		
		Inv 04607982	
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2019	FD Oxygen Cylinder Rental		157.50
		Inv 04607982 Total	157.50
205931 Total:			157.50
<b>TECH8025 - Tech Air of California Total:</b>			341.98
<b>TRBL2013 - Teri Black &amp; Company, LLC</b>			
205932	02/07/2019		
		Inv 18-1224-177	
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/24/2018	Professional Svcs. to Assist w/ Police Recruitment		5,000.00
		Inv 18-1224-177 Total	5,000.00
205932 Total:			5,000.00
<b>TRBL2013 - Teri Black &amp; Company, LLC Total:</b>			5,000.00
<b>SOU5030 - The Gas Company</b>			
205901	02/04/2019		
		Inv 083 019 3600 4	
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2019	12/14/18-1/16/19		211.85
		Inv 083 019 3600 4 Total	211.85
205901 Total:			211.85
<b>SOU5030 - The Gas Company Total:</b>			211.85
<b>HAFR7000 - The Hartford</b>			
205866	02/04/2019		
		Inv 084305486562	
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2019	Life Insurance 1/19 Act # 084305486562		756.00

Check Number	Check Date	Amount
Inv 084305486562	Total	756.00
Inv 088688065332		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Life Insurance 2/19 Act # 088688065332	776.25
Inv 088688065332	Total	776.25
205866	Total:	1,532.25
<b>HAFR7000 - The Hartford Total:</b>		1,532.25
<b>TIM4011 - Time Warner Cable</b>		
205902	02/04/2019	
Inv 008 0070193		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2019	Skate Park Cable - 2/1/19-2/28/19	73.96
Inv 008 0070193	Total	73.96
Inv 008 0355990		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2019	Skate Park Cable - 2/2/19-3/01/19	397.01
Inv 008 0355990	Total	397.01
Inv 899 0029763		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2019	PD Cable 1/19/2/15/19	166.14
Inv 899 0029763	Total	166.14
205902	Total:	637.11
205933	02/07/2019	
Inv 008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2019	01/29/19-02/28/19	1.58
Inv 008 0012005	Total	1.58
205933	Total:	1.58
<b>TIM4011 - Time Warner Cable Total:</b>		638.69
<b>VEBU3010 - Verizon Business Svcs</b>		
205903	02/04/2019	

Check Number	Check Date	Amount
Inv 6264050051		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Phone Conferencing Svcs 12/18 #7DE37177	36.03
Inv 6264050051 Total		36.03
Inv 71022281		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	Phone Conferencing Svcs 12/18 #SV193519	47.87
Inv 71022281 Total		47.87
205903 Total:		83.90
<b>VEBU3010 - Verizon Business Svcs Total:</b>		83.90
<b>VERW6711 - Verizon Wireless</b>		
205904 02/04/2019		
Inv 9822590300		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	MGTM. Svcs. Ipad Service - 12/20-1/19/19 #971317126-0001	149.14
Inv 9822590300 Total		149.14
205904 Total:		149.14
<b>VERW6711 - Verizon Wireless Total:</b>		149.14
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates</b>		
205905 02/04/2019		
Inv 72083924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Cold Mix, Crushed Aggregate Base & Concrete Sand	2,025.91
Inv 72083924 Total		2,025.91
205905 Total:		2,025.91
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates Total:</b>		2,025.91
<b>WBNT5270 - Weber, Natalie</b>		
205906 02/04/2019		
Inv R97567		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Refund for Rental of Garfield Park Gazebo #98468	37.50
Inv R97567 Total		37.50

Check Number	Check Date	Amount
205906 Total:		37.50
WBNT5270 - Weber, Natalie Total:		37.50
<b>XRXF5010 - Xerox Financial Svcs</b>		
205907	02/04/2019	
Inv	1479959	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Copier Lease Payment 01/06-02/05/19	273.17
Inv 1479959 Total		273.17
205907 Total:		273.17
<b>XRXF5010 - Xerox Financial Svcs Total:</b>		273.17
Total:		227,279.20



**ATTACHMENT 3**  
**General City Warrant List**

# Accounts Payable

## Check Detail

User: ealvarez  
Printed: 02/13/2019 - 9:03AM



Check Number	Check Date		Amount
<b>ACMT2920 - All City Management</b>			
205943	02/20/2019		
Inv	55362		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2019	School Crossing Guard Services 1/3-1/16/19		1,355.90
Inv 55362 Total			1,355.90
Inv	58897		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/16/2019	School Crossing Guard Services 12/16-12/29/18		3,031.67
Inv 58897 Total			3,031.67
205943 Total:			4,387.57
<b>ACMT2920 - All City Management Total:</b>			
			4,387.57
<b>LOAN8267 - Andrews, Loretta</b>			
205944	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Class Instructor Hawaiian / Plynesian Dance		1,625.00
Inv Wint. 2019 Total			1,625.00
205944 Total:			1,625.00
<b>LOAN8267 - Andrews, Loretta Total:</b>			
			1,625.00
<b>ANT0243 - Antrim's Security Co., Inc.</b>			
205945	02/20/2019		
Inv	54070		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2019	Key Duplication for Cabinet Locks		53.66
Inv 54070 Total			53.66
205945 Total:			53.66

Check Number	Check Date		Amount
<b>ANT0243 - Antrim's Security Co., Inc. Total:</b>			53.66
<b>ARM6010 - Armorcast Products Co.</b>			
205946	02/20/2019		
Inv	0196904-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/17/2019	Purchae of 2 Water Meter Vaults to be installed at Garfield & Cl		6,168.94
Inv 0196904-IN Total			6,168.94
205946 Total:			6,168.94
<b>ARM6010 - Armorcast Products Co. Total:</b>			6,168.94
<b>ARR8011 - Arroyo Parkway Self Storage</b>			
205947	02/20/2019		
Inv	62216		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/15/2019	Rental of Storage Facility to Store Archival Materials		563.30
Inv 62216 Total			563.30
205947 Total:			563.30
<b>ARR8011 - Arroyo Parkway Self Storage Total:</b>			563.30
<b>BAK0369 - Baker &amp; Taylor Books</b>			
205948	02/20/2019		
Inv	3022545485		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2018	Books		64.23
Inv 3022545485 Total			64.23
Inv	4012412764		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/20/2019	Books		144.59
Inv 4012412764 Total			144.59
Inv	4012415360		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/26/2018	Books		230.74
Inv 4012415360 Total			230.74

Check Number	Check Date	Amount
Inv 4012417420		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/27/2018	Books	575.72
Inv 4012417420 Total		575.72
Inv 4012418729		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/28/2018	Books	284.15
Inv 4012418729 Total		284.15
Inv 4012419218		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/28/2018	Books	677.17
Inv 4012419218 Total		677.17
Inv 4012421782		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2018	Books	233.81
Inv 4012421782 Total		233.81
Inv 4012424556		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	Books	28.88
Inv 4012424556 Total		28.88
Inv 4012426007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/04/2019	Books	694.49
Inv 4012426007 Total		694.49
Inv 4012426440		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2019	Books	16.42
Inv 4012426440 Total		16.42
Inv 4012428136		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	Books	211.97
Inv 4012428136 Total		211.97
Inv 4012432649		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2019	Books	240.88

Check Number	Check Date	Amount
Inv 4012432649	Total	240.88
Inv 4012437677		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Books	757.74
Inv 4012437677	Total	757.74
Inv 4012437713		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2019	Books	99.72
Inv 4012437713	Total	99.72
Inv 4012437718		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Books	1,059.30
Inv 4012437718	Total	1,059.30
Inv 4012439226		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2019	Books	315.72
Inv 4012439226	Total	315.72
205948	Total:	5,635.53
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		5,635.53
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		
205949	02/20/2019	
Inv H19055210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2018	CDs, DVDs & Other Library Materials	49.22
Inv H19055210	Total	49.22
Inv H21691490		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	CDs, DVDs & Other Library Materials	9.51
Inv H21691490	Total	9.51
Inv H21692030		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/26/2019	CDs, DVDs & Other Library Materials	16.41
Inv H21692030	Total	16.41

Check Number	Check Date	Amount
Inv	T96303440	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2018	CDs, DVDs & Other Library Materials	227.67
Inv T96303440 Total		227.67
Inv	T96303590	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	CDs, DVDs & Other Library Materials	70.42
Inv T96303590 Total		70.42
Inv	T96463080	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/26/2018	CDs, DVDs & Other Library Materials	81.76
Inv T96463080 Total		81.76
Inv	T96536910	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/26/2019	CDs, DVDs & Other Library Materials	24.60
Inv T96536910 Total		24.60
Inv	T96880180	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	CDs, DVDs & Other Library Materials	36.92
Inv T96880180 Total		36.92
Inv	T96944860	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	CDs, DVDs & Other Library Materials	24.63
Inv T96944860 Total		24.63
Inv	T97110030	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/04/2019	CDs, DVDs & Other Library Materials	28.70
Inv T97110030 Total		28.70
Inv	T97321660	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	CDs, DVDs & Other Library Materials	61.54
Inv T97321660 Total		61.54
Inv	T97428490	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
01/09/2019		CDs, DVDs & Other Library Materials	25.92
		Inv T97428490 Total	25.92
		Inv T97489100	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/10/2019		CDs, DVDs & Other Library Materials	42.91
		Inv T97489100 Total	42.91
		Inv T97813290	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/15/2019		CDs, DVDs & Other Library Materials	28.73
		Inv T97813290 Total	28.73
		Inv T98228140	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/22/2019		CDs, DVDs & Other Library Materials	118.07
		Inv T98228140 Total	118.07
		Inv T98246070	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/22/2019		CDs, DVDs & Other Library Materials	12.15
		Inv T98246070 Total	12.15
		Inv T98321180	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/23/2019		CDs, DVDs & Other Library Materials	218.09
		Inv T98321180 Total	218.09
		205949 Total:	1,077.25
		<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>	1,077.25
		<b>BDCO8011 - Bodart Co. Library Supplies and Furnishings</b>	
205950	02/20/2019		
		Inv 518416	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/02/2019		Self-Ink Stamper Replacements	16.63
		Inv 518416 Total	16.63
		205950 Total:	16.63
		<b>BDCO8011 - Bodart Co. Library Supplies and Furnishings Total:</b>	16.63

Check Number	Check Date		Amount
<b>BRMR8267 - BRIT West Soccer</b>			
205951	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Soccer Classes		6,540.30
Inv Wint. 2019 Total			6,540.30
205951 Total:			6,540.30
<b>BRMR8267 - BRIT West Soccer Total:</b>			6,540.30
<b>CALA8060 - CA Law Enforcement Ass'n of Records Supervisors</b>			
205952	02/20/2019		
Inv	01.29.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/29/2019	Membership Renewal for Police Clerk Joe Ramirez		50.00
Inv 01.29.19 Total			50.00
205952 Total:			50.00
<b>CALA8060 - CA Law Enforcement Ass'n of Records Supervisors Total:</b>			50.00
<b>CAL5236 - CA Linen Services</b>			
205953	02/20/2019		
Inv	1600685		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/28/2019	FD Dept Supplies		119.98
Inv 1600685 Total			119.98
Inv	1603400		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/04/2019	FD Dept Supplies		119.98
Inv 1603400 Total			119.98
205953 Total:			239.96
<b>CAL5236 - CA Linen Services Total:</b>			239.96
<b>CFSS5010 - CallBack Staffing Solutions LLC</b>			
205954	02/20/2019		
Inv	0011318		
<u>Line Item Date</u>	<u>Line Item Description</u>		



Check Number	Check Date		Amount
02/01/2019		Contract Svcs. Command Sharing	99.99
		Inv 0011318 Total	99.99
205954 Total:			99.99
<b>CFSS5010 - CallBack Staffing Solutions LLC Total:</b>			99.99
<b>CAN0607 - Cantu Graphics</b>			
205955	02/20/2019		
		Inv 5412	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/16/2018		Business Cards - Joan Aguado	43.75
		Inv 5412 Total	43.75
		Inv 5460	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/22/2019		Business Cards Blank	32.80
		Inv 5460 Total	32.80
		Inv 5467	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/16/2018		Business Cards - Randy Wise	43.75
		Inv 5467 Total	43.75
205955 Total:			120.30
<b>CAN0607 - Cantu Graphics Total:</b>			120.30
<b>CAN6710 - CA-NV Section, AWWA</b>			
205956	02/20/2019		
		Inv 3870	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/11/2019		Sampling Certificate Workshop Water Division Compliance	750.00
		Inv 3870 Total	750.00
205956 Total:			750.00
<b>CAN6710 - CA-NV Section, AWWA Total:</b>			750.00
<b>CWNC2501 - Carl Warren &amp; Company</b>			
205957	02/20/2019		

Check Number	Check Date	Amount
Inv 1867784		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	81.00
Inv 1867784 Total		81.00
Inv 1867785		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	9.00
Inv 1867785 Total		9.00
Inv 1867786		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	126.00
Inv 1867786 Total		126.00
Inv 1867787		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	72.00
Inv 1867787 Total		72.00
Inv 1867788		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	45.00
Inv 1867788 Total		45.00
Inv 1867789		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	36.00
Inv 1867789 Total		36.00
Inv 1867790		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	54.00
Inv 1867790 Total		54.00
Inv 1867791		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	36.00
Inv 1867791 Total		36.00
Inv 1867792		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	72.00

Check Number	Check Date	Amount
Inv 1867792 Total		72.00
Inv 1867793		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	54.00
Inv 1867793 Total		54.00
Inv 1867794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	36.00
Inv 1867794 Total		36.00
Inv 1867795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	36.00
Inv 1867795 Total		36.00
Inv 1867796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	72.00
Inv 1867796 Total		72.00
Inv 1867797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	126.00
Inv 1867797 Total		126.00
Inv 1867798		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	90.00
Inv 1867798 Total		90.00
Inv 1867799		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	126.00
Inv 1867799 Total		126.00
Inv 1867800		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	117.00
Inv 1867800 Total		117.00

Check Number	Check Date	Amount
Inv 1867801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	117.00
Inv 1867801 Total		117.00
Inv 1867802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	126.00
Inv 1867802 Total		126.00
Inv 1867803		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	117.00
Inv 1867803 Total		117.00
Inv 1868050		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	18.00
Inv 1868050 Total		18.00
Inv 1868051		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	45.00
Inv 1868051 Total		45.00
Inv 1868052		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	54.00
Inv 1868052 Total		54.00
Inv 1868053		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	117.00
Inv 1868053 Total		117.00
Inv 1868054		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Liability Claims Administration Fee - Jan. 19	108.00
Inv 1868054 Total		108.00
205957 Total:		1,890.00

Check Number	Check Date		Amount
<b>CWNC2501 - Carl Warren &amp; Company Total:</b>			1,890.00
<b>CAT0700 - Catering Systems Inc.</b>			
205958	02/20/2019		
Inv	4978		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2019	Sr. Center Meals w/ 1/25/19		241.80
02/11/2019	Sr. Center Meals w/ 1/25/19		376.40
02/11/2019	Sr. Center Meals w/ 1/25/19		204.20
02/11/2019	Sr. Center Meals w/ 1/25/19		754.40
Inv 4978 Total			1,576.80
Inv	4986		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/02/2019	Sr. Center Meals 01/28-02/01/19		1,933.20
Inv 4986 Total			1,933.20
205958 Total:			3,510.00
<b>CAT0700 - Catering Systems Inc. Total:</b>			3,510.00
<b>CBE5011 - CBE Los Angeles</b>			
205959	02/20/2019		
Inv	IN2102423		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/20/2019	Contract Charges 12/20/19-01/19/19		49.70
Inv IN2102423 Total			49.70
205959 Total:			49.70
<b>CBE5011 - CBE Los Angeles Total:</b>			49.70
<b>CFTNV550 - CFT NV Development, LLC</b>			
205960	02/20/2019		
Inv	17028R		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2019	Refund for Business Lic. previously Paid		186.00
Inv 17028R Total			186.00
205960 Total:			186.00
<b>CFTNV550 - CFT NV Development, LLC Total:</b>			186.00

Check Number	Check Date		Amount
<b>CRIM4010 - Chaidez, Hector</b>			
205961	02/20/2019		
Inv	191616560		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2019	PD Productive Policing 01/19		2,080.00
Inv 191616560 Total			2,080.00
205961 Total:			2,080.00
<b>CRIM4010 - Chaidez, Hector Total:</b>			2,080.00
<b>CHA7788 - Chan, Benjamin</b>			
205962	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Tai-Chi Classes		260.00
Inv Wint. 2019 Total			260.00
205962 Total:			260.00
<b>CHA7788 - Chan, Benjamin Total:</b>			260.00
<b>CHAG8032 - Chang, Emily</b>			
205963	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Kindermusik Classes		227.99
Inv Wint. 2019 Total			227.99
205963 Total:			227.99
<b>CHAG8032 - Chang, Emily Total:</b>			227.99
<b>CHE6010 - Chem Pro Laboratory, Inc.</b>			
205964	02/20/2019		
Inv	644934		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2019	Cooling Tower Drain & Svcs, 1/19		164.00
Inv 644934 Total			164.00
205964 Total:			164.00

Check Number	Check Date	Amount
<b>CHE6010 - Chem Pro Laboratory, Inc. Total:</b>		164.00
<b>COR7788 - Cornforth, Darren</b>		
205965	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Tennis 2, 3 Classes	1,228.50
Inv Wint. 2019 Total		1,228.50
205965 Total:		1,228.50
<b>COR7788 - Cornforth, Darren Total:</b>		1,228.50
<b>CSULB40 - CSULB Foundation</b>		
205966	02/20/2019	
Inv	Apr-May 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2019	Training Class Apr.29-May1, 2019 for Sgt. Matthew Ronnie	333.00
Inv Apr-May 2019 Total		333.00
205966 Total:		333.00
<b>CSULB40 - CSULB Foundation Total:</b>		333.00
<b>DSP0755 - D &amp; S Printing</b>		
205967	02/20/2019	
Inv	8123	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	Water Distribution Door Hangers	711.75
Inv 8123 Total		711.75
Inv	8141	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2019	Library 1000 Full Color Brochures	262.80
Inv 8141 Total		262.80
Inv	8149	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2019	PD 10 2x10 Plates & Holders	383.25
Inv 8149 Total		383.25
Inv	8156	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
01/14/2019		310 Buddy Pads	499.32
		Inv 8156 Total	499.32
		Inv 8157	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/18/2019		1 2x10 Nameplate Mayor Marina Khubershian - PSC.	38.33
		Inv 8157 Total	38.33
205967 Total:			1,895.45
<b>DSP0755 - D &amp; S Printing Total:</b>			1,895.45
<b>DBEL5010 - DB Electronics</b>			
205968	02/20/2019		
		Inv 782	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/30/2019		APX Radio Programming Emergency & Disaster Preparedness	185.00
		Inv 782 Total	185.00
205968 Total:			185.00
<b>DBEL5010 - DB Electronics Total:</b>			185.00
<b>DEP5072 - Dept of Transportation</b>			
205969	02/20/2019		
		Inv SL190345	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/15/2019		Traffic Signal - Cost Sharing Oct-Dec. 2018	395.22
		Inv SL190345 Total	395.22
205969 Total:			395.22
<b>DEP5072 - Dept of Transportation Total:</b>			395.22
<b>KRDN5270 - Donaldson, Karen</b>			
205970	02/20/2019		
		Inv 01.29.18	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/11/2019		Refund for 2 unused annual ONP Permits	220.00
		Inv 01.29.18 Total	220.00
205970 Total:			220.00



Check Number	Check Date	Amount
<b>KRDN5270 - Donaldson, Karen Total:</b>		220.00
<b>DUNN9257 - Dunn Edwards Paints</b>		
205971	02/20/2019	
Inv	2170049922	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2019	War Memorial Lower Level Paint Upgrade Supplies	115.95
Inv 2170049922 Total		115.95
205971 Total:		115.95
<b>DUNN9257 - Dunn Edwards Paints Total:</b>		115.95
<b>EMPI5011 - Empire Cleaning Supply</b>		
205972	02/20/2019	
Inv	1091414	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	FD Dept. Cleaning Supplies	582.11
Inv 1091414 Total		582.11
205972 Total:		582.11
<b>EMPI5011 - Empire Cleaning Supply Total:</b>		582.11
<b>HERD8010 - Erdmann, Hollis</b>		
205973	02/20/2019	
Inv	000000647	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2019	Baldwin Piano Tuning	175.00
Inv 000000647 Total		175.00
205973 Total:		175.00
<b>HERD8010 - Erdmann, Hollis Total:</b>		175.00
<b>EURO6710 - Eurofins Eaton Analytical</b>		
205974	02/20/2019	
Inv	L0431760	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2019	Lab Svcs	60.00
Inv L0431760 Total		60.00

Check Number	Check Date	Amount
Inv	L0432992	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	Lab Svcs	127.00
Inv L0432992 Total		127.00
Inv	L0433187	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	Lab Svcs	300.00
Inv L0433187 Total		300.00
Inv	L0433507	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2019	Lab Svcs	120.00
Inv L0433507 Total		120.00
Inv	L0433770	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2019	Lab Svcs	60.00
Inv L0433770 Total		60.00
Inv	L0433771	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2019	Lab Svcs	60.00
Inv L0433771 Total		60.00
Inv	L0433775	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2019	Lab Svcs	60.00
Inv L0433775 Total		60.00
205974 Total:		787.00
<b>EURO6710 - Eurofins Eaton Analytical Total:</b>		787.00
<b>FIDM8021 - FIDM</b>		
205975	02/20/2019	
Inv	03.07.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2019	Docent Led tour to FIDM Muscum & Galleries March 7, 2019	500.00
Inv 03.07.19 Total		500.00
205975 Total:		500.00

Check Number	Check Date	Amount
<b>FIDM8021 - FIDM Total:</b>		500.00
<b>GAL7788 - Gale, Donna</b>		
205976	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Payment for Dance & Cooking - 5 Classes	2,812.50
Inv Wint. 2019 Total		2,812.50
205976 Total:		2,812.50
<b>GAL7788 - Gale, Donna Total:</b>		2,812.50
<b>GALS5010 - Galls</b>		
205977	02/20/2019	
Inv	011686673	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2019	PD Equipment	83.16
Inv 011686673 Total		83.16
205977 Total:		83.16
<b>GALS5010 - Galls Total:</b>		83.16
<b>GAR5011 - Garvey Equipment Co</b>		
205978	02/20/2019	
Inv	116405	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	Tools & Maint.	52.01
Inv 116405 Total		52.01
Inv	116952	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Tools & Maint.	283.29
Inv 116952 Total		283.29
205978 Total:		335.30
<b>GAR5011 - Garvey Equipment Co Total:</b>		335.30
<b>GEN1207 - General Pump Company</b>		
205979	02/20/2019	

Check Number	Check Date		Amount
Inv	26844		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2018	General Pump Co. Install of 300HP Motor for WilsonWell No. 3 at		37,136.00
Inv 26844 Total			37,136.00
205979 Total:			37,136.00
<b>GEN1207 - General Pump Company Total:</b>			37,136.00
<b>ANGY8030 - Grady, Anthony Q.</b>			
205980	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Jiu Jitsu Classes		512.20
Inv Wint. 2019 Total			512.20
205980 Total:			512.20
<b>ANGY8030 - Grady, Anthony Q. Total:</b>			512.20
<b>GLCI2997 - Graphic Electric Inc.</b>			
205981	02/20/2019		
Inv	93054		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/27/2018	1st Floor Art Gallery Electrical Work		3,150.00
Inv 93054 Total			3,150.00
205981 Total:			3,150.00
<b>GLCI2997 - Graphic Electric Inc. Total:</b>			3,150.00
<b>GRE1270 - Greg's Automotive Services</b>			
205982	02/20/2019		
Inv	14078		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/17/2018	Oil Chage and Smog Check Unit # 635		118.28
Inv 14078 Total			118.28
Inv	14209		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/17/2018	Oil Chage and Smog Check Unit # 13		48.50
Inv 14209 Total			48.50

Check Number	Check Date	Amount
205982 Total:		166.78
<b>GRE1270 - Greg's Automotive Services Total:</b>		166.78
<b>GYP8030 - Gypsy Services</b>		
205983	02/20/2019	
Inv 15865		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2019	Sr. Center St. Patrics Lucheon program March 15, 2019	150.00
Inv 15865 Total		150.00
205983 Total:		150.00
<b>GYP8030 - Gypsy Services Total:</b>		150.00
<b>HHA5011 - H &amp; H Auto Parts Wholesale</b>		
205984	02/20/2019	
Inv 1IN0263780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	Vehicle Maint.	32.36
Inv 1IN0263780 Total		32.36
Inv 1IN0263893		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	Vehicle Maint.	10.79
Inv 1IN0263893 Total		10.79
205984 Total:		43.15
<b>HHA5011 - H &amp; H Auto Parts Wholesale Total:</b>		43.15
<b>CRHY8067 - Hartney, Corey</b>		
205985	02/20/2019	
Inv Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Basketball - 2 Classes	911.63
Inv Wint. 2019 Total		911.63
205985 Total:		911.63
<b>CRHY8067 - Hartney, Corey Total:</b>		911.63

Check Number	Check Date		Amount
<b>PTHF8011 - Huff, Patricia</b>			
205986	02/20/2019		
Inv	01.04.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/04/2019	Copy of Spa & Spa 2 from Library Collection		17.99
Inv 01.04.19 Total			17.99
205986 Total:			17.99
<b>PTHF8011 - Huff, Patricia Total:</b>			17.99
<b>JSAR4011 - Jack's Auto Repair</b>			
205987	02/20/2019		
Inv	16,196		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2019	PD Annual Vehicle Maint. Unit # 0213		117.73
Inv 16,196 Total			117.73
Inv	16,202		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2019	PD Annual Vehicle Maint. Unit # 05231		62.73
Inv 16,202 Total			62.73
Inv	16,209		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Transit Division FY18-19 Vehicle Maint. Veh. #75		55.00
Inv 16,209 Total			55.00
205987 Total:			235.46
<b>JSAR4011 - Jack's Auto Repair Total:</b>			235.46
<b>JHMS8020 - JHM Supply</b>			
205988	02/20/2019		
Inv	112641/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2019	Citywide Irrigation Supplies		161.61
Inv 112641/1 Total			161.61
Inv	112768/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/02/2019	Citywide Irrigation Supplies		231.58

Check Number	Check Date	Amount
Inv 112768/1 Total		231.58
Inv 112907/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2019	Citywide Irrigation Supplies	492.27
Inv 112907/1 Total		492.27
Inv 112907/1CR		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	(Credit Memo)	-53.09
Inv 112907/1CR Total		-53.09
Inv 167073/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Citywide Irrigation Supplies	654.30
Inv 167073/1 Total		654.30
205988 Total:		1,486.67
<b>JHMS8020 - JHM Supply Total:</b>		1,486.67
<b>JHA307 - John L. Hunter Associates, Inc.</b>		
205989	02/20/2019	
Inv SOPASFOG1018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2018	Sanitary Sewer & Fats, Oil & Grease Inspection Sevs	692.50
Inv SOPASFOG1018 Total		692.50
Inv SOPASFOG1118		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2019	Sanitary Sewer & Fats, Oil & Grease Inspection Sevs	3,132.50
Inv SOPASFOG1118 Total		3,132.50
205989 Total:		3,825.00
<b>JHA307 - John L. Hunter Associates, Inc. Total:</b>		3,825.00
<b>JCRS5011 - Jones Coffee Roasters</b>		
205990	02/20/2019	
Inv 45037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2019	FD Supplies	185.40
Inv 45037 Total		185.40

Check Number	Check Date	Amount
205990 Total:		185.40
<b>JCRS5011 - Jones Coffee Roasters Total:</b>		185.40
<b>FBKZ8032 - Katz, Fariba</b>		
205991	02/20/2019	
Inv Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Kindalini Yoga - 1 Class	104.00
Inv Wint. 2019 Total		104.00
205991 Total:		104.00
<b>FBKZ8032 - Katz, Fariba Total:</b>		104.00
<b>LDCR6410 - LandCare USA LLC</b>		
205992	02/20/2019	
Inv 171052		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2018	Park Maintenance Contract Services	600.00
Inv 171052 Total		600.00
205992 Total:		600.00
<b>LDCR6410 - LandCare USA LLC Total:</b>		600.00
<b>LAFK5505 - Law Offices of Felicia Katsarov</b>		
205993	02/20/2019	
Inv 19-0184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	Refund for overpayment report 19-0184 Check # 2506	8.80
Inv 19-0184 Total		8.80
205993 Total:		8.80
<b>LAFK5505 - Law Offices of Felicia Katsarov Total:</b>		8.80
<b>LAW6711 - Lawn Mower Corner</b>		
205994	02/20/2019	
Inv 13661		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	FD Equipment Maint.	84.32



Check Number	Check Date	Amount
Inv 13661 Total		84.32
205994 Total:		84.32
<b>LAW6711 - Lawn Mower Corner Total:</b>		<b>84.32</b>
<b>MCOA8030 - M Coach</b>		
205995	02/20/2019	
Inv 55312		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2018	Sr. Center Bus Svcs to Laguna Art Museum	901.94
Inv 55312 Total		901.94
Inv 59954		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Sr. Center Bus Svcs to Fashion Institute of Design	646.87
Inv 59954 Total		646.87
205995 Total:		1,548.81
<b>MCOA8030 - M Coach Total:</b>		<b>1,548.81</b>
<b>AMMZ8032 - Martinez, Alma</b>		
205996	02/20/2019	
Inv Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Zumba Winter 2019	396.50
Inv Wint. 2019 Total		396.50
205996 Total:		396.50
<b>AMMZ8032 - Martinez, Alma Total:</b>		<b>396.50</b>
<b>MCFAR106 - McFarling, Usha</b>		
205997	02/20/2019	
Inv 3585R		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	Overpayment permit # 53003	10.00
Inv 3585R Total		10.00
205997 Total:		10.00

Check Number	Check Date	Amount
<b>MCFAR106 - McFarling, Usha Total:</b>		10.00
<b>MDCS4011 - MedCycle Systems</b>		
205998	02/20/2019	
Inv	1209359	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	PD Evidence Room Disposal of Medical Waste	115.00
Inv 1209359 Total		115.00
205998 Total:		115.00
<b>MDCS4011 - MedCycle Systems Total:</b>		115.00
<b>MISS4011 - Mission Framing</b>		
205999	02/20/2019	
Inv	004936	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	Shadow Box Plate for Signed Ray Bradbury Item	163.16
Inv 004936 Total		163.16
205999 Total:		163.16
<b>MISS4011 - Mission Framing Total:</b>		163.16
<b>PETM8010 - Morris, Pete</b>		
206000	02/20/2019	
Inv	#03	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	2 Books for Library Collection	40.00
Inv #03 Total		40.00
206000 Total:		40.00
<b>PETM8010 - Morris, Pete Total:</b>		40.00
<b>NGSI6010 - Natural Gas Systems Inc.</b>		
206001	02/20/2019	
Inv	5532	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Urgent Repair Leak @ Natural Gas Dispenser	380.00
Inv 5532 Total		380.00

Check Number	Check Date	Amount
206001 Total:		380.00
<hr/>		
NGSI6010 - Natural Gas Systems Inc. Total:		380.00
<hr/>		
<b>OREI6711 - O' Reilly Automotive Inc.</b>		
206002	02/20/2019	
Inv	3213-108281	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	Windshield Wiper Fluid & Mini Bulb for Transit Vehicle	18.93
Inv 3213-108281 Total		18.93
<hr/>		
206002 Total:		18.93
<hr/>		
OREI6711 - O' Reilly Automotive Inc. Total:		18.93
<hr/>		
<b>OTCB8032 - OTC Brands, Inc.</b>		
206003	02/20/2019	
Inv	694466292-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2019	Camp Med School Supplies	174.43
Inv 694466292-01 Total		174.43
<hr/>		
206003 Total:		174.43
<hr/>		
OTCB8032 - OTC Brands, Inc. Total:		174.43
<hr/>		
<b>OVD8011 - OverDrive Inc.</b>		
206004	02/20/2019	
Inv	01148CO19002054	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/04/2019	eBooks & eAudiobooks FY 18-19	2,526.55
Inv 01148CO19002054 Total		2,526.55
Inv	01148CO19007591	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2019	eBooks & eAudiobooks FY 18-19	443.93
Inv 01148CO19007591 Total		443.93
Inv	01148DA19011742	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	eBooks & eAudiobooks FY 18-19	31.99
Inv 01148DA19011742 Total		31.99

Check Number	Check Date	Amount
206004 Total:		3,002.47
<b>OVDR8011 - OverDrive Inc. Total:</b>		<b>3,002.47</b>
<b>PAL1111 - Palmieri, Michael</b>		
206005	02/20/2019	
Inv	01.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2019	PD Training Remb. Det. Palmieri	53.82
Inv 01.29.19 Total		53.82
206005 Total:		53.82
<b>PAL1111 - Palmieri, Michael Total:</b>		<b>53.82</b>
<b>PMHE6116 - Pape Material Handling Exchange</b>		
206006	02/20/2019	
Inv	6360507	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2019	Forklift Repairs	34.13
01/20/2019	Forklift Repairs	34.14
01/20/2019	Forklift Repairs	34.13
01/20/2019	Forklift Repairs	34.13
Inv 6360507 Total		136.53
206006 Total:		136.53
<b>PMHE6116 - Pape Material Handling Exchange Total:</b>		<b>136.53</b>
<b>PRKA8267 - Parker-Anderson</b>		
206007	02/20/2019	
Inv	Wint, 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Got Science? - 1 Class	607.50
Inv Wint, 2019 Total		607.50
206007 Total:		607.50
<b>PRKA8267 - Parker-Anderson Total:</b>		<b>607.50</b>
<b>PAKH5011 - Parkhouse Tire Inc.</b>		
206008	02/20/2019	

Check Number	Check Date	Amount
Inv 4010142526		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Vehicle Maint.	336.86
Inv 4010142526 Total		336.86
206008 Total:		336.86
<b>PAKH5011 - Parkhouse Tire Inc. Total:</b>		<b>336.86</b>
<b>PSCY8520 - Pasadena Cyclery</b>		
206009	02/20/2019	
Inv 012319115534908		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	PD Repair Bicycles	132.06
Inv 012319115534908 Total		132.06
Inv 121918153755669		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	PD Repair Bicycles	439.86
Inv 121918153755669 Total		439.86
206009 Total:		571.92
<b>PSCY8520 - Pasadena Cyclery Total:</b>		<b>571.92</b>
<b>PAS8032 - Pasadena Ice Skating Center</b>		
206010	02/20/2019	
Inv Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Ice Skating - 2 Classes	256.00
Inv Wint. 2019 Total		256.00
206010 Total:		256.00
<b>PAS8032 - Pasadena Ice Skating Center Total:</b>		<b>256.00</b>
<b>PSNS7101 - Pasadena Star News</b>		
206011	02/20/2019	
Inv 900073808		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2019	Library Subscription 52 Week Pasadena Star News	514.34
Inv 900073808 Total		514.34

Check Number	Check Date	Amount
206011 Total:		514.34
<b>PSNS7101 - Pasadena Star News Total:</b>		514.34
<b>PAY7788 - Payke Gymnastics</b>		
206012	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Gymnastics - 1 Class	720.00
Inv Wint. 2019 Total		720.00
206012 Total:		720.00
<b>PAY7788 - Payke Gymnastics Total:</b>		720.00
<b>POIN8032 - Pointe by Pointe</b>		
206013	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Dance - 2 Classes	176.00
Inv Wint. 2019 Total		176.00
206013 Total:		176.00
<b>POIN8032 - Pointe by Pointe Total:</b>		176.00
<b>POSU8132 - Prudential Overall Supply</b>		
206014	02/20/2019	
Inv	52191883	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2018	Uniform Svcs for the Public Works Staff	27.59
11/20/2018	Uniform Svcs for the Public Works Staff	34.69
Inv 52191883 Total		62.28
Inv	52191887	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2018	Uniform Svcs for the Public Works Staff	27.08
11/20/2018	Uniform Svcs for the Public Works Staff	9.65
11/20/2018	Uniform Svcs for the Public Works Staff	11.45
11/20/2018	Uniform Svcs for the Public Works Staff	9.65
11/20/2018	Uniform Svcs for thc Public Works Staff	14.38
Inv 52191887 Total		72.21

Check Number	Check Date	Amount
Inv	52194353	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2018	Uniform Svcs for the Public Works Staff	27.91
11/27/2018	Uniform Svcs for the Public Works Staff	37.01
Inv 52194353 Total		64.92
Inv	52194356	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2018	Uniform Svcs for the Public Works Staff	11.45
11/27/2018	Uniform Svcs for the Public Works Staff	14.38
11/27/2018	Uniform Svcs for the Public Works Staff	27.08
11/27/2018	Uniform Svcs for the Public Works Staff	9.65
11/27/2018	Uniform Svcs for the Public Works Staff	9.65
Inv 52194356 Total		72.21
Inv	52215727	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Uniform Svcs for the Public Works Staff	25.23
01/29/2019	Uniform Svcs for the Public Works Staff	34.69
Inv 52215727 Total		59.92
Inv	52215730	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Uniform Svcs for the Public Works Staff	9.65
01/29/2019	Uniform Svcs for the Public Works Staff	14.38
01/29/2019	Uniform Svcs for the Public Works Staff	28.57
01/29/2019	Uniform Svcs for the Public Works Staff	11.45
01/29/2019	Uniform Svcs for the Public Works Staff	9.65
Inv 52215730 Total		73.70
Inv	52215731	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Scraper Mats for Garfield Reservoir	19.35
Inv 52215731 Total		19.35
Inv	52215732	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2019	Scraper Mats for Garfield Reservoir	12.47
Inv 52215732 Total		12.47
206014 Total:		437.06
POSU8132 - Prudential Overall Supply Total:		437.06
QUI7779 - Quinn Company		

Check Number	Check Date		Amount
206015	02/20/2019		
Inv	WO810202050		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2019	Repairs for Backhoe Unit # 314		1,209.23
Inv WO810202050 Total			1,209.23
206015 Total:			1,209.23
<b>QUI7779 - Quinn Company Total:</b>			1,209.23
<b>RIPU8540 - Roadline Products Inc. USA</b>			
206016	02/20/2019		
Inv	14732		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2019	Street Division Supplies, Materials, Equipment Maintenance		3,540.75
Inv 14732 Total			3,540.75
206016 Total:			3,540.75
<b>RIPU8540 - Roadline Products Inc. USA Total:</b>			3,540.75
<b>RULA5270 - Ruiz, Laura</b>			
206017	02/20/2019		
Inv	R97629/98516		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Refund for Cancelled Class Fencing		83.00
Inv R97629/98516 Total			83.00
206017 Total:			83.00
<b>RULA5270 - Ruiz, Laura Total:</b>			83.00
<b>SGV5685 - S.G.V. Medical Center</b>			
206018	02/20/2019		
Inv	822386		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/14/2018	PD Blood Alcohol W/Drawl Juanita Jimenez		48.00
Inv 822386 Total			48.00
Inv	829457		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/14/2018	PD Blood Alcohol W/Drawl Eduardo Garcia		48.00
Inv 829457 Total			48.00



Check Number	Check Date	Amount
206018 Total:		96.00
<b>SGV5685 - S.G.V. Medical Center Total:</b>		<b>96.00</b>
<b>SMFD5011 - Sacramento Metropolitan Fire District</b>		
206019	02/20/2019	
Inv	INV013285	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2017	SFY GEMT Amin Fee - 2010-11	251.80
Inv	INV013285 Total	251.80
Inv	INV023660	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2018	SFY GEMT Amin Fee - 2014-15	95.93
Inv	INV023660 Total	95.93
Inv	INV023736	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2018	SFY GEMT Amin Fee - 2013-14	18.65
Inv	INV023736 Total	18.65
206019 Total:		366.38
<b>SMFD5011 - Sacramento Metropolitan Fire District Total:</b>		<b>366.38</b>
<b>SAN4958 - San Marino Security System</b>		
206020	02/20/2019	
Inv	R6560	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Quarterly Security System for Garfield Reservoir 01-03/31/19	267.00
Inv	R6560 Total	267.00
Inv	R6694	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Quarterly Security System Wilson Fire / Elevated Water Level	435.00
Inv	R6694 Total	435.00
Inv	R9458	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/14/2019	Monitoring Services 1/2/19-1/1/2020	396.00
Inv	R9458 Total	396.00

Check Number	Check Date	Amount
206020 Total:		1,098.00
<b>SAN4958 - San Marino Security System Total:</b>		<b>1,098.00</b>
<b>SAN8032 - San Pascual Stables</b>		
206021	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Instructor Horsemanship Classes	1,944.00
Inv Wint. 2019 Total		1,944.00
206021 Total:		1,944.00
<b>SAN8032 - San Pascual Stables Total:</b>		<b>1,944.00</b>
<b>SDSI0107 - Security Design Systems, Inc.</b>		
206022	02/20/2019	
Inv	220819	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	PD Maint. on Cameras & Access Control Software	65.18
Inv 220819 Total		65.18
Inv	220820	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	PD Maint. on Cameras & Access Control Software	30.00
Inv 220820 Total		30.00
Inv	220821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	PD Maint. on Camcras & Access Control Software	113.00
Inv 220821 Total		113.00
Inv	220823	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	PD Maint. on Cameras & Access Control Software	217.46
Inv 220823 Total		217.46
206022 Total:		425.64
<b>SDSI0107 - Security Design Systems, Inc. Total:</b>		<b>425.64</b>
<b>WLST8267 - Shuttic, William</b>		

Check Number	Check Date		Amount
206023	02/20/2019		
Inv	Feb. 19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2019	Instructor Functional Fitness Feb.19		500.00
Inv Feb. 19 Total			500.00
206023 Total:			500.00
<b>WLST8267 - Shuttic, William Total:</b>			500.00
<b>REP6115 - Siemens Industry Inc.</b>			
206024	02/20/2019		
Inv	5610151540		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/17/2019	Traffic Signal Maint. Dec. 2018		2,163.63
Inv 5610151540 Total			2,163.63
Inv	5620018884		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/17/2019	Traffic Signal Response Call Outs Dec. 2018		1,662.10
Inv 5620018884 Total			1,662.10
206024 Total:			3,825.73
<b>REP6115 - Siemens Industry Inc. Total:</b>			3,825.73
<b>TAHZ8267 - Sound Appeal</b>			
206025	02/20/2019		
Inv	Wint, 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Piano Class		1,196.00
Inv Wint, 2019 Total			1,196.00
206025 Total:			1,196.00
<b>TAHZ8267 - Sound Appeal Total:</b>			1,196.00
<b>SCIV4011 - South Cities Investigations</b>			
206026	02/20/2019		
Inv	SPPD-19-1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2019	PD Background Investigation Svcs		1,100.00
Inv SPPD-19-1 Total			1,100.00

Check Number	Check Date	Amount
206026 Total:		1,100.00
<b>SCIV4011 - South Cities Investigations Total:</b>		1,100.00
<b>SLPB8011 - Southland Publishing</b>		
206027	02/20/2019	
Inv 404430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2019	Display Ad for Library Screening of Jackie Robinson Story	266.00
Inv 404430 Total		266.00
206027 Total:		266.00
<b>SLPB8011 - Southland Publishing Total:</b>		266.00
<b>STA5219 - Staples Business Advantage</b>		
206028	02/20/2019	
Inv 3401381734		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	Library Office Supplies	26.85
Inv 3401381734 Total		26.85
Inv 3401381735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	Library Office Supplies	9.73
Inv 3401381735 Total		9.73
Inv 3401381736		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	Library Office Supplies	5.76
Inv 3401381736 Total		5.76
Inv 3401381737		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	Library Office Supplies	23.53
Inv 3401381737 Total		23.53
Inv 3401381738		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	Library Office Supplies	5.79
Inv 3401381738 Total		5.79

Check Number	Check Date	Amount
Inv	3401557954	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2019	CS Office Supplies	53.12
01/06/2019	CS Office Supplies	11.27
01/06/2019	CS Office Supplies	65.16
Inv 3401557954 Total		129.55
Inv	3401649653	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2019	PW Supplies	247.24
Inv 3401649653 Total		247.24
Inv	3402129423	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2019	CS Supplies	183.82
01/16/2019	CS Supplies	35.51
Inv 3402129423 Total		219.33
Inv	3402129424	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2019	CS Supplies	29.55
Inv 3402129424 Total		29.55
Inv	3402129425	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2019	PW Supplies	113.23
Inv 3402129425 Total		113.23
Inv	3402218564	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2019	PD Office Supplies	811.99
Inv 3402218564 Total		811.99
Inv	3402492297	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2019	PD Supplies	140.17
Inv 3402492297 Total		140.17
Inv	3402786477	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2019	FD Supplies	118.51
Inv 3402786477 Total		118.51

Check Number	Check Date		Amount
Inv	3402786478		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2019	FD Supplies		32.14
Inv 3402786478 Total			32.14
Inv	3402786479		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2019	FD Supplies		266.94
Inv 3402786479 Total			266.94
Inv	3402926952		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2019	PD Supplies		339.41
Inv 3402926952 Total			339.41
Inv	3403655720		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2019	FD Supplies Credit		-27.32
Inv 3403655720 Total			-27.32
Inv	3403833500		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2019	FD Supplies		273.74
Inv 3403833500 Total			273.74
206028 Total:			2,766.14
<b>STA5219 - Staples Business Advantage Total:</b>			2,766.14
<b>SUL2103 - Sully-Miller Contracting Co.</b>			
206029	02/20/2019		
Inv	5		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2019	Garfield Ave. Street Improvement Project		22,386.94
02/11/2019	Garfield Ave. Street Improvement Project		196,233.95
Inv 5 Total			218,620.89
206029 Total:			218,620.89
<b>SUL2103 - Sully-Miller Contracting Co. Total:</b>			218,620.89
<b>SUVA8022 - Sunset Vans Inc.</b>			
206030	02/20/2019		

Check Number	Check Date	Amount
Inv 15318		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	CS Vehical # 80 Inspection	150.00
Inv 15318 Total		150.00
206030 Total:		150.00
<b>SUVA8022 - Sunset Vans Inc. Total:</b>		150.00
<b>SSSS8267 - Super Soccer Stars</b>		
206031	02/20/2019	
Inv Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Soccer - 2 Classes	585.00
Inv Wint. 2019 Total		585.00
206031 Total:		585.00
<b>SSSS8267 - Super Soccer Stars Total:</b>		585.00
<b>SCRR4010 - Superior Court of CA, County of LA</b>		
206032	02/20/2019	
Inv 740A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2019	Court Fees 1/19	7,419.00
Inv 740A Total		7,419.00
206032 Total:		7,419.00
<b>SCRR4010 - Superior Court of CA, County of LA Total:</b>		7,419.00
<b>SPWS8020 - SupplyWorks</b>		
206033	02/20/2019	
Inv 472200070		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	Library Janitorial Supplies	309.96
Inv 472200070 Total		309.96
Inv 474653367		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	Library Janitorial Supplies	302.10
Inv 474653367 Total		302.10

Check Number	Check Date	Amount
206033 Total:		612.06
<b>SPWS8020 - SupplyWorks Total:</b>		612.06
<b>SWOR8032 - Swords Fencing Studio</b>		
206034	02/20/2019	
Inv	Wint. 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Class Instructor Fencing - 3 Classes	470.40
Inv Wint. 2019 Total		470.40
206034 Total:		470.40
<b>SWOR8032 - Swords Fencing Studio Total:</b>		470.40
<b>TWSV6501 - Tunnelworks Svcs</b>		
206035	02/20/2019	
Inv	1604	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2018	Emergency Sewer Maint.	2,760.00
Inv 1604 Total		2,760.00
206035 Total:		2,760.00
<b>TWSV6501 - Tunnelworks Svcs Total:</b>		2,760.00
<b>UQMS8010 - Unique Mgmt Svcs Inc.</b>		
206036	02/20/2019	
Inv	493329	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2019	Library Recovering Agency Svcs. 1/19	241.65
Inv 493329 Total		241.65
206036 Total:		241.65
<b>UQMS8010 - Unique Mgmt Svcs Inc. Total:</b>		241.65
<b>UPP7789 - Upper S.G.Mun. Water Dist.</b>		
206037	02/20/2019	
Inv	2/12-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2019	MWD Water Supply Charge Kolle Ave. / Monterey Road 12/18	74,347.00



Check Number	Check Date	Amount
Inv 2/12-18 Total		74,347.00
206037 Total:		74,347.00
UPP7789 - Upper S.G.Mun. Water Dist. Total:		74,347.00
<b>VPSI407 - Valley Power Systems Inc.</b>		
206038	02/20/2019	
Inv I31807		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	FD Vehicle Maint. RA81	186.00
Inv I31807 Total		186.00
206038 Total:		186.00
VPSI407 - Valley Power Systems Inc. Total:		186.00
<b>VEWI8020 - Vision Electric Wholesale Inc.</b>		
206039	02/20/2019	
Inv 31996		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/21/2018	Round Electric Boxes for Flooe Installation @ Library	432.20
Inv 31996 Total		432.20
206039 Total:		432.20
VEWI8020 - Vision Electric Wholesale Inc. Total:		432.20
<b>WGXI5270 - Wang, Xiping</b>		
206040	02/20/2019	
Inv R97906/98515		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Refund for Cancelled Class Jiu Jitsu	17.00
Inv R97906/98515 Total		17.00
206040 Total:		17.00
WGXI5270 - Wang, Xiping Total:		17.00
<b>WES4152 - West Coast Arborists, Inc.</b>		
206041	02/20/2019	

Check Number	Check Date		Amount
Inv	144250		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/15/2019	Park Tree Trimming, Removals and Planting		352.00
01/15/2019	Arborists Svcs		120.00
Inv 144250 Total			472.00
206041 Total:			472.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>			472.00
<b>WEWW6710 - Western Water Works</b>			
206042	02/20/2019		
Inv	517790-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/27/2018	Part Supply for Water Distribution Inventory		11,231.41
Inv 517790-00 Total			11,231.41
Inv	517790-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/27/2018	Water Line Repair Materials		1,826.46
Inv 517790-01 Total			1,826.46
206042 Total:			13,057.87
<b>WEWW6710 - Western Water Works Total:</b>			13,057.87
<b>WHI6410 - Whittier Fertilizer Co.</b>			
206043	02/20/2019		
Inv	342921		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/28/2019	Fine Mulch For Huntington Median		285.53
Inv 342921 Total			285.53
206043 Total:			285.53
<b>WHI6410 - Whittier Fertilizer Co. Total:</b>			285.53
<b>PUFG8267 - Wong, Pauline</b>			
206044	02/20/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2019	Instructor Line Dance Class		280.80
Inv Wint. 2019 Total			280.80

Check Number	Check Date	Amount
206044 Total:		280.80
<b>PUFG8267 - Wong, Pauline Total:</b>		280.80
<b>ZDAS8267 - Zahra Dance Arts</b>		
206045	02/20/2019	
Inv	Wint, 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2019	Instructor Belly Dance Classes	312.00
Inv Wint, 2019 Total		312.00
206045 Total:		312.00
<b>ZDAS8267 - Zahra Dance Arts Total:</b>		312.00
<b>ZUMAR103 - Zumar Industries, Inc.</b>		
206046	02/20/2019	
Inv	81581	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2019	Street Name Signs & Supplies	1,642.50
Inv 81581 Total		1,642.50
206046 Total:		1,642.50
<b>ZUMAR103 - Zumar Industries, Inc. Total:</b>		1,642.50
Total:		443,929.81

**ATTACHMENT 4**  
**Payroll 02/08/2019**

**PAYROLL ACCOUNT RECONCILIATION**  
**City of South Pasadena**  
**for Payroll 02.08.2019**

Account Number	Account Name	02.20.19
101-0000-0000-1010-000	General Fund - Payroll cash	548,684.33
	Other Withholding Payables	\$ 245,233.50
101-0000-0000-1010-000	Net General Fund - Payroll Cash	303,450.83
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,616.69
207-0000-0000-1010-000	Prop C - Payroll Cash	6,316.28
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	10,679.29
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Aesessment - PR Cr	4,285.79
218-0000-0000-1010-000	Clean Air Act	
227-0000-0000-1010-000	CRA - Payroll Cash	
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	14,619.16
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	44,940.16
700-0000-0000-2210-000	Internal Revenue Service	61,272.44
700-0000-0000-2220-000	Employment Development Dept.	23,755.31
700-0000-0000-2230-000	Internal Revenue Service	17,899.66
700-0000-0000-2240-000	PERS Pension	91,260.49
700-0000-0000-2260-000	Deferred Comp - Empower	13,102.81
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
<b>Total Checks &amp; Direct Deposits</b>		<b>599,198.91</b>
Checks		15,579.98
Direct Deposits		376,328.22
I.R.S Payments		79,172.10
E.D.D. - State of CA		23,755.31
PERS Pension		91,260.49
Deferred Comp - Empower		13,102.81
PERS Health		
		<b>599,198.91</b>
To 700		621,561.72
Other PR Payable		245,233.50
ACH Payable		376,328.22

**ATTACHMENT 5**  
**Redevelopment Successor Agency Check Summary Total**

**Redevelopment Successor Agency Check Summary Total**

Agency Warrants

**02.20.2019**

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
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No Items to be reported for this period.

RSA Report Total


\$ -

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Marina Khubesrian M.D., Agency Chair

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Evelyn G. Zneimer, Agency Secretary

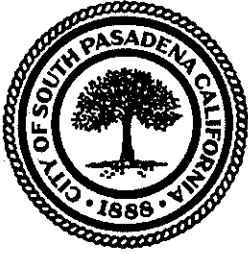


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Craig Koehler, Agency Treasurer

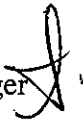

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# City Council Agenda Report

ITEM NO. 10

**DATE:** February 20, 2019  
**FROM:** Stephanie DeWolfe, City Manager   
**PREPARED BY:** Craig Koehler, Finance Director   
**SUBJECT:** Monthly Investment Reports for December 2018

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### Recommendation Action

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

Exhibit A  
City of South Pasadena

**INVESTMENT REPORT**  
December 31, 2018

**Investment Balances at Month End**

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
<b>LOCAL AGENCY INVESTMENT FUND:</b>					
LAIF City	ON DEMAND	2.291%	40.25%	10,969,897.55	10,969,897.55
<b>SUBTOTAL</b>			<b>40.25%</b>	<b>10,969,897.55</b>	<b>10,969,897.55</b>
<b>MORGAN STANLEY SMITH BARNEY</b>					
Government Securities	See Exhibit B-1	1.65%	42.66%	11,626,138.78	11,464,654.99
Corporate Bonds	See Exhibit B-1	2.47%	17.09%	4,659,182.41	4,594,282.04
<b>SUBTOTAL</b>			<b>59.75%</b>	<b>16,285,321.19</b>	<b>16,058,937.03</b>
<b>TOTAL INVESTMENTS</b>			<b>100.00%</b>	<b>\$27,255,218.74</b>	<b>\$27,028,834.58</b>

**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	40,419,069.44
Wells Fargo Uninvested Cash Balance			1,175.02	1,175.02

**BANK ACCOUNTS:**

Bank of the West Account Balance:	\$8,302,586.59
Morgan Stanley Uninvested Cash Balance:	\$490,777.41
Morgan Stanley Unsettled Transactions	\$154,328.97
BNY Mellon Uninvested Cash Balance	

Required Disclosures:

Average weighted maturity of the portfolio 346 DAYS

Average weighted total yield to maturity of the portfolio 2.051%

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  
12/31/2018

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	100.016	413,065.46	411,306.70	1.260%	(1,758.76)
2 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.120	822,986.26	813,812.88	1.640%	(9,173.38)
3 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	162,366.56	1.640%	(1,274.77)
4 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	255,257.45	1.270%	243.72
5 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,494.25	1.270%	(353.99)
6 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,783.25	1.270%	(203.87)
7 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.341	97,331.17	95,598.35	1.270%	(1,732.82)
8 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	245,282.50	1.410%	(1,319.00)
9 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.574	74,424.93	72,603.62	1.410%	(1,821.31)
10 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.570	330,875.41	322,791.77	1.410%	(8,083.64)
11 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	486,580.86	1.420%	(8,773.76)
12 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.590	150,884.79	146,560.50	1.420%	(4,324.29)
13 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.605	281,694.48	273,579.60	1.420%	(8,114.88)
14 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.395	738,803.33	728,352.96	2.030%	(10,450.37)
15 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.223	495,102.87	487,652.10	2.050%	(7,450.77)
16 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	482,558.96	1.810%	(10,862.07)
17 Gov't. Securities	U.S. Treasury Note	912828WZ9	279,000.00	95.836	267,382.16	272,538.36	1.810%	5,156.20
17 Gov't. Securities	U.S. Treasury Note	912828P4	413,000.00	99.816	412,241.73	404,434.38	1.940%	(7,807.35)
18 Gov't. Securities	U.S. Treasury Note	912828P4	579,000.00	99.211	574,431.11	566,991.54	1.940%	(7,439.57)
19 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.019	309,058.29	306,429.12	1.260%	(2,629.17)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.160	309,495.49	306,429.12	1.260%	(3,066.37)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.258	20,051.62	19,833.60	1.260%	(218.02)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.158	345,543.71	342,129.60	1.260%	(3,414.11)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.216	481,034.84	475,041.60	1.260%	(5,993.24)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.430	502,149.34	492,280.00	1.400%	(9,869.34)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.272	364,580.92	358,567.20	2.410%	(6,013.72)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	101.728	331,634.71	324,702.52	2.410%	(6,932.19)
27 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	642,230.40	1.180%	(18,147.85)
28 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.039	630,248.37	629,508.60	1.870%	(739.77)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.088	19,016.76	18,985.18	1.870%	(31.58)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.100	13,013.06	12,989.86	1.870%	(23.20)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	100.150	200,299.03	199,844.00	1.870%	(455.03)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.120	100,119.87	99,922.00	1.870%	(197.87)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.037	568,210.70	562,348.40	1.640%	(5,862.30)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	101.799	408,212.55	395,867.20	1.910%	(12,345.35)

10-4

Exhibit B-1

Funds and Investments  
Held by Contracted (Third) Parties  
12/31/2018

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		11,626,138.78	11,464,654.99	1.652%	(161,483.79)
35 Corporate Bond	Pepsico Inc.	713448CK2	163,000.00	100.009	163,014.70	162,980.44	1.120%	(34.26)
36 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.004	112,004.61	111,967.52	1.050%	(37.09)
37 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.012	6,000.74	5,998.26	1.050%	(2.48)
38 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.014	3,000.42	2,999.13	1.050%	(1.29)
39 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.032	39,012.37	38,988.69	1.050%	(23.68)
40 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.029	82,023.77	81,822.88	1.400%	(200.89)
41 Corporate Bond	United Parcel Service	911312AK2	75,000.00	100.936	75,701.72	75,401.25	5.040%	(300.47)
42 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.160	61,097.51	60,862.75	2.250%	(234.76)
43 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.272	61,166.14	60,866.41	2.200%	(299.73)
44 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.268	20,053.56	19,956.20	2.200%	(97.36)
45 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.400	78,312.25	77,719.98	2.110%	(592.27)
46 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	32,000.00	100.223	32,071.50	31,908.80	2.000%	(162.70)
47 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.135	8,010.83	7,977.20	2.000%	(33.63)
48 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.225	2,004.50	1,994.30	2.000%	(10.20)
49 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.373	38,141.80	37,891.70	2.000%	(250.10)
50 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	82,087.83	1.210%	(39.84)
51 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.180	111,199.60	110,463.87	1.210%	(735.73)
52 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.270	7,018.90	6,966.19	1.210%	(52.71)
53 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.308	45,138.42	44,782.65	1.210%	(355.77)
54 Corporate Bond	Boeing Capital Corporation	097014AL8	121,000.00	101.498	122,812.38	122,505.24	1.210%	(307.14)
55 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,965.16	1.420%	(598.60)
56 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.262	105,274.94	104,200.95	1.920%	(1,073.99)
57 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.230	13,029.89	12,901.07	1.920%	(128.82)
58 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.349	3,010.47	2,977.17	1.920%	(33.30)
59 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	100.665	40,266.18	39,695.60	1.920%	(570.58)
60 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.565	81,457.59	80,121.96	1.720%	(1,335.63)
61 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.555	81,449.17	80,434.62	2.470%	(1,014.55)
62 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	101.768	80,396.43	80,226.08	4.340%	(170.35)
63 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	103.041	104,071.65	103,134.13	4.970%	(937.52)
64 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	103.110	6,186.57	6,126.78	4.970%	(59.79)
65 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	103.126	2,062.52	2,042.26	4.970%	(20.26)
66 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	103.521	35,197.12	34,718.42	4.970%	(478.70)
67 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	103.218	101,153.32	100,317.70	4.990%	(835.62)
68 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	103.569	8,285.54	8,189.20	4.990%	(96.34)
69 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	103.688	2,073.76	2,047.30	4.990%	(26.46)
70 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	104.157	39,579.65	38,898.70	4.990%	(680.95)
71 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	103.805	5,190.25	5,118.25	4.990%	(72.00)
72 Corporate Bond	Cisco Systems Inc.	17275RAX0	123,000.00	99.109	121,904.07	122,346.87	4.990%	442.80
72 Corporate Bond	Wal-Mart	931142CU5	76,000.00	103.523	78,677.71	76,765.32	3.570%	(1,912.39)

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**Exhibit B-1**  
**Funds and Investments**  
**Held by Contracted (Third) Parties**  
**12/31/2018**

**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	103.458	40,348.66	39,585.39	3.800%	(763.27)
74 Corporate Bond	Target Corp.	87612EAV8	36,000.00	103.528	37,270.12	36,540.36	3.800%	(729.76)
75 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.707	53,374.66	52,810.79	2.710%	(563.87)
76 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.820	7,057.39	6,975.01	2.710%	(82.38)
77 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	101.627	18,292.82	17,935.74	2.710%	(357.08)
78 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.267	42,532.21	41,850.06	2.710%	(682.15)
79 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.396	56,221.79	55,775.44	2.460%	(446.35)
80 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.525	3,015.76	2,987.97	2.460%	(27.79)
81 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.359	20,271.82	19,919.80	2.460%	(352.02)
82 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.390	54,750.34	53,546.40	2.570%	(1,203.94)
83 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.435	24,344.29	23,798.40	2.570%	(545.89)
84 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.262	60,156.91	59,281.80	2.190%	(875.11)
85 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.450	20,290.09	19,760.60	2.190%	(529.49)
86 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.551	163,897.69	161,291.76	2.650%	(2,605.93)
87 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.571	62,353.81	60,937.94	1.910%	(1,415.87)
88 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.830	19,157.79	18,674.53	1.910%	(483.26)
89 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.842	61,513.60	60,127.70	2.340%	(1,385.90)
90 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.641	62,397.29	61,113.40	2.340%	(1,283.89)
91 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.086	83,071.67	81,784.05	1.980%	(1,287.62)
92 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.155	55,635.48	54,494.00	2.440%	(1,141.48)
93 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.259	25,314.63	24,770.00	2.440%	(544.63)
94 Corporate Bond	Intercontinental Exchange Inc	45866FAC8	167,000.00	99.132	165,550.44	166,034.74	2.760%	484.30
95 Corporate Bond	VISA	92826CAA0	162,000.00	100.410	162,664.56	160,240.68	2.230%	(2,423.88)
96 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	103.959	77,969.19	76,296.00	4.010%	(1,673.19)
97 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.109	163,796.45	159,667.20	2.260%	(4,129.25)
98 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	105.389	159,136.70	155,398.63	4.470%	(3,738.07)
99 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.068	65,044.24	63,068.20	1.700%	(1,976.04)
100 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,494.76	1.700%	(370.43)
101 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,570.36	2.060%	(3,198.00)
102 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.834	82,683.60	81,006.16	2.430%	(1,677.44)
103 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.490	164,413.36	158,792.40	2.760%	(5,620.96)
104 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.771	81,189.28	78,904.41	3.070%	(2,284.87)
105 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.948	163,117.49	158,217.60	2.740%	(4,899.89)
106 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.198	81,970.75	79,260.93	2.560%	(2,709.82)
<b>Subtotal Corporate Bonds</b>			<b>4,613,000.00</b>		<b>4,659,182.41</b>	<b>4,594,282.04</b>	<b>2.473%</b>	<b>(64,900.37)</b>

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**Exhibit B-1**  
**Funds and Investments**  
**Held by Contracted (Third) Parties**  
**12/31/2018**

**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			-		-	490,777.41		
Accrued Interest						91,490.04		
<b>Subtotal Cash &amp; Cash Equivalents</b>						<b>582,267.45</b>		
<b>Grand Totals</b>			<b>16,239,000.00</b>		<b>16,285,321.19</b>	<b>16,641,204.48</b>	<b>1.821%</b>	<b>(226,384.16)</b>
<b>Unsettled Transactions</b>						<b>0.00</b>		
<b>Subtotal Unsettled Transactions</b>			<b>-</b>		<b>-</b>	<b>-</b>		
<b>Totals incl. Unsettled Transactions</b>			<b>16,239,000.00</b>		<b>16,285,321.19</b>	<b>16,641,204.48</b>		<b>(226,384.16)</b>
<b>Totals per Bank Statement</b>			<b>16,239,000.00</b>		<b>16,285,321.19</b>	<b>16,641,204.48</b>		<b>(226,384.16)</b>

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Exhibit B-2

Funds and Investments  
Held by Contracted (Third) Parties  
December 31, 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
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BNY Mellon Project Fund

1	Cash		1,175.02	0.010%	1,175.02	0.010%		1	
2	Morgan Stanley Treasury Portfolio		490,777.41	0.250%	490,777.41	0.250%		1	
Subtotal Cash & Cash Equivalents			491,952.43	0.249%	491,952.43	0.249%		1	
Total Project Fund			491,952.43	0.249%	491,952.43	0.249%		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%	590,839.68	1.625%	3/31/2019	90	912828C65
3	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	39,828,229.76	1.750%	9/30/2019	273	912828F39
Subtotal Securities			40,680,000.00	1.748%	40,419,069.44	1.748%		270	
Total Escrow Fund			40,681,175.02	1.748%	40,420,244.46	1.748%		270	

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**Exhibit C**

**City of South Pasadena  
Investment Report**

**Summary of Invested Funds -- Last Day of the Month**

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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	27,028,835
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	

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# City Council Agenda Report

ITEM NO. 11

**DATE:** February 20, 2019

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

**PREPARED BY:** Dan Ojeda, P.E., Interim Director of Public Works *D.O.*  
Tatevik Barakazyan, Civil Engineering Assistant *T.B.*

**SUBJECT:** Award of Contract to John L. Hunter and Associates, Inc. for Three-Year Term to Provide Environmental Compliance and NPDES Consulting Services in an Annual Amount Not-to-Exceed \$36,480

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### Recommendation Action

It is recommended that the City Council:

1. Accept a proposal dated January 10, 2019, from John L. Hunter and Associates, Inc. (Consultant) for a Three-Year Term (2019-21) to provide environmental compliance and National Pollutant Discharge Elimination System (NPDES) services and authorize the City Manager to execute a multi-year agreement with the consultant for a not-to-exceed annual amount of \$36,480 (estimated cumulative three year total is \$103,250).

### Commission Review and Recommendation

This matter was not reviewed by a commission.

### Discussion/Analysis

The environmental compliance services to be provided under the proposed agreement include technical services, guidance, legal compliance and inspections for the City of South Pasadena's (City) stormwater and sanitary sewer system. The professional services to be provided are grouped into the following categories:

1. Stormwater Related NPDES Consulting Services: Preparation of annual compliance report, inspections, plan reviews, public outreach campaigns, industrial inspections, attendance at various environmental and regional organizations and committees, inspections of all food service establishments, outreach and education, and recordkeeping and general NPDES consulting services.

On August 7, 2018, a request for proposals (RFP) was posted on the City's website and was mailed to Willdan Engineering, TetraTech, John L. Hunter and Associates, Inc. and CASC Engineering and Consulting. A proposal was received from one firm:

John L. Hunter and Associates, Inc., Buena Park

Award of Contract to John L. Hunter and Associates, Inc. for Three-Year Term to Provide Environmental Compliance and NPDES Consulting Services

February 20, 2019

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Due to the low response count, the scope of work was revised to separate the Sanitary Sewer FOG Inspection services from the NPDES Consulting services. In an effort to receive additional proposals, the revised RFP, with the initial submission deadline of December 6, 2018, was issued to CASC Engineering and Consulting, CWE, Infrastructure Engineers, Interwest Consulting Group, John L. Hunter and Associates, Inc., Larry Walker Associates, Richard Watson and Associates, Inc., TECS Environmental, TetraTech and Willdan Engineering. The RFP was also posted on the City's and Integrated Marketing Systems' (IMS) websites. Due to the rainy season and the approaching holidays, an addendum to the RFP extending the submission deadline to January 10, 2019 was issued on December 3, 2018. Ultimately, proposals were received from two firms:

CASC Engineering and Consulting, Glendora  
John L. Hunter and Associates, Inc., Buena Park

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

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

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

After evaluating the proposals, staff determined John L. Hunter and Associates, Inc. to be a qualified consultant for the environmental compliance services. John L. Hunter and Associates, Inc. have been in business for more than 30 years and have been providing these services to the City since 2005. The firm provides similar services to 45 other agencies in Southern California, such as, the cities of Signal Hill, Rancho Palos Verdes, South Gate, Lomita as well as many others. The firm has represented the City during the audits by the Los Angeles Regional Water Quality Control Board. John L. Hunter and Associates, Inc. is a reputable firm for environmental services that has established a positive working relationship with the Regional Water Quality Control Board. Staff has reviewed the proposed fees and deemed it is reasonable with respect to the scope of services. As a result, staff's recommendation is to award this contract to John L. Hunter and Associates, Inc.

### **Background**

All municipal agencies in Los Angeles County (except the City of Long Beach) are required to comply with the runoff discharge requirements of Final Order No. R4-2012-0175 – Waste Discharge Requirements for Municipal Separate Storm Water System (MS4) Permit for Los

Award of Contract to John L. Hunter and Associates, Inc. for Three-Year Term to Provide Environmental Compliance and NPDES Consulting Services  
February 20, 2019  
Page 3 of 3

Angeles County, which is the current NPDES permit for Los Angeles County that became effective on December 28, 2012.

**Legal Review**

The City Attorney has reviewed this item.

**Fiscal Impact**

There are sufficient funds available in the following accounts:

- Public Works Administration & Engineering and Environmental Services Professional Services Account Number 101-6010-6011-8170 for stormwater related services in an annual amount not-to-exceed \$36,480 for the initial year of the three-year term.

The proposed fees are not to exceed figures. Services are provided on an as-needed basis and compensation will be paid upon actual services performed based on the hourly rate schedules.

**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. Consultant Fee Proposal
2. Consultant Agreement – John L. Hunter and Associates, Inc.

**ATTACHMENT 1**  
**Consultant Fee Proposal**

### Rate Schedule

Principal	\$185 / hour
Director	\$165 / hour
Staff Engineer	\$165 / hour
Project Manager	\$155 / hour
Assistant Project Manager	\$145 / hour
Project Engineer	\$145 / hour
Compliance Specialist II	\$115 / hour
Project Analyst II	\$115 / hour
Industrial/commercial facility inspection	\$115 / hour
Compliance Specialist I	\$95 / hour
Project Analyst I	\$95 / hour
Administrative Assistant, Laborer (OSHA 40hr certified)	\$65 / hour
State Certified Laboratory Analysis	Cost + 5%
Legal Consultation, Court Appearances/Document review, etc.	\$250 / hour
Subcontracted equipment	Cost + 5%

## Estimated Itemized Costs for As-needed MS4 NPDES Consulting Services

Task name	Team*	Rate	Year 1			Year 2			Year 3			Year 4 (Optional)			Year 5 (Optional)		
			Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals
<b>I.a Program Administration and General Support Service</b>																	
36 hours for this task																	
	Pr	\$185	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260
	PM	\$155	12	\$1,860		12	\$1,860		12	\$1,860		12	\$1,860		12	\$1,860	
	aPM/PE	\$145	12	\$1,740		12	\$1,740		12	\$1,740		12	\$1,740		12	\$1,740	
	PA2	\$115	8	\$920		8	\$920		8	\$920		8	\$920		8	\$920	
<b>I.b Meetings and Attendance</b>																	
10 hours for this task																	
	Pr	\$185	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500
	PM	\$155	3	\$465		3	\$465		3	\$465		3	\$465		3	\$465	
	aPM/PE	\$145	3	\$435		3	\$435		3	\$435		3	\$435		3	\$435	
	PA2	\$115	2	\$230		2	\$230		2	\$230		2	\$230		2	\$230	
<b>I.c Annual Report</b>																	
30 hours for this task																	
	PM	\$155	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750
	PA1	\$95	15	\$1,425		15	\$1,425		15	\$1,425		15	\$1,425		15	\$1,425	
<b>I.d Illicit Connections and Illicit Discharges</b>																	
30 hours for this task																	
	CS2	\$115	30	\$3,450	\$4,060	30	\$3,450	\$4,060	30	\$3,450	\$4,060	30	\$3,450	\$4,060	30	\$3,450	\$4,060
<b>I.e Development Planning</b>																	
10 hours for review 2 SWPPPs in the 1 to 5 acre size, 18 hours of LID/SUSMP reviews for 2 mixed use projects																	
	PE	\$145	28	\$4,060	\$540	28	\$4,060	\$540	28	\$4,060	\$540	28	\$4,060	\$540	28	\$4,060	\$540
<b>I.f Training</b>																	
4 hours for this task																	
	PM	\$155	2	\$310	\$1,425	2	\$310	\$1,425	2	\$310	\$1,425	2	\$310	\$1,425	2	\$310	\$1,425
	PA2	\$115	2	\$230		2	\$230		2	\$230		2	\$230		2	\$230	
<b>I.g Outreach &amp; Education</b>																	
15 hours for this task																	
	CS1	\$95	15	\$1,425	\$6,110	15	\$1,425	\$6,110	15	\$1,425	\$6,110	15	\$1,425	\$6,110	15	\$1,425	\$6,110
<b>I.h TMDL Compliance</b>																	
20 hours for Metals, 24 hours for Bacteria, 6 hours for CIMP																	
	PM	\$155	17	\$2,635	\$1,320	17	\$2,635	\$1,320	17	\$2,635	\$1,320	17	\$2,635	\$1,320	17	\$2,635	\$1,320
	PA2	\$115	17	\$1,955		17	\$1,955		17	\$1,955		17	\$1,955		17	\$1,955	
	CS1	\$95	16	\$1,520		16	\$1,520		16	\$1,520		16	\$1,520		16	\$1,520	
Lump sum estimate for Trash DGR study**																	
				--			--			--		LSH	\$15,000		--		--
<b>I.i General Construction Activity Stormwater Permits</b>																	
10 hours for this task																	
	PM	\$155	2	\$310	\$0	2	\$310	\$6,075	2	\$310	\$5,960	2	\$310	\$0	2	\$310	\$0
	PE	\$145	3	\$435		3	\$435		3	\$435		3	\$435		3	\$435	
	PA2	\$115	5	\$575		5	\$575		5	\$575		5	\$575		5	\$575	
<b>I.j Industrial/Commercial Inspections</b>																	
One round of 85 NPDES inspections and 15 hours of follow-up activities																	
	CS2	\$115	0	\$0	\$2,990	50	\$5,750	\$2,990	50	\$5,750	\$2,990	0	\$0	\$2,990	0	\$0	\$2,990
	PA2	\$115	0	\$0		2	\$230		1	\$115		0	\$0		0	\$0	
	PA1	\$95	0	\$0		1	\$95		1	\$95		0	\$0		0	\$0	
<b>I.k Construction Inspections</b>																	
Assume 18 hours of inspections per year and 5 hours of follow-up activities																	
	CS2	\$115	23	\$2,645	\$30,405	23	\$2,645	\$36,480	23	\$2,645	\$36,365	23	\$2,645	\$45,405	23	\$2,645	\$30,405
	PA2	\$115	3	\$345		3	\$345		3	\$345		3	\$345		3	\$345	
<b>Total</b>																	

\* aPM: Assistant Project Manager, CS1/2: Compliance Specialist, PA1/2: Project Analyst, PE: Project Engineer, PM: Project Manager, Pr: Principal

\*\* In July 2018, the City received an approval letter from the Regional Board allowing for a Trash TMDL study schedule of once every five years, starting in 2017. Since the Trash TMDL study will not be required until 2021, the hours associated with this task have been set to zero. A lump sum estimate of \$15,000 for this task will be included with the optional Year 4 cost.



**Estimated Annual Costs for As-needed MS4 NPDES Consulting Services**

<b>Task Name</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Optional)</b>	<b>Year 5 (Optional)</b>
<b>1.a Program Administration and General Support Service</b>	\$5,260	\$5,260	\$5,260	\$5,260	\$5,260
<b>1.b Meetings and Attendance</b>	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>1.c Annual Report</b>	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750
<b>1.d Illicit Connections and Illicit Discharges</b>	\$3,450	\$3,450	\$3,450	\$3,450	\$3,450
<b>1.e Development Planning</b>	\$4,060	\$4,060	\$4,060	\$4,060	\$4,060
<b>1.f Training</b>	\$540	\$540	\$540	\$540	\$540
<b>1.g Outreach &amp; Education</b>	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
<b>1.h TMDL Compliance*</b>	\$6,110	\$6,110	\$6,110	\$21,110	\$6,110
<b>1.i General Construction Activity Stormwater Permits</b>	\$1,320	\$1,320	\$1,320	\$1,320	\$1,320
<b>1.j Industrial/Commercial Inspections</b>	\$0	\$6,075	\$5,960	\$0	\$0
<b>1.k Construction Inspections</b>	\$2,990	\$2,990	\$2,990	\$2,990	\$2,990
<b>Total</b>	<b>\$30,405</b>	<b>\$36,480</b>	<b>\$36,365</b>	<b>\$45,405</b>	<b>\$30,405</b>

\* In July 2018, the City received an approval letter from the Regional Board allowing for a Trash TMDL study schedule of once every five years, starting in 2017. Since the Trash TMDL study will not be required until 2021, the hours associated with this task have been set to zero. A lump sum estimate of \$15,000 for this task will be included with the optional Year 4 cost.

**ATTACHMENT 2**  
Agreement –  
John L. Hunter and Associates, Inc.

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

*(City of South Pasadena / John L. Hunter and Associates, 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 John L. Hunter and Associates, Inc. (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: to provide NPDES municipal stormwater compliances services.
- 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 Exhibit A, attached and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Dan Ojeda. 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 for each year of the three-year term. The Maximum Amount under this three-year Agreement is:
- For year 1 (2019): Thirty Thousand, Four Hundred and Five (\$30,405)
  - For year 2 (2020): Thirty-Six Thousand, Four Hundred and Eighty (\$36,480)
  - For year 3 (2021): Thirty-Six Thousand, Three Hundred and Sixty-Five (\$36,365)
- 3.5. "Commencement Date": February 20, 2019.
- 3.6. "Termination Date": June 30, 2021.

#### 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. City has the option to renew the Agreement on the same terms for two successive one-year periods. City may exercise its option in writing not less than 90 days before the expiration of the existing term.

The term of this Agreement is two full years and one partial year. The City may, at its option, extend this Agreement for one or two additional years, subject to the maximum annual costs for Optional Year 4 and Optional Year 5, as set forth in Exhibit B.

#### 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 for each year of the Agreement. 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 for each year of the Agreement.

- 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. Dan Qjeda 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: South Pasadena Stormwater Compliance
- 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: Public Works 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

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

If to Consultant

John L. Hunter and Associates, Inc.  
6131 Orangethorpe Ave., Ste. 300  
Buena Park, CA 90620  
Telephone: (562) 802-7880 ext. 233

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”  
John L. Hunter and Associates, Inc.

By: \_\_\_\_\_  
Signature

By: Cameron McCullough  
Signature

Printed: \_\_\_\_\_

Printed: Cameron McCullough

Title: \_\_\_\_\_

Title: Vice President

Date: \_\_\_\_\_

Date: February 6, 2019

**Attest:**

By: \_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**EXHIBIT A**  
**Scope of Work**

## Scope of Work

The Consultant will provide professional as-needed multi-year NPDES Consulting services to the City of South Pasadena. This section details the work plan for completing the scope of work requested by the City. The City reserves the right to add or delete certain tasks as it deems necessary. The Consultant will bill the City on a monthly basis. All items are to be performed on an as-needed basis with prior City approval.

### 1. As-Needed NPDES Consulting Services

- a. Program administration and general support service: Attendance to represent the City and report back on the activities and actions of various regional and sub-regional stormwater related committees and agencies, including the Upper Los Angeles River Enhanced Watershed Management Program (EWMP) Group, associated TMDL subcommittees, the LA Permit Group, and others. Advise the City concerning developments of the upcoming new MS4 permit adoption. Provide a list of the meetings that will be attended. Estimate a minimum of 36 hours for this task.
- b. City meetings: Meetings with City staff, attendance at City Council or other City Commission meetings as needed. Estimate 10 hours for this task
- c. Annual report: Preparation and submission of NPDES annual report. Estimate 30 hours for this task.
- d. Illicit connections and illicit discharges: Respond to citizen complaints, follow-up inspections, coordination with City Code Enforcement Officer and/or City Prosecutor, tracking and record keeping. Estimate 30 hours for this task.
- e. Development planning: SWPPP, LID/SUSMP, plan reviews as needed. Estimate 10 hours for review of 2 SWPPPs in the 1 to 5 acre size range, and 18 hours of LID/SUSMP (post-construction) reviews for 2 mixed use (parking/offices) projects. Review must be based upon the post-construction LID provisions included in the MS4 permit and the City's Stormwater and Urban Runoff Pollution Control ordinance. Include the QSD certification number of the primary reviewer.
- f. Training: Provide two annual NPDES training sessions, one for Public Works staff and one for Planning & Building staff. Training is to be conducted at the South Pasadena City Hall. Provide an example outline of past annual training that you have conducted at an equivalent sized city. Consultant shall provide all training material including but not limited to power point presentations, handouts, pamphlets, etc. Estimate 4 hours for this task.
- g. Outreach & Education: Preparation of press releases to be published in City newsletter and local newspaper, attendance at community events to promote environmentally responsible living, preparation and distribution of mailers to restaurants and businesses, preparation of posters, calendars or other promotional materials, presentation to classrooms, etc. Use the most recent draft MS4 Permit public outreach requirements. Provide samples of past outreach materials prepared. Estimate 15 hours for this task.
- h. TMDL compliance: Assisting the City with the identification, prioritization, and selection of stormwater capture projects, as well as working with other agencies on the

planning, design, and construction of regional projects. Assist and advise the City in moving towards compliance with:

- **Metals TMDL:** The City is a participant in the Upper LA River EWMP. Compliance with the EWMP is driven in part by the Metals TMDL. Estimate 20 hours for this task.
  - **Bacteria TMDL:** The City is under an MOA with other agencies in the Rio Hondo Watershed to develop a design for three dry weather diversion systems. Estimate 24 hours for this task.
  - **Trash TMDL:** A DGR study will be necessary to document compliance with the 2021-22 rainy season. Price shall be based on utilizing the same DGR study routes previously approved by the Regional Board. Each area must have a cumulative 30 day study period prior to September 22, 2022 in order to meet the Trash TMDL's requirements for a DGR study.
  - **Coordinated Monitoring Plan:** Estimate 6 hours for this task.
- i. **Preparation of General Construction Activity Stormwater Permits** for upcoming City Water facility reconstruction projects. Estimate 10 hours for this task.
  - j. **NPDES industrial/commercial inspections:** This task shall involve conducting one round industrial/commercial inspections (meeting the most current MS4 Permit requirements) over the term of the agreement. Assume 85 routine inspections, 15 hours of follow-up activities, and 5 hours of maintaining an up-to-date inventory and record keeping. Provide inspector certifications and evidence of training from Cal-EPA, Los Angeles or adjoining counties or equivalent recognized agency.
  - k. **NPDES construction inspections:** This task shall involve conducting monthly inspections (meeting the most current MS4 Permit requirements) at all construction projects active in the City that are covered under the General Construction Activity Stormwater Permit. Assume 18 hours of inspections per year, 5 hours of follow-up activities per year, and 3 hours of maintaining an up-to-date inventory and record keeping. Include the QSP certification number of the primary inspector.

**EXHIBIT B**  
**Rate Schedule and Estimated Costs**

### Rate Schedule

Principal	\$185 / hour
Director	\$165 / hour
Staff Engineer	\$165 / hour
Project Manager	\$155 / hour
Assistant Project Manager	\$145 / hour
Project Engineer	\$145 / hour
Compliance Specialist II	\$115 / hour
Project Analyst II	\$115 / hour
Industrial/commercial facility inspection	\$115 / hour
Compliance Specialist I	\$95 / hour
Project Analyst I	\$95 / hour
Administrative Assistant, Laborer (OSHA 40hr certified)	\$65 / hour
State Certified Laboratory Analysis	Cost + 5%
Legal Consultation, Court Appearances/Document review, etc.	\$250 / hour
Subcontracted equipment	Cost + 5%

## Estimated Itemized Costs for As-needed MS4 NPDES Consulting Services

Task name	Team*	Rate	Year 1			Year 2			Year 3			Year 4 (Optional)			Year 5 (Optional)														
			Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals	Hours	Cost	Totals												
<b>1.a Program Administration and General Support Service</b>																													
36 hours for this task																													
	Pr	\$185	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260	4	\$740	\$5,260												
	PM	\$155	12	\$1,860		12	\$1,860		12	\$1,860		12	\$1,860		12	\$1,860													
	aPM/PE	\$145	12	\$1,740		12	\$1,740		12	\$1,740		12	\$1,740		12	\$1,740													
	PA2	\$115	8	\$920		8	\$920		8	\$920		8	\$920		8	\$920													
<b>1.b Meetings and Attendance</b>																													
10 hours for this task																													
	Pr	\$185	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500	2	\$370	\$1,500												
	PM	\$155	3	\$465		3	\$465		3	\$465		3	\$465		3	\$465													
	aPM/PE	\$145	3	\$435		3	\$435		3	\$435		3	\$435		3	\$435													
	PA2	\$115	2	\$230		2	\$230		2	\$230		2	\$230		2	\$230													
<b>1.c Annual Report</b>																													
30 hours for this task																													
	PM	\$155	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750	15	\$2,325	\$3,750												
	PA1	\$95	15	\$1,425		15	\$1,425		15	\$1,425		15	\$1,425		15	\$1,425													
<b>1.d Illicit Connections and Illicit Discharges</b>																													
30 hours for this task																													
	CS2	\$115	30	\$3,450	\$3,450	30	\$3,450	\$3,450	30	\$3,450	\$3,450	30	\$3,450	\$3,450	30	\$3,450	\$3,450												
<b>1.e Development Planning</b>																													
10 hours for review 2 SWPPPs in the 1 to 5 acre size, 18 hours of LID/SUSMP reviews for 2 mixed use projects																													
	PE	\$145	28	\$4,060	\$4,060	28	\$4,060	\$4,060	28	\$4,060	\$4,060	28	\$4,060	\$4,060	28	\$4,060	\$4,060												
<b>1.f Training</b>																													
4 hours for this task																													
	PM	\$155	2	\$310	\$540	2	\$310	\$540	2	\$310	\$540	2	\$310	\$540	2	\$310	\$540												
	PA2	\$115	2	\$230		2	\$230		2	\$230		2	\$230		2	\$230													
<b>1.g Outreach &amp; Education</b>																													
15 hours for this task																													
	CS1	\$95	15	\$1,425	\$1,425	15	\$1,425	\$1,425	15	\$1,425	\$1,425	15	\$1,425	\$1,425	15	\$1,425	\$1,425												
<b>1.h TMDL Compliance</b>																													
20 hours for Metals, 24 hours for Bacteria, 6 hours for CIMP																													
	PM	\$155	17	\$2,635	\$6,110	17	\$2,635	\$6,110	17	\$2,635	\$6,110	17	\$2,635	\$6,110	17	\$2,635	\$6,110												
	PA2	\$115	17	\$1,955		17	\$1,955		17	\$1,955		17	\$1,955		17	\$1,955													
	CS1	\$95	16	\$1,520		16	\$1,520		16	\$1,520		16	\$1,520		16	\$1,520													
Lump sum estimate for Trash DGR study**																													
												LSH	\$15,000																
<b>1.i General Construction Activity Stormwater Permits</b>																													
10 hours for this task																													
	PM	\$155	2	\$310	\$1,320	2	\$310	\$1,320	2	\$310	\$1,320	2	\$310	\$1,320	2	\$310	\$1,320												
	PE	\$145	3	\$435		3	\$435		3	\$435		3	\$435		3	\$435													
	PA2	\$115	5	\$575		5	\$575		5	\$575		5	\$575		5	\$575													
<b>1.j Industrial/Commercial Inspections</b>																													
One round of 85 NPDES inspections and 15 hours of follow-up activities																													
	CS2	\$115	0	\$0	\$0	50	\$5,750	\$6,075	50	\$5,750	\$5,960	0	\$0	\$0	0	\$0	\$0												
	PA2	\$115	0	\$0		2	\$230		1	\$115		0	\$0		0	\$0													
	PA1	\$95	0	\$0		1	\$95		1	\$95		0	\$0		0	\$0													
<b>1.k Construction Inspections</b>																													
Assume 18 hours of inspections per year and 5 hours of follow-up activities																													
	CS2	\$115	23	\$2,645	\$2,990	23	\$2,645	\$2,990	23	\$2,645	\$2,990	23	\$2,645	\$2,990	23	\$2,645	\$2,990												
	PA2	\$115	3	\$345		3	\$345		3	\$345		3	\$345		3	\$345													
<b>Total</b>					\$30,405	<b>Total</b>					\$36,480	<b>Total</b>					\$36,365	<b>Total</b>					\$45,405	<b>Total</b>					\$30,405

\* aPM: Assistant Project Manager, CS1/2: Compliance Specialist, PA1/2: Project Analyst, PE: Project Engineer, PM: Project Manager, Pr: Principal

\*\* In July 2018, the City received an approval letter from the Regional Board allowing for a Trash TMDL study schedule of once every five years, starting in 2017. Since the Trash TMDL study will not be required until 2021, the hours associated with this task have been set to zero. A lump sum estimate of \$15,000 for this task will be included with the optional Year 4 cost.

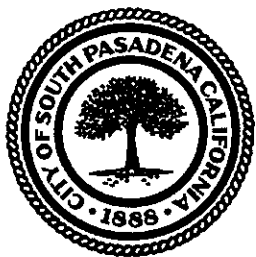


**Estimated Annual Costs for As-needed MS4 NPDES Consulting Services**

<b>Task Name</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Optional)</b>	<b>Year 5 (Optional)</b>
<b>1.a Program Administration and General Support Service</b>	\$5,260	\$5,260	\$5,260	\$5,260	\$5,260
<b>1.b Meetings and Attendance</b>	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>1.c Annual Report</b>	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750
<b>1.d Illicit Connections and Illicit Discharges</b>	\$3,450	\$3,450	\$3,450	\$3,450	\$3,450
<b>1.e Development Planning</b>	\$4,060	\$4,060	\$4,060	\$4,060	\$4,060
<b>1.f Training</b>	\$540	\$540	\$540	\$540	\$540
<b>1.g Outreach &amp; Education</b>	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
<b>1.h TMDL Compliance*</b>	\$6,110	\$6,110	\$6,110	\$21,110	\$6,110
<b>1.i General Construction Activity Stormwater Permits</b>	\$1,320	\$1,320	\$1,320	\$1,320	\$1,320
<b>1.j Industrial/Commercial Inspections</b>	\$0	\$6,075	\$5,960	\$0	\$0
<b>1.k Construction Inspections</b>	\$2,990	\$2,990	\$2,990	\$2,990	\$2,990
<b>Total</b>	<b>\$30,405</b>	<b>\$36,480</b>	<b>\$36,365</b>	<b>\$45,405</b>	<b>\$30,405</b>

\* In July 2018, the City received an approval letter from the Regional Board allowing for a Trash TMDL study schedule of once every five years, starting in 2017. Since the Trash TMDL study will not be required until 2021, the hours associated with this task have been set to zero. A lump sum estimate of \$15,000 for this task will be included with the optional Year 4 cost.

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# City Council Agenda Report

ITEM NO. 12

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *SD*

**PREPARED BY:** Mariam Lee Ko, Human Resources Manager *MLK*

**SUBJECT:** **Adoption of a Resolution Establishing Rules and Regulations Governing Employer Employee Relations in Accordance with the Meyers-Milias-Brown Act**

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## **Recommendation**

It is recommended that the City Council adopt a resolution establishing rules and regulations governing employer-employee relations in accordance with the Meyers-Milias-Brown Act (Brown Act).

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Discussion/Analysis**

The City of South Pasadena's (City) existing rules and guidelines governing employer-employee relations was adopted in 1991. Since the adoption, the laws pertaining to employer-employee relations and the Brown Act have changed and been amended. City staff and legal counsel recommends adopting the attached resolution that includes all of the most current amendments. The resolution is standard and includes rules and regulations that are consistent with statutes within the State of California Government Code and Brown Act. Adoption of this standard resolution ensures that the City's employer employee relations rules and regulations are in compliance with the state code. The Resolution does not change how the City proceeds in the administration of the employer-employee relations, as the City is legally obligated to follow the Government Code of the State of California and Brown Act. The adoption of this Resolution serves solely as an administrative update.

The purpose of an employer-employee relations resolution is to implement Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Public Employee Organizations", to promote full communication between the City and its employees by providing orderly procedures for the administration of employer employee relations between the City Management and its employee organizations and for resolving disputes regarding wages, hours, and other terms and conditions of employment. In addition, the purpose of this resolution is to promote the improvement of personnel management and employer-employee relations by providing a uniform basis for recognizing the right of City

employees to join organizations of their own choice and be represented by such organizations in their employment relationships with the City.

California Government Code 3507 of the Brown Act authorizes cities to adopt “reasonable rules and regulations after consulting in good faith” with representatives of all its employee organizations/groups. Commonly, cities exercise this rulemaking authority by adopting an Employer-Employee Relations Resolution. The attached resolution was prepared by legal counsel from Liebert Cassidy Whitmore, and changes include reference to new laws and procedures consistent with current rules and regulations governing employee association unit creation, determination, and includes new laws governing Impasse Procedures with the inclusion of Mediation and Factfinding. Particularly, the Resolution sets forth impasse procedures that apply not only to impasses reached when bargaining employment contracts but also for single-item disputes with employee groups/units.

City staff and the City’s labor relations legal counsel met and consulted, discussed and reviewed the Employer-Employee Relations Resolution with all four of the employee groups in two joint meetings in 2018. Each Association had the opportunity to provide feedback and comments on the resolution that is presented for City Council approval. The employee groups include South Pasadena Police Officers’ Association, South Pasadena Firefighters’ Association, South Pasadena Public Service Employees’ Association, and South Pasadena Part-Time Employees’ Association.

Lastly, in reviewing and updating the City’s Personnel Rules and Regulations it was recommended by the City’s legal counsel that the section governing employer-employee relations be removed and adopted as a stand-alone resolution as this is more in line with current practice and provides more flexibility for when future administrative or legal updates are required of the resolution. Future changes or updates to this resolution would require City Council approval.

#### **Next Steps**

1. Following adoption, provide a copy of the adopted resolution to each of the four employee associations.

#### **Background**

In 2017, City staff identified a need to update the City’s Personnel Rules and Regulations, which included the guidelines establishing rules and regulations governing employer-employee relations, in accordance with Brown Act. At the time of the update, it was also recommended that the language pertaining to employer employee relations be removed from the City’s Personnel Rules and Regulations and adopted by City Council as a stand-alone resolution. Subsequently, the Resolution with the new and updated guidelines governing employer employee relations was presented, discussed with, and feedback received from all the of City’s employee groups.

**Legal Review**

The City's Legal Counsel from Liebert Cassidy Whitmore drafted the resolution and the City Attorney has reviewed the resolution.

**Fiscal Impact**

No fiscal impact associated with the adoption of this employer employee relations resolution.

**Public Notification of Agenda Item**

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

Attachment: Resolution Establishing Rules and Regulations Governing Employer Employee Relations in Accordance with the `Brown Act

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ESTABLISHING RULES AND REGULATIONS GOVERNING  
EMPLOYER-EMPLOYEE RELATIONS IN ACCORDANCE  
WITH THE MEYERS-MILIAS-BROWN ACT**

**WHEREAS**, California Government Code Section 3507 empowers a political subdivision of the State of California to adopt reasonable rules and regulations, after consultation in good faith with representatives of its employee organizations, for the administration of employer-employee relations; and

**WHEREAS**, the City Council adopted such guidelines within the City's Personnel Rules and Regulations in 1991 by Resolution No. 6028 and previously the guidelines governing employer-employee relations existed within the City's Personnel Rules and Regulations, in Part I, Rule 22. Employee Organizations; and

**WHEREAS**, since 1991 the law has been amended and new changes have occurred requiring amendment to those guidelines; and

**WHEREAS**, City staff has met and consulted with the recognized employee organizations on multiple occasions regarding the Employer-Employee Relations Resolution.

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

**SECTION 1.** That the City Council of the City of South Pasadena, California does hereby declare its intention to comply with the provisions of Section 3500 et. Seq. of the Government Code, commonly referred to as the "Myers-Milias-Brown Act" or MMBA," and

**SECTION 2.** That the City Manager is hereby designated as the City-Employer's representative in all matters implementing MMBA; and

**SECTION 3.** That pursuant to the MMBA, the City will administer employer-employee relations according to the following rules and regulations.

## Article I – General Provisions

### Section 1 Statement of Purpose

This Resolution applies to all employees and implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," (the "Meyers-Milias-Brown Act" or "MMBA") by providing orderly procedures for the administration of employer-employee relations between the City and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of state law, ordinances, resolutions and rules which establish and regulate the civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the City.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; determine staffing patterns and the number and kinds of personnel required; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; build, move or modify facilities; determine the methods of raising revenue; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work and the exercise of the foregoing powers, rights, authorities, duties, and responsibilities of the City and its adoption of reasonable policies, rules, regulations and practices in furtherance thereof shall not be limited, except to the extent required by law or applicable agreement to which the City is a party.

Section 2      Definition

As used in this Resolution, the following terms shall have the meanings indicated:

- (a) "Appropriate unit" means a unit of employee classes or positions, established pursuant to Article II hereof.
- (b) "City" means the City of South Pasadena, and, where appropriate herein, refers to the City Council or any duly authorized City representative as herein defined.
- (c) "Confidential Employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations.
- (d) "Consult/Consultation in Good Faith" means to communicate orally or in writing with all effected recognized employee organizations for the purpose of presenting and obtaining views or advising of proposed actions and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of the meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to Article IV hereof.
- (e) "Day" means calendar day unless expressly stated otherwise.
- (f) "Employee Relations Officer" means the City Manager or his/her duly authorized representative.
- (g) "Employee Organization" means any organization that includes employees of a public agency and has as one of its primary purposes representing those employees in their relations with that public agency.
- (h) "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the City as the sole employee organization representing the employees in an appropriate representation unit pursuant to Article II hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.



Such recognition status may only be challenged by another employee organization as set forth in Section 9 (Procedure for Decertification of Exclusively Recognized Employee Organization).

(i) "Impasse" means that the representatives of the City and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where the parties have exhausted the prospects of concluding an agreement and further discussions would be fruitless.

(j) "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of City policies and programs.

(k) "Proof of Employee Support" means (1) an authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee (2) a verified authorization petition or petitions recently signed and personally dated by an employee, (3) union membership card recently signed and personally dated by an employee, or (4) employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within ninety (90) days prior to the filing of such proof of support.

(l) "Supervisory Employee" means any employee having authority, in the interest of the City, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

(m) Terms not defined herein shall have the meanings as set forth in the MMBA.

## Article II – Representation Proceedings

### Section 3      Recognition by "Card Check"

Consistent with Government Code sections 3507(b) and 3507.1(c), the City shall grant exclusive or majority recognition to an Employee Organization based on a signed petition, authorization cards or union membership cards showing that a majority of the employees in an appropriate bargaining unit wish to be represented by that Employee Organization ("card check"), unless another Employee Organization has within the past twelve months been lawfully recognized as the exclusive or majority representative of all or part of the same unit.

For purposes of this Section, exclusive or majority representation shall be determined by a neutral third party selected upon agreement of the City and the Employee Organization or, failing agreement, the determination shall be made by the State Mediation and Conciliation Service, in accordance with Government Code Section 3507.1(c). Within five (5) days of an Employee Organization claiming exclusive or majority status based on card check, the Employee Organization and the City shall mutually agree on a neutral third party who shall review the petition, authorization cards or union membership cards to verify the exclusive or majority status of the Employee Organization.

If the neutral third party determines, based on a signed petition, authorization cards or union membership cards that one or more competing Employee Organization(s) has or have the support of at least 30 percent of employees in the unit in which recognition is sought, the neutral third party shall order an election to establish which labor organization, if any, has majority status. The election shall be conducted consistently with Section 8 (Election Procedure).

### Section 4      Filing of Recognition Petition by Employee Organization

As an alternative to the procedure described in Section 3 (Recognition by Card Check), an employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- (a) Name and address of the employee organization.
- (b) Names and titles of its officers.

- (c) Names of employee organization representatives who are authorized to speak on behalf of the organization.
- (d) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the City.
- (e) A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- (f) Certified copies of the employee organization's constitution and bylaws.
- (g) A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- (h) A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability, medical condition or other restriction prohibited by law.
- (i) The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- (j) A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the City. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
- (k) A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The resulting Petition (Recognition Petition), including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Section 5 City Response to Recognition Petition

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of the Recognition Petition, and
- (b) The proposed representation unit is an appropriate unit in accordance with Section 10 (Policy and Standards for Determination of Appropriate Units).

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

Section 6 Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section 4 (Filing of Recognition Petition by Employee Organization). If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 10 (Policy and Standards for Determination of Appropriate Units). The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is

communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination.

Section 7 Granting Recognition Without an Election

If the Petition is in order, and the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

Section 8 Election Procedure

Where recognition is not granted pursuant to Section 7 (Granting Recognition Without an Election), the Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article II shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the City. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the City in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number

of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the City and by each employee organization appearing on the ballot.

Section 9 Procedure for Decertification of Exclusively Recognized Employee Organization

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- (a) The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
- (c) An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- (d) Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee

Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent, that includes the allegation and information required under this Section, and otherwise conforms to the requirements of Section 4 (Filing of Recognition Petition by Employee Organization).

The Employee Relations Officer shall give written notice of Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees upon the initial filing of such Petitions. Such notice shall include a copy of the Petition.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section 8 (Election Procedure).

During the "open period" specified in the first paragraph of this Section, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees (i.e. greater than 50% of the unit employees in the existing unit) no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such

notice file a Recognition Petition in accordance with this Section, which the Employee Relations Officer shall act on in accordance with this Section.

If, pursuant to this Section, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

Section 10 Policy and Standards for Determination of Appropriate Units

The Employee Relations Officer shall have the management discretion to form and define reasonable bargaining units, and to modify bargaining units based on the procedures specified in this resolution. The Employee Relations Officer may consider, but shall not be bound by, labor relations criteria considered under federal authorities such as the National Labor Relations Act. A key criterion for unit determination is whatever grouping provides the broadest feasible grouping of positions that share an identifiable community of interest. The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the City and its compatibility with the primary responsibility of the City and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- (b) Consistency with the organizational patterns of the City.
- (c) Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- (d) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Section 2 (Definition), are determining factors in establishing appropriate units hereunder, and therefore it may be appropriate for managerial, supervisory



and confidential employees to be included in a unit consisting solely of managerial, supervisory or confidential employees respectively.

Peace Officers have the right to be represented in separate units composed solely of such peace officers.

Also under the MMBA, professional employees have the right to be represented separately from non-professional employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section.

Section 11 Procedures for Modification of Established Appropriate Units

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 9 (Procedure for Decertification of Exclusively Recognized Employee Organization). Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section 4 (Filing of Recognition Petition by Employee Organization), shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 10 (Policy and Standards for Determination of Appropriate Units) hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

Section 12 Procedures for Processing Severance Requests

An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Section 11 (Procedures for Modification of Established Appropriate Units) for modification requests.

Section 13 Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition

Petition (Sec. 4), Challenging Petition (Sec. 6), Decertification Petition (Sec. 9), Unit Modification Petition (Sec. 11) or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Sec. 9) or Severance Request (Sec. 12) has not been filed in compliance with the applicable provisions of this Article, may, within ten (10) days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the City Council for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

Appeals to the City Council shall be filed in writing with the City Clerk, and a copy thereof served on the Employee Relations Officer. The City Council shall commence to consider the matter within thirty (30) days of the filing of the appeal. The City Council may, in its discretion, refer the dispute to a non-binding third party hearing process. Any decision of the City Council on the use of such procedure, and/or any decision of the City Council determining the substance of the dispute shall be final and binding.

### **Article III Administration**

#### **Section 14      Submission of Current Information by Recognized by Employee Organizations**

All changes in the information filed with the City by an Exclusively Recognized Employee Organization under items (a.) through (k.) of its Recognition Petition under Section 4 (Filing of Recognition Petition by Employee Organization) shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

Exclusively Recognized Employee Organizations that are party to an agency shop provision shall make available annually to the Employee Relations Officer and to unit members within 60 days after the end of its fiscal year the financial report required under Government Code Section 3502.5 (f) of the Meyers-Milias Brown Act.

#### **Section 15      Employee Organization Activities – Use of City Resources**

Access to City work locations and the use of City paid time, facilities, equipment and other resources by employee organizations and those

representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of City operations.

Section 16 Administrative Rules and Procedures

The City Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

Section 17 Availability of Data

The City shall make available to Exclusively Recognized Employee Organizations such non-confidential information pertaining to employer-employee relations as is contained in the public records of the City subject to the limitations and conditions set forth in this Resolution and the California Public Records Act, Government Code Sections 6250 et seq.

Such information shall be made available during regular office hours in accordance with the City's rules and procedures for making public records available and after payment of reasonable costs.

Information that shall be made available to Exclusively Recognized Employee Organizations includes regularly published data covering subjects under discussion. Data collected on a promise to keep its source confidential may be made available in statistical summaries, but shall not be made available in such form as to disclose the source or otherwise to invade the promised confidentiality.

Nothing in this Resolution shall be construed to require disclosure of records that are:

- (a) Personnel, medical and similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- (b) Working papers or memoranda that are not retained in the ordinary course of business or any records when the public interest served by not making the record available clearly outweighs the public interest served by disclosure of the record;
- (c) Records pertaining to pending litigation to which the City is a party, or to claims or appeals that have not been settled; or

- (d) Any other records exempt from disclosure under the California Public Records Act or other applicable law.

Nothing in this paragraph shall be construed to require the City to do research for an inquirer or to do programming or to assemble data in a manner or to an extent other than usually done by the City or is required by law

#### **Article IV – Impasse Procedures**

##### **Section 18     Initiation of Impasse Procedures**

Prior to any declaration of impasse (as defined in Section 2 (Definition)), a “last, best and final” offer on wages, hours and working conditions must be submitted as follows:

- (a) The City representative must present any last, best and final offer of an Exclusively Recognized Employee Organization to the City Council in closed session;
- (b) The Exclusively Recognized Employee Organization must present any last, best and final offer of the City to its membership within 10 days of receipt of the last, best and final offer from the City;

After consideration of a last, best and final offer, the party shall promptly inform the other party as to whether the offer is accepted or rejected within two (2) business days of the date the last, best and final offer was presented to the City Council or Employee Organization’s membership.

If a last, best and final offer is rejected, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a detailed statement of its position on all disputed issues, as set forth in the other party’s most recent offer, counter-offer or position (which becomes the other party’s last, best and final offer). The Employee Relations Officer shall then promptly schedule an impasse meeting. The purpose of such meeting shall be: (a) to review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and (b) if the impasse is not resolved, to discuss arrangements for the utilization of the impasse resolution procedures provided in Section 19 (Impasse Resolution Procedures) below.

##### **Section 19     Impasse Resolution Procedures**

Impasse resolution procedures are as follows:

(a) If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

(b) If the parties agree to, and do participate in mediation, and if mediator is unable to effect settlement of the controversy, the employee organization may present a request to the City and the Public Employment Relations Board (PERB) to submit the impasse to fact-finding. This request by the employee organization to submit the impasse to fact-finding must be made no sooner than 30 days, but no later than 45 days, following the selection of a mediator by the parties.

(c) If the parties do not submit the dispute to mediation, the employee organization may present a written request to the City and PERB to submit the impasse to fact-finding no later than 30 days following the date that either party has provided the other a written notice of declaration of impasse.

(d) Within five (5) days after receipt of the written request for fact-finding, each party shall select a person to serve as its member of the fact-finding panel. PERB shall, within five (5) days after the selection of panel members by the parties, select a Chairperson of the panel.

Within five (5) days after PERB selects a Chairperson of the panel, the parties may designate a fact-finding Chairperson who will certify that he or she will start the fact-finding proceedings (described in Section 19 (Impasse Resolution Procedures)) in a timely manner pursuant to Gov. Code section 3505.4, and who will serve in lieu of the person elected by PERB. If the parties are unable to mutually agree on a designated fact-finding Chairperson, the City shall request that the California State Mediation and Conciliation Service provide a list of seven (7) qualified fact-finders, and the parties will select a designated Chairperson from this list using a strike process who will certify that he or she will start the fact-finding hearing in a timely manner pursuant to Gov. Code section 3505.4.

(e) The following constitute the jurisdictional and procedural requirements for fact-finding:

(i) The panel shall, within ten (10) days after its appointment, meet with the parties or their representatives, either jointly or separately, and may make inquiries and investigations, hold hearings, and take any other steps it deems

appropriate. The panel shall have subpoena power with regard to hearings, investigations and inquiries.

- (ii) If the fact-finding panel makes findings and recommendations, those findings and recommendations shall be made on an issue-by-issue basis. The fact-finding panel shall limit its findings and recommendations to issues that fall within mandatory subjects of bargaining, unless the parties mutually agree, in writing, to submit other issues to the panel. If the dispute is not settled within thirty (30) days of the chairperson's appointment, that panel shall make findings of fact and advisory recommendations for terms of settlement. The fact-finding panel shall submit a written report including findings of fact and recommended terms of settlement to the parties. The fact-finders shall consider, weigh and be guided by the following measures and criteria in arriving at their findings and recommendations:
- a. State and federal laws that are applicable to the employer.
  - b. Local rules, regulations, or ordinances.
  - c. Stipulations of the parties.
  - d. The interests and welfare of the public, and the financial ability of the public agency, including specific consideration of the impacts of any recommendation which will result in an increased cost to the City, including the impact of that additional expense on the ability of the City to continue to provide services and its ability to attract and retain employees in light of prevailing labor market conditions.
  - e. Comparison of the wages, hours, and conditions of employment of the employees involved in the fact-finding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
  - f. The consumer price index for goods and services, commonly known as the cost of living.

- g. The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
- h. Any other facts not confined to those specified in paragraphs a.-g., inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations, including, but not limited to:
  - (i.) Maintaining appropriate compensation relationships between classifications and positions within the City;
  - (ii.) Other legislatively determined and projected demands on agency resources (i.e., budgetary priorities as established by the governing body);
  - (iii.) Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s);
  - (iv.) Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s);
  - (v.) Assurance of sufficient and sound budgetary reserves; and
  - (vi.) Constitutional, statutory, and Municipal Code/ Charter limitations on the level and use of revenues and expenditures.

(f) Within thirty (30) days after the appointment of the fact-finding panel, or, upon request by the factfinding panel for additional time or by agreement by both parties within a longer period, the panel shall make written findings of fact and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel

shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization before they are made available to the public.

(g) If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, the City shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative consideration of the impasse.

(h) After any applicable mediation and fact-finding procedures have been exhausted, but no earlier than ten (10) days after the fact finders' written findings of fact and recommended terms of settlement have been submitted to the parties, the City Council may hold a public hearing regarding the impasse, and take such action regarding the impasse as it in its discretion deems appropriate as in the public interest, including implementation of the City's last, best and final offer. Any legislative action by the City Council on the impasse shall be final and binding.

(i) The costs for the services of the panel chairperson agreed upon by the parties shall be equally divided between the parties, and shall include per diem fees, if any, and actual and necessary travel and subsistence expenses. The per diem fees shall not exceed the per diem fees stated on the chairperson's résumé on file with PERB. The chairperson's bill showing the amount payable by the parties shall accompany his or her final report to the parties and PERB. The parties shall make payment directly to the chairperson.

(j) Any other mutually incurred costs shall be borne equally by the parties. Any separately incurred costs for the panel member selected by each party shall be borne by that party.

Section 20 Cost of Impasse Procedures

The cost for the services of a mediator and chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the City and Exclusively Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

Section 21 Implementation of Last, Best and Final Offer



On or after the date the employer has released the fact-finding panel's report to the public, the City Council shall hold a public hearing on the impasse and may implement the terms of its last, best and final offer on wages, hours and working conditions after holding a public hearing on the impasse. The public hearing may not be held until conclusion of the 10-day period required by Section 19 (Impasse Resolution Procedures).

### **Article V – Miscellaneous Provisions**

#### **Section 22     Construction**

This Resolution shall be administered and construed as follows:

(a) Nothing in this Resolution shall be construed to deny to any person, employee, organization, the City, or any authorized officer, body or other representative of the City, the rights, powers and authority granted by federal or state law (or City Charter provisions).

(b) This Resolution shall be interpreted so as to carry out its purpose as set forth in Article I.

(c) Nothing in this Resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to City employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In consideration of and as a condition of initial and continued employment by the City, employees recognize that any such actions by them are in violation of their conditions of employment except as expressly otherwise provided by legally preemptive state or contrary local law. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination, and may be replaced, to the extent such actions are not prohibited by preemptive law; and employee organizations may thereby forfeit rights accorded them under City law or contract.

#### **Section 23     Amendment**

Any proposed amendments to this Resolution are excluded from the scope of meeting and conferring but are subject to consultation with Exclusively Recognized Employee Organizations pursuant to Government Code Section 3507.

#### **Section 24     Severability**

If any provision of this policy, or the application of such provision to any persons or circumstances, shall be held invalid, the remainder of this policy, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

**PASSED, APPROVED AND ADOPTED ON** this 20<sup>th</sup> 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

**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 20<sup>th</sup> day of February, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

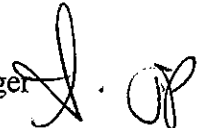
\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)



# City Council Agenda Report

ITEM NO. 13

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** John Pope, Public Information Officer

**SUBJECT:** Adoption of the City of South Pasadena Social Media Policy

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## **Recommendation**

It is recommended that the City Council adopt the attached Social Media Policy.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

In recent years social media has become an increasingly popular form of communication and source of information. Platforms such as Facebook and Nextdoor are used by some residents as their primary channel of communication with the City. As social media matures, it is incumbent upon public agencies to utilize these channels to engage residents, provide information, seek input, and answer questions. However, social media also raises potential ethical and legal challenges for public agencies. Increasingly, public agencies are adopting social media policies to govern the use of official agency channels.

## **Discussion/Analysis**

While no policy will prevent all social media missteps, the adoption of such a policy provides rules, recommendations and guidelines to help manage social media interactions with the public. Some common challenges for public agencies and public officials include:

- Personal accounts and/or personal emails being used to post to City accounts.
- Lack of documentation per the Brown Act.
- Political and commercial promotion.
- Blurring public vs. private interactions. It must be clear that official information is being posted by a City representative operating in that capacity.
- First Amendment issues. The First Amendment protects freedom of speech from government interference, and public agencies must be cautious about censoring an individual's right to free speech. Blocking users or deleting posts without clear cause could be seen as impinging on free speech.
- Serial posting. If a quorum of any public body merely comments on the same social media post, they could be in violation of open meeting laws.

In response to the growing use and popularity of social media as a vehicle for City-related information, and with the recommendation of the City Attorney, staff recommends adopting the attached policy to facilitate more effective and consistent engagement to residents and stakeholders via social media platforms.

Among other guidelines, the social media policy seeks to:

- Establish an approval process before a new agency account is created.
- Define who is allowed to post.
- Outline processes related to passwords and security.
- Establish guidelines for deleting posts.
- Prohibit activities that would be prohibited in other contexts such as: defamatory, discriminatory, or obscene language; campaign activities; and disclosure of personal or confidential information.

#### **Application**

The policy will initially be used as an administrative policy to establish a set of uniform guidelines. It will be included in future contract negotiations for possible adoption into the City's employee rules and regulations.

The policy will apply to existing social media platforms as well as those that may emerge in the future. Current social media accounts used by the City of South Pasadena and its departments include:

- City general accounts:
  - Facebook
  - Nextdoor
  - Twitter
  - LinkedIn
- Police Department:
  - Facebook
  - Twitter
  - Instagram
  - Nixle
  - Pinterest
  - Youtube
- Library:
  - Facebook
- Senior Center:
  - Facebook

Notification Systems: Though not technically social media accounts, the policy will apply to official City notification systems including:

- Constant Contact (used for e-newsletters and e-blasts)
- Blackboard Connect (used for emergency notifications).

### **Next Steps**

Following adoption of the policy, City staff will:

1. Email the policy to all City staff members.
2. Establish a common set of security procedures to protect accounts and limit unauthorized access to City social media accounts.
3. Review the policy with all current authorized users.
4. Provide training as needed for authorized staff and as new accounts are created.
5. Include the policy in future contract negotiations for potential adoption as part of the employee rules and regulations.

### **Legal Review**

The City Attorney's office has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact associated with the adoption of the Social Media 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: Social Media Policy

**CITY OF SOUTH PASADENA  
SOCIAL MEDIA POLICY: USE, STANDARDS, AND PROCEDURES**

**1. Purpose**

- a. This “Social Media Policy: Use, Standards, and Procedures” (“Policy”) establishes guidelines for the use of social media platforms by the City of South Pasadena (“City”) as a means of communicating with the community regarding government services and activities.
- b. All City Accounts, as defined below, are limited public forums intended to disseminate information regarding the City’s mission, activities, meetings, and current events.
- c. The City wishes to protect the integrity of the information posted on social media platforms and of content attributed to the City and its officials.

**2. Definitions**

- a. “Social Media Platforms” means accessible, expandable, and upgradable technologies to publish information via the internet. Examples of social media platforms include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, Flickr, Nextdoor and Instagram.
- b. “City Account” means an account on a Social Media Platform which the City establishes and maintains, and over which it has control over all posts, except for advertisements or hyperlinks by the Social Media Platform’s owners, vendors, or partners. City Account will supplement, and not replace, required notices and standard methods of communication by or on behalf of the City.
- c. “Posts” or “postings” means information, articles, pictures, videos or any other form of communication posted on a City Account.

**3. Creating A City Account**

- a. All City Accounts on Social Media Platforms must be approved by the Department Head, the Public Information Officer, and the City Manager
- b. Departments that choose to create City Accounts must first take the following security measures:
  - i. Require authorized staff to complete social media security training;
  - ii. Have security controls in place to protect City information and technology assets;

- iii. Designate an employee to regularly oversee the department's social media activity and compliance with the Policy, and notify in writing the Public Information Officer and City Manager of the designation.
- c. All City Accounts shall use authorized City contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up or post to a City Account.
- d. City Account must be created and maintained with identifiable characteristics of an official City site. City accounts must:
  - i. Provide a link to the City's official website;
  - ii. Bear the City's official name, seal, or logo; and
  - iii. Link to this Policy.

#### **4. Records Management**

- a. City Accounts are subject to the California Public Records Act and the federal Freedom of Information Act. Any content maintained on a City Account, whether active or inactive, that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. The content maintained on the City Account must be retained pursuant to the City's records retention policy.
- b. All postings on City Accounts must be sent to an official City email account and maintained consistently with the Public Records Act.
- c. Department use of Social Media Platforms shall be documented and maintained in an easily accessible format that tracks account information.
- d. Departments must maintain a record of City Accounts, and provide any updates or changes to the City Public Information Officer, who will maintain a centralized City Account file. This information is including, but not limited to:
  - i. A log file containing the name of the Social Media Platform, City Account identification, passwords, registered email addresses, dates established, authorizing representative, and the name of the person who created the City Account;
  - ii. A record of the Social Media Platform's usage agreement at the time the City Account was created and any updated versions; and
  - iii. A list of authorized site content authors and editors.

- e. Any content removed based on this Policy must be retained, including the time, date and identity of the poster, when available, for six months or such other period as required by the City records retention policy, provided that the City may remove content which violates this policy even if there is no reasonably practical means to retain that information.

## **5. Review of Accounts and Content**

- a. A Department Head or his or her designee shall monitor content on City Accounts to ensure adherence to both this Policy and the interest and goals of the City. The City will only edit, remove, block, or limit posts that are inconsistent with this Policy. The City will not engage in any unconstitutional view-point or content-based discrimination.
- b. The City reserves the right to implement or remove any functionality of its Social Media Platforms, in the discretion of the City Manager, Public Information Officer, Department Head, or his or her designee. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that can be posted on a City Account.
- c. The City reserves the right to terminate any City Account at any time without notice.

## **6. Conduct of City Employees**

- a. Officers, employees and agents of the City representing it on City Accounts will conduct themselves professionally and in accordance with all City policies.
- b. Any person authorized to post items on behalf of the City to any of the City's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the City's social media platforms on behalf of the City shall only reflect the views of the City.
- c. City employees may post to City Accounts only during working hours. After-hours or weekend postings may only be made with prior approval of the City Manager, Public Information Officer, or his or her designee.
- d. Any person authorized to post items on any of the City Accounts shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- e. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.



## **7. Content Guidelines**

- a.** Posts to City Accounts shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
- b.** Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the City.
- c.** Posts to City Accounts shall NOT contain any of the following:
  - i.** Comments that are not topically related to the information posted;
  - ii.** Comments in support of, or in opposition to, political campaigns, candidates or ballot measures;
  - iii.** Profane language or content;
  - iv.** Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
  - v.** Sexual content or links to sexual content;
  - vi.** Solicitations of commerce or advertisements, including promotion or endorsement;
  - vii.** Conduct or encouragement of illegal activity;
  - viii.** Information that may tend to compromise the safety or security of the public or public systems; or
  - ix.** Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement; or
  - x.** Disclosure of confidential, sensitive, or proprietary information, or that violates another person's right to privacy.

## **8. General Policies**

- a.** The City's official website at [www.southpasadenaca.gov](http://www.southpasadenaca.gov) will remain the City's primary means of internet communication.

- b.** City Accounts shall be managed consistently with the Ralph M. Brown Act. Members of the City Council, Commissions and/or Boards shall not use the Account or any form of electronic communication to engage in serial meetings. Council, Commission and/or Board members are advised to exercise caution when expressing opinions on issues within the subject matter jurisdiction of the body on which they serve.
- c.** Use of City Accounts must comply with rules and regulations of the site provider, including privacy policies.
- d.** All City Accounts must adhere to applicable federal, state and local laws, regulations and policies.
- e.** The City shall have full permission or rights to any content posted by the City, including photographs and videos.
- f.** City Accounts may contain content, including but not limited to, advertisements or hyperlinks over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Accounts by the Social Media Platform's owners, vendors, or partners.
- g.** Except as expressly provided in this Policy, use of City Accounts on behalf of the City shall comply with all applicable City policies pertaining to communications and the use of the internet by employees, including email content.
- h.** The City reserves the right to change, modify, or amend all or part of this policy at any time.



# City Council Agenda Report

ITEM NO. 14

**DATE:** February 20, 2019

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

**PREPARED BY:** Daniel Ojeda, P.E., Interim Director of Public Works *[Signature]*  
Marc A. Donohue, Chief City Clerk *[Signature]*

**SUBJECT:** Award a Contract to Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities for an Amount Not-to-Exceed \$113,008

### Recommendation

It is recommended that the City Council:

1. Accept a bid dated November 12, 2018, from Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities (Project); and
2. For reasons set forth in the body of this report, find that this contract award is not subject to competitive bidding based on Lotus Communications, LLC, being a sole source for the cabling infrastructure system that will be installed in City Facilities; and
3. Authorize the City Manager to enter into a contract with Lotus Communications, LLC for an amount not to exceed \$113,008 for the Project.

### 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 policy for awarding Public Works contracts under SPMC Section 2.99-35(b) states that public projects of \$175,000 or less may be let to contract by informal procedures (competitive bidding).

Lotus Communications is the sole source for the proposed City Hall upgrades, as the city currently uses their control system in other facilities (i.e. Police Department and the Fire Department EOC). Lotus Communications will be able to perform the work at the City Hall and other City Facilities with no interruption to critical services and/or systems and will be able to provide continuity and seamless communication between the City Hall and all City facilities on the same communication platform.

Lotus Communications 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 the recently completed work on cabling in the Fire Department Emergency Operations Center (EOC). Their knowledge of existing cabling pathways and their common experience between all facilities is also crucial to the successful completion of this work. Accordingly, staff recommends that Lotus Communications 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).

Based on the reasons stated above, it is recommended that the City Council find this contract with Lotus Communications, LLC to be exempt from competitive bidding and award the Project to Lotus Communication, LLC.

The project will take approximately three months (90 calendar days) to complete. The re-cabling work will begin at the City Hall building as it has the most cabling, then will proceed to the adjacent Police Department building. Re-cabling of the other city facilities will be scheduled with the City’s project manager.

#### **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 re-cabling 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 communication with customers, and greater support and reliability. To realize these benefits, it is required that the current cabling infrastructure be updated. This re-cabling project is part of the recently adopted 5-year Capital Improvement Plan along with the VoIP phone system project.

In addition to supporting the new phone technologies, updating the cabling infrastructure will allow for implementation of other new technologies 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. The 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 gain 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.

**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: Construction Contract Agreement with Lotus Communication, LLC

## CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 20<sup>th</sup> day of February, 2019, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and LOTUS COMMUNICATIONS, LLC., "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

**1. Contract Documents.** The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**Project No. 2019-02**), Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

**2. Scope of Services.** CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: **Replace the Current Cabling Infrastructure in Several City Facilities (Project No. 2019-02)** all in accordance with the Contract Documents and Contractor's Proposal dated November 12, 2018.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

**3. Compensation.** CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of One Hundred Thirteen Thousand Eight Dollars (\$113,008).

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

**4. Time for Completion.** CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within Ninety (90) calendar days from the date the Notice to Proceed is issued.

**5. Time is of the Essence.** Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is,

therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

**6. Prevailing Wages Required.** The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

**7. 8-Hour Day.** In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

**8. Workers Compensation.** CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

**9. Bonds.** CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

**10. Arbitration.** This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of

Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

**11. Prompt Payment.** This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

**12. Securities for Retentions.** At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

**13. Registration with DIR.** Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal and prior to performing any work. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**14. Subcontractor Eligibility.** This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

**15. Apprentices.** CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

**16. Records.** CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.



**17. Indemnity.** To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys' fees, defense costs and expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

**18. Attorneys' Fees Following Disputes.** In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys' fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

LOTUS COMMUNICATIONS, LLC.  
CONTRACTOR

BY \_\_\_\_\_

\_\_\_\_\_  
(Title)

BY \_\_\_\_\_

CITY OF SOUTH PASADENA

\_\_\_\_\_  
Stephanie DeWolfe, CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Evelyn G. Zneimer, CITY CLERK

\_\_\_\_\_  
Teresa Highsmith, CITY ATTORNEY

## **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.


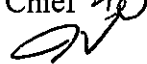


# City Council Agenda Report

ITEM NO. 15

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Brian Solinsky, Acting Police Chief   
Jim Valencia, Police Sergeant 

**SUBJECT:** **Second Reading and Adoption of an Ordinance Adding Article VIII (Police Tow Services Franchises) to Chapter 19 (Motor Vehicles and Traffic) of the South Pasadena Municipal Code**

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## **Recommendation**

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance to the South Pasadena Municipal Code (SPMC) regarding procedures and requirements for a Police Tow Services Franchise.

## **Background**

This Ordinance seeks to establish towing regulations to govern the provision of nonconsensual police towing services to the City of South Pasadena's Police Department.

## **Discussion/Analysis**

On February 6, 2019, City Council introduced an ordinance adding article VIII (Police Tow Services Franchises) to Chapter 19 (Motor Vehicles and Traffic) of the South Pasadena Municipal Code to the South Pasadena Municipal Code (SPMC). A separate Resolution setting the franchise fee must be brought back for Council consideration, consistent with Council direction on the amount of the franchise fee to be imposed, and the methodology of the fee imposition.

## **Next Steps**

1. Bring a Resolution setting the police towing franchise fee to City Council for approval.
2. Draft an Official Police Towing Contract establishing either a flat rate or per tow Franchise Towing Service Fee;
3. Draft a new RFP to include Franchise Fees and re-solicit RFPs from interested and qualified towing companies; and
4. Recommend a company or companies to award an Official Police Towing Services Contract, with terms and limits.

## **Legal Review**

The City Attorney has reviewed this item.

**Fiscal Impact**

The City would receive an estimated \$18,000 per year, or \$72,000 over the span of a recommended four year contract, due to the inclusion of a suggested Franchise Fee in the Official Police Towing Services contract. This will require a separate City Council Resolution to see the franchise fee.

**Public Notification of Agenda Item**

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

Attachment: Proposed Ordinance



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA  
ADDING ARTICLE VIII (POLICE TOW SERVICE FRANCHISES)  
TO CHAPTER 19 (MOTOR VEHICLES AND TRAFFIC)  
OF THE MUNICIPAL CODE OF THE CITY OF SOUTH PASADENA, CALIFORNIA

**SECTION 1.** A new Article VIII (Police Tow Service Franchises) is added to Chapter 19 (Motor Vehicles and Traffic) of the South Pasadena Municipal Code to read as follows:

**“ARTICLE VIII. POLICE TOW SERVICE FRANCHISES**

- 19.92 Definitions.
- 19.93 Purpose and declarations.
- 19.94 Franchise required to provide police towing services.
- 19.95 Nonexclusive franchises-terms and conditions.
- 19.96 Franchise tow services agreement—non-transferrable.
- 19.97 Suspension by police chief.
- 19.98 Franchise fees.
- 19.99 Rotational list.

**19.92 Definitions.** For the purposes of this article, certain terms used herein are defined as follows:

“Franchise agreement” means an agreement between the city and a franchise for the purpose of providing towing service as provided in this article.

“Franchise” means any entity granted a franchise by the city pursuant to this article.

“Nonconsensual police towing services” means the towing and storage of vehicles as ordered and designated by authorized members of the police department, and all related services required to transport, secure and maintain such vehicles and their contents, in situations where the vehicle owner is unable or unwilling to consent to having the vehicle towed.

“Police chief” means the chief of police of the police department of the city of South Pasadena or their designee.

“Police department” means the police department of the city of South Pasadena.

“Tow truck operator” means a towing company and the owner(s) and/or managing employees of a towing company.

**19.93 Purpose and declarations.**

The purpose of this article is to establish towing regulations to govern the provision of nonconsensual police towing services to the city's police department, consistent with state and federal laws, as well as the public health, safety, and welfare. A further purpose is to ensure the best possible tow truck operators are selected to participate in the city's rotational tow program to assist the police department in conducting efficient police investigations and provide the citizens of South Pasadena with prompt, safe, and comprehensive towing services.

These regulations are not intended to govern situations where towing has been requested by vehicle owners or private property owners, except as may be permitted by law. Instead, these regulations, along with the terms and conditions of the franchise agreement required under this article, are intended to provide a fair and objective method of selecting qualified tow truck operators to ensure that towing providers and drivers selected provide the police department and the public with prompt, safe, and comprehensive nonconsensual police towing services using the latest in towing technology and vehicle towing and storage safely.

It is recognized that the city is authorized by state law to adopt and implement a mechanism for safe and efficient towing and vehicle impoundment and that the city may impose fees to recover its actual and reasonable costs incurred in connection with the towing program.

**19.94 Franchise required to provide police towing services.**

Except as specified in this article, it is unlawful for any person to solicit or perform the business of non-consensual police towing services in the city unless:

- A. A franchise therefor has been granted pursuant to the provisions of this article and such franchise is in full force and effect; and
- B. A written franchise agreement therefor has been executed between such person and the city and such agreement is in full force and effect.

This article shall not apply to towing, repair, or storage services performed for or made available to members of the public directly, when not in response to police department requests.

Nothing in this article shall be construed to restrict or prohibit the City from conducting its own towing operations or maintaining its own towing storage yard, either in lieu of, or in addition to, any franchise agreement that is awarded pursuant to this article.

**19.95 Non-exclusive franchises—terms and conditions.**

A. The city council may at its discretion, by the adoption of a resolution or ordinance, grant a nonexclusive franchise to a tow truck operator to provide nonconsensual police towing services to the city under and pursuant to the provisions of this article as a franchisee. All franchises granted to franchisees pursuant to this article shall be nonexclusive and shall be for a term to be specified in the franchise agreement between the city and the franchisee.

B. No provisions of this article shall be deemed to require restricting the number of franchises to one or any particular number, and no provisions of this article shall be deemed to require the city council to grant any franchise if the city council determines that the grant of any such franchise is not in the best interest of the city and the public.

C. All franchises shall be subject to the terms and conditions specified in this article, as well as any terms or conditions specified in the resolution granting the franchise and the franchise agreement. In granting any tow truck operator franchise, the city council may prescribe such other terms and conditions, not in conflict with this article, as are determined by the city council to be in the best interest of the City and the public.

**19.96 Franchise tow services agreement—non-transferrable.**

A. All franchisees selected to provide nonconsensual police towing services shall enter into a franchise agreement with the City. The franchise agreement shall be in a form approved by the city attorney and shall be executed within 30 days after a selection as a franchisee. The franchise agreement shall provide that the terms and conditions of this article shall be applicable for the entire term of the franchise.

B. Any franchise agreement granted pursuant to this article is a privilege to be held in trust by the original franchisee. Such franchise shall not be sold, leased, transferred, assigned, or otherwise disposed of, either in whole or in part, whether by forced sale, merger, consolidation, bankruptcy, reorganization under bankruptcy laws or otherwise, without the prior consent of the city council.

**19.97 Suspension by police chief.**

A. The police chief may suspend the franchise agreement for the reasons, and pursuant to the procedures, set forth in the terms of the franchise agreement entered into with a tow truck operator, or for a violation of the terms of this article, including, but not limited to, a violation of the franchise agreement, a failure to maintain the minimum levels and standards of liability insurance for any period of time, or the failure to comply with any federal, state, or local law.

B. The police chief shall issue a notice of temporary suspension to the franchisee which shall include the date and period of suspension and the basis for the suspension. The notice of temporary suspension may be personally delivered or mailed by certified mail to the franchisee.

C. A suspension longer than 30 days may be appealed in writing to the city manager within 15 calendar days of the day of the police chief's notice of temporary suspension. In the event a timely appeal is filed, the suspension shall not become effective until a final decision has been rendered by the city manager. If no appeal is filed, the suspension shall become effective upon the expiration of the period for filing an appeal.

D. The city manager shall set a date, time and place for a hearing on appeal and shall notify the appellant of such date, time and place of the hearing, which shall be scheduled a minimum of 10 calendar days from the date of the written notice, which date may be continued at the sole discretion of the city manager. The city manager shall preside over the hearing on appeal. The city manager shall render a written decision within 30 calendar days from the date of the appeal hearing. The decision of the city manager or designee shall be final.

**19.98 Franchise fees.**

A. Each tow truck operator granted a franchise agreement pursuant to this article shall pay a franchise fee to the city during the term of such franchise. The franchise fee shall be in an amount as set forth in a resolution adopted by the City Council and may be adjusted by the city council from time to time.

B. Franchise fees shall be due and payable in accordance with the terms and conditions contained in the franchise agreement. Each payment shall be in accordance with the provisions of the resolution adopted by the city council pursuant to subsection A of this section.

C. By resolution, the city council establishes the reasonable estimate of the costs of the police department to administer the franchise tow services program. The franchise fees established by resolution may be revised periodically by the city council to reflect changes in the actual and reasonable costs to administer the franchise tow services program.

D. In the event of the suspension or termination of a franchise agreement, the franchisee shall forfeit any fees paid to the city. Franchisee waives any and all claims or rights to collect back from the city any amounts collected by the city pursuant to this article

E. The payment to the city by the franchisee pursuant to this article shall be in addition to any license fee or business tax prescribed by the city for the same period.

**19.99 Rotational list.** In the event of multiple franchisees selected by the city council, the police chief shall develop a rotational list of franchisees selected to provide nonconsensual police towing services to the city. The franchisee at the top of the list shall be on call to provide towing service to the city in accordance with the rotation system established by the police chief. Franchisees selected to provide nonconsensual police towing services shall abide by the rotation system established by the police chief.”

**SECTION 2. SEVERABILITY.** If any provision, section, paragraph, sentence or word of this Ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

**SECTION 3. CEQA.** The City Council hereby finds and determines that there is no possibility the adoption of an ordinance requiring a franchise for nonconsensual police towing services will have a significant effect on the environment. Accordingly, under the provisions of § 15061(b)(3) and § 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

**SECTION 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 \_\_\_th day of February, 2019.

\_\_\_\_\_  
Marina Khubesrian, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the \_\_\_ day of February, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk



# City Council Agenda Report

ITEM NO. 16

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *JD*

**PREPARED BY:** Marc A. Donohue, Chief City Clerk *MS*

**SUBJECT:** Adoption of the 2019-2020 Legislative Platform

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### **Recommended Action**

It is recommended that the City Council adopt the 2019-2020 Legislative Platform that will serve as the guiding policy document for the City when determining whether a position should be taken on proposed State legislation that may impact the City.

### **Commission Review and Recommendation**

This matter was not reviewed by a commission.

### **Discussion/Analysis**

A Legislative Platform is a standard tool used by cities to streamline legislation review processes to facilitate timely and effective response to legislation. The Legislative Platform will give staff the ability to proactively engage in the legislative process and respond to issues that may have significant impacts to the City in a timely manner.

Upon adoption of the Legislative Platform, the City Manager's Office will exercise day-to-day oversight of legislative matters. Staff may initiate letters, contact League staff, or speak on behalf of the City regarding legislation that falls within the platform.

Once staff determines that a legislative proposal may impact the City, a letter outlining the City's position (support/oppose) will be prepared for the Mayor's signature and copies will be distributed to the full Council. If the Mayor is unavailable, letters will be signed by the Mayor Pro Tem with copies to the full Council. Letters will be sent to the bill's authors, the City's legislative representatives, the League of California Cities, and other stakeholders as deemed appropriate.

In cases where a legislative issue is not addressed in the Legislative Platform but impacts the City, staff will return to City Council for direction. Additionally, staff will seek Council direction when proposing amendments to bill language or in developing new legislation.

The proposed Legislative Platform has been drafted using the guiding priorities of the City Council, as established in the Goals and Objectives of the City's Strategic Plan adopted in 2018,

the General Plan, and other adopted policy documents. Once adopted, the Legislative Platform remains in effect for the legislative cycle. The City Council may add, remove, or modify items when it updates or confirms the Legislative Platform annually.

Our legislative advocacy team, Emanuels Jones & Associates, also assisted in this update by providing advice and guidance. They have a strong relationship with legislators and staff throughout the capitol and are able to engage legislators and advocate on the City's behalf.

The following substantial changes were made to the 2019-2020 Legislative Platform from the previous year's Platform:

1. The following goals and objectives were added to the Transportation section:
  - Support efforts to remove the SR-710 freeway between the I-10 and I-210 from the Streets and Highway Code.
  - Support efforts to relinquish the property along the SR-710 freeway between the I-10 and I-210 back to the local jurisdictions.
2. The following goals and objectives were added to the Water section:
  - Support legislation that provides funding for Water Infrastructure, Security and Programs that promote water reuse and conservation.
  - Support legislation that extends the compliance period for Maximum Contaminant Levels (MCLs) in drinking water
3. The following goal and objective was added to the Economic Development section:
  - Support legislation that provides funding for the production of affordable housing
4. The following goal and objective was added to the Land Use section:
  - Oppose legislation that places new restrictions on local land use control and transportation funding tied to external factors beyond municipal control

### **Background**

As a current member of the League of California Cities (League), the City is part of a network of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. The League engages in lobbying efforts at the state capitol on bills that are of critical importance to cities. Often times, the League will ask its members for support or opposition on bills of interest. As the Legislature increasingly acts through "gut and amend" legislation more cities are adding a Quick Response Protocol through their legislative platforms that authorize positions on these fast moving bills that could be harmful to the city.

Our first Legislative Platform was adopted in June 2018. This year, it is the City's strategy to engage early in the legislative season to provide a more effective and efficient process. The California Legislative session typically begins in December and ends in November of the following year. By engaging early, we have the opportunity to be a part of the conversation and proactive rather than reactive.

**Next Steps**

Staff will continue to monitor key legislation as it moves through the legislative process and provide City Council with quarterly updates on significant developments. At the end of each legislative session, a report will be submitted to the City Council summarizing all activity regarding measures on which the City has taken a position.

**Fiscal Impact**

While there is no fiscal impact with the adoption of a Legislative Platform, future implications on City finances could result from new legislation.

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

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

Attachment: South Pasadena 2019-2020 Legislative Platform





# City of South Pasadena Legislative Platform 2019-20

The primary objective of the Legislative Platform is for the City Council to adopt official City positions on specific legislative issues at the start of the legislative session. The legislative platform will streamline the approval process by providing staff clear direction on pertinent issues at the beginning of the legislative session.

The Platform is developed and maintained using the goals and objectives adopted by the City Council, a review of legislative priorities from the League of California Cities, input from City Council and staff, research of current law and pending legislation, as well as discussions with local legislative staff and the City's legal counsel.

For proposed legislation, either consistent with the City's legislative priorities or consistent with legislative positions the City has taken in the past; City staff shall be authorized to prepare position letters for the Mayor's signature after City Council consideration. Items not addressed in the City's legislative priorities will require further Council direction, and staff will be required to submit a request to Council. Legislative priorities may only address issues directly relevant to or impacting the provision of municipal services.

City departments are encouraged to monitor and be knowledgeable of any legislative issues related to their discipline. However, any requests for the City to take positions on a legislative matter must be directed to the City Manager's Office. City departments may not take positions on legislative issues without City Manager's Office review and approval.

The process for responding to legislative proposals is streamlined as follows:

1. Once a determination is made that a legislative proposal may impact the City, a letter outlining the City's position (supporting or opposing the issue) will be drafted for the Mayor's signature.
2. If the Mayor is unavailable, the Mayor Pro Tem will sign the position letter.
3. If a legislative issue is not addressed in the Legislative Platform but impacts the City, staff will place the matter on the next City Council agenda for consideration.
4. The position letter will be sent to the bill's author, the City's legislative representatives, the League of California Cities, and other stakeholders as deemed appropriate.
5. A copy of the final letter will be distributed to the City Council.

**City of South Pasadena  
Legislative Platform**

<p><b>LOCAL CONTROL</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation that enhances local control and allows cities to address the needs of local constituents within a framework of regional cooperation.</li> <li>2. Oppose preemption of local authority whether by state or federal legislation or ballot propositions.</li> <li>3. Support legislation that streamlines and simplifies the job of running a city and oppose efforts that erode the City's authority to control its own affairs.</li> </ol>
<p><b>ECONOMIC DEVELOPMENT</b></p>	<ol style="list-style-type: none"> <li>1. Oppose legislation that erodes the ability of cities to condition and deny projects that negatively impacts to the community.</li> <li>2. Support legislation that preserves or increases funding for the Community Development Block Grant (CDBG) program as provided by the U.S. Department of Housing and Urban Development. Support legislation that expands the eligibility and allowable uses of CDBG funds. Oppose legislation that will reduce funds dedicated to the CDBG program.</li> <li>3. Support legislation that enhances the City's efforts to retain existing businesses and attract new businesses.</li> <li>4. Support legislation that provides tangible and productive tools and incentives to support new investment and community development.</li> <li>5. Support legislation that provides funding for the production of affordable housing</li> </ol>
<p><b>TRANSPORTATION</b></p>	<ol style="list-style-type: none"> <li>1. Support measures to finance local and regional transportation programs and improvements, including alternative modes of transportation and transportation demand management systems.</li> <li>2. Support continuous appropriations of new monies directly to cities for the preservation, maintenance, rehabilitation, and development of local street and road systems.</li> <li>3. Support efforts to fully fund the TSM/TDM alternatives.</li> <li>4. Support efforts to remove the SR-710 freeway between the I-10 and I-210 from the Streets and Highway Code</li> <li>5. Support efforts to relinquish the property along the SR-710 freeway between the I-10 and I-210 back to the local jurisdictions</li> </ol>

<p style="text-align: center;"><b>FISCAL RESPONSIBILITY</b></p>	<ol style="list-style-type: none"> <li>1. Oppose any legislation that would make local agencies more dependent on the State for financial stability and policy direction.</li> <li>2. Oppose legislation that would impose State mandated costs for which there is no guarantee of local reimbursement or offsetting benefits.</li> <li>3. Oppose any change in revenue allocations that would negatively (current or future) affect local government, including the redistribution of sales tax, property tax, COPS grants, Proposition 172 funds, gas tax (HUTA), transient occupancy tax (TOT) and vehicle in- lieu fees (VLF).</li> <li>4. Support full cost reimbursement to the City for all federal, state and county-mandated programs.</li> <li>5. Support legislation that strengthens and expands ongoing revenue for the City.</li> <li>6. Oppose legislation that undermines and preempts local authority over local taxes and fees.</li> </ol>
<p style="text-align: center;"><b>LAND USE</b></p>	<ol style="list-style-type: none"> <li>1. Oppose legislation that imposes unreasonable mandatory development standards in transit intensive areas.</li> <li>2. Support legislation that strengthens local governments' regulatory authority and control over the siting of marijuana industries.</li> <li>3. Oppose legislation and regulatory efforts that would diminish or eliminate the authority of cities to zone and plan for the development of telecommunications infrastructure, including the siting of cellular communications towers or transmission sites.</li> <li>4. Support legislation that strengthens the concept of local control/local home rule for local decision making on land use and zoning matters.</li> <li>5. Support legislation that would increase available funding for affordable housing.</li> <li>6. Oppose legislation that places new restrictions on local land use control and transportation funding tied to external factors beyond municipal control</li> </ol>

<p><b>PUBLIC SAFETY</b></p>	<ol style="list-style-type: none"> <li>1. Support federal, state, and local assistance for local police, fire, and homeland security initiatives, and any measures that will help contribute to local public safety.</li> <li>2. Oppose legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.</li> <li>3. Support efforts that strengthen local law enforcement's ability to prevent and fight crime.</li> <li>4. Support legislation that minimizes alcohol-related criminal behavior and underage drinking.</li> </ol>
<p><b>ENERGY</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation that allows flexibility in the City's effort to cost-effectively meet energy goals.</li> <li>2. Support legislation that keeps funding for public benefits programs in local communities.</li> </ol>
<p><b>WATER</b></p>	<ol style="list-style-type: none"> <li>1. Oppose efforts to mandate a state water public benefits charge unless funds remain within the local community.</li> <li>2. Oppose new regulations that do not allow appropriate time and resources for compliance.</li> <li>3. Oppose actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.</li> <li>4. Support legislation that provides funding for Water Infrastructure, Security and Programs that promote water reuse and conservation.</li> <li>5. Support legislation that extends the compliance period for Maximum Contaminant Levels (MCLs) in drinking water.</li> </ol>
<p><b>ENVIRONMENT</b></p>	<ol style="list-style-type: none"> <li>1. Oppose legislation that imposes undue hardship on local agencies to implement environmental regulations.</li> <li>2. Oppose air quality legislation that restricts the land use authority of cities.</li> <li>3. Support policy development, funding, research, and implementation strategies based on scientific data and human/ecological risk assessment for addressing urban water and storm water runoff.</li> <li>4. Support policy development, "watershed based" solutions, funding and research for addressing urban runoff and beach closures, which identify the sources of bacterial, viral and other contaminants, as well as human pathogens.</li> </ol>

<p><b>ARTS &amp; CULTURE</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation that will help maintain and enhance the City's performance arts venues, and funding for arts development.</li> <li>2. Oppose any reductions and/or eliminations of arts and library programming or funding.</li> </ol>
<p><b>COMMUNITY SERVICES/ RECREATION</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation that will help provide residents with safe, accessible services and facilities.</li> <li>2. Oppose action that depletes services and funding sources created to enhance the community's varying needs.</li> </ol>
<p><b>EMPLOYEE AND LABOR RELATIONS</b></p>	<ol style="list-style-type: none"> <li>1. Oppose any measure that imposes upon local government mandated employee benefits that are more properly decided at the local level.</li> <li>2. Oppose efforts which reduce local control over public employee disputes and impose the regulations of an outside agency.</li> <li>3. Support reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.</li> <li>4. Oppose efforts to legislate changes in how the California Public Employee Pension System invests its assets if the proposed changes will result in a loss of funds.</li> <li>5. Support legislation that streamlines the Workers' Compensation system and makes it easier for employers, employees, and health care providers to navigate.</li> </ol>
<p><b>ELECTIONS</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation that provides small to mid-sized cities to have at-large elections instead of divisive districts.</li> </ol>
<p><b>HOMELESSNESS</b></p>	<ol style="list-style-type: none"> <li>1. Support legislation and local, state, and federal programs that employ evidence-based best practice strategies to reduce the number of people experiencing homelessness by: preventing homelessness for those at-risk; providing emergency and transitional housing; expanding affordable permanent housing; and promoting self-empowerment through counseling, job training, and other supportive services.</li> </ol>
<p><b>FILMING</b></p>	<ol style="list-style-type: none"> <li>1. Support efforts to promote and retain film and television jobs in California.</li> </ol>



# City Council Agenda Report

ITEM NO. 17

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *SD*

**PREPARED BY:** Marc A. Donohue, Chief City Clerk *MD*

**SUBJECT:** **Approve the Appointment of a Second Alternate to the Clean Power Alliance to Represent the City of South Pasadena**

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## **Recommendation**

It is recommended that the City Council approve the appointment of Mayor Pro Tem Joe as the second alternate on the Clean Power Alliance to represent the City of South Pasadena.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Discussion/Analysis**

Staff is proposing to add a second alternate to the Clean Power Alliance. The appointment of Mayor Pro Tem Joe as the second alternate, will provide the City with two representatives to the Clean Power Alliance who are elected officials. Currently, Public Works Commissioner Kim Hughes serves as the first alternate and Councilmember Mahmud serves as the primary representative.

## **Background**

At the beginning of every Mayoral term, appointments are made to various commission, boards, committees, and regional groups for the calendar year. This new appointment will be added to the list of City Council Liaison & Regional Group Appointments.

## **Legal Review**

The City Attorney has not reviewed this item.

## **Fiscal Impact**

While there is no fiscal impact associated with the appointment of a second alternate to the Clean Power Alliance, there may be fiscal impacts associated with decisions pertaining to the CPA.

## **Environmental Analysis**

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

Second Alternate to the Clean Power Alliance  
February 20, 2019  
Page 2 of 2

**Public Notification of Agenda Item**

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

Attachment: List of City Council Liaison & Regional Group Appointments



**Liaison and Regional Group Appointments**  
**Marina Khubesrian, M.D., Mayor**  
**January 2019 to December 2019**

<b>City Commissions, Boards, and Committees</b>	<b>Appointed Liaison</b>	<b>Alternate</b>
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
<b>Ad Hoc/Committees</b>	<b>Appointed Liaisons</b>	
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	
<b>Ad Hoc/Committees</b>	<b>Appointed Liaisons</b>	
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	
<b>Regional Groups – Appointment by City</b>	<b>Appointed Liaison</b>	<b>Alternate(s)</b>
☐ 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

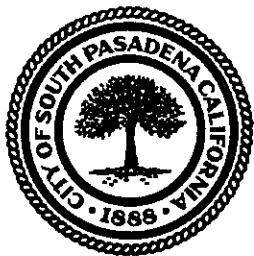


Liaison & Regional Group Appointments

Page 2

★ Δ	Los Angeles County Sanitation Districts, Board of Directors, District 16	Khubesrian (always Mayor)	Joe	
	League of California Cities, Los Angeles Division	Mahmud	Khubesrian	
❖ Δ	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Schneider	
❖ Δ	San Gabriel Valley Council of Governments Governing Board	Mahmud	Joe	
❖ Δ	Southern California Association of Governments General Assembly	Mahmud	Joe	
❖ Δ	San Gabriel Valley Mosquito and Vector Control District	Khubesrian	N/A	
❖	Clean Power Alliance	Khubesrian	Kim Hughes	Joe
<b>Regional Groups – Appointment by Regional Group</b>		<b>Appointed Liaison</b>	<b>Alternate(s)</b>	
Δ Δ	Arroyo Verdugo Communities Representative to the Southern California Association of Governments Community, Economic and Human Development Committee	Joe	None	
Δ	Arroyo Verdugo Communities Appointment to the League of California Cities, LA county Division Board of Directors	Mahmud	None	
Δ Δ	San Gabriel Valley Council of Governments appointment to Southern California Association of Governments Energy and Environment Committee	Mahmud	None	
Δ Δ	Santa Monica Mountains Conservancy	Cacciotti	None	
Δ Δ	South Coast Air Quality Management District San Gabriel Valley Board Member	Cacciotti	None	


- Requires FPPC Form
- ❖ Council vote
- ★ Board Member is current Mayor; Alternate is appointed by Mayor
- Voted by Regional Group
- Δ Stipend




# City Council Agenda Report

ITEM NO. 18

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Paul Riddle, Fire Chief 

**SUBJECT:** **Public Hearing to Receive Objections or Protests to the Vegetation Management Program Regarding the Abatement of Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City and Authorizing by Minute Order the Abatement of Hazardous Vegetation**

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## **Recommendation**

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7596, adopt by motion an order directing the abatement of hazardous vegetation.

## **Commission Review and Recommendation**

This matter was not reviewed by any commission.

## **Community Outreach**

On or before February 1, 2019, the County of Los Angeles Agricultural Commissioner's Office sent out annual weed abatement notices to property owners of the properties identified in Resolution No. 7596 advising them of the Public Hearing.

## **Discussion/Analysis**

On an annual basis, the County of Los Angeles Agricultural Commissioner/Weights and Measures provides brush clearance and vegetation management services within the City of South Pasadena (City). The vegetation management program inspects unimproved and designated properties within the City. Property owners of the properties that are identified in the resolution are sent annual weed abatement notices advising them of the requirement to maintain their parcels in fire safe conditions. If the property owners elect not to abate brush and native vegetation fire hazards, the County of Los Angeles facilitates the hazard abatement and assesses fees to recover costs.

The 2019 Los Angeles County Declaration list identified 91 properties in the City that require an inspection and or clearance of hazardous vegetation.

### **Next Steps**

1. Adopt by motion an order directing the abatement of hazardous vegetation.
2. Once approved by the City Council, the City Clerk will send a copy of the Abatement Order to the County of Los Angeles.
3. The County of Los Angeles will send notices to property owners of the unimproved properties identified in the report advising them that the seasonal growth of brush and weeds constitutes a fire hazard and needs to be abated. If property owners elect not to abate the hazardous vegetation, the County of Los Angeles will facilitate the abatement and add the charges to the owner's annual property tax assessment. These charges will be brought back to the City Council and confirmed at a Public Hearing in July 2019.

### **Background**

The vegetation management program offered through the County of Los Angeles is an efficient and effective method to mitigate the fire hazards associated with the annual growth of grass, brush, and native vegetation. Fire Department staff works closely with the Agricultural Commissioner's Office to respond to questions from homeowners relating to brush clearance and hazard abatement procedures. Deputy Director/Bureau Chief Raymond B. Smith of the Agricultural Commissioner's office sent notice to the owners of each of the affected properties on or before February 1, 2019, advising them of the need to maintain parcels free from hazardous vegetation. The annual weed abatement notice also advised property owners that the City will be holding a Public Hearing on February 20, 2019, to hear any objections.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact to the City. Property owners who elect not to abate vegetation fire hazards are assessed fees through the County of Los Angeles for inspection and abatement costs.

### **Public Notification of Agenda Item**

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

### **Attachments:**

1. Resolution No. 7596
2. Abatement Order, Los Angeles County

**ATTACHMENT 1**  
**Resolution No. 7596**

**RESOLUTION NO. 7596****A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DECLARING THAT WEEDS, BRUSH, RUBBISH  
AND REFUSE UPON OR IN FRONT OF SPECIFIED  
PROPERTY IN THE CITY ARE A SEASONAL AND  
RECURRENT PUBLIC NUISANCE AND DECLARING  
ITS INTENTION TO PROVIDE FOR THE  
ABATEMENT THEREOF**

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

**BE IT RESOLVED THAT**, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of South Pasadena (City) specifically finds:

**SECTION 1.** That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

**SECTION 2.** That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

**SECTION 3.** That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.


**SECTION 4.** That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as "Exhibit A," and by this reference made a part hereof as though set forth in full at this point.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**BE IT THEREFORE RESOLVED**, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance that should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to-wit:

**NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE**

Notice is hereby given that on February 6, 2019, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 20, 2019, at 7:30 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

  
Evelyn G. Zneimer, City Clerk

**BE IT THEREFORE RESOLVED THAT** the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

**BE IT FURTHER RESOLVED THAT** the 20<sup>th</sup> day of February, 2019, at the hour of 7:30 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

**BE IT RESOLVED THAT** the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 20, 2019.

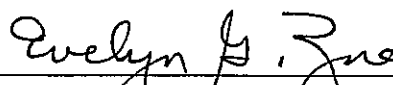
**PASSED, APPROVED AND ADOPTED ON** this 6th day of February, 2019.



Marina Khubesrian, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Evelyn G. Zneimer, City Clerk  
(seal)

  
Teresa L. Highsmith, City Attorney

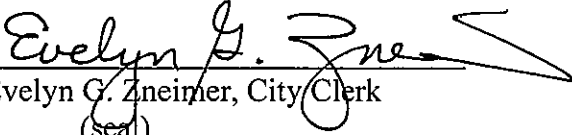
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of February, 2019, by the following vote:

**AYES:** Cacciotti, Mahmud, Schneider, Joe, and Mayor Khubesrian

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
Evelyn G. Zneimer, City Clerk  
(seal)



LOS ANGELES COUNTY DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/19

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	L S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	623 PROSPECT AVE UNIT 5	SOUTH PASADENA CA	90042
5308 022 003	HANSCOM DR	OHRINGER, JACK F AND	8545 WISNER AVE	NORTH HILLS CA	91343
5308 022 004	HANSCOM DR	OHRINGER, JACK F AND	8545 WISNER AVE	NORTH HILLS CA	91343
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
5308 022 009	HANSCOM DR	DUARTE,LAURA I	2059 BARNETT WAY	LOS ANGELES CA	90032
5308 023 004	PETERSON AVE	PITSIOU DARROUGH,ELENI N CO TR	1820 OLIVE AVE	SOUTH PASADENA CA	91030
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	06870
5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	461 E BLITHEDALE AVE	MILL VALLEY CA	94941
5308 024 017	HANSCOM DR	MASSAROTTI, ROBER L AND	1865 HANSCOM DR	SOUTH PASADENA CA	91030
5308 024 034	1903 HANSCOM DR	LIU,QUAN	121 N SAN GABRIEL BLVD	SAN GABRIEL CA	91775
5308 025 027	PETERSON AVE	CHU, KEVIN W AND JENNY	1825 HANSCOM R	SOUTH PASADENA CA	91030
5308 027 007	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 043	HILL DR	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034

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LOS ANGELES COUNTY DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/19

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 027 044	WARWICK PL	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 040	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 041	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 042	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 049	PETERSON AVE	SECHE, SERGIO F & TAMMIE E	1314 EL CERRITO CIR	SOUTH PASADENA CA	91030
5308 031 050	PETERSON AVE	SECHE, SERGIO F & TAMMIE E	1314 EL CERRITO CIR	SOUTH PASADENA CA	91030
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	D ANGELO, JOSEPH L	321 N CITRUS AVE	COVINA CA	91723
5308 032 012	HANSCOM DR	YANG, ABRAHAM CST DN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 043	133 PETERSON AVE	KWONG, EUNIA YOON	PO BOX 3472	SOUTH PASADENA CA	91031
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 003	ONEONTA DR	LEE, RAYMOND AND	1001 COUNTRY RD	MONTEREY PARK CA	91745
5310 022 013	BONITA AVE	KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	COTTER, MAURA P ET AL TRS	1062 KENDALL DR	SAN GABRIEL CA	91775
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	DICTOR,HARRY AND	2054 BEVERLY DR	PASADENA CA	91104

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LOS ANGELES COUNTY DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/19

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 012	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 015	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 022	191 MONTEREY RD	PANOPTIC MONTEREY LLC	2719 WINTHROP AVE	ARCADIA CA	91007
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 029	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 030	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 014 042	INDIANA AVE	LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	HERSHBERGER,GILBERT L CO TR	260 W RUMBLE RD APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	SOUTH PASADENA CA	91030
5311 017 021	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	SOUTH PASADENA CA	91030
5312 002 005	MONTEREY RD	SCHROEDER,ALEXANDER L ET AL	PO BOX 3285	SOUTH PASADENA CA	91031
5312 002 007	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 008	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 009	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 025	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 016 014	HARRIMAN AVE	YAMAMURO,HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104

18-10

LOS ANGELES COUNTY DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

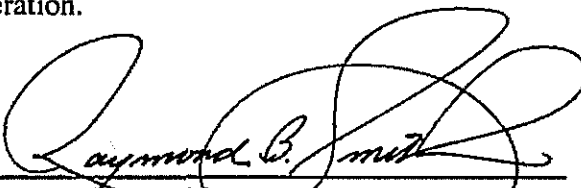
DATE: 01/03/19

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 016 015	HARRIMAN AVE	PARK,KON SOK AND	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 016 017	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 017 025	HILL DR	CHAN,ALICE WING WAH TR ET AL	424 FLORAL PARK TER	SOUTH PASADENA CA	91030
5312 017 042	HARRIMAN AVE	JUNG,DONALD AND JOANNA TRS	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE UNIT 202	MONTEREY PARK CA	91754
5312 020 022	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE UNIT 202	MONTEREY PARK CA	91754
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	ZHU,BENJAMIN J	1017 GARFIELD AVE	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	SMITH,ALMA L TR	546 N ALTA VISTA AVE	MONROVIA CA	91016
5314 007 017	ALTA VISTA AVE	CAVENAGH,JANE T TR	520 ALTA VISTA AVE	SOUTH PASADENA CA	91030
5314 008 014	INDIANA AVE	SETO,VANESSA AND	1256 ELM AVE	SAN GABRIEL CA	91775
5314 018 010	BANK ST	LEE,TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030
5317 026 003	CEDAR CREST AVE	FAMILY HOUSING CORPORATION	2299 HUNTINGTON AVE STE B	SAN MARINO, CA	91108
TOAL VACANT/IMPROVED RECORDS					0
TOTAL UNIMPROVED RECORDS					91
TOTAL RECORDS					91

18-11

STATE OF CALIFORNIA )  
 )  
 ) SS  
 )  
COUNTY OF LOS ANGELES)

RAYMOND B. SMITH, DEPUTY DIRECTOR, BUREAU CHIEF, AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES, being first duly sworn says: That on or before the 1st day of February 2019, as required by the Government Code of the State of California, he notified by United States Mail the owners of each of the properties described in the attached list a notice or notices to destroy noxious or dangerous weeds, of which the annexed is a true copy, and setting the 20th day of February, 2019, as the date upon which owners of said property could attend a meeting of the Council of the City of South Pasadena, when their objections will be heard and given due consideration.

  
Raymond B. Smith  
Deputy Director, Bureau Chief

SUBSCRIBED AND SWORN TO BEFORE ME

This 6<sup>th</sup> day of February, 2019

  
City Clerk

**ATTACHMENT 2**  
Abatement Order, Los Angeles County

**ABATEMENT ORDER** \_\_\_\_\_

FEBRUARY 20, 2019

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 20, 2019, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED.

**CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA**

BY: \_\_\_\_\_  
Marina Khubesrian, M.D., Mayor

**ATTEST:**

BY: \_\_\_\_\_  
Evelyn G. Zneimer, City Clerk



# City Council Agenda Report

ITEM NO. 19

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *SD*

**PREPARED BY:** Craig Koehler, Finance Director *CK*

**SUBJECT:** **Mid-Year Financial Report for Fiscal Year 2018-19**

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## **Recommendation Action**

It is recommended that the City Council:

1. Appropriate from General Fund Reserves: \$32,000 to Account #101-6010-6601-8140-000 for the City's move to 100% Renewable Energy Mix with the Clean Power Alliance and;
2. Receive and File the Mid-Year Financial Report for Fiscal Year 2018-19.

## **Executive Summary**

General Fund revenues and expenditures are currently in line with budget projections and are not expected to deviate significantly during the second half of the fiscal year. One request is being presented for mid-year appropriations from the General Fund Reserves to cover the increased costs of the City's choice to select 100% renewable energy for all city facilities.

## **Discussion/Analysis**

As of February 1, 2019, the City's residents have the option of purchasing power through the new Clean Power Alliance. Each resident has the option to select a percentage of clean power or to remain with Southern California Edison. On October 17, 2018, the City Council voted to adopt 100% clean power as the default option for residents who do not make a choice. At the same time, the Council directed staff to return with a recommendation in the mid-year budget report to move to 100% Renewable Energy Mix for all City facilities. This choice will result in an approximate increase of 7-9% over Southern California Edison rates. Of this, approximately \$28,000-\$36,000 will impact the water enterprise funds, while an estimated increase of \$25,000-\$32,000 will impact the General Fund.

## **General Fund Revenues \$27,049,618**

Revenue projections are prepared using a conservative methodology based primarily on historical trends and adjustments for known or anticipated factors that affect the City's General Fund. FY 2018-19, year-end revenues are not expected to differ significantly from budgeted estimates. The General Fund anticipated revenues includes a three percent increase over last year due to sustained increases in property taxes, the City's largest revenue source. The City's top



revenue sources include Property Tax (51%), Utility User Tax (12%), Sales Tax (11%), and User Fees (4%).

The \$13.9 million in projected property tax revenues make up 51.1% of total General Fund revenues. Property taxes are less than 50% at mid-year since the majority of this revenue is received in the second half of the fiscal year; current revenues are 1.75% higher than at this same point last year. These revenues continue to grow along with assessed valuations, which increased by 5.0% over the prior fiscal year.

Sales taxes throughout the State of California have been increasing over the last several years, with receipts for many municipalities, including South Pasadena surpassing pre-recession levels. Currently, sales taxes make up 9.8% of General Fund revenues. The most recent quarterly adjusted sales tax receipts for the City were 3.5% higher than the same quarter one year ago, due primarily to an increase in fuel and service stations. Gasoline service stations, restaurants and supermarkets make up the majority of the top 25 sales tax producing businesses in the City, but it should be noted that fewer than 15 businesses within the City generate 50% of the City’s total sales tax revenues. As with property taxes, the majority of sales taxes are received after mid-year, and current revenues are higher than at this point last year. Los Angeles County adjusted receipts increased by 4.0% within the same timeframe.

Utility User Taxes (UUT) are not expected to exceed projections as increased conservation efforts, and changes in the way customers manage their telephone plans are limiting the amount of growth in this revenue source. The amount of taxes received by the end of December only represent the first five months of the year since these taxes are not paid until the following month. Overall, UUT revenues make up 13% of total General Fund revenues.

Franchise fees for gas and electric service are not received until the second half of the fiscal year; however, current revenues for the refuse and cable TV franchises are higher than at this point last year. Revenue from the use of money and property includes unrealized losses on the City’s managed investment portfolio. Since it is not the City’s policy to realize losses, this artificially lowers the apparent earnings. Because overall annual revenue increases are gradual, the City must rely more on enterprise funds, local return funds, and grants to support the increasing cost of service delivery.

	Actual	Actual	Adopted	Adopted	Mid-Year	Mid-Year
<b>Revenue Category</b>						
Property Taxes	12,632,984	13,236,932	13,664,979	13,855,000	4,945,685	35.70%
Sales Taxes	2,635,968	2,456,666	2,625,000	2,925,000	896,753	30.66%
Utility Users Taxes	3,414,827	3,381,948	3,430,000	3,430,000	1,651,692	48.15%
Franchise Fees	875,303	818,724	840,000	830,000	412,746	49.73%
License & Permits	1,028,583	1,054,463	1,006,440	1,041,400	417,463	40.09%
Fines & Forfeitures	444,556	397,738	367,000	380,000	152,272	40.07%
Use of Money & Property	681,073	541,749	632,671	666,136	252,102	37.85%

Other Agencies	136,328	76,385	670,000	45,000	-	0.00%
Current Services	2,805,481	2,915,875	2,386,050	2,703,700	1,434,840	53.07%
All Other Revenues	1,834,950	1,475,703	1,112,502	1,173,382	373,069	31.79%
<b>Total GF Revenues</b>	<b>26,490,054</b>	<b>26,356,183</b>	<b>26,734,642</b>	<b>27,049,618</b>	<b>10,536,623</b>	<b>38.95%</b>

General Fund Expenditures \$26,286,835

The FY 2018-19 adopted annual budget represents a three percent increase in general fund expenditures. The City's main expenditures can be attributed to personnel (72%) and operations and maintenance (22%). The City did not increase wages as part of the approved 2017-2019 Memorandums of Understanding with the represented labor groups. The increase in expenditures is largely due to increases in mandated pension liability, workers' compensation, and health insurance costs.

In reviewing Department/Program Expenditures, most departments are in line with budgeted expenditures, at approximately 60% or less spent at mid-year. However, Transportation Planning is at 70.15%, and is primarily due to higher professional fees in connection with an additional \$25,000 for potential Ramona Street Traffic congestion costs. In addition, Finance, at 64.01%, is due to increased professional and contract costs for augmented staffing costs due to staff vacancies. Overall, Fiscal 2018-19 is lower at 43.7% mid-year, compared to 45.89% at the same time last fiscal year.

	Actual	Actual	Adopted	Adopted	Mid-Year	Mid-Year
<b>Department/Program Exp</b>						
City Council	53,999	42,195	66,388	58,429	15,369	26.30%
Management Services						
City Manager	743,916	918,114	971,844	817,000	466,939	57.15%
City Clerk	393,222	444,655	463,822	478,184	169,492	35.44%
Elections	64,149	19,457	8,600	65,050	5,518	8.48%
Human Resources	113,228	247,127	219,400	284,950	124,710	43.77%
Transportation Planning	205,599	54,926	187,000	90,000	59,629	66.25%
Legal Services	261,455	257,586	265,000	265,000	151,683	57.24%
Information Systems	407,339	487,296	490,045	464,800	153,399	33.00%
Finance						
Finance	619,109	643,953	708,802	834,879	534,395	64.01%
City Treasurer	9,295	9,380	9,249	9,249	4,619	49.94%
Non-Dept./Overhead	886,536	947,865	918,378	918,290	393,855	42.89%
Police	7,529,818	8,419,495	8,620,012	8,815,924	3,994,791	45.31%
Fire						
Fire	4,626,740	5,031,694	4,592,889	4,948,250	2,251,813	45.51%
Emergency Services	36,516	23,505	35,000	439,920	140,046	31.83%
Public Works						
Administration & Engineering	485,049	372,784	499,453	781,588	235,821	30.17%
Environmental Services	176,958	210,595	304,166	-	24,433	0.00%

Park Maintenance	409,997	414,864	532,230	547,550	216,850	39.60%
Facilities Maintenance	654,372	683,017	739,674	820,003	248,993	30.36%
Planning & Building	1,002,540	1,158,096	1,099,492	1,225,953	432,780	35.30%
Library	1,473,447	1,525,469	1,716,477	1,754,789	708,348	40.37%
Community Services						
Senior Services	244,462	291,590	349,487	354,820	132,117	37.23%
Community Services	280,051	285,448	246,836	208,098	75,956	36.50%
Recreation and Youth Services	660,451	679,960	856,063	859,109	409,839	47.71%
Capital Projects	2,728,182	483,614	1,620,000	-	542,172	0.00%
Misc/Transfers Out	676,460	5,473,409	1,900,000	1,245,000	-	0.00%
<b>Total GF Expenditures</b>	<b>25,268,692</b>	<b>29,126,094</b>	<b>27,420,307</b>	<b>26,286,835</b>	<b>11,493,567</b>	<b>43.72%</b>

**Next Steps**

The Mid-Year Financial Report will be presented to the Finance Commission at its next regularly scheduled meeting.

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

New appropriations in the amount of \$32,000 are being requested to cover the increased energy costs as a result the City’s move to 100% Renewable Energy Mix with the Clean Power Alliance.

**Public Notification of Agenda Item**

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



# City Council Agenda Report

ITEM NO. 20

**DATE:** February 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *SD*

**PREPARED BY:** John Pope, Public Information Officer *JP*

**SUBJECT:** **Budget Outreach Communications Plan** *JP*

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## **Recommendation**

It is recommended that the City Council approve the attached Budget Outreach Communications Plan.

## **Commission Review and Recommendation**

This matter was reviewed by the Finance Commission on February 11, 2019. Input received by the Commission was incorporated into the Plan.

## **Background**

The City of South Pasadena is facing a budget deficit that is projected to grow larger over the next five years if no actions are taken. The City's goal is to take steps to close the budget gap using an approach that is most acceptable to the community. The City will engage in a comprehensive community outreach effort during the month of March 2019 to gain input on potential solutions to the deficit. The deficit projections will be presented to the City Council on March 6, 2019.

## **Discussion/Analysis**

The intent of this Communications Plan is to map out strategies and tactics to educate target audiences about the budget, the challenges it presents, and the potential solutions. The City will seek community input on the most (and least) preferable solutions to closing the gap.

The Budget Outreach Plan includes:

- Identification of target audiences
- Key messages
- Outreach tactics include materials development, media relations, special events/community meetings, City Council, Finance Commission, and publications
- Checklist including timelines and responsibility.

Input received as part of the community engagement will help to inform the FY 2019-2020 budget and develop the City's long-range financial plan.

**Legal Review**

The City Attorney's office has not reviewed this item.

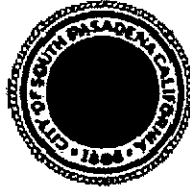
**Fiscal Impact**

There is a small fiscal impact associated with the Budget Outreach Communications Plan: Design and reproduction of fliers, purchase of materials and light refreshments at the community meetings, which will be paid out of Finance Special Department Expense.

**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: Budget Outreach Communications Plan.



## **City of South Pasadena Communications Plan**

### **City Budget Outreach**

**February-March 2019**

**Situation:** The City of South Pasadena is facing a budget deficit that is projected to grow larger over the next five years if no actions are taken. The City's goal is to take steps to close the budget gap in ways that are most acceptable to the community. The City will engage in a comprehensive community outreach effort during the month of March 2019 to gain input on potential solutions to the deficit. The deficit projections will be presented on March 6, 2019.

**Communications goal:** The intent of this Communications Plan is to map out strategies and tactics to educate target audiences about the budget, the challenges it presents, and the potential solutions. The City will seek community input on the most (and least) preferable solutions to closing the gap.

#### **Audiences:**

- South Pasadena Residents and stakeholders
- South Pasadena Business owners
- Finance Commission members
- Media
- City Council members
- South Pasadena employees

#### **Key Messages**

- The City will be facing a serious budget deficit that is projected to grow larger over the next five years.

- We are conducting the forecasts now and will present the findings to the City Council March 6.
- By taking proactive steps now, South Pasadena can close its projected budget deficit.
- We are seeking community input to help advise us on potential budget solutions.
  - The City will host a variety of outreach activities in March.
- While some of the potential solutions may be controversial, we will lay out all options for community input and discussion.
- Retaining the UUT in November 2018 did not eliminate the budget deficit. If the city had lost the UUT, it would have resulted in significant and immediate cuts in vital City services on top of the budget deficit.

### **Outreach Tactics:**

#### ***Materials:***

- Key Messages
- Fact Sheet
- News Releases
- Q and A
- Website page specifically dedicated to the project
- PowerPoint Presentation
- Fliers to promote community meetings
- Online survey (SurveyMonkey)
- Social media content
- E-newsletter content
- Buckets and poker chips (to facilitate priority selection at community meetings)
- Excel spreadsheet to record votes

#### ***Media Relations:***

- News release
- Conduct background briefings for reporters on the budget and opportunities for public input.
- Issue regular updates to media

#### ***Events/Meetings :***

- 2 community meetings
- Employee briefings
- Finance Commission
- Chamber of Commerce
- Kiwanis
- Rotary
- WISPPA

***City Council:***

- Presentation on communications plan/outreach activities
- Presentation on budget challenges/opportunities
- Announce engagement opportunities at City Council meetings

***Publications:***

- E-neighbors
- City Web Site
- South Pasadena Review
- Southpasadenan.com
- WISPPA newsletter
- Chamber of Commerce e-blast

**Communications Checklist**

<b>Task</b>	<b>Due Date/ Publication Date</b>	<b>Responsibility</b>
<b>Materials:</b> Key Messages 1	Completed	John
Key Messages 2	March 6 pending completion of budget analysis	John
Fact Sheet	March 6	John, Frank, Karen



Q&A	March 6	John, Frank, Karen
Online Survey (SurveyMonkey)	March 6	John
News Releases	Beginning February 25	John
Media Advisory(s)	Feb 25 and before each public meeting	John
City website page specifically dedicated to budget and outreach opportunities	March 6	John, Karen
Fliers to promote community meetings	March 1; distributed to Library, senior center, community rooms; Arroyo music events such as Jazz nights and Wine and Song	John
E-newsletter	March 1	John
PowerPoint	March 6	Karen, John
Chamber of commerce e- blast	March, ongoing	John to coordinate with Laurie
WISPPA newsletter announcements	March, ongoing	John to coordinate with Betty
Bucket and poker chips (or equivalent) for community meetings	March 1	John
Excel spreadsheet on google docs to record community "bucket" votes	March 1	John
<b>Media Relations:</b> Conduct background	Week of March 4	John, Frank, Craig, Stephanie

briefings for reporters		
Issue regular updates to media	Ongoing	John
<b><i>Special events/meetings:</i></b>		John to coordinate, Frank to present
Public meetings (general community)	Week of March 11 and week of March 18	
Employee meeting #1	March 3 in Council Chambers 2:30 p.m.	Stephanie
Employee meeting #2	March 13 at Senior Center 2 p.m.	Stephanie
Employee meeting #3	March 13 at public works yard 4 p.m.	Stephanie
Chamber of Commerce	March (date dependent on schedule)	John to coordinate
Kiwanis	March 20, 2019	John to coordinate
Rotary	March (date dependent on schedule)	John to coordinate
WISPPA	March (date dependent on schedule)	John to coordinate
South Pasadena D.U.D.E.S.	March (date dependent on schedule)	John to coordinate
<b><i>City Council:</i></b>		
City Council outreach presentation	Feb. 20	John
Budget presentation to city council	March 6	Frank

Announce engagement opportunities	March 6 March 20	Stephanie
<b>Finance Commission:</b> Present outreach plan and get input from Finance Commissioners	Feb. 11	John
Budget presentation	TBD	Frank/Craig
<b>Social Media:</b>		
Nextdoor	Ongoing	John
Facebook	Ongoing	John



# City Council Agenda Report

ITEM NO. 21

**DATE:** February 20, 2019

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

**PREPARED BY:** John Pope, Public Information Officer

**SUBJECT:** **Receive and File City of South Pasadena Brand Guidelines**

## **Recommendation**

It is recommended that the City Council receive and file the City of South Pasadena (City) Brand Guidelines.

## **Discussion/Analysis**

The City has embarked on an economic development planning initiative that will include: a) identifying the City's strengths and aspirations, and b) marketing and promoting those assets to businesses and developers. This effort will help existing businesses thrive while attracting new businesses and increased economic activity to South Pasadena.

A key component of any marketing and branding initiative is a consistent "look and feel" to the materials developed by an agency. The starting point for that consistency is a common set of colors, typography and logo design that can be applied to branding and marketing materials.

An evaluation was conducted of the City's historical and current logos and City Seal. Several City department logos are in use, including Fire, Police, Library and Community Services. The City does not have any guidelines developed for the use of typography and/or colors. As a result, the various logos and Seal were developed independently and do not comprise a unified, coherent City brand.

Furthermore, it is challenging to incorporate the historic City Seal into digital media such as the web site, e-newsletters and more. When the City redesigned its web site last fall, our design consultants recommended an updated logo, typography and color palette that could be utilized more effectively with digital media.

Given the importance of the City's economic development initiatives, and the need to establish more consistency in City marketing materials, staff has developed the attached Brand Guidelines to help the City communicate a consistent, contemporary, forward-looking approach to economic and business development.

The brand guidelines consist of:

- A new logo that retains the traditional South Pasadena tree theme, with a more contemporary feel for modern audiences;
- A primary color palette and accent colors;
- Typography;
- Logo forms and orientations;
- And guidelines for the use of space and minimum sizes to protect the integrity of the logo and wordmark.

It should be emphasized that the logo and Brand Guidelines are not intended to replace the official City Seal. It is not uncommon for cities to utilize both a logo and a seal. The seal will be retained for all formal, official communications, such as Council, commissions and boards, as well-established uses such as the City street signs and business cards. The logo and Brand Guidelines would be used in areas such as digital properties (web, e-newsletters, and social media), branding and marketing materials, and merchandise.

#### **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

#### **Legal Review**

The City Attorney's office has not reviewed the City of South Pasadena Brand Guidelines.

#### **Fiscal Impact**

While there is no fiscal impact associated with adoption of the City of South Pasadena Brand Guidelines, there are economic opportunities such as merchandizing that may provide potential revenue.

#### **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 of South Pasadena Brand Guidelines

# **SOUTH PASADENA BRAND GUIDELINES**

# 1 BRAND GUIDELINES

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# SOUTH PASADENA LOGO

South Pasadena logo is the centerpiece of communication. It's bold, modern and simple. The logo is a rooted in heritage of the City of South Pasadena, yet feels contemporary for a modern audience.



### SYMBOL

The visual and emotional representation of City of South Pasadena.

City of  
**SOUTH PASADENA**

### WORDMARK

A contemporary type treatment that feels modern and forward-thinking.



# LOGO FORMS & ORIENTATION

South Pasadena logo has two lockups. The stacked orientation is our primary lockup and should be used whenever possible. The horizontal orientation can be used when required by the application. The wordmark can be used when limited by space.



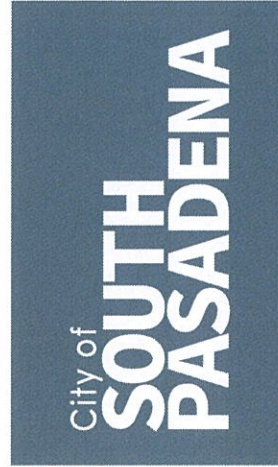
**POSITIVE LOGO**  
(Preferred orientation)



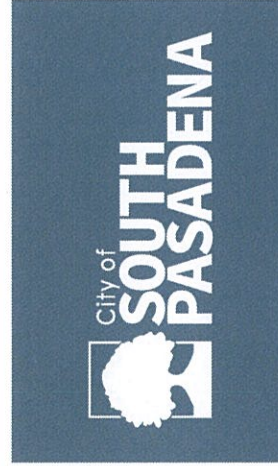
**ICON POSITIVE LOGO**



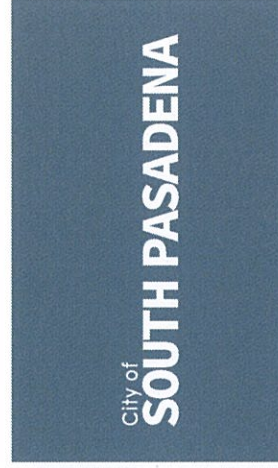
**LOGOTYPE**



**REVERSED LOGO**  
(Preferred orientation)



**ICON REVERSED LOGO**



**REVERSED LOGOTYPE**

# CLEAR SPACE & MINIMUM SIZES

Protecting the integrity of the mark is critical to building consistency within the brand. No other graphics or copy should appear in the clear space. Also shown are the minimum sizes that have been established to provide a measure of consistency and legibility in standard print and digital applications. No maximum size is required. The logo should be prominent, but not overbearing, and maintain the defined clear space.

.5X		.5X
X	City of <b>SOUTH PASADENA</b>	X
.5X		.5X

STACKED LOGO CLEAR SPACE

.25X		X	.25X
	City of <b>SOUTH PASADENA</b>		
.25X		X	.25X

HORIZONTAL LOGO CLEAR SPACE

.25X		X	.25X
	City of <b>SOUTH PASADENA</b>		
.25X		X	.25X

WORDMARK CLEAR SPACE



LOGO/PRINT



LOGO/DIGITAL



WORDMARK/PRINT



WORDMARK/DIGITAL

The typeface below makes up our type system.

# BRAND TYPOGRAPHY

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## PRIMARY TYPEFACE

Century Gothic is a typeface that works well for large headlines, body copy and small details.

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## Century Gothic

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll  
Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww  
Xx Yy Zz 012345789

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll  
Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww  
Xx Yy Zz 012345789



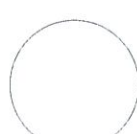
# COLORS

Color says as much about our brand as words and symbols. Using consistent colors will help clients recognize and identify with City of South Pasadena. We have chosen two main blue colors. Additionally, we have a palette of accent colors that can be used as well.

## BLUE COLOR PALETTE:

	
Print: Coated Match CMYK PMS 5415 C 69, 43, 38, 8	PMS 551 C 33, 10, 10, 0
Electronic: RGB HEX 90, 122, 135 5a7a87	169, 202, 216 a9cad9

## ACCENT COLOR PALETTE:

			
Print: Coated Match CMYK PMS 158 C 0, 68, 97, 0	PMS 129 C 7, 12, 92, 0	PMS 447 C 69, 63, 62, 58	PMS White 0, 0, 0, 0
Electronic: RGB HEX 243, 115, 37 f27324	241, 212, 52 f1d434	52, 51, 51 343333	255, 255, 255 ffffff