



**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, May 1, 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. Labor Negotiations

CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- Unrepresented Management Employees
- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employees' Association
- South Pasadena Public Service Part Time Employees' Association
- City Attorney

City Negotiators: City Manager Stephanie DeWolfe and Teresa L. Highsmith City Attorney

B. Anticipated Litigation


CONFERENCE WITH LEGAL COUNSEL—Anticipated Litigation (Gov.t Code § 54956.9(d)(2))

Number of Potential Cases: 2

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

04/25/2019

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**

May 1, 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 Pro Tem Robert S. Joe

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

PRESENTATIONS

2. Presentation by Athens Services on Organic Waste and Recycling Program

3. Animal Adoption

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.

4. Councilmembers Communications

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

5. City Manager Communications**6. Reordering of and Additions to the Agenda****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

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

CONSENT CALENDAR**7. Minutes of the City Council Meeting on April 17, 2019 and the April 18, 2019 Special City Council Meeting****Recommendation**

Approve the minutes of the April 17, 2019 and April 18, 2019 City Council meetings.

8. Prepaid Warrants, General City Warrants, and Payroll**Recommendation**

Approve the City of South Pasadena Prepaid Warrants Nos. 306693 through 306750 in the amount of \$137,554.95 General City Warrants Nos. 306752 through 306841 in the amount of \$289,969.75; and Payroll dated April 19, 2019, in the amount of \$724,277.75.

9. Award of Construction Contract to Sequel Contractors, Inc., for the Bushnell Avenue and Diamond Avenue Street Improvement Project in an Amount Not-to-Exceed \$1,089,855**Recommendation**

1. Accept a bid dated March 28, 2019, from Sequel Contractors, Inc., for the construction of the Bushnell Avenue and Diamond Avenue Street Improvement Project (Project); and
2. Authorize the City Manager to enter into a contract with Sequel Contractors, Inc.(Contractor) for a not-to-exceed amount of \$1,089,855; and
3. Authorize a construction contingency ten percent in the amount of \$108,986 for total amount of \$1,198,841.

10. Discretionary Fund Request from Mayor Khubesrian for the Purpose of Memorial Day Ceremonial Items

Recommendation

Approve a Discretionary Fund request by Mayor Khubesrian designating \$550 to the Memorial Day Ceremony.

11. Discretionary Fund Request from Councilmember Schneider for the Purpose of “Be Kind to Animals”

Recommendation

Approve a Discretionary Fund request by Councilmember Schneider designating \$25 to the “Be Kind to Animals” society/organization.

12. Authorize the First Contract Amendment with Pacific Hydrotech Corporation to Abate Asbestos Containing Material at the Graves Reservoir Project in an amount Not-to-Exceed \$194,282.34 for a Total Not-to-Exceed Contract Amount of \$9,506,682

Recommendation

Authorize the City Manager to execute the first contract amendment with Pacific Hydrotech Corporation for the Graves Reservoir Replacement Project.

13. Adoption of a Resolution Approving the Fiscal Year 2019-20 Engineer’s Report Declaring the City’s Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing for the FY 2019-20 Lighting and Landscaping Maintenance District

Recommendation

1. Adopt the attached resolution approving the Fiscal Year (FY) 2019-20 Engineer’s Report declaring the City of South Pasadena’s (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2019-20 Lighting and Landscaping Maintenance District (LLMD) for June 5, 2019, at 7:30 p.m. in the Amedee O. “Dick” Richards, Jr. Council Chamber.

14. Award of Contract to Plumbers Depot, Inc. for Replacement of Sewer Televising Equipment/System for an Amount Not-to-Exceed \$82,610.41

Recommendation

1. Accept a bid dated March 1, 2019, from Plumbers Depot, Inc. for the Replacement of Sewer Televising Equipment and System (Project); and
2. Authorize the City Manager to enter into a contract with Plumbers Depot, Inc. for an amount not-to-exceed \$82,610.41.

15. Authorize a Third Contract Amendment with Great Match Consulting to Provide Supplemental Temporary Staffing on an As-Needed Basis in an Amount Not-to-Exceed \$40,000 of non-budgeted expenditures for a Total Not-to-Exceed Contract Amount of \$160,000

Recommendation

Authorize the City Manager to execute a third contract amendment with Great Match Consulting, in an additional not-to-exceed amount of \$40,000, to provide supplemental temporary staffing on an as-needed basis.

PUBLIC HEARING ITEMS

16. Adoption of a Resolution Identifying the Proposed Projects in Fiscal Year 2019-20 to be funded by Senate Bill 1: The Road Repair and Accountability Act

Recommendation

1. Adopt a resolution identifying the proposed projects to be funded by Senate Bill 1 (SB1): The Road Repair and Accountability Act; and
2. Authorize the City Manager or their designee to sign the application and all related documents.

17. Adoption of Resolution Amending Master Schedule of Fees

Recommendation

1. Conduct a Public Hearing to review proposed fee adjustments; and
2. Adopt a resolution amending the Master Schedule of Fees for Service (Fee Schedule), commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI).

18. Presentation and Discussion of Capital Improvement Plan for Fiscal Years 2020-2024

Recommendation

Review the multi-year Capital Improvement Plan (CIP) for Fiscal Years (FY) 2020-2024 and provide feedback to staff prior to adoption at the City Council meeting on June 5, 2019.

19. Public Hearing for Adoption of a Resolution Approving the Community Development Block Grant (CDBG) Senior Nutrition Program for Fiscal Year 2019-2020

Recommendation

Conduct a public hearing and adopt a resolution to approve the Community Development Block Grant (CDBG) Senior Nutrition Program for Fiscal Year 2019-2020.

ACTION/DISCUSSION

20. Approval of the 2019 Co-sponsorship Policy and List of Co-sponsored Organizations and Events

Recommendation

Approve the City of South Pasadena (City) 2019 Co-sponsorship Policy (Policy) and list of Co-sponsored organizations and events (List).

21. Consider Amending the Fiscal Year 2019-20 Strategic Plan to include a Minimum Wage Ordinance

Recommendation

1. Review responses prepared by the City Attorney to questions which were brought up at the April 17, 2019 City Council meeting regarding state Minimum Wage law; and
2. Consider amending the Fiscal Year (FY) 2019-20 Strategic Plan to include an ordinance to accelerate the state minimum wage for certain businesses in South Pasadena.

REPORTS

22. Economic Development Strategy Presentation (no staff report)

ADJOURNMENT

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

May 15, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 5, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 19, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

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

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS



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

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

04/25/19

Date

Juan Esquivel, MPA
Deputy City Clerk



ITEM NO. 7

Wednesday, April 17, 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, April 17, 2019, at 7:39 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 Chief City Clerk Donohue were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Councilmember Schneider led the Pledge of Allegiance.

1. CLOSED SESSION ANNOUNCEMENTS

A. Labor Negotiations

CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- Unrepresented Management Employees
- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employees' Association
- South Pasadena Public Service Part Time Employees' Association

City Negotiators: City Manager Stephanie DeWolfe and Teresa L. Highsmith City Attorney

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

PRESENTATIONS

2. Merchant Minute – De Milo Design

Laurie Wheeler, South Pasadena Chamber of Commerce CEO introduced Annika Buxman, the founder and owner of De Milo Design. Ms. Buxman shared a video of her business.

3. Denim Day Proclamation

Mayor Khubesrian presented the proclamation for Denim Day to Peace Over Violence Staff Attorney and South Pasadena resident Christopher Kung.

4. Armenian Genocide Month Proclamation

Mayor Khubesrian presented the proclamation for Armenian Genocide Month to Armenian National Committee of America, Pasadena Chapter members: Shoghig Yepremian, Greg Abajian, Rita Abajian, and Boghos Patatian.

5. Compassion Across Borders Presentation by SALEF

SALEF members David Giron and Jocelyn Duarte made a presentation about their organization.

6. Donate Life Month Proclamation

Mayor Khubesrian presented the proclamation for Donate Life Month to OneLegacy member Nancy Jolley.

7. Earth Day Proclamation

Mayor Khubesrian presented the proclamation for Earth Day to Natural Resources and Environmental Commission Chair, Madeline Di Giorgi.

8. Arts Invocation- Jaz Sawyer

Mayor Khubesrian introduced Public Art Commissioner Jaz Sawyer to perform this meeting's Arts Invocation. Mr. Sawyer played a song on his drum.

PUBLIC COMMENTS

Isha Shafra, South Pasadena Resident, discussed the Destination Imagination Team and requested sponsorship from the City Council.

Jeffrey Jacobson, Member of the Public, discussed a potential friendship agreement with Dongfang City in China.

Dan Evans, South Pasadena Resident, discussed historic church tours in the City.

Laurie Wheeler, South Pasadena Chamber of Commerce, encouraged the community to attend the Eclectic Music Festival.

Robert Cante, South Pasadena Resident, discussed a home construction project on 1335 Oak Hill Place.

Alan Ehrlich, South Pasadena Resident, asked if the City is still using glyphosate (herbicide) in the City.

COMMUNICATIONS

9. Councilmembers Communications

Councilmember Schneider discussed the recent meetings of the Animal Commission, Planning Commission and the Transportation Commission.

Councilmember Cacciotti shared photos of a tree that staff is looking into; a Baldwin Park City Council meeting; the City Manager giving a budget presentation at the Senior Center; a Parks & Recreation Commission meeting; a City of South El Monte City Council meeting; a voting panel at the City of South El Monte City Council meeting; birthday party for former Monterey Park Councilmember David Lau.

Councilmember Mahmud discussed a recent San Gabriel Valley Council of Governments meeting; a No 710 Action Committee; announced the major annual fundraiser for the South Pasadena Chinese American Club; discussed the recent South Pasadena Library Volunteer Luncheon; discussed a recent South Pasadena Garden Tour.

Mayor Pro Tem Joe shared photos of Mavis Hansen, who was recently awarded 2019 Congressional Women of the Year by Congresswoman Judy Chu; discussed a recent South Pasadena Review article about the City's School Resource Officer, Arthur Burgos.

10. City Manager Communications

No comments.

11. Reordering of and Additions to the Agenda

City Manager DeWolfe requested to move Items. 15, 21, and 24 to a future City Council meeting.

CONSENT CALENDAR

Councilmember Mahmud pulled Items No. 25 and 32 for separate discussion.

Councilmember Mahmud noted that the approval of Item Nos. 17, 23, and 31 should include the amendments made in the additional documents that were submitted by staff prior to the meeting.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to approve Consent Calendar Item Nos. 12-14, 16-17, 18-20, 22-23, 26-31, as amended.

12. Minutes of the City Council Meeting on March 20, 2019

Approved the minutes of the March 20, 2019 City Council Meeting.

13. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 206377 through 306528 in the amount of \$561,219.54; General City Warrants Nos. 306529 through 306692 in the amount of \$811,436.12; and Payroll dated March 22, 2019, in the amount of \$759,795.00; and Payroll dated April 5, 2019, in the amount of \$583,508.32.

14. Second Reading of an Ordinance to the South Pasadena Municipal Code Amending the Chapter 24 (Nuisances) to Streamline the Procedures for Abatement of Public Notices

Read by title only for the second reading, waiving further reading, and adopt an Ordinance to the South Pasadena Municipal Code (SPMC) regarding the Abatement of Public Nuisances.

15. Authorize a Letter of Support for Assembly Bill 1204 (Rubio) Regarding Coming into Compliance with Maximum Contaminant Level (MCL) for a Drinking Water Contaminant

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING.

16. Monthly Investment Reports for February 2019

Received and filed the monthly investment reports for February 2019.

17. Adoption of a Resolution Confirming the Fire Department's Compliance with Mandated Inspection Duties

Adopted the resolution acknowledging the receipt of the Fire Department's annual report of compliance for mandated inspection duties.

18. Adoption of Resolution Vacating Bank Street between Fremont Avenue and Diamond Avenue, and Reserving Public Utility Easements

1. Adopted Resolution (Attachment 1) to vacate a Bank Street between Fremont Avenue and Diamond Avenue, and reserve easements for water and sewer utilities, pursuant to Streets and Highways (S&H) Code Sections 8330-8336; and
2. Authorized the recordation of the vacation of Bank Street with the Los Angeles County Registrar-Recorder/County Clerk Office.

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

Adopted a resolution superseding Resolution No. 7592, Authorizing Signatures on City Bank Accounts.

20. Approve the Revised City Council Liaison and Regional Group Appointments List

Approved the revised City Council Liaison and Regional Group Appointment list.

21. Award of Contract for On-call Construction Management and Observation Services to Willdan Engineering for a Not-to-Exceed Amount of \$119,324 and Interwest Consulting Group, Inc., for a Not-to-Exceed Amount of \$233,145

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING.

22. Resolution Approving Final Tract Map No. 71738 for the Property Located at 191 Monterey Road

Adopted the resolution approving Final Tract Map No. 71738 for the property located at 191 Monterey Road and authorize the recordation of the Final Tract Map with the Los Angeles County Registrar-Recorder/County Clerk.

23. Award of Contract for On-call Material Testing and Geotechnical Services to Geo Teck, Inc., for a Not-to-Exceed Amount of \$201,600

1. Accepted a proposal dated January 16, 2019 from Geo Tek, Inc., for on-call material testing and geotechnical services; and
2. Authorized the City Manager to execute an agreement with Geo Tek, Inc., for a not-to-exceed amount of \$201,600; and
3. Rejected all other proposals received.

24. Award of Construction Contract to New Art Construction, Inc. in the Amount of \$87,800, for the Mission-Meridian Garage Emergency Power Generator Replacement Project

1. Awarded the construction contract to New Art Construction, Inc. in the amount of \$87,800 for Mission Meridian Village; and
2. Authorized a construction contingency (10%) in the amount of \$8,700 for a total amount of \$96,580.

26. Authorize Contract Amendment with Security Design Systems for Expansion of City's Access Control systems in the amount of \$10,194.55 for a total not to exceed amount of \$47,196.51

Authorized the City Manager to execute a Contract Amendment with Security Design Systems ("SDS") in the amount of \$10,194.55, for expansion of the City's Access Control System ("ACS") to include six additional points of entry inside of the City Hall Building.

27. Authorize a Second 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 \$84,900

Authorized the City Manager to execute a second 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.

28. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Wilson Wellhead Treatment Project and Authorization to Release Retention Payment to R C Foster Corporation in the Amount of \$143,195.00

1. Accepted the Wilson Reservoir Wellhead Treatment System Project (Project) as complete;
2. Authorized the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorized the release of retention payment to R C Foster Corporation. (Contractor), in the amount of \$143,195.

29. Authorize a Contract Amendment with HR Dynamics & Performance Management for Additional Analysis on the Compensation & Benefits Study and Approval of Increase in Non-Budgeted Expenditures in an Amount Not-to-Exceed \$15,000 for a Total Not-to-Exceed Contract Amount of \$40,000

Authorized the City Manager to execute the contract amendment with HR Dynamics & Performance Management, in an additional not-to-exceed amount of \$15,000, for additional analysis on the Compensation & Benefits Study.

30. Presentation of the Draft Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2018

Received and filed the Draft City of South Pasadena's (City) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year (FY) ending June 30, 2018.

31. Approval of the Dedication Tree Planting Policy

Approved the Dedication Tree Planting Policy.

ITEMS PULLED FOR SEPARATE DISCUSSION

25. Award of Services Agreement to Base Hill, Inc. in the amount of \$459,254.11 for Citywide Janitorial Services

Councilmember Mahmud wanted to clarify in the contract that there would be an adjustment of rates depending on the number of locations serviced.

Councilmember Cacciotti wanted to clarify what chemicals the janitorial company would be using to clean facilities.

Councilmember Mahmud requested that a list of chemicals be required to be approved by the City prior to use.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to authorize the City Manager to sign a services agreement with Base Hill, Inc. (Jan Point), in the amount of \$459,254.11, for citywide janitorial services for the next three Fiscal Years (FY19-20, FY20-21, and FY21-22), as amended.

32. Authorize Execution of Professional Service Agreements with Psomas in the Amount of \$98,480, and PlaceWorks, Inc. in the Amount of \$128,733 to Complete the General Plan Update and Downtown Specific Plan; and Increase the Non-Budgeted Expenditure Community Development Contract Services Account by \$120,766 from the General Fund For Fiscal Year 2018-19

Councilmember Mahmud stated there were many issues in the contract that required clarification but are not major issues. She requested that the contract be approved in concept with the final review subject to the approval of herself and the City Attorney before City staff is authorized to execute the contract.

MOTION BY MAYOR KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to authorize the City Manager to:

1. In concept, execute a Professional Services Agreement (PSA) with Psomas to complete the Environmental Impact Report (EIR) in the amount of \$98,480; and
2. In concept, execute a PSA with PlaceWorks, Inc. (PlaceWorks) to finalize the General Plan Update and Downtown Specific Plan; conduct public workshops and focus group meetings; and participate in Planning Commission and City Council public hearings in the amount of \$128,733; and
3. Waive the City's bidding requirements; and
4. Increase the Community Development Contract Services Account #101-7010-7011-8180-000 by \$120,766 from the General Fund for Fiscal Year 2018-19.

ACTION/DISCUSSION

33. Approval of Fiscal Year 2019-20 Objectives for 2018-2023 Strategic Plan

City Manager DeWolfe summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

Sam Hernandez, South Pasadena Chamber of Commerce, stated that he did not support the inclusion of minimum wage in the strategic plan.

The following individuals expressed their support for the inclusion of minimum wage in the strategic plan:

1. John Srebalus

2. Anne Bagasao
3. Cambria Tortorelli
4. Amy Arnelle
5. Oona Foley
6. Emelia Lomeli

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

The City Council discussed at length on whether to add the issue of minimum wage to the 2019-20 strategic plan.

The City Council discussed approving the 2019-20 strategic plan as is and bringing back the minimum wage discussion to a future City Council meeting before the 2019-20 Fiscal Year Budget is adopted.

MOTION BY MAYOR KHUBESRIAN, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the 2018-2023 Strategic Plan (Plan) Fiscal Year (FY) 2019-20 Objectives and bring back the discussion of minimum wage to a future City Council meeting before the 2019-20 Fiscal Year Budget is adopted.

REPORTS

34. Receive and File 2018-19 Strategic Plan Third Quarter Update

Principal Management Analyst Aceves summarized 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.

By consensus, the City Council received and filed the third quarter update of the Fiscal Year (FY) 2018-19 Objectives.

35. Receive and File the Capital Improvement Plan Quarter Three Project Updates

Interim Public Works Director Ojeda summarized 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.

By consensus, the City Council received and filed the City Council Receive and File the Fiscal Year (FY) 2018-19 Third Quarter Capital Improvement Plan (CIP) update.

COMMUNICATIONS CONTINUED

Mayor Khubesrian shared a photo of her presenting a letter to Dual Crossroads owner Jennifer Mainmone; shared a photo of her cat.

ADJOURNMENT

Mayor Khubesrian adjourned the City Council Meeting at 10:18 p.m.

Evelyn G. Zneimer
City Clerk

Marina Khubesrian, M.D.
Mayor

Minutes approved by the South Pasadena City Council on May 1, 2019.

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ITEM NO. 7

Thursday, April 18, 2019
Minutes of the Special Meeting of the City Council

CALL TO ORDER

A Special Meeting of the South Pasadena City Council was called to order by Mayor Khubesrian on Thursday, April 18, 2019, at 3:01 p.m., in the Amedee O. “Dick” Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

Absent: Councilmember Cacciotti

City Staff

Present: City Manager DeWolfe and Chief City Clerk Donohue were present at Roll Call. Other staff members were present and responded to questions.

1. PUBLIC COMMENTS

None.

2. MEASURE W IMPLEMENTATION UPDATE

Councilmember Mahmud discussed the implementation of Measure W and Supervisor Barger responded to 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.

3. MEASURE H IMPLEMENTATION UPDATE

Mayor Pro Tem Joe discussed the implementation of Measure H and Supervisor Barger responded to related questions.

Mayor Khubesrian opened the public comment period.

Madeline Di Giorgi, South Pasadena Resident, inquired on how much of the Measure H funding will actually be spent on providing services for the homeless.

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

4. UPDATE ON STATE ROUTE 710

Mayor Khubesian discussed current topics related to the State Route 710 and Supervisor Barger responded to related questions.

Mayor Khubesian opened the public comment period.

Brian Bright, South Pasadena Resident, expressed his concerns about traffic issues on Fremont Avenue and the future traffic flow on Fair Oaks.

The following individuals addressed several issues related to the stubs and what potential transportation projects would be funded in the future:

1. Bill Sherman, South Pasadena Resident
2. Joanne Nuckols, South Pasadena Resident
3. Alan Ehrlich, South Pasadena Resident

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

Prior to the adjournment of the meeting, Mayor Khubesian presented Supervisor Barger with a framed City poem.

ADJOURNMENT

Mayor Khubesian adjourned the City Council Meeting at 4:33 p.m.

Evelyn G. Zneimer
City Clerk

Marina Khubesian, M.D.
Mayor

Minutes approved at the May 1, 2019 City Council meeting.



City Council Agenda Report

ITEM NO. 8

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *(PD FOLSO)*

PREPARED BY: Craig Koehler, Finance Director *(Signature)*

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$164,554.95 General City Warrants in the Amount of \$289,969.75 and Payroll in the Amount of \$724,277.75**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 306693-306750	\$	137,554.95
General City Warrants:		
Warrant #306752-306841	\$	289,969.75
Payroll 04-19-19	\$	724,277.75
Wire Transfers	\$	26,000.00
RSA:		
Prepaid Warrants	\$	-
General City Warrants	\$	-
Total		<u>\$ 1,178,802.45</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.

Approval of Warrants

May 01, 2019

Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 04-19-19
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

**City of South Pasadena
Demand/Warrant Register**

Recap by fund

	Fund No.	Date 05.01.2019		
		Amounts		
		Prepaid	Written	Payroll
General Fund	101	75,777.14	202,374.52	264,498.33
Insurance Fund	103		1,116.00	
Street Improvement Program	104		17,965.74	
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205	2,079.41		9,792.55
Local Transit Return "C"	207	144.22	4,056.63	6,733.35
TEA/Metro	208			
Sewer Fund	210	144.22	706.00	12,785.32
CTC Traffic Improvement	211			
Street Lighting Fund	215	16,967.31	5,338.73	5,570.90
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220	29,100.00		
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226			
Housing Authority Fund	228			
State Gas Tax	230	71.81	2,721.78	17,901.20
County Park Bond Fund	232	2,951.80	1,644.23	
Measure R	233			
MSRC Grant Fund	238		3,105.00	
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Street Grant	249		37,277.24	
Capital Growth Fund	255			
CDBG	260			
Asset Forfeiture	270			
Police Grants - State	272	711.75		
Homeland Security Grant	274			
Park Impact Fees	275		7,680.00	
HSIP Grant	277			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	6,696.38	5,983.88	48,836.83
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	2,910.91		358,159.27
Wire Transfer - Acct # 2413		21,000.00		
Wire Transfer - Acct # 1936		6,000.00		
Column Totals		164,554.95	289,969.75	724,277.75
City Report Totals			1,178,802.45	

Recap by fund

	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227		-	-
Column Totals		-	-	-
RSA Report Totals			-	
			Amounts	
		Prepaid	Written	Payroll
		164,554.95	289,969.75	724,277.75
Grand Report Total			1,178,802.45	

Marina Khubesrian M.D., Mayor


Craig Koehler, Finance Director

**ATTACHMENT 2
Prepaid Warrant List**

Voided Checks

205242	\$90.00
203113	\$500.00
306673	\$70,500.00
306663	\$542.85
306553	\$50.00

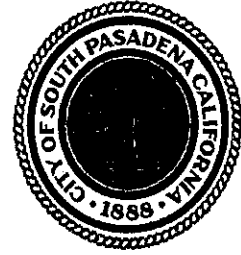
Wire Transfers

Acct# 2413 Transfer	\$21,000.00
Acct# 1936 Transfer	\$6,000.00

Accounts Payable

Check Detail

User: ealvarez
 Printed: 04/23/2019 - 2:56PM



Check Number	Check Date		Amount
ACTM3010 - Accountemps			
306693	04/11/2019		
	Inv	53210072	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/10/2019	Finance Temp Svcs. Kang, Soming w/c 4/5/19	1,856.25
	Inv 53210072 Total		1,856.25
306693 Total:			1,856.25
<hr/>			
306721	04/18/2019		
	Inv	53256777	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/17/2019	Finance Temp Svcs. Kang, Somin w/e 4/12/19	1,856.25
	Inv 53256777 Total		1,856.25
306721 Total:			1,856.25
<hr/>			
ACTM3010 - Accountemps Total:			3,712.50
<hr/>			
AMZN8030 - Amazon/SYNCB			
306722	04/18/2019		
	Inv	434776897635	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/08/2019	Supplies	52.90
	Inv 434776897635 Total		52.90
	Inv	439636399798	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/27/2019	Supplies	32.82
	Inv 439636399798 Total		32.82
	Inv	468534463653	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/06/2019	Supplies	50.40
	Inv 468534463653 Total		50.40

Inv 696775534979

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Supplies	35.51

Inv 696775534979 Total 35.51

Inv 756379666653

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Supplies	43.93

Inv 756379666653 Total 43.93

Inv 843456769857

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Supplies	188.05

Inv 843456769857 Total 188.05

Inv 896576944689

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Supplies	57.65

Inv 896576944689 Total 57.65

Inv 944573937389

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2019	Supplies	91.92

Inv 944573937389 Total 91.92

Inv 966397498766

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2019	Supplies	93.82

Inv 966397498766 Total 93.82

Inv 983574456995

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2019	Supplies	15.94

Inv 983574456995 Total 15.94

306722 Total: 662.94

AMZN8030 - Amazon/SYNCB Total: 662.94

ATCN9011 - AT & T

306694 04/11/2019

Inv 000012812951

<u>Line Item Date</u>	<u>Line Item Description</u>	
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Check Number	Check Date	Amount
03/27/2019	9391036942 02/27-03/26/19	238.28
Inv 000012812951	Total	238.28
Inv 000012812952		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2019	9391036943 02/27-03/26/19	238.33
Inv 000012812952	Total	238.33
Inv 000012813297		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2019	CLAPDSOPAS 02/27-03/26/19	317.53
Inv 000012813297	Total	317.53
306694 Total:		794.14
ATCN9011 - AT & T Total:		794.14
AT&T5006 - AT & T U-Verse		
306695	04/11/2019	
Inv 284743823		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2019	03/26/19-04/25/19	65.00
Inv 284743823	Total	65.00
306695 Total:		65.00
AT&T5006 - AT & T U-Verse Total:		65.00
ATSS6010 - Athens Services		
306723	04/18/2019	
Inv 6337912		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2019	Bus Stop Barrel Pick Up 2/19	2,079.41
Inv 6337912	Total	2,079.41
306723 Total:		2,079.41
ATSS6010 - Athens Services Total:		2,079.41
WON6400 - Bob Wondries Ford		
306696	04/11/2019	

Check Number	Check Date	Amount
Inv 074965		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	PD Vehcile Maint. Unit # 0134	811.72
Inv 074965 Total		811.72
306696 Total:		811.72
WON6400 - Bob Wondries Ford Total:		811.72
CAL6695 - CA American Water Co.		
306724	04/18/2019	
Inv 101521002151102		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Water Svcs. for Wilson Well # 2 2/23/19-3/22/19	11.48
Inv 101521002151102 Total		11.48
306724 Total:		11.48
CAL6695 - CA American Water Co. Total:		11.48
CSD3014 - Ca. State Disbursement Unit		
306718	04/18/2019	
Inv P/R/E 4/14/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Garnishment Case # 2000 000 1609 311	814.15
Inv P/R/E 4/14/19 Total		814.15
306718 Total:		814.15
CSD3014 - Ca. State Disbursement Unit Total:		814.15
CAN0607 - Cantu Graphics		
306697	04/11/2019	
Inv 5527		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Canvas Wraps of City Photos for Council Chambers	306.38
Inv 5527 Total		306.38
306697 Total:		306.38
CAN0607 - Cantu Graphics Total:		306.38

Check Number	Check Date		Amount
CITTF000 - CIT Technology Financial Services, Inc.			
306725	04/18/2019		
Inv	1824977		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2019	Finance / Planning Copier		802.67
Inv 1824977 Total			802.67
306725 Total:			802.67
CITTF000 - CIT Technology Financial Services, Inc. Total:			802.67
SOU5402 - City of South Pasadena PD Petty Cash			
306726	04/18/2019		
Inv	04.16.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2019	Reimb. Petty Cash		18.17
04/16/2019	Reimb. Petty Cash		2.40
04/16/2019	Reimb. Petty Cash		27.35
04/16/2019	Reimb. Petty Cash		80.35
04/16/2019	Reimb. Petty Cash		106.24
Inv 04.16.19 Total			234.51
306726 Total:			234.51
SOU5402 - City of South Pasadena PD Petty Cash Total:			234.51
SOU5343 - City of South Pasadena-Recreation			
306698	04/11/2019		
Inv	04.09.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Reimb. Petty Cash		421.73
04/09/2019	Reimb. Petty Cash		150.00
Inv 04.09.19 Total			571.73
306698 Total:			571.73
SOU5343 - City of South Pasadena-Recreation Total:			571.73
SOU5401 - City of South Pasadena-Sr.Center			
306699	04/11/2019		
Inv	04.10.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2019	Reimb. Petty Cash		390.51
04/10/2019	Reimb. Petty Cash		16.41
04/10/2019	Reimb. Petty Cash		9.44

Check Number	Check Date		Amount
04/10/2019		Reimb. Petty Cash	25.00
		Inv 04.10.19 Total	441.36
306699 Total:			441.36
SOU5401 - City of South Pasadena-Sr.Center Total:			441.36
PCYD6010 - City of South Pasadena-Yard			
306727	04/18/2019		
		Inv 04.16.19	
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2019	Reimb. Petty Cash		35.63
04/16/2019	Reimb. Petty Cash		71.81
04/16/2019	Reimb. Petty Cash		41.76
04/16/2019	Reimb. Petty Cash		127.03
		Inv 04.16.19 Total	276.23
306727 Total:			276.23
PCYD6010 - City of South Pasadena-Yard Total:			276.23
CDPS1020 - Code Publishing Inc.			
306700	04/11/2019		
		Inv 63018	
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2019	Municipal Code Ordinances 2330		132.65
		Inv 63018 Total	132.65
		Inv 63038	
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2019	Municipal Code Ordinances 2327-2329		625.35
		Inv 63038 Total	625.35
306700 Total:			758.00
CDPS1020 - Code Publishing Inc. Total:			758.00
CRDA1021 - Corodata Records Management			
306728	04/18/2019		
		Inv RS4487511	
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2019	Records Mgmt. 3/19		386.84
		Inv RS4487511 Total	386.84

Check Number	Check Date	Amount
306728 Total:		386.84
CRDA1021 - Corodata Records Management Total:		386.84
CRSR2010 - Corodata Shredding Inc.		
306729	04/18/2019	
Inv	DN 1223291	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Shredding 3/19	161.48
Inv DN 1223291 Total		161.48
306729 Total:		161.48
CRSR2010 - Corodata Shredding Inc. Total:		161.48
DBEL5010 - DB Electronics		
306730	04/18/2019	
Inv	770	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	EOC Radio Compatibility & Functionality	2,239.43
Inv 770 Total		2,239.43
306730 Total:		2,239.43
DBEL5010 - DB Electronics Total:		2,239.43
DEL4000 - Dell Marketing L.P.		
306701	04/11/2019	
Inv	10292151455	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	FD Emergency Preparedness & Disaster Operation	286.24
Inv 10292151455 Total		286.24
306701 Total:		286.24
DEL4000 - Dell Marketing L.P. Total:		286.24
MADH1021 - Donohue, Marc		
306702	04/11/2019	
Inv	04.02-05.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Reimb. for City Clerks's Assn. Annual Conference	592.10

Inv 04.02-05.19 Total		592.10
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306702 Total:		592.10
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MADH1021 - Donohue, Marc Total:		592.10
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DBAR3011 - Dunbar Armored Inc.

306703	04/11/2019	
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Inv	4388023
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<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Armored Car Svcs. 4/19	940.28
04/01/2019	Armored Car Excess Svcs. 3/19	384.60
04/01/2019	Armored Car Svcs. 4/19	940.28

Inv 4388023 Total		2,265.16
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306703 Total:		2,265.16
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DBAR3011 - Dunbar Armored Inc. Total:		2,265.16
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FED1109 - FedEx

306731	04/18/2019	
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Inv	6-519-90795
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<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Finance Overnight Shipping	27.35

Inv 6-519-90795 Total		27.35
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306731 Total:		27.35
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FED1109 - FedEx Total:		27.35
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GAL7788 - Gale, Donna

306704	04/11/2019	
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Inv	Wint. 2019
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<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Class Instructor for Interim Cooking Wint. 2019	600.00

Inv Wint. 2019 Total		600.00
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306704 Total:		600.00
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GAL7788 - Gale, Donna Total:		600.00
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HYBS8180 - Haynes Building Services LLC

Check Number	Check Date		Amount
306732	04/18/2019		
Inv	37939		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2018	Day Porter Janitorial Svcs. Dec. 2018		10,561.81
12/31/2018	Day Porter Janitorial Svcs. Dec. 2018		1,414.83
Inv 37939 Total			11,976.64
Inv	37940		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2018	Garfield Reservoir Janitorial Svcs. Dec. 2018		1,340.40
Inv 37940 Total			1,340.40
Inv	38169		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2019	Day Porter Janitorial Svcs. Jan. 2019		12,958.42
01/31/2019	Day Porter Janitorial Svcs. Jan. 2019		1,536.97
Inv 38169 Total			14,495.39
Inv	38170		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2019	Garfield Reservoir Janitorial Svcs. Jan. 2019		1,394.87
Inv 38170 Total			1,394.87
306732 Total:			29,207.30
HYBS8180 - Haynes Building Services LLC Total:			29,207.30
RBJE1022 - Joe, Robert S.			
306733	04/18/2019		
Inv	04.05.019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/05/2019	Reimb. for Meeting w/ Mayor of Pasadena & Councilmembers		69.10
Inv 04.05.019 Total			69.10
306733 Total:			69.10
RBJE1022 - Joe, Robert S. Total:			69.10
JHHK5270 - Kim, Ju Hee H			
306734	04/18/2019		
Inv	R99495/100795		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2019	Refund for City Cancellation - Little Musketeers for Julian Kim		85.00

Check Number	Check Date	Amount
Inv R99495/100795 Total		85.00
306734 Total:		85.00
JHHK5270 - Kim, Ju Hee H Total:		85.00
KLNC2920 - Klanfer, Nicole		
306735	04/18/2019	
Inv	R93741/100644	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Refund Deposit for WMB 3/30/19	500.00
04/15/2019	Refund Deposit for WMB 3/30/19	22.50
04/15/2019	Refund Deposit for WMB 3/30/19	225.00
Inv R93741/100644 Total		747.50
306735 Total:		747.50
KLNC2920 - Klanfer, Nicole Total:		747.50
LCCS8060 - League of CA Cities		
306705	04/11/2019	
Inv	189517	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	League fo CA Cities Membership Dues Inv. # 189517	10,370.00
Inv 189517 Total		10,370.00
306705 Total:		10,370.00
LCCS8060 - League of CA Cities Total:		10,370.00
TTFC1021 - Maurcen Kane & Associates, Inc.		
306736	04/18/2019	
Inv	06.18-06.21.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	Juan Esquivel Technical Semiar for City Clerks	550.00
04/16/2019	Juan Esquivel Technical Semiar for City Clerks	1,000.00
Inv 06.18-06.21.19 Total		1,550.00
306736 Total:		1,550.00
TTFC1021 - Maurcen Kane & Associates, Inc. Total:		1,550.00
MZCYS270 - Meszaros, Cynthia		

Check Number	Check Date		Amount
306737	04/18/2019		
Inv	R99363/100642		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2019	Refund for City Cancellation - Intro to Ikebana		45.00
Inv R99363/100642 Total			45.00
306737 Total:			45.00
MZCY5270 - Meszaros, Cynthia Total:			45.00
CRMM8032 - Mims, Carmel R.			
306706	04/11/2019		
Inv	R99372/100563		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Refund Doggy Day Event Cancellation		44.00
Inv R99372/100563 Total			44.00
306706 Total:			44.00
CRMM8032 - Mims, Carmel R. Total:			44.00
VRMZ7000 - Munoz, Valerie			
306719	04/18/2019		
Inv	P/R/E 4/14/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2019	Garnishment		750.00
Inv P/R/E 4/14/19 Total			750.00
306719 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			750.00
PPJH5011 - Papadakis, John			
306707	04/11/2019		
Inv	012252640		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Reimb. Special Dept. Expense		129.42
Inv 012252640 Total			129.42
Inv 012313552			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Reimb. Special Dept. Expense		36.98
Inv 012313552 Total			36.98

Check Number	Check Date	Amount
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Inv 012315673

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
04/09/2019	Reimb. Special Dept. Expense	-36.98

Inv 012315673 Total -36.98

Inv P24967

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
04/09/2019	Reimb. Paramedic Licence Renewal Papadakis	200.00

Inv P24967 Total 200.00

306707 Total: 329.42

PPJH5011 - Papadakis, John Total: 329.42

PLDG8032 - Planet Doggy

306708 04/11/2019

Inv R99523/100562

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
04/09/2019	Refund Planet Doggy Vendor for event cancellation	44.00

Inv R99523/100562 Total 44.00

306708 Total: 44.00

PLDG8032 - Planet Doggy Total: 44.00

PGXI4011 - Prime Graphix Inc.

306738 04/18/2019

Inv 2614

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
04/18/2019	PD 2019 Dodger Charger K9 Unit Full Vehicle Graphics	711.75

Inv 2614 Total 711.75

306738 Total: 711.75

PGXI4011 - Prime Graphix Inc. Total: 711.75

CHA3010 - S.P.Chamber of Commerce

306709 04/11/2019

Inv 6910

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
03/14/2019	Business Improvement Tax Allocations	29,100.00

Check Number	Check Date	Amount
Inv 6910 Total		29,100.00
306709 Total:		29,100.00
CHA3010 - S.P.Chamber of Commerce Total:		29,100.00
SSDV2018 - Sandoval, Sheila		
306720	04/18/2019	
Inv	P/R/E 4/14/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Garnishment	469.84
04/17/2019	Garnishment	876.92
Inv P/R/E 4/14/19 Total		1,346.76
306720 Total:		1,346.76
SSDV2018 - Sandoval, Sheila Total:		1,346.76
SCF1400 - SC Fuels		
306710	04/11/2019	
Inv	1396113-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2019	Fuel For FD	6,294.48
Inv 1396113-IN Total		6,294.48
306710 Total:		6,294.48
SCF1400 - SC Fuels Total:		6,294.48
SOU6666 - So. CA Edison Co.		
306711	04/11/2019	
Inv	3-002-4472-77	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	1,170.64
Inv 3-002-4472-77 Total		1,170.64
Inv	3-002-4472-78	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	517.28
Inv 3-002-4472-78 Total		517.28
Inv	3-003-6653-57	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/22/2019	02/25/19-03/26/19	358.75
Inv 3-003-6653-57 Total		358.75
Inv 3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/01/19-04/01/19	2,301.27
Inv 3-008-8091-11 Total		2,301.27
Inv 3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/01/19-04/01/19	497.32
Inv 3-008-8091-12 Total		497.32
Inv 3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	12/09/18-03/01/19	25.96
04/25/2019	03/01/19-04/01/19	7,307.59
04/25/2019	12/09/18-03/01/19	-25.09
Inv 3-008-8091-13 Total		7,308.46
Inv 3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/01/19-04/01/19	10.60
Inv 3-008-8091-14 Total		10.60
Inv 3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	56.69
Inv 3-008-8091-16 Total		56.69
Inv 3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	24.46
Inv 3-008-8091-17 Total		24.46
Inv 3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	23.15
Inv 3-008-8091-18 Total		23.15
Inv 3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	18.21

Check Number	Check Date	Amount
Inv 3-008-8091-19 Total		18.21
Inv 3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	29.32
Inv 3-008-8091-20 Total		29.32
Inv 3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	47.55
Inv 3-008-8091-21 Total		47.55
Inv 3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	19.50
Inv 3-008-8091-22 Total		19.50
Inv 3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	32.15
Inv 3-008-8091-23 Total		32.15
Inv 3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	29.45
Inv 3-008-8091-24 Total		29.45
Inv 3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	42.69
Inv 3-008-8436-55 Total		42.69
Inv 3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	35.44
Inv 3-011-4089-57 Total		35.44
Inv 3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	14.62
Inv 3-022-6897-72 Total		14.62

Check Number	Check Date	Amount
Inv	3-023-6580-86	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	14.93
Inv 3-023-6580-86 Total		14.93
Inv	3-023-7844-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	12.84
Inv 3-023-7844-31 Total		12.84
Inv	3-023-8283-79	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	15.02
Inv 3-023-8283-79 Total		15.02
Inv	3-025-4910-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	46.65
Inv 3-025-4910-19 Total		46.65
Inv	3-026-3223-65	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	14.66
Inv 3-026-3223-65 Total		14.66
Inv	3-026-6343-40	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/06/19-04/04/19	8.70
Inv 3-026-6343-40 Total		8.70
Inv	3-028-7013-82	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	37.15
04/22/2019	12/24/18-01/24/19	57.35
04/22/2019	01/24/19-02/25/19	57.00
Inv 3-028-7013-82 Total		151.50
Inv	3-028-7594-32	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	1,411.99
Inv 3-028-7594-32 Total		1,411.99

Check Number	Check Date	Amount
Inv	3-029-2458-05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	24.07
Inv 3-029-2458-05 Total		24.07
Inv	3-032-0513-93	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	31.09
Inv 3-032-0513-93 Total		31.09
Inv	3-032-2521-62	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	38.91
Inv 3-032-2521-62 Total		38.91
Inv	3-032-4192-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	26.03
Inv 3-032-4192-98 Total		26.03
Inv	3-035-3494-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/27/19-03/28/19	31.97
Inv 3-035-3494-19 Total		31.97
Inv	3-035-6502-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	684.44
Inv 3-035-6502-21 Total		684.44
Inv	3-037-6075-39	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	33.85
Inv 3-037-6075-39 Total		33.85
Inv	3-045-0630-89	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/01/19-04/01/19	13.17
Inv 3-045-0630-89 Total		13.17
Inv	3-048-3504-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	529.52

Check Number	Check Date	Amount
Inv 3-048-3504-98 Total		529.52
Inv 3-048-3508-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	0.44
Inv 3-048-3508-62 Total		0.44
Inv 3-048-3508-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	740.84
Inv 3-048-3508-76 Total		740.84
Inv 3-048-3509-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	2.10
Inv 3-048-3509-87 Total		2.10
Inv 3-048-3512-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	166.37
Inv 3-048-3512-00 Total		166.37
Inv 3-048-3518-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	1.39
Inv 3-048-3518-27 Total		1.39
Inv 3-048-3519-30		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	459.84
Inv 3-048-3519-30 Total		459.84
Inv 3-048-3534-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/25/19-03/26/19	14.75
Inv 3-048-3534-21 Total		14.75
Inv 3-048-3587-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	2.31
Inv 3-048-3587-38 Total		2.31

Check Number	Check Date	Amount
Inv	3-048-3594-16	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	11.56
Inv 3-048-3594-16 Total		11.56
Inv	3-048-3599-58	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/26/19-03/27/19	9.94
Inv 3-048-3599-58 Total		9.94
Inv	3-048-3675-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/27/19-03/28/19	12.41
Inv 3-048-3675-98 Total		12.41
Inv	3-048-4151-49	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	27.52
Inv 3-048-4151-49 Total		27.52
Inv	3-048-4154-08	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	38.36
Inv 3-048-4154-08 Total		38.36
Inv	3-048-4157-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	92.64
Inv 3-048-4157-19 Total		92.64
Inv	3-048-4158-60	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	71.76
Inv 3-048-4158-60 Total		71.76
Inv	3-048-4159-93	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	54.01
Inv 3-048-4159-93 Total		54.01
Inv	3-048-4160-78	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	2.93

Check Number	Check Date	Amount
Inv 3-048-4160-78 Total		2.93
Inv 3-048-4160-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	84.50
Inv 3-048-4160-91 Total		84.50
Inv 3-048-4164-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	21.33
Inv 3-048-4164-59 Total		21.33
Inv 3-048-4164-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	30.05
Inv 3-048-4164-78 Total		30.05
Inv 3-048-4164-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	19.08
Inv 3-048-4164-93 Total		19.08
Inv 3-048-4168-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	38.26
Inv 3-048-4168-72 Total		38.26
Inv 3-048-4173-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/04/19-03/06/19	43.43
Inv 3-048-4173-52 Total		43.43
Inv 3-048-5123-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	13.35
Inv 3-048-5123-18 Total		13.35
Inv 3-048-5123-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	19.50
Inv 3-048-5123-44 Total		19.50

Inv 3-048-5126-22

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	0.24

Inv 3-048-5126-22 Total 0.24

Inv 3-048-5132-96

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	14.73

Inv 3-048-5132-96 Total 14.73

Inv 3-048-5135-50

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	02/22/19-03/25/19	99.70

Inv 3-048-5135-50 Total 99.70

Inv 3-048-7781-73

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/01/19-03/01/19	1,896.44
04/25/2019	03/01/19-04/01/19	1,780.19

Inv 3-048-7781-73 Total 3,676.63

Inv 3-048-7784-31

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/01/19-03/01/19	439.71
04/25/2019	03/01/19-04/01/19	412.75

Inv 3-048-7784-31 Total 852.46

Inv 3-048-7785-04

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	03/01/19-04/01/19	1.70
04/25/2019	02/01/19-03/01/19	1.81

Inv 3-048-7785-04 Total 3.51

Inv 3-048-7785-92

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/01/19-03/01/19	876.26

Inv 3-048-7785-92 Total 876.26

Inv 3-048-7970-18

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	02/01/19-03/01/19	3.81
04/25/2019	03/01/19-04/01/19	3.58

Inv 3-048-7970-18 Total 7.39

Check Number	Check Date	Amount
306711 Total:		23,136.48
306739	04/18/2019	
Inv	3-022-6898-28	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	02/28/19-03/29/19	11.24
Inv 3-022-6898-28 Total		11.24
Inv	3-048-3733-54	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	02/28/19-03/29/19	0.25
Inv 3-048-3733-54 Total		0.25
306739 Total:		11.49
SOU6666 - So. CA Edison Co. Total:		23,147.97
SPRE7011 - South Pasadena Review		
306712	04/11/2019	
Inv	C65406	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	Public Notice Program Funding	96.00
Inv C65406 Total		96.00
Inv	C65487	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	Public Notice Abatement of Public Nuisance	105.00
Inv C65487 Total		105.00
Inv	C65497	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	Public Notice CDBG Funding Hearing	120.00
Inv C65497 Total		120.00
306712 Total:		321.00
SPRE7011 - South Pasadena Review Total:		321.00
STA5219 - Staples Business Advantage		
306713	04/11/2019	
Inv	3390585584	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	P&B Office Supplies	57.84

Check Number	Check Date	Amount
04/08/2019	Finance Office Supplies	389.23
Inv 3390585584	Total	447.07
Inv 3408762907		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	MS Office Supplies	440.69
Inv 3408762907	Total	440.69
Inv 3408762908		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	MS Office Supplies	29.99
Inv 3408762908	Total	29.99
Inv 3408762909		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	MS Office Supplies	21.56
Inv 3408762909	Total	21.56
Inv 3408840356		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	MS Office Supplies	43.87
Inv 3408840356	Total	43.87
Inv 3408990597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	MS Office Supplies	139.26
Inv 3408990597	Total	139.26
306713	Total:	1,122.44
STAS219 - Staples Business Advantage	Total:	1,122.44
MSUN3012 - Sun, Michelle		
306714	04/11/2019	
Inv 96786		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2018	Refund for cancellation - Priscila Wang	90.00
Inv 96786	Total	90.00
306714	Total:	90.00
MSUN3012 - Sun, Michelle	Total:	90.00

SOGA6501 - The Gas Company

306740 04/18/2019
 Inv 196-493-8529 1

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	CNG Fuel for Vehicles	144.22
04/16/2019	CNG Fuel for Vehicles	144.21
04/16/2019	CNG Fuel for Vehicles	144.22
04/16/2019	CNG Fuel for Vehicles	144.22
04/16/2019	CNG Fuel for Vehicles	144.22

Inv 196-493-8529 1 Total 721.09

306740 Total: 721.09

SOGA6501 - The Gas Company Total:

721.09

TIM4011 - Time Warner Cable

306715 04/11/2019
 Inv 008 0012005

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	1100 Oxley St. 03/29-04/28/19	5.25

Inv 008 0012005 Total 5.25

Inv 008 0355990

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	416 Garfield Water Ops. 4/2-05/01/19	399.30

Inv 008 0355990 Total 399.30

Inv 008 0357905

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Internet Fee for Camp Med & Teen Center	25.00
03/26/2019	Internet Fee for Camp Med & Teen Center	85.49

Inv 008 0357905 Total 110.49

306715 Total: 515.04

TIM4011 - Time Warner Cable Total:

515.04

UMPQ3010 - UMPQUA Bank

306741 04/18/2019
 Inv 02.28.2019

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Commissioners Congress (Coffee)	33.90
02/28/2019	Commissioner's Congress Refreshments	160.04
02/28/2019	Commissioner's Congress Dinner	439.32

Check Number	Check Date	Amount
Inv 02.28.2019 Total		633.26
Inv 03.01.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	Dinner for Mayor Pro Tem Joe	10.94
Inv 03.01.2019 Total		10.94
Inv 03.04.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2019	Police Swearing In Refreshments	79.60
03/04/2019	Police Swearing In Refreshments	16.95
Inv 03.04.2019 Total		96.55
Inv 03.06.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2019	FD Supplies	197.90
Inv 03.06.2019 Total		197.90
Inv 03.08.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2019	Oral Board Meal Expense	82.89
Inv 03.08.2019 Total		82.89
Inv 03.10.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2019	Oral Board Meal Expense	65.48
Inv 03.10.2019 Total		65.48
Inv 03.14.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2019	Senior Center Supplies for Event	186.20
03/14/2019	Senior Center Supplies for Event	37.88
Inv 03.14.2019 Total		224.08
Inv 03.15.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2019	Oral Board Meal Expense	125.19
Inv 03.15.2019 Total		125.19
Inv 03.21.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2019	David Bergman SGVCOG Conference	81.20
03/21/2019	David Bergman Economic Forecast Summit	90.00
Inv 03.21.2019 Total		171.20

Check Number	Check Date		Amount
Inv	03.26.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/26/2019	Senior Center Supplies for Event		112.59
Inv 03.26.2019 Total			112.59
306741 Total:			1,720.08
306742	04/18/2019		
Inv	03.05.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2019	Int. Society of Arborist Annual Subscription		135.00
Inv 03.05.19 Total			135.00
Inv	03.07.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/07/2019	PD Training		150.00
Inv 03.07.2019 Total			150.00
Inv	03.11.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2019	Pelican 1520 Black Case Fire Dept.		171.46
03/11/2019	Mobile Radio for EOC		590.70
Inv 03.11.2019 Total			762.16
Inv	03.14.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2019	Survey Monkey Annual Subscription		384.00
Inv 03.14.2019 Total			384.00
306742 Total:			1,431.16
306743	04/18/2019		
Inv	03.05.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2019	Margaret Lin Travcl Expense		266.61
Inv 03.05.19 Total			266.61
306743 Total:			266.61
UMPQVTRV - UMPQUA Bank Total:			3,417.85
UMPQ1226 - UMPQUA Bank			

Check Number	Check Date		Amount
306744	04/18/2019		
Inv	03.07.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/07/2019	City Council Dinner		161.18
Inv 03.07.2019 Total			161.18
Inv	03.21.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2019	City Council Dinner		156.73
Inv 03.21.2019 Total			156.73
306744 Total:			317.91
306745	04/18/2019		
Inv	3.22.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/22/2019	Diana Mahmud SGVCOG General Assembly		81.20
Inv 3.22.2019 Total			81.20
306745 Total:			81.20
306746	04/18/2019		
Inv	03.21.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2019	Sheila P. Conference Expense		30.00
03/21/2019	Anthony K. Conference Expense		30.00
Inv 03.21.19 Total			60.00
Inv	03.24.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2019	Sheila P. Conference Expense		30.00
Inv 03.24.19 Total			30.00
306746 Total:			90.00
306747	04/18/2019		
Inv	02.28.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2019	PD Fuel Charges		13.74
Inv 02.28.19 Total			13.74
Inv	03.05.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
	03/05/2019	PD Fuel Charges	15.61
	Inv 03.05.19	Total	15.61
	Inv 03.08.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/08/2019	PD Fuel Charges	14.12
	Inv 03.08.19	Total	14.12
	Inv 03.12.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/12/2019	PD Fuel Charges	13.93
	Inv 03.12.19	Total	13.93
	Inv 03.17.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/17/2019	PD Fuel Charges	18.20
	Inv 03.17.19	Total	18.20
	Inv 03.20.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/20/2019	PD Fuel Charges	17.80
	Inv 03.20.19	Total	17.80
	Inv 03.22.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/22/2019	PD Fuel Charges	16.47
	Inv 03.22.19	Total	16.47
	Inv 03.28.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/28/2019	PD Fuel Charges	20.00
	Inv 03.28.19	Total	20.00
	306747	Total:	129.87
	306748	04/18/2019	
	Inv 03.19.2019		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/19/2019	Meal Expense	42.23
	Inv 03.19.2019	Total	42.23
	306748	Total:	42.23

UMPQVCC - UMPQUA Bank Total: 661.21

VEBU3010 - Verizon Business Svcs, MCI Comm Service

306716 04/11/2019

Inv 7DE37177

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2019	Phone Conferencing Svcs. 2/19	36.03

Inv 7DE37177 Total 36.03

306716 Total: 36.03

VEBU3010 - Verizon Business Svcs, MCI Comm Service Total: 36.03

VERW6711 - Verizon Wireless

306717 04/11/2019

Inv 9826526652

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Mgmt. Ipad Svcs. 2/20-03/19/19 Act# 971317126-00001	149.14

Inv 9826526652 Total 149.14

Inv 9826814366

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	City Business 2/24-03/23/19 Act# 571839627-00001	16.03

Inv 9826814366 Total 16.03

Inv 9826991053

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Mgmt Svcs. & Fire Mobile 2/27-03/26/19 Act# 270619951-00002	622.02

Inv 9826991053 Total 622.02

306717 Total: 787.19

VERW6711 - Verizon Wireless Total: 787.19

VTDL8180 - VTD LLP

306749 04/18/2019

Inv VT21731

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	March 2019 Accounting Services	6,890.00

Inv VT21731 Total 6,890.00

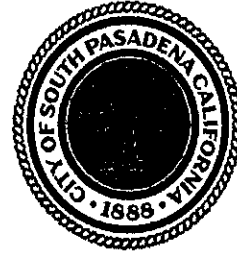
Check Number	Check Date	Amount
306749 Total:		6,890.00
VTDL8180 - VTD LLP Total:		6,890.00
ZASA0000 - Zainab, Saadi		
306750	04/18/2019	
Inv	R98460/100646	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Refund Deposit for Rental of Eddie Park House	250.00
Inv R98460/100646 Total		250.00
306750 Total:		250.00
ZASA0000 - Zainab, Saadi Total:		250.00
Total:		137,554.95

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: calvarez
Printed: 04/24/2019 - 11:54AM



Check Number	Check Date		Amount
ALH0179 - Alhambra Car Wash			
306752	05/01/2019		
Inv	Feb. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2019	PD Car Washes Feb. 2019		36.00
Inv Feb. 2019 Total			36.00
306752 Total:			36.00
ALH0179 - Alhambra Car Wash Total:			36.00
ALH0181 - Alhambra Hospital Med Ctr			
306753	05/01/2019		
Inv	04.08.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	FD Medical Supplies		297.88
Inv 04.08.19 Total			297.88
306753 Total:			297.88
ALH0181 - Alhambra Hospital Med Ctr Total:			297.88
ALL0197 - All Star Fire Equipment, Inc.			
306754	05/01/2019		
Inv	214554		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2019	FD Safety Clothing & Equipment		335.69
Inv 214554 Total			335.69
306754 Total:			335.69
ALL0197 - All Star Fire Equipment, Inc. Total:			335.69
AMPM5011 - AM/PM Door, Inc.			
306755	05/01/2019		

Check Number	Check Date		Amount
Inv	40978-38309		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Building Maint. Door # 5		430.00
04/03/2019	Building Maint. Door # 5		430.00
Inv 40978-38309 Total			860.00
306755 Total:			860.00
AMPM5011 - AM/PM Door, Inc. Total:			860.00
ANT0243 - Antrim's Security Co., Inc.			
306756	05/01/2019		
Inv	54243		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Keys Duplication for Facilities		42.71
Inv 54243 Total			42.71
Inv	54263		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Keys Duplication for Facilities		9.92
Inv 54263 Total			9.92
306756 Total:			52.63
ANT0243 - Antrim's Security Co., Inc. Total:			52.63
ARA0260 - Aramark Uniform Services			
306757	05/01/2019		
Inv	000533737620		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/25/2018	Uniform Services		167.45
10/25/2018	Uniform Services		167.48
10/25/2018	Uniform Services		167.45
10/25/2018	Uniform Services		167.45
10/25/2018	Uniform Services		167.45
10/25/2018	Uniform Services		167.45
10/25/2018	Uniform Services		167.45
Inv 000533737620 Total			1,172.18
Inv	000534100888		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/25/2018	Uniform Services		-370.00
Inv 000534100888 Total			-370.00

Check Number	Check Date	Amount
306757 Total:		802.18
ARA0260 - Aramark Uniform Services Total:		802.18
ARM6010 - Armorcast Products Co.		
306758	05/01/2019	
Inv 0197886-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/18/2019	Purchase of Two Water Meter Vaults	1,066.69
Inv 0197886-IN Total		1,066.69
306758 Total:		1,066.69
ARM6010 - Armorcast Products Co. Total:		1,066.69
BEE9190 - B & E Engineers		
306759	05/01/2019	
Inv 15443		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2019	Berkshire Park / Grevelia Park Topo Suvey	7,680.00
Inv 15443 Total		7,680.00
306759 Total:		7,680.00
BEE9190 - B & E Engineers Total:		7,680.00
BFWB4011 - Badge Frame, Inc.		
306760	05/01/2019	
Inv 244484		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Slide In Door Sign for Chief Joe Ortiz	49.34
Inv 244484 Total		49.34
306760 Total:		49.34
BFWB4011 - Badge Frame, Inc. Total:		49.34
BNI6011 - BNI Building News		
306761	05/01/2019	
Inv 72019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	2019 Wathcbook for Engineering	153.06

Check Number	Check Date	Amount
Inv 72019 Total		153.06
306761 Total:		153.06
BNI6011 - BNI Building News Total:		153.06
CAL5236 - CA Linen Services		
306762	05/01/2019	
Inv 1625654		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	FD Dept Supplies	84.54
Inv 1625654 Total		84.54
Inv 1627935		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	FD Dept Supplies	86.84
Inv 1627935 Total		86.84
306762 Total:		171.38
CAL5236 - CA Linen Services Total:		171.38
CAME2015 - CA Maintenance & Environmental		
306763	05/01/2019	
Inv 29641		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2019	Diagnose & Repair Fuel Dispenser @ PD/FD	188.07
Inv 29641 Total		188.07
306763 Total:		188.07
CAME2015 - CA Maintenance & Environmental Total:		188.07
CATT4011 - California Training Institue		
306764	05/01/2019	
Inv 05082019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Sgt. Louie Training Class Inv # 05082019 Reference	350.00
Inv 05082019 Total		350.00
306764 Total:		350.00

Check Number	Check Date		Amount
CATT4011 - California Training Institute Total:			350.00
CAN0607 - Cantu Graphics			
306765	05/01/2019		
Inv	5524		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Business Cards for Chief Joe Ortiz		43.75
Inv 5524 Total			43.75
Inv	5536		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2019	Vinyl Leatherproof Labels for Used Oil Container Program		383.25
Inv 5536 Total			383.25
306765 Total:			427.00
CAN0607 - Cantu Graphics Total:			427.00
CAN6710 - CA-NV Section, AWWA			
306766	05/01/2019		
Inv	3914		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/04/2019	Staff Training for Corrosion Control & Drinking Water Regulatory		390.00
04/04/2019	Staff Training for Corrosion Control & Drinking Water Regulatory		195.00
Inv 3914 Total			585.00
306766 Total:			585.00
CAN6710 - CA-NV Section, AWWA Total:			585.00
CWNC2501 - Carl Warren & Company			
306767	05/01/2019		
Inv	1873159-1873178		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2019	Liability Claims Admin. Fee Mar. 2019		1,080.00
Inv 1873159-1873178 Total			1,080.00
Inv	1873445		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2019	Liability Claims Admin. Fee Mar. 2019		36.00
Inv 1873445 Total			36.00

Check Number	Check Date	Amount
306767 Total:		1,116.00
CWNC2501 - Carl Warren & Company Total:		1,116.00
CAT0700 - Catering Systems Inc.		
306768	05/01/2019	
Inv	5048	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2019	Sr. Center Meals w/ 03/25-03/29/2019	1,884.60
Inv 5048 Total		1,884.60
Inv	5052	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Sr. Center Meals w/ 04/01-04/05/2019	1,749.60
Inv 5052 Total		1,749.60
306768 Total:		3,634.20
CAT0700 - Catering Systems Inc. Total:		3,634.20
CHE6010 - Chem Pro Laboratory, Inc.		
306769	05/01/2019	
Inv	647193	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Monthly Service Mar. 2019	164.00
Inv 647193 Total		164.00
306769 Total:		164.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		164.00
ASCH2920 - Choi, Ashli		
306770	05/01/2019	
Inv	R98103/10649	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Refund Deposit WMB 4/6/19	500.00
Inv R98103/10649 Total		500.00
306770 Total:		500.00
ASCH2920 - Choi, Ashli Total:		500.00

Check Number	Check Date		Amount
GLE2563 - City of Glendale			
306771	05/01/2019		
Inv	221		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	PD ICIS Roamer Fees April - June 2019		1,275.00
Inv 221 Total			1,275.00
306771 Total:			1,275.00
GLE2563 - City of Glendale Total:			1,275.00
CSM8030 - City of San Marino			
306772	05/01/2019		
Inv	04.02.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Overtime CO-OP Agreement Personal Expense 07/01/18-03/31/19		19,488.75
04/02/2019	Batallian 9 Reimb. (80,000/5yrs.) Payment 1		16,000.00
Inv 04.02.19 Total			35,488.75
306772 Total:			35,488.75
CSM8030 - City of San Marino Total:			35,488.75
CMME4011 - Commline Inc.			
306773	05/01/2019		
Inv	0130909-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/11/2019	Repairs to Unit # 1407		525.00
Inv 0130909-IN Total			525.00
Inv	0137980-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/27/2019	Repairs to Unit 1201		494.03
Inv 0137980-IN Total			494.03
Inv	0140746-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/27/2019	Repairs to Unit 198		150.00
Inv 0140746-IN Total			150.00
Inv	0140747-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/27/2019	Repairs to Unit 1406		375.00

Check Number	Check Date	Amount
Inv 0140747-IN Total		375.00
306773 Total:		1,544.03
CMME4011 - Commline Inc. Total:		1,544.03
ACSG8170 - Community Partners fbo Active SGV		
306774	05/01/2019	
Inv 201919		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Project Mgmt. and Coordination 626 Golden Streets Mar. 2019	37,277.24
Inv 201919 Total		37,277.24
306774 Total:		37,277.24
ACSG8170 - Community Partners fbo Active SGV Total:		37,277.24
JSCV2920 - Covsrrubias, Josie		
306775	05/01/2019	
Inv R95211/100643		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Refund Deposit WMB 5/18/19	375.00
Inv R95211/100643 Total		375.00
306775 Total:		375.00
JSCV2920 - Covsrrubias, Josie Total:		375.00
CSUL8021 - CSULA University Auxiliary Service		
306776	05/01/2019	
Inv May 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Membership for Lifeling Learning Program 5/2019	150.00
Inv May 2019 Total		150.00
306776 Total:		150.00
CSUL8021 - CSULA University Auxiliary Service Total:		150.00
DSP0755 - D & S Printing		
306777	05/01/2019	
Inv 8226		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/08/2019		500 Color Formal Cards & Rubber Address Stamp Chief Joe Ortiz	479.61
Inv 8226 Total			479.61
Inv 8228			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/26/2019		10 Memo Pads & 10 Note Pads for Chief Joe Ortiz	340.55
Inv 8228 Total			340.55
Inv 8231			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/08/2019		500 Envelopes for Formal Note Cards	240.90
Inv 8231 Total			240.90
Inv 8236			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2019		Sponsorship Letters & Envelopes - Summer Concerts	355.88
Inv 8236 Total			355.88
Inv 8242			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2019		Printing of # 10 Regular Envelopes	153.30
Inv 8242 Total			153.30
Inv 8254			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/09/2019		500 #A-Z Envelopes w/ Return Address	240.90
Inv 8254 Total			240.90
306777 Total:			1,811.14
DSP0755 - D & S Printing Total:			1,811.14
DBEL5010 - DB Electronics			
306778	05/01/2019		
Inv 854			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/03/2019		Repair on Motorola XTS5000 Portable Radio	485.00
Inv 854 Total			485.00
306778 Total:			485.00
DBEL5010 - DB Electronics Total:			485.00

Check Number	Check Date		Amount
DIG0800 - Digital Telecommunications Corp			
306779	05/01/2019		
Inv	34172		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2019	Phone Line Relocation SrCtr. to Rec.. x362 & x382		1,033.50
Inv 34172 Total			1,033.50
306779 Total:			1,033.50
DIG0800 - Digital Telecommunications Corp Total:			1,033.50
EMRS4010 - Emergency Response			
306780	05/01/2019		
Inv	T2019-225		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2019	Decon Patrol Vehicle *198 - Scabies		250.00
Inv T2019-225 Total			250.00
306780 Total:			250.00
EMRS4010 - Emergency Response Total:			250.00
ENT5426 - Entenmann-Rovin			
306781	05/01/2019		
Inv	0142735-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Cap Piece for Chief Joe Ortiz		118.06
Inv 0142735-IN Total			118.06
306781 Total:			118.06
ENT5426 - Entenmann-Rovin Total:			118.06
GAR5011 - Garvey Equipment Co			
306782	05/01/2019		
Inv	118583		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Supplies & Chain-Saw Chains		124.48
Inv 118583 Total			124.48
306782 Total:			124.48

Check Number	Check Date	Amount
GAR5011 - Garvey Equipment Co Total:		124.48
GEPL6015 - Geo Plastics		
306783	05/01/2019	
Inv 72033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Used Oil Containers, Funnels & Filters	3,226.98
Inv 72033 Total		3,226.98
306783 Total:		3,226.98
GEPL6015 - Geo Plastics Total:		3,226.98
THR5910 - George L.Throop Co.		
306784	05/01/2019	
Inv 140		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2019	Street Maintenance Division Supplies	28.46
Inv 140 Total		28.46
Inv 164		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	Street Maintenance Division Supplies	79.54
Inv 164 Total		79.54
Inv 175		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2019	Street Maintenance Division Supplies	68.44
Inv 175 Total		68.44
Inv 586		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2019	Street Maintenance Division Supplies	161.23
Inv 586 Total		161.23
Inv 717		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2019	Street Maintenance Division Supplies	88.63
Inv 717 Total		88.63
Inv 731		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Street Maintenance Division Supplies	103.08

Check Number	Check Date	Amount
Inv 731 Total		103.08
Inv 7392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Street Maintenance Division Supplies	221.06
Inv 7392 Total		221.06
Inv 813		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Street Maintenance Division Supplies	932.18
Inv 813 Total		932.18
306784 Total:		<u>1,682.62</u>
THR5910 - George L.Throop Co. Total:		<u>1,682.62</u>
GKAS9000 - GK & Associates		
306785	05/01/2019	
Inv 06/01-06/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	Arroyo Seco Ped Project PW Construction Closeout Invoice	3,105.00
Inv 06/01-06/30/18 Total		3,105.00
306785 Total:		<u>3,105.00</u>
GKAS9000 - GK & Associates Total:		<u>3,105.00</u>
GPPT9090 - Gopher Patrol		
306786	05/01/2019	
Inv 339675		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Gopher Patrol for Arroyo Park 3/19	250.00
Inv 339675 Total		250.00
Inv 344313		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Gopher Patrol for Arroyo Park 4/19	246.67
04/04/2019	Gopher Patrol for Arroyo Park 4/19	3.33
Inv 344313 Total		250.00
306786 Total:		<u>500.00</u>

Check Number	Check Date		Amount
GPPT9090 - Gopher Patrol Total:			500.00
GREA6116 - Great Match Consulting			
306787	05/01/2019		
Inv	1690003968		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/19/2019	Temporary Personnel for Parks Division		658.56
Inv 1690003968 Total			658.56
306787 Total:			658.56
GREA6116 - Great Match Consulting Total:			658.56
GWRC8030 - Great Western Recreation			
306788	05/01/2019		
Inv	1901087		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/18/2019	MDF - Bottle Filler Water Fountain - Green		17,250.00
02/18/2019	MDF - Bottle Filler Water Fountain - Green		659.20
Inv 1901087 Total			17,909.20
306788 Total:			17,909.20
GWRC8030 - Great Western Recreation Total:			17,909.20
HHA5011 - H & H Auto Parts Wholesale			
306789	05/01/2019		
Inv	11N0274442		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	FD Vehicle Maint.		304.50
Inv 11N0274442 Total			304.50
306789 Total:			304.50
HHA5011 - H & H Auto Parts Wholesale Total:			304.50
HATC8025 - Halls Auto Tech Center			
306790	05/01/2019		
Inv	290328001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2019	Comm. Svcs. Auto Repair Van # 78		290.68
Inv 290328001 Total			290.68

Check Number	Check Date	Amount
306790 Total:		290.68
HATC8025 - Halls Auto Tech Center Total:		290.68
HRAS6201 - Harris & Associates		
306791	05/01/2019	
Inv	1800480001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Professional Services for Annual Admin. & Levy Services Fy19-20	740.00
Inv 1800480001 Total		740.00
306791 Total:		740.00
HRAS6201 - Harris & Associates Total:		740.00
DOHE8032 - Heselbarth, Donna J.		
306792	05/01/2019	
Inv	T0403-1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Residential Rebate HET Account # 0000695813-001468774	100.00
Inv T0403-1 Total		100.00
Inv	T0403-2	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Residential Rebate HET Account # 0000695813-001468774	100.00
Inv T0403-2 Total		100.00
306792 Total:		200.00
DOHE8032 - Heselbarth, Donna J. Total:		200.00
HIW6710 - Hi-Way Safety Inc		
306793	05/01/2019	
Inv	86372	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2019	Street Signs & Traffic Control Products for Street Dept.	556.80
Inv 86372 Total		556.80
306793 Total:		556.80
HIW6710 - Hi-Way Safety Inc Total:		556.80

Check Number	Check Date		Amount
ICC7101 - Int'l Code Council			
306794	05/01/2019		
Inv	3225765		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/13/2019	2019 Membership Dues		135.00
Inv 3225765 Total			135.00
306794 Total:			135.00
ICC7101 - Int'l Code Council Total:			135.00
IICC8025 - Irwindale Industrial Clinic			
306795	05/01/2019		
Inv	279976-873546		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2019	Drug Screening SAMHSA for Yaret Eloisa De Leon		95.00
Inv 279976-873546 Total			95.00
306795 Total:			95.00
IICC8025 - Irwindale Industrial Clinic Total:			95.00
KKIY2994 - Ivy, Kristina Kenner			
306796	05/01/2019		
Inv	05.10.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2019	Entertainment for Mother's Day Event 05.10.19		200.00
Inv 05.10.19 Total			200.00
306796 Total:			200.00
KKIY2994 - Ivy, Kristina Kenner Total:			200.00
JSAR4011 - Jack's Auto Repair			
306797	05/01/2019		
Inv	16,186		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/14/2019	PD Annual Vehicle Maint. Unit # 1703		1,862.08
Inv 16,186 Total			1,862.08
Inv	16,244		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/07/2019	PD Annual Vehicle Maint. Unit # 1111		349.21

Check Number	Check Date	Amount
Inv 16,244 Total		349.21
Inv 16,266		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Transit Division Oil Change Unit # 78	62.73
Inv 16,266 Total		62.73
306797 Total:		2,274.02
JSAR4011 - Jack's Auto Repair Total:		2,274.02
SAUJ8267 - Jacobs, Saul		
306798	05/01/2019	
Inv 04.26.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2019	Presentation Re-birth of Blues & Jazz	125.00
Inv 04.26.19 Total		125.00
306798 Total:		125.00
SAUJ8267 - Jacobs, Saul Total:		125.00
RBJN4610 - Jennings, Robert		
306799	05/01/2019	
Inv 222142251		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Overpayment on parking citation 222142251	158.00
Inv 222142251 Total		158.00
306799 Total:		158.00
RBJN4610 - Jennings, Robert Total:		158.00
JCRS5011 - Jones Coffee Roasters		
306800	05/01/2019	
Inv 44289		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/02/2019	FD Dept Supplies	139.05
Inv 44289 Total		139.05
Inv 45242		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2019	FD Dept Supplies	139.05

Check Number	Check Date	Amount
Inv 45242 Total		139.05
Inv 45474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	FD Dept Supplies	185.40
Inv 45474 Total		185.40
306800 Total:		463.50
JCRS5011 - Jones Coffee Roasters Total:		463.50
KLSR8032 - Kidz Love Soccer		
306801	05/01/2019	
Inv	Winter 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Class Instructor for Soccer 3 Classes 2nd Session	1,510.60
Inv Winter 2019 Total		1,510.60
306801 Total:		1,510.60
KLSR8032 - Kidz Love Soccer Total:		1,510.60
KOAC6010 - KOA		
306802	05/01/2019	
Inv	JB83108-3	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Traffic Engineering Svcs. (SSAR) Preperation	15,198.24
Inv JB83108-3 Total		15,198.24
306802 Total:		15,198.24
KOAC6010 - KOA Total:		15,198.24
KWJY4610 - Kwok, Joyce		
306803	05/01/2019	
Inv	233130041	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	Citation 233130041 Dismissed in Admin, Hearings	50.00
Inv 233130041 Total		50.00
306803 Total:		50.00

Check Number	Check Date		Amount
KWJY4610 - Kwok, Joyce Total:			50.00
LDCR6410 - LandCare USA LLC			
306804	05/01/2019		
Inv	213668		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2019	Monthly Landscape Services		3,733.02
03/25/2019	Monthly Landscape Services		18,587.16
03/25/2019	Monthly Landscape Services		1,617.48
03/25/2019	Montly Landscape Services		1,644.23
Inv 213668 Total			25,581.89
306804 Total:			25,581.89
LDCR6410 - LandCare USA LLC Total:			25,581.89
LIT7777 - Litwin, Louis			
306805	05/01/2019		
Inv	03/17/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2003	PD. Amin. Hearings 03/27/19		135.00
Inv 03/17/19 Total			135.00
306805 Total:			135.00
LIT7777 - Litwin, Louis Total:			135.00
MKEQ6601 - Mark Kitchen Equipment			
306806	05/01/2019		
Inv	34299		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2019	Provide Estimate to Repair Ice Machine		156.00
Inv 34299 Total			156.00
Inv	34315		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2019	Service Yard Ice Machine Repairs		459.34
Inv 34315 Total			459.34
306806 Total:			615.34
MKEQ6601 - Mark Kitchen Equipment Total:			615.34

Check Number	Check Date		Amount
MBFEC106 - Marx Bros. Fire Extinguisher Co.			
306807	05/01/2019		
Inv	S20910		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/19/2019	WMB - Semi Annual Inspection of Ansul R-102 3 Gallon Fire Syste		116.28
Inv S20910 Total			116.28
306807 Total:			116.28
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			116.28
OMEG4011 - Omega Polygraph			
306808	05/01/2019		
Inv	01655		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/05/2019	Fee for Pre-Employment Polygraph Examination		1,950.00
Inv 01655 Total			1,950.00
306808 Total:			1,950.00
OMEG4011 - Omega Polygraph Total:			1,950.00
OTCB8032 - OTC Brands, Inc.			
306809	05/01/2019		
Inv	695517206-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Supplies for annual Extravaganza event 04.02.19		425.96
Inv 695517206-01 Total			425.96
306809 Total:			425.96
OTCB8032 - OTC Brands, Inc. Total:			425.96
PHS4011 - Pasadena Humane Society			
306810	05/01/2019		
Inv	APR2019SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2019	Animal Control Svcs. 4/19		9,410.75
Inv APR2019SoPas Total			9,410.75
306810 Total:			9,410.75

Check Number	Check Date		Amount
PHS4011 - Pasadena Humane Society Total:			9,410.75
PSNS7101 - Pasadena Star News			
306811	05/01/2019		
Inv	900041829		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	FD Subscription - Pasadena Star News		429.16
Inv 900041829 Total			429.16
306811 Total:			429.16
PSNS7101 - Pasadena Star News Total:			429.16
PBGF8031 - Pitney Bowes Global Fin. Svc LLC			
306812	05/01/2019		
Inv	3103048306		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2019	Postage Meter Lease		63.21
04/11/2019	Postage Meter Lease		63.21
04/11/2019	Postage Meter Lease		63.21
04/11/2019	Postage Meter Lease		63.21
Inv 3103048306 Total			252.84
306812 Total:			252.84
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:			252.84
PDI417 - Plumbers Depot Inc.			
306813	05/01/2019		
Inv	PD-41424		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/26/2019	Handel Assy for Rotating Reel for Trailer Jetter		481.88
Inv PD-41424 Total			481.88
306813 Total:			481.88
PDI417 - Plumbers Depot Inc. Total:			481.88
POSS265 - Post Alarm Systems			
306814	05/01/2019		
Inv	1160384		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/04/2019	WMB & Orange Grove Rec Building 5/19		50.23
04/04/2019	WMB & Orange Grove Rec Building 5/19		50.23

Check Number	Check Date		Amount
Inv 1160384		Total	100.46
306814 Total:			100.46
POS5265 - Post Alarm Systems Total:			100.46
PEDS6010 - Prime Electric Distributors			
306815	05/01/2019		
Inv	S1387999.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/18/2019	Streetlight Stocking Replacements - Light Bulbs		181.08
Inv S1387999.001	Total		181.08
Inv	S1388273.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2019	Cooling Tower Electrical Repair Magnetic Starter Replaced		363.54
Inv S1388273.001	Total		363.54
306815 Total:			544.62
PEDS6010 - Prime Electric Distributors Total:			544.62
POSU8132 - Prudential Overall Supply			
306816	05/01/2019		
Inv	52235897		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Uniform Svcs for Garfield Reservoir		25.23
04/02/2019	Uniform Svcs for the Garfield Reservoir		34.69
Inv 52235897	Total		59.92
Inv	52235899		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Uniform Svcs for the Service Yard		14.38
04/02/2019	Uniform Svcs for the Service Yard		9.65
04/02/2019	Uniform Svcs for the Service Yard		9.65
04/02/2019	Uniform Svcs for the Public Works Staff		11.45
04/02/2019	Uniform Svcs for the Service Yard		28.57
Inv 52235899	Total		73.70
Inv	52235900		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Scraper Mats for Service Yard		3.87
04/02/2019	Scraper Mats for Service Yard		3.87
04/02/2019	Scraper Mats for Service Yard		3.87
04/02/2019	Scraper Mats for Service Yard		3.87

Check Number	Check Date		Amount
	04/02/2019	Scraper Mats for Service Yard	3.87
	Inv 52235900	Total	19.35
	Inv 52235901		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/02/2019	Scraper Mats for Garfield Reservoir	12.47
	Inv 52235901	Total	12.47
	Inv 52238198		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/09/2019	Uniform Svcs for the Public Works Staff	25.23
	04/09/2019	Uniform Svcs for Garfield Reservoir	34.69
	Inv 52238198	Total	59.92
	Inv 52238199		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/09/2019	Scraper Mats for Garfield Reservoir	12.47
	Inv 52238199	Total	12.47
	Inv 52238200		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/09/2019	Scraper Mats for Service Yard	3.87
	04/09/2019	Scraper Mats for Service Yard	3.87
	04/09/2019	Scraper Mats for Service Yard	3.87
	04/09/2019	Scraper Mats for Service Yard	3.87
	04/09/2019	Scraper Mats for Service Yard	3.87
	Inv 52238200	Total	19.35
	Inv 52238201		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/09/2019	Uniform Svcs for the Service Yard	28.57
	04/09/2019	Uniform Svcs for the Service Yard	11.45
	04/09/2019	Uniform Svcs for the Service Yard	9.65
	04/09/2019	Uniform Svcs for the Service Yard	9.65
	04/09/2019	Uniform Svcs for the Service Yard	14.38
	Inv 52238201	Total	73.70
	Inv 52240408		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/16/2019	Uniform Svcs for Garfield Reservoir	25.23
	04/16/2019	Uniform Svcs for Garfield Reservoir	34.69
	Inv 52240408	Total	59.92
	Inv 52240409		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/16/2019	Scraper Mats for Garfield Reservoir	12.47

Check Number	Check Date		Amount
Inv 52240409		Total	12.47
Inv 52240410			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/16/2019		Scraper Mats for Service Yard	3.87
04/16/2019		Scraper Mats for Service Yard	3.87
04/16/2019		Scraper Mats for Service Yard	3.87
04/16/2019		Scraper Mats for Service Yard	3.87
04/16/2019		Scraper Mats for Service Yard	3.87
Inv 52240410		Total	19.35
Inv 52240411			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/16/2019		Uniform Svcs for the Service Yard	28.57
04/16/2019		Uniform Svcs for the Service Yard	9.65
04/16/2019		Uniform Svcs for the Service Yard	11.45
04/16/2019		Uniform Svcs for the Service Yard	9.65
04/16/2019		Uniform Svcs for the Service Yard	14.38
Inv 52240411		Total	73.70
306816		Total:	496.32
POSU8132		Prudential Overall Supply Total:	496.32
PRY7777		Pryor Learning Solutions	
306817	05/01/2019		
Inv 5269176			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/09/2019		12 Month Subscription Membership Renewal Reyna Salazar Martin	199.00
Inv 5269176		Total	199.00
306817		Total:	199.00
PRY7777		Pryor Learning Solutions Total:	199.00
RMSE2925		Randall B. Montgomery Stone Engraving	
306818	05/01/2019		
Inv 7789			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/11/2019		On-Site Engraving of Boulder at HealingGarden for Darby J. Rubin	275.00
Inv 7789		Total	275.00
306818		Total:	275.00

Check Number	Check Date		Amount
RMSE2925 - Randall B. Montgomery Stone Engraving Total:			275.00
RHAL9158 - RHA Landscape Architects-Planners			
306819	05/01/2019		
Inv	0319028		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2019	Professional Services for City Hall		928.00
Inv 0319028 Total			928.00
306819 Total:			928.00
RHAL9158 - RHA Landscape Architects-Planners Total:			928.00
RKAC6010 - RKA Consulting Group			
306820	05/01/2019		
Inv	28614		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2019	Alpha Ave & Camino Del Sol Improvement Project Engineering De		2,767.50
Inv 28614 Total			2,767.50
306820 Total:			2,767.50
RKAC6010 - RKA Consulting Group Total:			2,767.50
RON1111 - Ronnie, Matthew			
306821	05/01/2019		
Inv	03.11-03.14.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	PD Training Class 03/11-03/14/19 Sgt. Ronnie		65.64
Inv 03.11-03.14.19 Total			65.64
Inv	04.08-04.11.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	PD Training Class 4/8-4/11/19 Sgt. Ronnie		65.64
Inv 04.08-04.11.19 Total			65.64
306821 Total:			131.28
RON1111 - Ronnie, Matthew Total:			131.28
RMSF8025 - Route Match Software			
306822	05/01/2019		

Check Number	Check Date		Amount
Inv	39276		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2019	Annual Hosting Fee - 2 Users for 4 Years		2,646.00
Inv 39276 Total			2,646.00
306822 Total:			2,646.00
RMSF8025 - Route Match Software Total:			2,646.00
SAN4958 - San Marino Security System			
306823	05/01/2019		
Inv	R10440		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Quarterly Monitoring Fee: OG Rec (April - June 2019)		207.00
03/27/2019	Quarterly Monitoring Fee: EPH (April - June 2019)		414.00
03/27/2019	Quarterly Monitoring Fee: WMB (April - June 2019)		207.00
03/27/2019	Quarterly Monitoring Fee: GPYH (April - June 2019)		324.00
Inv R10440 Total			1,152.00
306823 Total:			1,152.00
SAN4958 - San Marino Security System Total:			1,152.00
SAN8032 - San Pascual Stables			
306824	05/01/2019		
Inv	Wint. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Class Instrcutor Horsemanship March 2 Classes		864.00
Inv Wint. 2019 Total			864.00
306824 Total:			864.00
SAN8032 - San Pascual Stables Total:			864.00
SDSI0107 - Security Design Systems, Inc.			
306825	05/01/2019		
Inv	221389		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2019	PD Maint. & Upgrade (Mar.-May 2019)		136.98
Inv 221389 Total			136.98
306825 Total:			136.98

Check Number	Check Date		Amount
SDSI0107 - Security Design Systems, Inc. Total:			136.98
SEL6010 - Selco Battery Co.			
306826	05/01/2019		
Inv	100		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2019	Replacement Battery for SCADA Communication		350.40
Inv 100 Total			350.40
Inv	101		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2019	Replacement Battery for Arrow Board - Traffic Control		262.80
Inv 101 Total			262.80
306826 Total:			613.20
SEL6010 - Selco Battery Co. Total:			613.20
CASI2970 - Sinha, Catherine			
306827	05/01/2019		
Inv	405350		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Refund From Soils Deposit From Project @ 1931-1935 Hanscom		510.80
Inv 405350 Total			510.80
306827 Total:			510.80
CASI2970 - Sinha, Catherine Total:			510.80
SPAC2920 - South Pasadena Arts Council			
306828	05/01/2019		
Inv	6		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	1-year Contract for Curatory Svcs for the Civic Center Art Galle		1,539.38
Inv 6 Total			1,539.38
306828 Total:			1,539.38
SPAC2920 - South Pasadena Arts Council Total:			1,539.38
STA5219 - Staples Business Advantage			
306829	05/01/2019		

Check Number	Check Date	Amount
Inv 3389511430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/07/2018	CS Office Supplies	81.13
Inv 3389511430 Total		81.13
Inv 3405227351		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2019	PD Office Supplies	147.92
Inv 3405227351 Total		147.92
Inv 3405227353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2019	PD Office Supplies	460.96
Inv 3405227353 Total		460.96
Inv 3405227354		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2019	PD Office Supplies	159.51
Inv 3405227354 Total		159.51
Inv 3407672440		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2019	FD Office Supplies	47.00
Inv 3407672440 Total		47.00
Inv 3407672441		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2019	FD Office Supplies	23.97
Inv 3407672441 Total		23.97
Inv 3408428799		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2019	Coffee Supplies for Senior Center	393.49
Inv 3408428799 Total		393.49
Inv 3408428800		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2019	CS Office Supplies	26.27
Inv 3408428800 Total		26.27
Inv 3408571911		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2019	Public Works Service Yard Supplies	16.11

Check Number	Check Date		Amount
03/22/2019		Public Works Service Yard Supplies	16.11
03/22/2019		Public Works Service Yard Supplies	16.11
03/22/2019		Public Works Service Yard Supplies	16.11
03/22/2019		Public Works Service Yard Supplies	16.11
03/22/2019		Public Works Service Yard Supplies	97.03
03/22/2019		Public Works Service Yard Supplies	16.11
Inv 3408571911 Total			193.69
Inv 3409082237			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/28/2019		CS Office Supplies	54.30
Inv 3409082237 Total			54.30
Inv 3409082238			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/28/2019		Water Distribution Office Supplies	19.79
03/28/2019		Water Distribution Office Supplies	158.21
Inv 3409082238 Total			178.00
Inv 3409082239			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/28/2019		Water Distribution Office Supplies	82.85
Inv 3409082239 Total			82.85
Inv 3409355852			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/30/2019		CS Office Supplies	179.07
03/30/2019		CS Office Supplies	280.94
Inv 3409355852 Total			460.01
Inv 3410542502			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/06/2019		Emergency Preparedncss - CERT	536.59
Inv 3410542502 Total			536.59
Inv 3410674931			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2018		FD Office Supplies	89.53
Inv 3410674931 Total			89.53
306829 Total:			2,935.22
STA5219 - Staples Business Advantage Total:			2,935.22

Check Number	Check Date	Amount
DAST2970 - Streshinsky, David		
306830	05/01/2019	
Inv 404190		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Refund from Soils Report @ 800 Valley View	543.86
Inv 404190 Total		543.86
306830 Total:		543.86
DAST2970 - Streshinsky, David Total:		543.86
SUVA8022 - Sunset Vans Inc.		
306831	05/01/2019	
Inv 15711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	60 Day Ramp Inspection Vehicles 75 & 80	150.00
Inv 15711 Total		150.00
Inv 15712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	60 Day Ramp Inspection Vehicles 75 & 80	90.00
Inv 15712 Total		90.00
306831 Total:		240.00
SUVA8022 - Sunset Vans Inc. Total:		240.00
SSSS8267 - Super Soccer Stars		
306832	05/01/2019	
Inv Winter 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Class Instructor for Soccer 1 Class Winter 2nd Session	351.00
Inv Winter 2019 Total		351.00
306832 Total:		351.00
SSSS8267 - Super Soccer Stars Total:		351.00
SCRR4010 - Superior Court of CA, County of LA		
306833	05/01/2019	
Inv 740A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Court Fees 3/19	9,072.00

Check Number	Check Date	Amount
Inv 740A Total		9,072.00
306833 Total:		9,072.00
SCRR4010 - Superior Court of CA, County of LA Total:		9,072.00
TRA5998 - Transtech Engineers Inc.		
306834	05/01/2019	
Inv 20182495		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	12,797.25
Inv 20182495 Total		12,797.25
Inv 20182535		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2018	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	23,729.36
Inv 20182535 Total		23,729.36
Inv 20191017		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	20,899.02
Inv 20191017 Total		20,899.02
Inv 20191018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	13,151.91
Inv 20191018 Total		13,151.91
306834 Total:		70,577.54
TRA5998 - Transtech Engineers Inc. Total:		70,577.54
POR4707 - United Site Services, Inc.		
306835	05/01/2019	
Inv 114-8246893		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Portable Toilett Service Skate Park 3/26-4/22/19	318.67
Inv 114-8246893 Total		318.67
306835 Total:		318.67
POR4707 - United Site Services, Inc. Total:		318.67

Check Number	Check Date		Amount
VEWI8020 - Vision Electric Wholesale Inc.			
306836	05/01/2019		
Inv	34209		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Street Light Bulbs		106.51
Inv 34209 Total			106.51
306836 Total:			106.51
VEWI8020 - Vision Electric Wholesale Inc. Total:			106.51
WCTL5505 - West Coast Trial Lawyers			
306837	05/01/2019		
Inv	DR-19-0571		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Reimb. of Overpayment for Report DR19-0571		8.70
Inv DR-19-0571 Total			8.70
306837 Total:			8.70
WCTL5505 - West Coast Trial Lawyers Total:			8.70
WIT6353 - Wittman Enterprises LLC			
306838	05/01/2019		
Inv	18120059CR		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/11/2019	Paramedic Payments December 2018 Credit Memo		-2,754.54
Inv 18120059CR Total			-2,754.54
Inv	1902059		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2019	Paramedic Payments February 2019		4,159.49
Inv 1902059 Total			4,159.49
Inv	1903059		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/12/2019	Paramedic Payments March 2019		3,110.83
Inv 1903059 Total			3,110.83
306838 Total:			4,515.78

Check Number	Check Date	Amount
WIT6353 - Wittman Enterprises LLC Total:		4,515.78
WSIC6601 - Wright's Supply, Inc.		
306839	05/01/2019	
Inv	227780	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2019	Draft Inducer - Facility Maint.	209.98
Inv 227780 Total		209.98
306839 Total:		209.98
WSIC6601 - Wright's Supply, Inc. Total:		209.98
ADWU2920 - Wu, Adriana Abich		
306840	05/01/2019	
Inv	R99367/100655	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund Deposit for GP Youth House	250.00
Inv R99367/100655 Total		250.00
306840 Total:		250.00
ADWU2920 - Wu, Adriana Abich Total:		250.00
YTI1023 - Y Tire Sales		
306841	05/01/2019	
Inv	0010006	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2019	Tire Replacements for Street Division Vehicles	571.48
Inv 0010006 Total		571.48
Inv	0010123	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2019	Tire Replacements for Street Division Vehicles Unit # 11	180.35
Inv 0010123 Total		180.35
306841 Total:		751.83
YTI1023 - Y Tire Sales Total:		751.83

Check Number	Check Date	Amount
		<hr/> <hr/>
Total:		289,969.75
		<hr/> <hr/>

ATTACHMENT 4
Payroll 04/19/2019

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 04.19.2019

Account Number	Account Name	05.01.19
101-0000-0000-1010-000	General Fund - Payroll cash	601,644.48
	Other Withholding Payables	\$ 337,146.15
101-0000-0000-1010-000	Net General Fund - Payroll Cash	<u>264,498.33</u>
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,792.55
207-0000-0000-1010-000	Prop C - Payroll Cash	6,733.35
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	12,785.32
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Aesessment - PR Ca	5,570.90
218-0000-0000-1010-000	Clean Air Act	
227-0000-0000-1010-000	CRA - Payroll Cash	
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	17,901.20
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	48,836.83
700-0000-0000-2210-000	Internal Revenue Service	48,228.65
700-0000-0000-2220-000	Employment Development Dept.	30,059.57
700-0000-0000-2230-000	Internal Revenue Service	16,564.42
700-0000-0000-2240-000	PERS Pension	88,534.21
700-0000-0000-2260-000	Deferred Comp - Empower	13,382.59
700-0000-0000-2262-000	PERS Health - Actives	112,517.60
101-3011-3041-7131-000	PERS Health - Retirees	48,872.23
Total Checks & Direct Deposits		<u>724,277.75</u>
Checks		12,522.34
Direct Deposits		353,596.14
I.R.S Payments		64,793.07
E.D.D. - State of CA		30,059.57
PERS Pension		88,534.21
Deferred Comp - Empower		13,382.59
PERS Health		161,389.83
		<u>724,277.75</u>
To 700		690,742.29
Other PR Payable		337,146.15
ACH Payable		<u>353,596.14</u>

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants

05.01.2019

<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

\$ -

Marina Khubesrian M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary



Craig Koehler, Agency Treasurer

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City Council Agenda Report

ITEM NO. 9

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Daniel Ojeda P.E., Interim Public Works Director *DO*
 Alex Chou, Associate Civil Engineer *AC*

SUBJECT: Award of Construction Contract to Sequel Contractors, Inc., for the Bushnell Avenue and Diamond Avenue Street Improvement Project in an Amount Not-to-Exceed \$1,089,855

Recommended Action

It is recommended that the City Council:

1. Accept a bid dated March 28, 2019, from Sequel Contractors, Inc., for the construction of the Bushnell Avenue and Diamond Avenue Street Improvement Project (Project);
2. Authorize the City Manager to enter into a contract with Sequel Contractors, Inc.(Contractor) for a not-to-exceed amount of \$1,089,855; and
3. Authorize a construction contingency ten percent in the amount of \$108,986 for total amount of \$1,198,841.

Commission Review and Recommendation

These streets were previously identified and reviewed by the Public Works Commission.

Discussion/Analysis

In March 2019, the Project was advertised for bids. In compliance with the Public Contract Code, the Project was advertised in the South Pasadena Review newspaper and also in various construction publications including F.W. Dodge, Daily Construction Service, and Bid Net.

On March 28, 2019, the City Clerk's Division received and opened six bids with the result as follows:

Contractor	Total Bid Amount
Sequel Contractors, Inc., Santa Fe Springs, CA	\$1,089,855.00
Sully-Miller Contracting Co., Brea, CA	\$1,329,000.00
E.C. Construction Co., So. El Monte, CA *	\$1,448,720.00 (\$1,441,430.00)

Award of Construction Contract for Bushnell Avenue and Diamond Avenue Street Improvement Project

May 1, 2019

Page 2 of 3

All American Asphalt, Corona, CA	\$1,579,843.00
Toro Enterprises, Inc., Oxnard, CA	\$1,591,933.75
Excel Paving Company, Long Beach, CA	\$1,716,579.00
<i>Engineer's Estimate</i>	<i>\$1,543,293.00</i>

* Indicates the original bid amount was submitted with a mathematical error. The amount shown is the corrected amount.

() Indicates the original bid amount.

Staff has reviewed the Contractor's references, and verified the quality of their construction and found the work to be of good condition. The Contractor has satisfactorily completed similar projects for other public agencies, which includes the Cities of Long Beach, Riverside, and Westminster. The Contractor has previously completed Hermosa Street Improvement Project in 2015 for the City of South Pasadena (City). The Contractor's license is currently valid and in good standing. Staff's recommendation is to award the Project to Sequel Constructors, Inc. The construction is expected to be completed in 90 working days.

Background

The street projects list is generated based on the Pavement Management Program (PMP) which was developed in 2015, taking into account staff recommendations, risk management, conditions of city's infrastructure such as water and road surface, and Commissioner input. The Public Works Commission and subsequently the City Council approved the street improvements. This Project was included in the adopted Fiscal Year (FY) 2017-18 Budget and the FY 2018-19 Capital Improvement Plan (CIP)

The Project involves pavement rehabilitation and water improvements on Bushnell Avenue (Oak Street to Huntington Drive) and Diamond Avenue (Monterey Road to Lyndon Street) (Attachment 2). More specifically, the scope of work consists of cold milling of existing pavement, reconstruction of localized asphalt pavement failures, asphalt concrete overlay, removal and replacement of sidewalk, curb ramps, driveway approaches, curb and gutter, thermoplastic striping and pavement markings, utility adjustments and installation of new water meters, services, valves, fire hydrants and its appurtenances.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Funding for this Project is available in the FY 2017-18 Budget in the Street Improvement Program Account No. 104-9000-9203. Additionally, a portion of street improvements and various concrete repairs will be funded from Measure R Account No. 236-9000-9000 and water improvements will be funded from Water Department Account No. 500-9000-9300.

Award of Construction Contract for Bushnell Avenue and Diamond Avenue Street Improvement Project

May 1, 2019

Page 3 of 3

Environmental Analysis

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

Public Notification of Agenda Item

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

Attachments:

1. Agreement
2. Location Map

ATTACHMENT 1
Agreement – Sequel Contractors, Inc.

CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of May, 2019 by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and Sequel Contractors, Inc., "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. 2018-02**) 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: **Bushnell Avenue and Diamond Avenue Street Improvement Project** all in accordance with the Contract Documents and Contractor's Proposal dated March 28, 2019.

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 Million Eight-nine Thousand Eight Hundred Fifty-five and 00/100 Dollars (\$1,089,855)

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) working 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.

CONTRACTOR

BY _____

(Title)

BY _____

CITY OF SOUTH PASADENA

Stephanie DeWolfe, CITY MANAGER

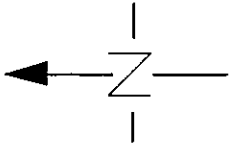
ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, CITY CLERK

Teresa L. Highsmith, CITY ATTORNEY

ATTACHMENT 2
Location Map

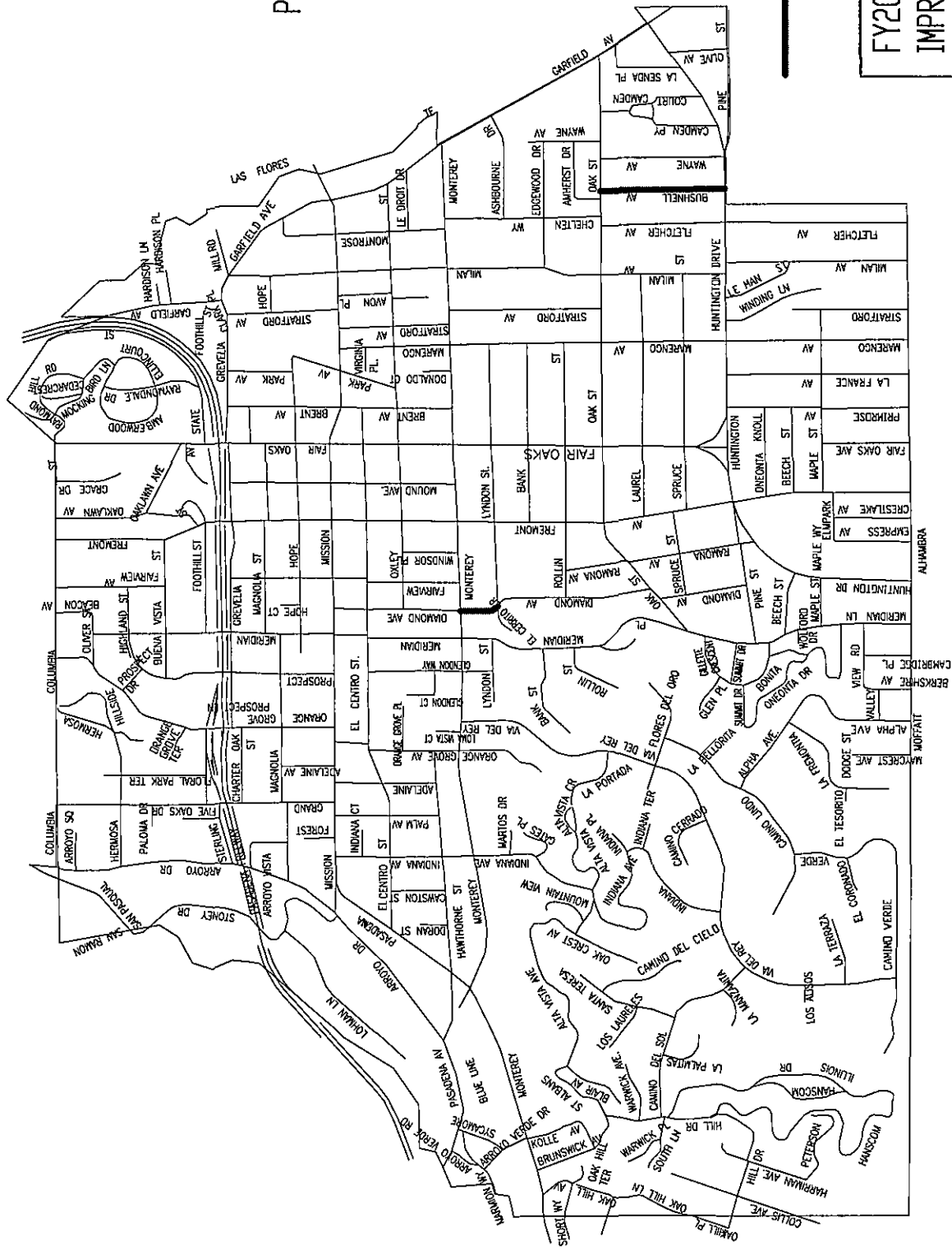


PROJECT LOCATION MAP

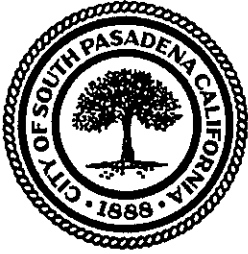
PROJECT LOCATION



FY2017-18 STREET
IMPROVEMENT PROJECTS



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City Council Agenda Report

ITEM NO. 10

DATE: May 1, 2019

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

PREPARED BY: Craig Koehler, Finance Director *CK*

SUBJECT: **Discretionary Fund Request from Mayor Khubesrian for the Purpose of Memorial Day Ceremonial Items**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Mayor Khubesrian designating \$550 to the Memorial Day Ceremony.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The Discretionary Fund contribution of \$550 will help fund ceremonies for the Memorial Day celebration: \$250 for brass band, and \$300 for drums.

Background

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

On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. the Resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. Said allocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and excludes the request being considered in the staff report.

Legal Review

The City Attorney has not reviewed this item.

Discretionary Fund Request from Mayor Khubesrian for the Purpose of Memorial Day
 Ceremonial Items
 May 1, 2019
 Page 2 of 2

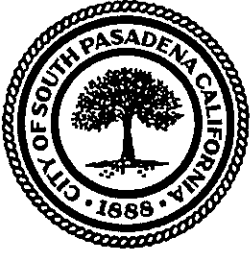
City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>	
Pledged	Current Year Balance >	\$13,000	\$13,008	\$13,000	\$13,262	\$14,000
5/1/2019 "Be Kind to Animals"						25
5/1/2019 Memorial Day Celebration			550			
	<i>FYTD Appropriations</i>	<i>1,000</i>	<i>992</i>	<i>1,550</i>	<i>738</i>	<i>1,125</i>
	Available at 5/1/19	\$13,000	\$13,008	\$12,450	\$13,262	\$12,875

Fiscal Impact

Funds are available in the FY 2018-19 Budget in Discretionary Fund.

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. 11

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Craig Koehler, Finance Director *CK*

SUBJECT: **Discretionary Fund Request from Councilmember Schneider for the Purpose of "Be Kind to Animals"**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Schneider designating \$25 to the "Be Kind to Animals" society/organization.

Commission Review and Recommendation

This matter was reviewed by the Animal Commission.

Discussion/Analysis

The Discretionary Fund contribution of \$25 will help fund the continued community outreach efforts of the "Be Kind to Animals" society/organization.

Background

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

On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. the Resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. Said allocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and excludes the request being considered in the staff report.

Legal Review

The City Attorney has not reviewed this item.

Discretionary Fund Request from Councilmember Schneider for the Purpose of "Be Kind to Animals"

May 1, 2019

Page 2 of 2

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe Khubesian</u>	<u>Mahmud</u>	<u>Schneider</u>	
Pledged	Current Year Balance >	\$13,000	\$13,008	\$13,000	\$13,262	\$14,000
5/1/2019	"Be Kind to Animals"					25
	<i>FYTD Appropriations</i>	<i>1,000</i>	<i>992</i>	<i>0</i>	<i>738</i>	<i>1,125</i>
	Available at 5/1/19	\$13,000	\$13,008	\$13,000	\$13,262	\$12,875

Fiscal Impact

Funds are available in the FY 2018-19 Budget Council Discretionary Fund.

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. 12

DATE: May 1, 2019

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

PREPARED BY: *DO* Daniel Ojeda P.E., Interim Public Works Director *at*
Anteneh Tesfaye, Water Operations Manager

SUBJECT: **Authorize the First Contract Amendment with Pacific Hydrotech Corporation to Abate Asbestos Containing Material at the Graves Reservoir Project in an amount Not-to Exceed \$194,282.34 for a Total Not-to-Exceed Contract Amount of \$9,506,682**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute the first contract amendment with Pacific Hydrotech Corporation for the Graves Reservoir Replacement Project.

The proposed amendment, an additional not-to-exceed amount of \$194,282.34, is necessary to abate Asbestos Containing Material (ACM) in accordance with California Occupational Safety and Health Administration (Cal/OSHA) and South Coast Air Quality Management District (SCAQMD) regulations.

Commission Review and Recommendation

This matter was not reviewed by commission.

Background

On May 16, 2018, the City Council approved the construction contract with Pacific Hydrotech Corporation for the construction of the Graves Reservoir Replacement Project.

During the demolition of the existing Graves Reservoir facility, a black felt material, later confirmed to be Black Vapor Barrier was discovered between the layers of the reservoir concrete walls which was placed many years ago when the reservoir was originally constructed. Immediately after discovery of the vapor barrier material, a certified asbestos consultant was brought in to investigate and take samples for laboratory testing. After laboratory analysis, the result of the samples collected indicated that the black vapor barrier material was found to contain asbestos. As a result, it was concluded by the certified asbestos consultant that all similar materials approximately 18,000 square feet were assumed to contain asbestos as well. Following that determination, all construction activities were suspended until the proper permit was obtained for the abatement process.

The existence of the asbestos containing material was unknown during the bidding portion of the

project because the black felt material was inside the layer of the concrete.

Discussion/Analysis

In order to prevent potential costly delays, staff worked swiftly on developing a plan to properly dispose of the materials as required by the SCAQMD. A revised procedure five ~~(5)~~ form was submitted to the SCAQMD and granted, giving the City permission to begin removing materials immediately. Since unit prices were established for the project, staff requested that all work be tracked on a time and material basis. The most significant cost associated with this work being the demolition, transport, and disposal of the asbestos containing material.

The proposed amendment includes the complete removal of all asbestos containing materials (ACM) within the concrete floor and walls of the reservoir. All of the removals meet CAL/OSHA and SCAQMD requirements.

Legal Review

The City Attorney has been asked to review this item.

Fiscal Impact

The original contract amount for the project as approved at the May 16, 2018 City Council meeting is \$9,312,400.00. If approved, the new contract amount inclusive of the amendment will be \$9,506,682.34.

There are sufficient funds available in account number 500-9289 to cover this amendment.

Original Agreement	(approved 5/16/18)	\$9,312,400.00
Amendment No.1	(proposed)	<u>\$194,282.34</u>
TOTAL		\$9,506,682.34

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. Pacific Hydrotech Corporation Contract Amendment
2. Abatement Costs

FRIST AMENDMENT TO
AGREEMENT FOR CONSTRUCTION

THIS AMENDMENT (“Amendment”) is made as of this 1st day of May, 2019, by and between the CITY OF SOUTH PASADENA (“City”) and PACIFIC HYDROTECH CORPORATION (“Contractor”).

RECITALS

WHEREAS, on May 16, 2018 the City and Contractor entered into an Agreement for Construction (“Agreement”) for the Graves Reservoir Replacement Project No. 2016-01; and

WHEREAS, the original Agreement was in the amount of \$9,312,400; and

WHEREAS, the CITY requested additional work required to dispose of Asbestos Containing Material (ACM) discovered in between layers of concrete of the reservoir which required removal per SCAQMD guidelines; and

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

1. PAYMENT FOR SERVICES. That Section 3 of the Agreement is hereby amended to read as follows:

City shall pay for the additional construction work performed by the CONTRACTOR pursuant to the terms of this Amendment Agreement. The total amount for the Agreement shall not exceed the authorized amount of \$9,506,682.34 (which includes the compensation for the original scope of work in the amount of \$9,312,400 and the compensation for the additional scope in the amount of \$194,282.34) , unless the CITY has given specific advance approval in writing.

2. SCOPE OF SERVICES. That scope of work of the Agreement is hereby amended to include Exhibit “A” as attached to this Amendment and incorporated herein by this reference.

3. TERM. The term of the Agreement shall be extended by 41 calendar days from the date of completion shown on the Notice to Proceed issued.

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

“City”
City of South Pasadena

“Contractor”
Pacific Hydrotech Corporation

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST:

By: _____
Evelyn G. Zneimer, City Clerk

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____



**CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
CONTRACT CHANGE ORDER**

CHANGE ORDER #: 1 **CITY PROJECT #:** 2016-01

PROJECT TITLE: Graves Reservoir Project

CONTRACT #: 1813 **CHANGE REQUESTED BY:** Contractor/City

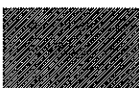
CONTRACTOR: Pacific Hydrotech Corporation **DATE OF REPORT:** 11/30/2018




	Cost	Calendar Days
Original contract amount:	\$ 9,312,400.00	550
Previous Change Orders amount:	\$ -	0
This Change Order amount:	\$ 194,282.34	41
Total increase to contract (all change orders) to date:	\$ 194,282.34	0
Revised total contract amount:	\$ 9,506,682.34	0
Percentage of total increase (or decrease) to contract amount to date:	2.09%	591

Item #	Description	Quantity	Unit	Unit Cost	Change Order Cost	Time Extension/Calendar Days
1	Asbestos material was discovered in between layers of concrete of the reservoir which required removal per AQMD Guidelines. Work was performed on a T & M basis per the attached COR 1R2.	1	LS	\$ 194,282.34	\$ 194,282.34	<u>41</u>
6					\$ -	

Total Cost: \$194,282.34



Recommended by: 
Luanne Bean, Construction Manager

Date: 3/11/19

Approved by: 
Dan Ojeda, P.E., Interim Public Works Director

Date: 3/12/19

We, the undersigned contractor, have given careful consideration the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above, which shall constitute full compensation, including all mark-ups for this work. Full payment of the prices shown above shall also include payment for any and all delay, extended or additional field and home office overhead, disruption, acceleration, inefficiencies, lost labor or equipment productivity, differing site conditions, construction interferences and other extraordinary or consequential damages, including any cumulative effect of these impacts on the overall Work under the Contract arising directly or indirectly from the performance of Work described in this Change Order.

Accepted by: 
Pacific Hydrotech Corporation

Date: 3/11/19

Title: Project Manager



HEADQUARTERS

807 E. MISSION ROAD
SAN MARCOS, CA 92069

TEL: 760 • 744 • 7191
FAX: 760 • 744 • 7184

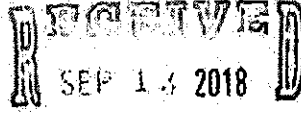
diamondprovides.com
Environmental Services LP
Solid Waste Services Inc.
Power Services Inc. C-10 CSLB#908341

INVOICE # 0001664485
INV DATE 9/10/2018
ACCOUNT # 020778
DUE DATE 9/20/2018

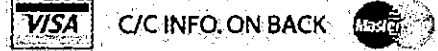
AMOUNT OF REMITTANCE

BILL TO:

PACIFIC HYDROTECH
314 E 3RD STREET
PERRIS, CA 92570



CHECK # : _____



PAY ONLINE AT diamondprovides.com/Pay.htm
RETURN TOP PORTION WITH PAYMENT PAYABLE TO:
DIAMOND ENVIRONMENTAL SERVICES LP

Customer agrees to pay Diamond Environmental Services legal fees, attorney's fees, costs (including expert witness costs) and expenses of litigation, in the event there is any litigation filed to enforce the terms or conditions of this agreement, including any litigation as a result of Customer's nonpayment under any agreement with Diamond.

SERVICE ADDRESS: 2225 S EL MOLINO AVE | SAN MARINO, CA 91108

FROM	TO	QTY.	DESCRIPTION	LABOR/ SERVICE	RENTAL	AGENCY/ ENERGY	TAX	TOTAL EXTENDED PRICE
			Site: 0002 - PACIFIC HYDROTECH / C1813 2225 S EL MOLINO AVE					
9/10/18	10/7/18	2	CONTAINMENT PAN	8.00	2.00	0.60	0.19	10.79
9/10/18	10/7/18	2	CLASSIC RESTROOM - WEEKLY	120.00	20.00	9.00	1.90	150.90
9/10/18	10/7/18	1	2 BASIN HAND WASH - WEEKLY	75.00	10.00	5.63	0.95	91.58
No Prorating for Early Pick Up								

PORTABLE RESTROOM SERVICE/PUMPING LABOR PROVIDED AT THE OPTION OF THE LESSEE

Headquarters
807 E. MISSION ROAD
SAN MARCOS, CA 92069
TEL: 760 • 744 • 7191
FAX: 760 • 744 • 7184
diamondprovides.com
Restrooms • Fencing • Dumpsters • Power

For billing questions please email us at
billpay@diamondprovides.com
TERMS: Net 10 days
1.5% Late charge due on balances
outstanding more than 30 days from
date of invoice. (18% Per Annum)

ACCOUNT #
020778
INVOICE #
0001664485

CURRENT INVOICE TOTAL **\$253.27**



12949 Telegraph Rd
 Santa Fe Springs CA 90670-404949
Customer Service (562) 347-2100
Toll Free (800) 299-4898
 RepublicServices.com/Support

Account Number 3-0902-0150396
Invoice Number 0902-008187287
Invoice Date August 31, 2018
Previous Balance \$0.00
Payments/Adjustments \$0.00
Current Invoice Charges \$431.99

Important Information

As of July 1, 2016, AB1826 requires certain businesses & multi-family complexes to recycle organic waste. To find out if you are required to comply with this mandate, please call Republic Services at 800-299-4898.

Total Amount Due \$431.99	Payment Due Date September 20, 2018
-------------------------------------	---

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount	
Pacific Hydrotech 2225 El Molino Pl CSA A183492999 San Marino, CA					
1 Waste Container 4 Cu Yd, 1 Lift Per Week					
Container Delivery 08/15		4.0000	\$131.80	\$131.80	
Delivery Discount 08/15		4.0000	\$32.07	-\$32.07	
Pickup Service 08/10-08/31		1.0000	\$128.32	\$128.32	
Pickup Service 09/01-09/30			\$128.32	\$128.32	
Administrative Fee				\$5.95	
Total Fuel/Environmental Recovery Fee			1/2 = \$52.99	\$105.99	
CURRENT INVOICE CHARGES				Month of September = \$187.26	\$431.99

Electronics Recycling with BlueGuard™

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



12949 Telegraph Rd
 Santa Fe Springs CA 90670-404949

Please Return This
 Portion With Payment

Total Amount Due \$187.26
Payment Due Date September 20, 2018
Account Number 3-0902-0150396
Invoice Number 0902-008187287

Return Service Requested

Total Enclosed

For Billing Address Changes,
 Check Box and Complete Reverse.

Make Checks Payable To:

PACIFIC HYDROTECH
 TONYA GONZALEZ
 2225 EL MOLINO PL
 SAN MARINO CA 91108-2318

REPUBLIC SERVICES #902
 PO BOX 78829
 PHOENIX AZ 85062-8829



MTGL, Inc
TAX ID: 33-0580168
2992 E. La Palma Avenue, Suite A
Anaheim, CA 92806
Tel: 714-632-2999 Fax: 714-632-2974
Reference Invoice Number in Remittance

Pacific Hydrotech
 314 E 3rd Street
 Perris, CA 92570

INVOICE

October 24, 2018
 Project No: 6601999.00
 Invoice No: 0059789
 Due Date: November 23, 2018

Contract/PO No.: P-18-067.R3

Invoice Total \$9,284.50

Project 6601999.00 Graves Reservoir Replacement

Environmental Services from September 1, 2018 to October 31, 2018

Environmental Fees

9-13-18 Laboratory Services 1 Sample	84.50	
9-13-18 Conference Call-Consulting 2 hrs	150.00	
9-24-18 SCAQMD Procedure 5 WPL	500.00	
10-09-18 Environmental Monitoring	950.00	
10-10-18 Environmental Monitoring	950.00	
10-11-18 Environmental Monitoring	950.00	
10-12-18 Environmental Monitoring	950.00	
10-15-18 Environmental Monitoring	950.00	
10-16-18 Environmental Monitoring	950.00	
10-17-18 Environmental Monitoring	950.00	
10-18-18 Environmental Monitoring	950.00	
10-19-18 Environmental Monitoring	950.00	
Total Environmental Fees	9,284.50	9,284.50

Total this Invoice \$9,284.50

BILLING INFORMATION

CLIENT:
Pacific Hydrotech
PROJECT:
Graves Reservoir Replacement, South Pasadena
(P-18-067.R3)

Labor					Lab				
Date	Service	Unit/ Hour	Rate	Amount	Number of Samples	Sample Type	Rate	Amount	Total
9/13/2018	Laboratory Services				1	PCB	\$84.50		\$84.50
9/13/2018	Conference Call-Consulting	2	75/hr	\$150.00					\$150.00
9/24/2018	SCAQMD Procedure 5 Work Plan Lump Sum	1	\$500.00	\$500.00					\$500.00
10/9/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/10/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/11/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/12/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/15/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/16/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/17/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/18/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
10/19/2018	Environmental Monitoring (Includes Travel and Equipment)	1	\$950.00	\$950.00					\$950.00
Totals				\$9,200.00			\$84.50	\$0.00	\$9,284.50

STANDARD DEMOLITION
DEMOLITION CONTACTORS

**Graves Reservoir 2225 El Molino Ave.
South Pasadena, CA.**

**ACM Concrete Liner Removal
Procedure 5 Clean Up**

November 11, 2018

Summary of Final Costs to abate ACM Concrete Liner

All listed costs below are verified by attached field tickets and receipts

Venterra invoice, including all transport and disposal, notifications, Asbestos technicians and Asbestos Supervisor. Amount.....\$137,803

Standard Demolition subcontractor mark up on Venterra Invoice\$13,780

Standard Industries Excavator to load trucks, (62) hours @ \$240.....\$14,880

Standard Industries Foreman with tool truck, (61) hours @ \$110.....\$6,710

Credit for original bid allowance to remove non-ACM liner (see Rough Estimate dated September 27, 2018)<\$12,458>

Total.....\$160,713

During removal it was discovered that the concrete liner was poured over uncompacted cobble and rubble. It was impossible to remove all the liner and leave the rubble that was fused to it so instead of the anticipated 3" layer of material we removed a thicker layer that included cobble and rubble, creating an additional 230 tons of ACM disposal. The extra tonnage did not extend the duration of the work but added cost for transport and disposal of additional loads. That cost is reflected in the total.

Project No. : 2764-STI
 Graves Resevior
 2225 S El Molino Ave.
 Pasadena, CA 91108

DATE: 11/5/2018

Sub: **VenTERRA Env.**

COST PROPOSAL #: CO#1

T & M COST OVERVIEW

DESCRIPTION OF CHANGE: Supply all Project Manager, Supervision, Labor, Materials, Transportation and Disposal
On a Time and material basis to perform asbestos abatement of Resevior concrete walls & floor.
All Transportation & Disposal will be Invoiced at Cost Plus 15%

ITEM DESCRIPTION	MATERIALS & DISPOSAL			LABOR & PERDIEM			EQUIPMENT		
	QUANTITY	UNIT COST	EXTENSION	QUANTITY	RATE	EXTENSION	QUANTITY	UNIT COST	EXTENSION
1 Project Manager				8	\$ 120.00	\$ 960.00			
Supervisor 10/09/18				8	\$ 98.00	\$ 784.00			
3 - Technicians 10/09/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 119							1	\$ 125.00	\$ 125.00
Materials	1	406.10	\$ 406.10						
Supervisor 10/10/18				8	\$ 98.00	\$ 784.00			
3 - Technicians 10/10/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 119							1	\$ 125.00	\$ 125.00
Materials	1	179.84	\$ 179.84						
Supervisor 10/11/18				6	\$ 98.00	\$ 588.00			
3 - Technicians 10/11/18				18	\$ 89.50	\$ 1,611.00			
Crew Van 119							1	\$ 126.00	\$ 126.00
Materials	1	710.81	\$ 710.81						
Supervisor 10/12/18				7	\$ 98.00	\$ 686.00			
3 - Technicians 10/12/18				28	\$ 89.50	\$ 2,506.00			
Crew Van 123							1	\$ 125.00	\$ 125.00
Materials	1	1017.46	\$ 1,017.46						
Supervisor 10/15/18				7	\$ 98.00	\$ 686.00			
3 - Technicians 10/15/18				28	\$ 89.50	\$ 2,506.00			
Crew Van 123							1	\$ 126.00	\$ 126.00
Materials	1	1079.76	\$ 1,079.76						
Supervisor 10/16/18				6	\$ 98.00	\$ 588.00			
3 - Technicians 10/16/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 123							1	\$ 125.00	\$ 125.00
Materials	1	1073.46	\$ 1,073.46						
Supervisor 10/17/18				6	\$ 98.00	\$ 588.00			
3 - Technicians 10/17/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 123							1	\$ 125.00	\$ 125.00
Materials	1	1087.74	\$ 1,087.74						
Supervisor 10/18/18				6	\$ 98.00	\$ 588.00			
3 - Technicians 10/18/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 161							1	\$ 125.00	\$ 125.00
Materials	1	1087.74	\$ 1,087.74						
Supervisor 10/19/18				6	\$ 98.00	\$ 588.00			
3 - Technicians 10/19/18				24	\$ 89.50	\$ 2,148.00			
Crew Van 123							1	\$ 125.00	\$ 125.00
Materials	1	496.38	\$ 496.38						
Supervisor & Crew Drive Time				51	\$ 47.50	\$ 2,422.50			
ECTI Invoice 71629	1	\$ 89,237.50	\$ 89,237.50						
Friable Bags Self Haul	10	\$ 13.50	\$ 135.00						
Personnel Air Monitoring	1	44.55	\$ 44.55						
SCAQMD Notification Fee	1	1538.26	\$ 1,538.26						
SUBTOTALS:			\$98,094.60			\$28,773.50			\$1,125.00

MATERIAL/Trans/Disposal \$98,094.60
 15% Mark Up ~~\$14,714.10~~ 10% Mark-up \$9,809.46
 TOTAL LABOR \$28,773.50
 TOTAL EQUIPMENT \$1,125.00
 TOTAL COST ~~\$142,707.29~~ \$137,802.56

TOTAL COST ~~\$142,707.29~~ **\$137,802.56**

PREPARED & SUBMITTED BY: James G. Mier
 TITLE/COMPANY: General Manager



PACIFIC HYDROTECH CORPORATION
314 E. 3RD ST. PERRIS, CA 92570
(951) 943-8803 FAX (951) 943-1093

November 28, 2018

Letter: 001

Luanne Bean
NV5
1101 California Ave, STE 209
Corona, CA 92881

Attention: Luanne Bean

Reference: **C1813 Graves Reservoir Replacement Project No. 2016-1-** Reservoir Asbestos Removal and Disposal Time Extension

Dear Luanne:

Please accept this letter as a formal request for a time extension for the reservoir asbestos removal and disposal. This was a change of conditions which resulted in extra cost and the halt of work activities. The total cost for this work has been formally submitted under Cost Proposal #1- Reservoir Asbestos Removal and Disposal. The timeline below explains the series of events that led to the duration for the time extension.

August 29: During demolition of reservoir a tar coating material was discovered. Notified owner that material would be tested the following day to determine if it contained asbestos. Stopped demolition of reservoir.

August 30: Testing of unknown material to determine if it contained Asbestos. Results confirmed asbestos greater than 1%.

August 31: Notified owner this was a change of conditions and we were working with demo sub to determine next step to take.

September 4: Demolition sub demobilized since they could not continue due to asbestos material. Notified owner. Received approval from owner to proceed with additional testing required to determine if material had PCBs.

September 13: PCB testing came back Non Detect. Had site meeting with all parties to determine step to take.

September 19: Submitted Procedure 5 Work Plan to owner for review before submitting to SCAQMD.

September 25: Approved Procedure 5 Work Plan received by PHC and 10-day notification submitted to SCAQMD.

October 9: PHC/Standard Demolition resumed reservoir demolition

Per the timeline above, the dates for the time extension are from August 29th to October 9th for a total of 41 calendar days. Thank you.

Sincerely yours,
Pacific Hydrotech Corporation

Carlos Aguilar
Project Engineer

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City Council Agenda Report

ITEM NO. 13

DATE: May 1, 2019

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

PREPARED BY: Daniel Ojeda, P.E., Interim Director of Public Works *DO*

SUBJECT: **Adoption of a Resolution Approving the Fiscal Year 2019-20 Engineer's Report Declaring the City's Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing for the FY 2019-20 Lighting and Landscaping Maintenance District**

Recommendation Action

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2019-20 Engineer's Report declaring the City of South Pasadena's (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2019-20 Lighting and Landscaping Maintenance District (LLMD) for June 5, 2019, at 7:30 p.m. in the Amedee O. "Dick" Richards, Jr. Council Chamber.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Community Outreach

The public will have an opportunity to speak on this matter during the Public Hearing at the June 5, 2019 City Council Meeting. A copy of the attached Engineer's Report is available for viewing at the Public Works Department and City Clerk's Office. The Engineer's Report is also posted on the City's website.

Discussion/Analysis

The LLMD provides approximately \$900,000 in revenues to exclusively cover the maintenance costs within the LLMD boundaries. The revenue is collected through the County Assessor's Office as part of the property tax rolls. The LLMD estimated cost for FY 2019-20 is \$1,164,900. The LLMD assessments provides annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs. The first step requires the authorization to prepare an Engineer's Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor's Office. On

March 20, 2019 the City Council approved Resolution 7599 authorizing the preparation of the Engineer’s Report for the FY 2019-20 LLMD Assessment.

The maintenance costs are distributed equitably assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will substantially cover the maintenance cost within the LLMD service area, which are within the City boundaries. The City Council has previously approved the methodology for the assessments and staff will continue with the same methodology this year.

Next Steps

1. A Public Hearing will be conducted on June 5, 2019 to adopt a Resolution confirming the annual levy and collection of assessments for the LLMD for FY 2018-19.
2. In July 2019 Harris & Associates will submit the proposed assessments to the Los Angeles County (County) Assessor’s Office.

Background

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

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

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

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

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

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported staff’s recommendation to rely

on an exemption of Prop 218 (passed in 1997), that allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

In January 2017, a ballot to increase assessments was performed. However, the weighted vote of the "No" ballots was 60.9% therefore the ballot measure failed as the simple majority requirement was not met. As a result, this kept assessment rates the same as those previously in effect. In FY 2019-20, there will be no change or increase in assessments under the currently-proposed LLMD.

The attached resolution calls for approval of the Engineer's Report and declares the intention of moving forward with levying and collecting assessment to cover LLMD costs. The resolution also sets the Public Hearing for June 5, 2019 at 7:30 p.m., in the Amedee O. "Dick" Richards, Jr. Council Chamber. The Public Hearing allows comment by the property owners and is legally required to annually re-establish LLMD revenues. Attachment 1 includes the proposed resolution and Attachment 2 includes a draft of the Engineer's Report.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The difference is funded by a General Fund transfer. The consulting services of Harris & Associates have been engaged to prepare the Engineer's Report reflecting individual parcel assessments including recordation with the County. The consultant fee of \$7,400 is available in the LLMD Account Number 215-6201-8170.

Public Notification of Agenda Item

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

Attachments:

1. Resolution of Initiation
2. FY 2019-20 Street Lighting and Landscaping Maintenance District Assessment Engineer's Report

ATTACHMENT 1
Resolution of Initiation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING THE FISCAL YEAR 2019-20 ENGINEER'S REPORT
DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN
ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND
SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR
THE LIGHTING AND LANDSCAPING MAINTENANCE
DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15,
PART 2 OF THE STREETS AND HIGHWAYS CODE OF THE
STATE OF CALIFORNIA**

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

WHEREAS, at this time, the City Council desires to conduct proceedings to provide for the annual levy of assessments for Fiscal Year (FY) 2019-20 to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the City Council approved the Engineer's Report (Report) as required by law, and the City Council desires to conduct the proceedings for said annual levy.

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

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

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

SECTION 3. REPORT. That the Report regarding the annual levy for said District, which Report is for maintenance for the FY 2019-20, is hereby approved and is directed to be filed in the Office of the City Clerk.

SECTION 4. ASSESSMENT. That the public interest and convenience requires, and it is the intention of the City Council to order the annual assessment levy for the District as set forth and described in said Report, and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said Report.

SECTION 5. DESCRIPTION OF MAINTENANCE. The assessments levied and collected shall be for the maintenance of certain street lighting and landscaping improvements, as set forth in the Report, referenced and so incorporated herein.

SECTION 6. The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the County Treasurer for purposes of paying for the costs and expenses of said District.

SECTION 7. SPECIAL FUND. That all monies collected shall be deposited in a special fund known as the "SPECIAL FUND CITY OF SOUTH PASADENA, LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT." Payment shall be made out of said fund only for the purpose of provided for in this resolution and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this resolution.

SECTION 8. BOUNDARIES OF DISTRICT. Said contemplated maintenance work in, in the opinion of the City Council, of direct benefit to the properties within the boundaries of the District, and the City Council makes the costs and expenses of said maintenance chargeable upon District, which District said City Council hereby declares to be the further assessed to pay the costs and expenses thereof. Said District shall include each parcel of land within the boundaries of said District as shown on the map as approved by the City Council and on file in the Office of the City Clerk and so designated by the name of the District.

SECTION 9. PUBLIC PROPERTY. Any lots or parcels of land known as public property, as the same are defined in Section 22663 of Division 15, Part 2 of the Streets and Highways Code of the State of California, which are included within the boundaries of the District, shall be omitted and exempt from any assessment to be made under these proceedings to cover any of the costs and expenses of said improvement and maintenance work.

SECTION 10. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT WEDNESDAY, THE 5TH DAY OF JUNE, 2019, AT THE HOUR OF 7:30 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBER, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE ANNUAL LEVY OF ASSESSMENTS.

SECTION 11. NOTICE. That the City Clerk is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 12. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 13. That this resolution shall take effect immediately upon its adoption.

SECTION 14. For any and all information relating to the proceedings, protect procedure, any documentation and/or information of a procedural or technical nature, the designated contact person is as follows:

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

SECTION 15. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 1st day of May, 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 1st day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

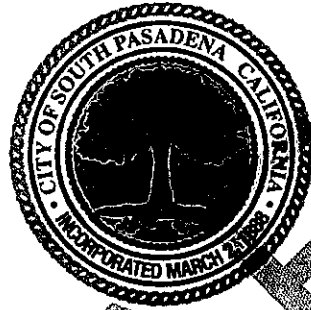
ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
FY 2019-20 Street Lighting and Landscaping
Maintenance District Assessment Engineer's Report



Harris & Associates



**PRELIMINARY
ENGINEER'S
REPORT**

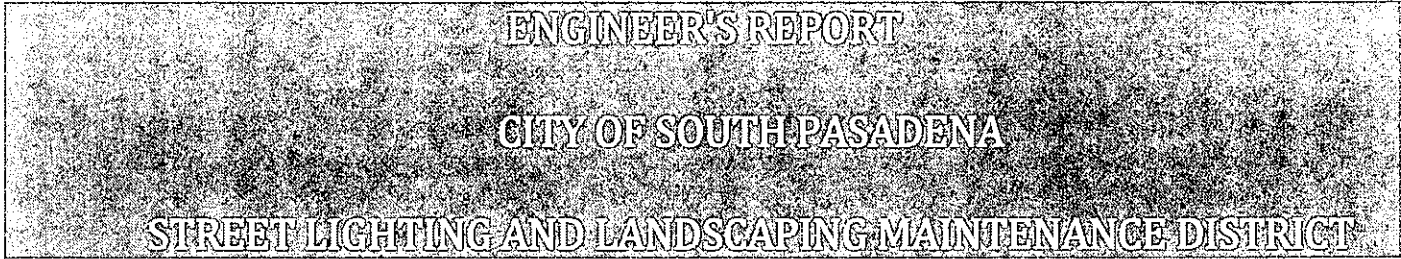
**CITY OF SOUTH PASADENA STREET
LIGHTING AND LANDSCAPING
MAINTENANCE DISTRICT**

Fiscal Year 2019-20

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1. CERTIFICATIONS



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

DATED: _____

BY: K. Dennis Klingelhofer, P.E.

R.C.E. No. 50255



HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2019.

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

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the _____ day of _____, 2019.

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

By _____

2. REPORT

CITY OF SOUTH PASADENA

FISCAL YEAR 2019-20

ENGINEER'S REPORT

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

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

CITY OF SOUTH PASADENA
 STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

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

PART A

PLANS AND SPECIFICATIONS

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

PART B

ESTIMATE OF COST

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

PART C

METHOD OF APPORTIONMENT

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

PART D

ASSESSMENT DIAGRAM

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

PART E

ASSESSMENT ROLL

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

DRAFT

3. PART A - PLANS AND SPECIFICATIONS

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



The proposed improvements for Fiscal Year 2019-20 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

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

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

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

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

4. PART B – ESTIMATE OF COST

Estimate of Cost

Estimated costs for Fiscal Year 2019-20 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

ESTIMATE OF COST

<i>Land Use Category</i>	Local	Citywide	District Total
I. Landscape Maintenance			
Street Tree Maintenance	\$0	\$450,000	\$450,000
Street Removal and Replacement	\$0	\$75,000	\$75,000
Tree Related Sidewalk Repairs	\$0	\$50,000	\$50,000
Median Landscape Maintenance	\$0	\$64,000	\$64,000
Landscape Maintenance Totals:	\$0	\$639,000	\$639,000
II. Street Lighting and Traffic Signals ^{1, 2}			
Major Thoroughfare Street Lighting ²	\$48,750	\$146,250	\$195,000
City-Owned Street Lighting	\$81,250	\$0	\$81,250
Edison-Owned Street Lighting	\$48,750	\$0	\$48,750
Traffic Signals	\$0	\$180,900	\$180,900
Street Lighting and Traffic Signal Totals:	\$178,750	\$327,150	\$505,900
III. Other Costs			
Capital Improvements	\$0	\$0	\$0
Damage to City Property	\$0	\$0	\$0
Administrative Costs	\$0	\$20,000	\$20,000
Other Costs Totals:	\$0	\$20,000	\$20,000
TOTAL COSTS:	<u>\$178,750</u>	<u>\$986,150</u>	<u>\$1,164,900</u>
Revenue			
Assessment Revenue FY 2019-20	\$161,536	\$732,791	\$894,327
Damage to City Property	\$17,214	\$253,359	\$270,573
TOTAL REVENUE:	<u>\$178,750</u>	<u>\$986,150</u>	<u>\$1,164,900</u>

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

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

Fund Balance

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments or to fund costs which are greater than revenue from the assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year. Estimated beginning and ending fund balances for Fiscal Year 2019-20 are shown in the following table.

FUND BALANCE

<i>Description</i>	<i>Amount</i>
<i>Fiscal Year 2018-19</i>	
<i>Beginning Balance (July 1, 2018)</i>	\$0
<i>FY 2018-19 Budget Surplus/(Deficit)</i>	(\$270,573)
<i>Contribution from Other Sources</i>	<u>\$270,573</u>
<i>Estimated Ending Balance (June 30, 2019):</i>	\$0
<i>Fiscal Year 2019-20</i>	
<i>Estimated Beginning Balance (July 1, 2019)</i>	\$0
<i>Estimated FY 2019-20 Budget Surplus/(Deficit)</i>	(\$270,573)
<i>Estimated Contribution from Other Sources</i>	<u>\$270,573</u>
<i>Estimated Ending Balance (June 30, 2020):</i>	\$0

DRAFT

5. PART C – METHOD OF APPORTIONMENT

General

Estimated costs for Fiscal Year 2019-20 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

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



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

— Streets and Highways Code Section 22573

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

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

Equivalent Dwelling Units

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

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

Multi-Family Residential. Multiple family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multiple residential factor of 80 percent is

determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.452) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

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

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

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

Landlocked parcels and small parcels are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels.

EDU Rates by Land Use

The land-use category for each parcel has been based on the Los Angeles County Assessor's Roll. A summary of EDU Rates by Land Use is shown in the following table.

EDU RATES BY LAND USE

<i>Land Use Category</i>	<i>Basic Unit x EDU Factor</i>	<i>EDU Rates</i>
0 Exempt	1 Dwelling Unit x 0.0	0.00 EDU per Dwelling Unit
1 Single Family Residential (SFR)	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
2 Multi-Family Residential / Condominiums	1 Dwelling Unit x 0.8	0.80 EDU per Dwelling Unit
3 Commercial / Industrial <i>Based on the average size for SFR lots in the City of 7,500 SF which equals 5.805 Dwelling Units / Acre</i>	1 Acre x 5.808	5.808 EDU per Acre <i>(first acre, minimum 1.00 EDU per Parcel)</i>
	1 Acre x 1.452	1.452 EDU per Acre <i>(after first acre)</i>
4 Vacant – Residential	1 Parcel x 0.25	0.25 EDU per Parcel
5 Vacant – Non-Residential	1 Acre x 1.452	1.452 EDU per Acre <i>(minimum 0.25 EDU per Parcel)</i>

Inventory of Parcels

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

INVENTORY OF PARCELS

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

District Benefits

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

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

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

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

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

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

Types of Benefit

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

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

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

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

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

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

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

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

Zones of Benefit

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

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

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

Zone 3. This zone consists primarily of residential property which is served by the Edison street lighting system. Local Benefit received from the Edison street lights, equal to 100% of the Edison street lighting budget, is allocated to Zone 3 parcels.

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

EDUs Per Zone

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

EDUS PER ZONE

<i>Benefit Zone</i>	EDUs
<i>Zone 1 (Major Thoroughfare Parcels)</i>	1,880.35
<i>Zone 2 (Residential Property – City Owned Lights)</i>	2,050.16
<i>Zone 3 (Residential Property – Edison Lights)</i>	953.24
<i>Zone 2 (No Local Benefits – Citywide Benefits Only)</i>	399.60
Total EDUs:	10,283.35

Citywide Benefit

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

CITYWIDE BENEFIT

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

Citywide Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Citywide Benefits are shown in the following table.

CITYWIDE BENEFIT PER EDU

<i>Budget Item</i>	EDUs
<i>Total Citywide Benefit</i>	\$986,150
<i>Divided by Total Citywide EDUs</i>	÷ 10,283.35
<i>Calculated Citywide Benefit Per EDU</i>	\$95.90
<i>Maximum Citywide Benefit Per EDU:</i>	\$71.26

Local Benefit

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

LOCAL BENEFIT

<i>Budget Item</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Major Thoroughfare</i>	\$48,750	\$0	\$0	\$0	\$48,750
<i>City Owned Street Lights</i>	\$0	\$81,250	\$0	\$0	\$81,250
<i>Edison Street Lights</i>	\$0	\$0	\$48,750	\$0	\$48,750
<i>Total Local Benefit:</i>	\$48,750	\$81,250	\$48,750	\$0	\$178,750

Local Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Local Benefits for each Zone are shown in the following table.

LOCAL BENEFIT PER EDU

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

Assessment Summary

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

ASSESSMENT SUMMARY

Description	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
Calculated Citywide Benefit Assessment	\$180,322	\$196,605	\$570,902	\$38,321	\$986,150
Calculated Local Benefit Assessment	<u>\$48,750</u>	<u>\$81,250</u>	<u>\$48,750</u>	<u>\$0</u>	<u>\$178,750</u>
Total Calculated Benefit Assessment:	<u>\$229,072</u>	<u>\$277,855</u>	<u>\$619,652</u>	<u>\$38,321</u>	<u>\$1,164,900</u>
Maximum Citywide Benefit Assessment	\$133,994	\$146,094	\$424,228	\$28,475	\$732,791
Maximum Local Benefit Assessment	<u>\$48,607</u>	<u>\$67,307</u>	<u>\$45,602</u>	<u>\$0</u>	<u>\$161,516</u>
Total Maximum Benefit Assessment:	<u>\$182,601</u>	<u>\$213,401</u>	<u>\$469,830</u>	<u>\$28,475</u>	<u>\$894,307</u>
Non-Assessed Benefit Assessment:	<u>\$46,471</u>	<u>\$64,454</u>	<u>\$149,822</u>	<u>\$9,845</u>	<u>\$270,593</u>

Assessment Rates

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

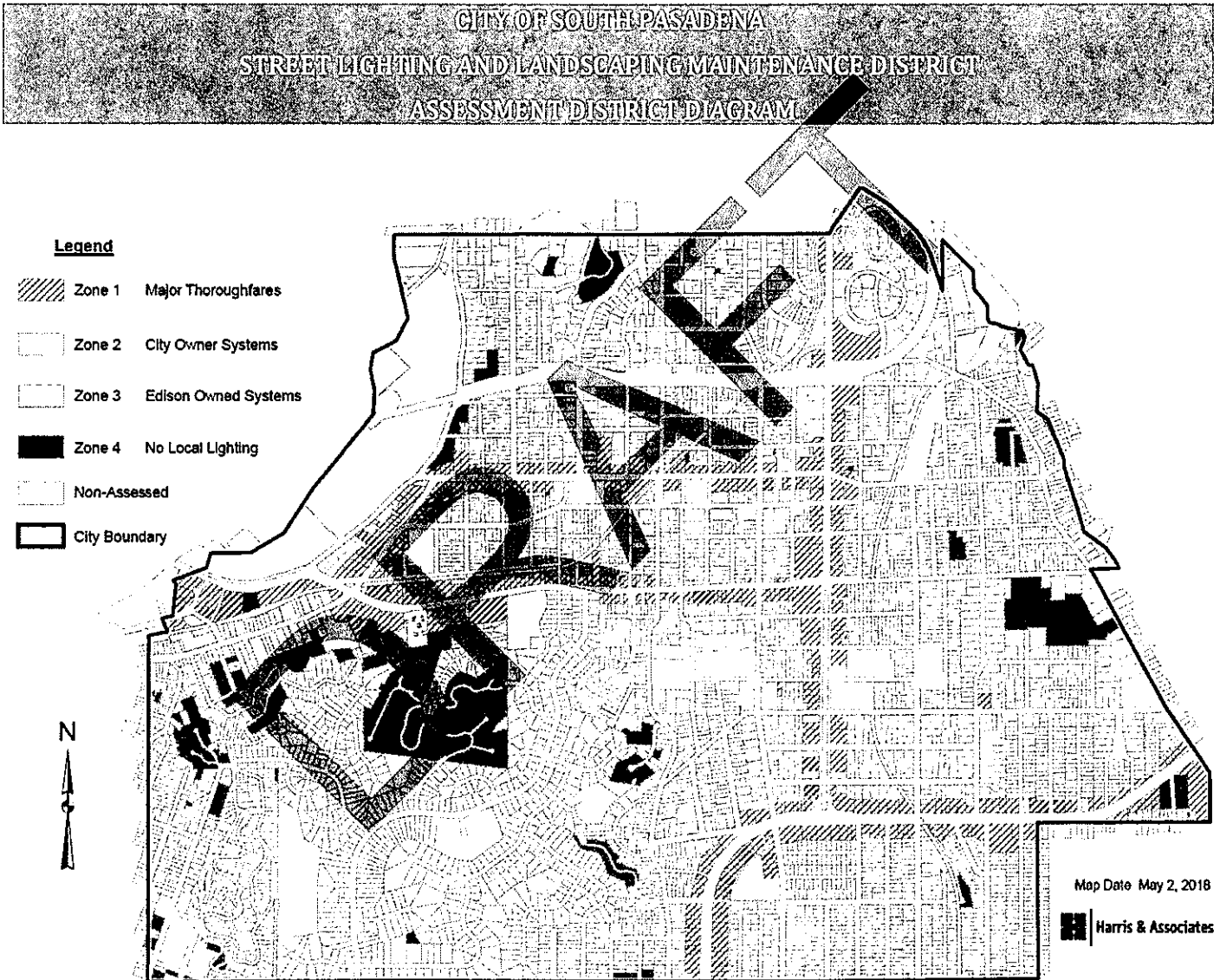
ASSESSMENT RATES

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

6. PART D – ASSESSMENT DIAGRAM

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

A copy of the assessment diagram for the District is shown below.



7. PART E – ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2019-20", which exhibit is incorporated by reference herein as Appendix B under separate cover, and is on file in the Office of the City Clerk.

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

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

DRAFT



ATTACHMENT 3
LLMD Proceedings Schedule

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

FY 19-20 DISTRICT ADMINISTRATION SCHEDULE

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

- February 27, 2019 • Consultant provides Agenda docs to City
- March 20, 2019 • City Council Meeting (Resolution of Initiation)
7:30 pm City Council Chambers, 1424 Mission Street
- Late March • City Staff develops District budget

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

- Early April • Consultant develops parcel database and drafts Engineer's Report
- April 17, 2019 • Consultant submits Agenda docs including Engineer's Report to City

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

- May 1, 2019 • City Council Meeting (Resolution of Intention)
7:30 pm City Council Chambers, 1424 Mission Street
- By May 15, 2019 • City publishes Public Hearing notice
Consultant provides Agenda docs to City

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

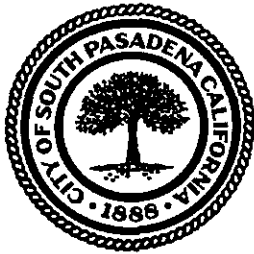
- June 5, 2018 • City Council Meeting (Public Hearing)
7:30 pm City Council Chambers, 1424 Mission Street

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

- By July 5, 2019 • Consultant submits assessments to County
- By July 19, 2019 • Consultant submits any assessment corrections to County
- By July 30, 2019 • Consultant provides final Assessment roll to City

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

- August 9, 2019 • Final deadline for submitting assessments to County Tax Collector



City Council Agenda Report

ITEM NO. 14

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Daniel Ojeda P.E., Interim Public Works Director *DO*

SUBJECT: Award of Contract to Plumbers Depot, Inc. for Replacement of Sewer Televising Equipment/System for an Amount Not-to-Exceed \$82,610.41

Recommendation Action

It is recommended that the City Council:

1. Accept a bid dated March 1, 2019, from Plumbers Depot, Inc. for the Replacement of Sewer Televising Equipment and System (Project); and
2. Authorize the City Manager to enter into a contract with Plumbers Depot, Inc. for an amount not-to-exceed \$82,610.41.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

On May 5, 2018, the Public Works Operations Division requested informal bids to replace the aging and problematic sewer televising equipment/system in the sewer televising van. The Project was delayed due to budget challenges. In early March of this year, the contractors that previously submitted bids were asked to submit updated bids. The updated bid results are as follows:

Contractor	Bid Amount
Plumbers Depot, Inc. Hawthorne, CA	\$82,610.41
AZ Wastewater Industries, Inc., Phoenix, AZ	\$94,326.78
WECO Industries, LLC, Vacaville, CA	\$97,228.00

Staff has checked the references of the lowest responsible and responsive bidder, Plumbers Depot, Inc. and their work has been verified to be of good quality. The Contractor has satisfactorily completed similar projects for various local agencies. Staff recommends awarding the Project to Plumbers Depot, Inc.

Alternatives Considered

Due to the age and deficient condition of the existing sewer televising equipment/system, there is no reasonable alternative to complete replacement.

Next Steps

1. If approved, order the sewer televising equipment/system upon contract execution.
2. Install the new sewer televising equipment/system in the sewer televising van, which is anticipated to begin in May 2019 and be completed in June 2019.

Background

The existing sewer televising equipment/system in the sewer televising van is approximately 20 years old. It is in a state of disrepair and often times non-functioning, which negatively impacts sewer maintenance operations. Due to its age and bad condition, it is not cost-effective to make repairs or replace individual components of the equipment. Complete replacement of the sewer televising equipment/system will allow for efficient and effective sewer maintenance operations.

This Project will furnish and install a full-systems retrofit to the existing sewer televising van, including all hardware, software and equipment. Further, the Project involves the replacement and upgrade of the sewer televising equipment in the city's sewer van; a moving vehicle otherwise referred to as "rolling stock". Because the work is not being performed in a public building or other fixed structure, this project is not considered a "public work" and therefore not subject to prevailing wages. For this reason, the contract with Plumbers Depot, Inc. will be a professional services agreement, rather than a public works contract.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are sufficient funds budgeted in account the Sewer Maintenance Capital Outlay Vehicle and Equipment (210-6010-6501-8540) to adequately fund the cost of this contract.

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: Contract Agreement with Plumbers Depot, Inc.

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Plumbers Depot, 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 PLUMBERS DEPOT, INC. (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **Replacement of the Sewer Televising Equipment/System**
- 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 hereto and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Daniel Ojeda, Interim Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit "B" and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Eighty-Two Thousand Six Hundred Ten Dollars and Forty-One Cents (\$82,610.41).
- 3.5. "Commencement Date": May 20, 2019.
- 3.6. "Termination Date": June 30, 2019.

4. TERM

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

5. CONSULTANT'S DUTIES

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

shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Miguel Martin 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 **Attorney's 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: **Replacement of Sewer Televising Equipment/System.**
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate
- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability:
 - Any vehicle, combined single limit \$1,000,000

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

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

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

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

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

- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.
- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.
- City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.
- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City:

Daniel Ojeda
Interim Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7312
Facsimile: (626) 403-7313

If to Consultant

Miguel Martin
PLUMBERS DEPOT, INC.
3921 W. 139th Street
Hawthorne, CA 90250
Telephone: (310) 355-1700
Facsimile: (310) 355-1711

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”
PLUMBERS DEPOT, INC.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT “A”
SCOPE OF SERVICES

Furnish and install a full-systems retrofit of the existing sewer televising van, including all hardware, software and equipment.

The detailed list of materials to be included in the retrofit are as follows:

- 1 P & T Zoom III M/C LED Camera
- 1 Self-Propelled Non-Steerable Compact Wheeled Camera Transporter with ability to add tracks.
- 1 8” Rubber Wheel Kit for Compact Transporter
- 1 10-15” Rubber Wheel Kit for Compact Transporter
- 1 Wired USB Controller
- 1 Wireless Controller
- 1 22” Flat Screen Color Industrial TV Monitor
- 1 [Laptop] Computer w/GraniteNet Basic & Real Time Video Capture
- 1 GraniteNet Basic Support Plan
- 1 GraniteNet Office Module and Support Plan
- 1 Component Delivery

EXHIBIT "B"

FEE SCHEDULE

PLUMBERS DEPOT INC.
 3921 W. 139th Street
 Hawthorne, CA 90250

Quote

Date	Estimate #
3/1/2019	21866

Name / Address
Accounts Payable City of South Pasadena Department of Finance 1414 Mission Street South Pasadena, CA 91030

Ship To
City of South Pasadena 825 Mission Street South Pasadena, CA 91030

Item	Description	Qty	Price	Total		Rep	Serial #
					P.D		
RETROFITSC111	RETROFIT TV unit to Summit Control unit	1	56,508.37	56,508.37T			
GXPOLTOP	Net Basic software w/ laptop computer	1	10,900.00	10,900.00T			
GX520	Software, Enhanced Support	1	650.00	650.00T			
GXP	KIT, GRANITENET OFFICE	1	1,250.00	1,250.00T			
Misc-It	See Attached Components Auto Payout Retrofit Kit	1	6,481.00	6,481.00T			
					Subtotal		\$75,789.37
					Sales Tax (9.0%)		\$6,821.04
					Total		\$82,610.41

Signature and Na... _____

Fax #
(310)355-1711



City Council Agenda Report

ITEM NO. 15

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Daniel Ojeda P.E., Interim Public Works Director *DO*

SUBJECT: **Authorize a Third Contract Amendment with Great Match Consulting to Provide Supplemental Temporary Staffing on an As-Needed Basis in an Amount Not-to-Exceed \$40,000 of non-budgeted expenditures for a Total Not-to-Exceed Contract Amount of \$160,000**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute a third contract amendment with Great Match Consulting, in an additional not-to-exceed amount of \$40,000, to provide supplemental temporary staffing on an as-needed basis.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The Public Works Department has initiated an aggressive maintenance program of its streets, storm drains, sewers, sidewalks, as well as the upkeep of its urban forest. The Public Works Operation Division has limited staffing to address the day to day work load. Although the department has an ongoing practice of cross-training employees to fill in the gaps in various Divisions when necessary, there are periods when supplemental staffing is required to complete additional work that cannot be done in a timely fashion with the current workforce.

On October 5, 2016, the City Council approved a contract with Great Match Consulting for \$40,000 to provide supplemental staffing on an as-needed basis through June 30, 2017 that included a provision for a one-year extension. Since the firm was willing to provide the services for another year at the same hourly rate under the same terms and conditions, the City Council approved the first contract amendment on June 21, 2017 to extend the agreement term until June 30, 2018 for an additional not-to-exceed amount of \$40,000. In light of staff vacancies in the Public Works Operation Division, a second contract amendment was approved by City Council on March 21, 2018 for an additional not-to-exceed amount of \$40,000, extending the contract through June 30, 2019.

Currently the Public Works Operations Division has four staff vacancies and Great Match Consulting temporary staff has been used to maintain service levels while the positions are being

Authorize a Third Contract Amendment with Great Match Consulting for As-Needed Temporary Staffing Support

May 1, 2019

Page 2 of 2

filled. Due to these four vacancies, additional services have been required from Great Match Consulting to keep up with service requests and maintenance. It is also essential to have a standby work force available to assist City staff in the event of natural disasters, or for urgent repairs that may be required. The ability to call upon supplemental staffing on an as-needed basis is a valuable resource for the City. For these reasons, it is recommended that a third contract amendment be approved for Great Match Consulting for an additional not-to-exceed amount of \$40,000 and extend the contract period to June 30, 2020. The terms and conditions of the contract remain unchanged.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Approval of this third contract amendment will result in an increase in non-budgeted expenditures within the Public Works Operations budget in the amount of \$160,000.

As previously noted, there are four vacancies in the Public Works Department Operations Division. These continued vacancies will offset the cost of the total contract.

There are sufficient funds budgeted and a savings in personnel salary expenditures to adequately fund the cost of this contract amendment.

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. Original Agreement
2. First Amendment
3. Second Amendment
4. Proposed Third Amendment

ATTACHMENT 1
Original Agreement

AGREEMENT
FOR SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

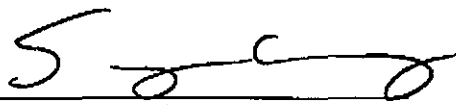
30. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.
31. **RIGHT TO TERMINATE.** City may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty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

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

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

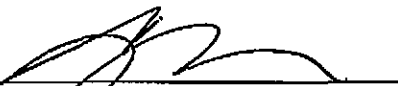
Dated: 10-5-16

“CITY”

By: 
Sergio Gonzalez, City Manager

Dated: 10-5-2016

“CONSULTANT”

By: 
Georginna Ramos

APPROVED AS TO FORM:


Teresa L. Highsmith, City Attorney

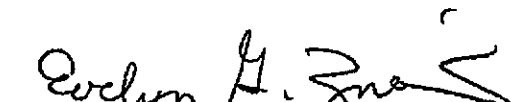

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT "A"

SCOPE OF SERVICES

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

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

EXHIBIT "B"

SCHEDULE OF COMPENSATION

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

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

The invoice submitted pursuant to this paragraph shall show the:

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

EXHIBIT "B"

SCHEDULE OF COMPENSATION

September 22, 2016

**EXCLUSIVE RATES & TERMS FOR:
City Of South Pasadena**

Position Mark Up

Labor Workers

Pay Rate \$14.00

Bill Rate \$20.58

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

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

ADDITIONAL BENEFITS OF UTILIZING GREAT MATCH CONSULTING

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

EXHIBIT "C"

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

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

General Liability:

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

Workers' Compensation:

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

Automobile Liability

- a. Any vehicle, combined single limit \$1,000,000

Our employees are not allowed to drive Company Vehicles.

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

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

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

ATTACHMENT 2
First Amendment

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

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

RECITALS

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

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

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

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

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

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

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

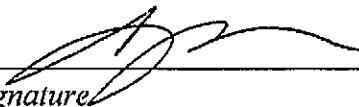
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

“CITY”
City of South Pasadena

“CONSULTANT”
Great Match Consulting

By: 
Signature

By: 
Signature

Printed: WAYNE AGUILAR

Printed: GEORSTANUA RAMOS


Title: CITY MANAGER

Title: Manager

Date: 6/21/2017

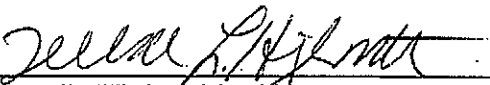
Date: June 21 2017

Attest:

By: 
Evelyn G. Greimer, City Clerk

Date: 6/21/2017

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: 6/21/2017

ATTACHMENT 3
Second Amendment

SECOND AMENDMENT TO
AGREEMENT FOR SERVICES

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

RECITALS

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

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

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

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

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

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

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

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

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

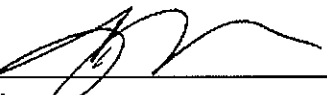
3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement and First Amendment to the extent not modified by this Second Amendment, shall remain in full force and effect.

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

“CITY”
City of South Pasadena

“CONSULTANT”
Great Match Consulting

By: 
Signature

By: 
Signature

Printed: STEPHANIE DE WOLFE

Printed: GEORGIANNA RAMOS

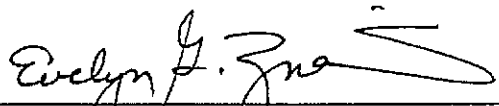
Title: CITY MANAGER

Title: Principal

Date: 3-28-18

Date: 3-20-2018

Attest:

By: 
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: _____

ATTACHMENT 4
Proposed Third Amendment

THIRD AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Third Amendment”) is made and entered into on the 1st day of May, 2019, by and between the CITY OF SOUTH PASADENA (“City”) and GREAT MATCH CONSULTING (“Consultant”).

RECITALS

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

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

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

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

WHEREAS, on March 21, 2018, the City Council approved the Second Amendment to the Agreement for Services (“Second Amendment”) to extend the existing Term of the Agreement through June 30, 2019 and the Payment for Services for the extended term was increased by an amount not to exceed \$40,000; and

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

WHEREAS, on May 1, 2019, the City Council approved the Third Amendment to the Agreement for Services (“Third Amendment”) to extend the existing Term of the Agreement through June 30, 2020 and the Payment for Services for the extended term was increased by an amount not to exceed \$40,000.

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

1. PAYMENT FOR SERVICES. Section 4 of the Agreement still applies to the Third Amendment, and all terms and conditions of this section remain intact. The total fee for

these services shall not exceed the authorized amount of \$160,000 (which includes the compensation for the original Agreement scope of services of \$40,000, compensation for the First Amendment additional scope of services in the amount of \$40,000, compensation for the Second Amendment additional scope of services in the amount of \$40,000 and compensation for the Third Amendment additional scope of services in the amount of \$40,000.)

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

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

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

“CITY”
City of South Pasadena

“CONSULTANT”
Great Match Consulting

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____



City Council Agenda Report

ITEM NO. 16

DATE: May 1, 2019

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

PREPARED BY: Daniel Ojeda, P.E., Interim Director of Public Works *DO*

SUBJECT: **Adoption of a Resolution Identifying the Proposed Projects in Fiscal Year 2019-20 to be funded by Senate Bill 1: The Road Repair and Accountability Act**

Recommendation Action

It is recommended that the City Council:

1. Adopt a resolution identifying the proposed projects to be funded by Senate Bill 1 (SB1): The Road Repair and Accountability Act; and
2. Authorize the City Manager or their designee to sign the application and all related documents.

Commission Review and Recommendation

This matter was reviewed by the Public Works Commission (PWC) on April 10, 2019.

The PWC recommends that the City Council approve the proposed projects for Fiscal Year (FY) 2019-20.

Discussion

SB1 (Beall, Chapter 5, Statutes of 2017) known as The Road Repair and Accountability Act of 2017 provides the first significant, stable, and ongoing increase in state transportation funding in more than two decades. SB1 provides additional funding for transportation infrastructure, increased the role of the California Transportation Commission (CTC) for a number of existing programs, and created new transportation funding programs for the CTC to oversee.

Executive Summary

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account RMRA (SB1) funds from the State Controller (Controller) in a fiscal year, a city or county must submit to the CTC a resolution identifying the proposed projects to be funded with these funds (Attachment). All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting. The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement (Table 1). The Controller, upon receipt of the report from the CTC, shall apportion RMRA funds to eligible cities and counties.

Table 1 – Identified Proposed Projects				
Project Limits		FY	Est. Life	Est. Cost
Alpha Ave	La Fremontia St to Camino Lindo	2019-20	15/17 Yrs.	\$200,000
Alta Vista Ave	Oak Crest Ave to Mountain View Ave	2019-20	15/17 Yrs.	\$100,000
Camino Del Sol	Santa Teresa St to Via Del Rey	2019-20	15/17 Yrs.	\$200,000
Pine St	Atlantic Ave to Huntington Dr	2019-20	15/17 Yrs.	\$60,000
Monterey Road	W City Limits to Arroyo Verde	2019-20	15/17 Yrs.	\$300,000
Monterey Road	Arroyo Verde to Pasadena Avenue	2019-20	15/17 Yrs.	\$150,000

Community Outreach

A priority list of streets was developed with the Pavement Management System (PMS) tool, engineering recommendation, citizen participation and PWC input. The streets identified for the proposed projects were presented and analyzed by the PWC. The public had an opportunity to provide input on the priority list at the PWC April 10, 2019 Meeting.

Background

On April 28, 2017, Governor Brown signed SB1 (Beall and Frazier), a landmark transportation funding package that is the culmination of more than two years of hard work by Senate Transportation and Housing Committee Chair Jim Beall, Assembly Transportation Committee Chair Jim Frazier, and the Governor’s Administration. The final package required a 2/3-vote in the Legislature and passed by a vote of 27-11 in the Senate and 54-26 in the Assembly.

The \$5.24 billion/year funding package generates new revenues from various taxes and fees and is designed to repair and maintain our State highways and local roads, improve our trade corridors, and support public transit & active transportation.

Beginning November 1, 2017, the Controller will deposit various portions of this new funding into the newly created RMRA. A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. SB1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the CTC.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The funds from SB1 increase the amount of money dedicated to improving transportation infrastructure in South Pasadena. For the City of South Pasadena (City), SB1 will provide more than \$400,000 in local construction funds annually. Local governments will track SB1 dollars and report to the Legislature and public how they are being used to ensure they are improving our existing infrastructure with a focus on the community's priorities. SB1 will provide investments to make significant improvements to the State's highway system throughout California, including several in our region.

A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its General Fund expenditures during the Fiscal Year 2009-10, 2010-11, and 2011-12 fiscal years for street, road, and highway purposes. The MOE for the City is \$1,400,000 annually in order to maintain eligibility for the funds.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301 Existing Facilities.

Public Notification of Agenda Item

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

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2019-20
FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017, in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of South Pasadena (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$431,000 in RMRA funding in Fiscal Year (FY) 2018-19 from SB 1; and

WHEREAS, this is the second year in which the City is receiving SB 1 funding which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list. The City's Public Works Commission (PWC) reviewed the proposed project list, received public input and provided a recommendation to the City Council; and

WHEREAS, the City used a Pavement Management System (PMS) to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment. The PMS generates a comprehensive report of the citywide pavement condition index (PCI) for all streets. The PCI, engineering recommendation, citizen participation and PWC input are utilized to establish the proposed capital improvement program annually; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, bridges, add active transportation infrastructure throughout the City this year and hundreds of similar projects into the future; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in a good to poor condition and this revenue will help the City increase the overall quality of our road system and over the next decade will bring the City's streets and roads into an excellent to good condition; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The \$350,000 budget for FY 2019-20 is to incorporate the following list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues:

FY 2018-19 Capital Improvement Projects – Under the terms of the California Transportation Financing Package for SB 1: The Road Repair and Accountability Act, the following streets are identified for RMRA funds. The following street improvement projects for FY 2019-20 have been adopted in the City Budget.

Project Description – The project scope of work consists of street and highway pavement maintenance; rehabilitation, installation, construction, and reconstruction of necessary associated facilities such as drainage and traffic control devices; maintenance, rehabilitation, installation, construction, and reconstruction of facilities that expand ridership on transit systems; safety projects to reduce fatalities; or as a local match to obtain state or federal transportation funds for similar purposes.

Table 1 – Identified Proposed Projects				
Project Limits		FY	Est. Life	Est. Cost
Alpha Ave	La Fremontia St to Camino Lindo	2019-20	15/17 Yrs.	\$200,000
Alta Vista Ave	Oak Crest Ave to Mountain View Ave	2019-20	15/17 Yrs.	\$100,000
Camino Del Sol	Santa Teresa St to Via Del Rey	2019-20	15/17 Yrs.	\$200,000
Pine St	Atlantic Ave to Huntington Dr	2019-20	15/17 Yrs.	\$60,000
Monterey Road	W City Limits to Arroyo Verde	2019-20	15/17 Yrs.	\$300,000
Monterey Road	Arroyo Verde to Pasadena Avenue	2019-20	15/17 Yrs.	\$150,000

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 1st day of May, 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 1st day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk



City Council Agenda Report

ITEM NO. 17

DATE: May 1, 2019
FROM: Stephanie DeWolfe, City Manager *J.*
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: Adoption of Resolution Amending Master Schedule of Fees

Recommendation Action

It is recommended that the City Council

1. Conduct a Public Hearing to review proposed fee adjustments; and
2. Adopt a resolution amending the Master Schedule of Fees for Service (Fee Schedule), commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI).

Commission Review and Recommendation

The Finance Commission will review this item at the May 23, 2019 meeting.

Executive Summary

As part of the 2018-19 Strategic Plan, the City engaged in a fee study to review current fees. The User Fee Study evaluates delivery methods, staffing, and overhead costs to determine the appropriate fee structures and full cost recovery potential of individual services. The study revealed that in total the City collects approximately 59% of the cost of services.

The Fee study indicated the majority of City fees were set at a rate far below the cost of providing the service and that additional fees would be appropriate to align with new services. Staff's recommendation for increasing fees is sometimes below the cost of service identified in the fee study for various reasons outlined below. Further, the study recommended the development of a cost recovery policy. Staff concurs with this recommendation and will present a recommended Policy to Council in Fiscal Year (FY) 2019-20. The study also recommended annual CPI increases which have been incorporated into the resolution for the proposed Fee Schedule.

Discussion/Analysis

The Master Fee Schedule reflects all City fees. It is amended annually so that the fees reflect current cost to provide services, to add new fees when applicable, and to eliminate fees for discontinued services.

While the study identified the actual cost of providing services, the consultant does not

recommend where to set the fees other than the fees cannot be above cost of service. Staff is recommending fee increases based on appropriateness of charging fees for particular services. For example, the consultant found that summer camp fees could be raised significantly but staff concluded that in order to remain competitive it is more appropriate that the fees be pegged to the market. Additionally, the City found it would not be appropriate to increase the cost of fees to single family homes and business owners because it would make these services unaffordable.

Recommended Fee Changes

The proposed fees recommended by City staff are presented by department/division. The Fee Schedule contains a description of the fee, current fee amount, full cost of service, and recommended fee. City staff considered the following criteria in making fee recommendations:

- Type of permit and service provided
- Current fees
- Affordability
- Reasonableness of fees/increases
- Comparisons to neighboring jurisdictions, though fees charged by other cities are not necessarily based on the same methodology or cost recovery principles
- City's desire to better balance subsidizing the cost of services

Community Services (Excluding Rentals)

One of the biggest gaps between cost of service and user fees was found in the community services department. The study revealed that the department's fees were set below cost of service and netted approximately 62%. Staff recommends modest increases to move the recovery rate from 62% to 68%, which would maintain the participation levels, and closer align with other jurisdiction costs (Camp Med Fees). While community service departments often set their rates at a lower than full cost recovery rate to encourage community participation, there were certain cost to programs which required pre-event administrative duties and tasks the day of the event that were being drastically underestimated in cost recovery. Events such as Snow Day often draw large crowds and are subsidized by the City at approximately \$100 per person. It is unclear how many participants are residents, therefore staff recommends re-evaluating these events to determine whether it's an appropriate use of general fund dollars.

Planning

The planning department looked at maintaining fees at a reasonable rate for single family home owners and small businesses, while adopting a higher cost recovery for development fees. Fees that are paid as part of development projects should be set at market rate. Many of the development fees are necessary for the City to adequately budget for required mandates such as updates to the General Plan, and Housing Elements. Moreover, the development fees are below average when compared to surrounding jurisdictions. Based on the fee study analysis, current Planning fees are recovering at 21% of the cost of service. This level of cost recovery is not sustainable for the division or the City. Staff is recommending increasing some fees for a total cost recovery of 43%.

The City is also proposing introducing a technology fee which is commonly assessed by many jurisdictions. The purpose of the fee is to help fund and maintain a software system to streamline

the permitting process, a goal set forth in the FY 2019-20 Strategic Plan.

Fire Fees

A majority of the Fire Department fees are shown to be below the cost of providing service, with the largest deficit in the False Alarm Response fee. This deficit is a result of the City's policy to waive charges for the first three responses to False Alarms. The proposed fee scheduled will waive the fee for the first false alarm, impose a penalty for the second and third, and adopts a higher rate for the fourth and so on. Industry standard is to waive the first fee and charge for the second and third fee. Increasing this fee will encourage compliance and ensure valuable resources are not being diverted in emergencies. A similar structure was introduced for False Alarms in the Police Department.

Annual Inspection of Apartments has been expanded from a single category to one based on the number of multi-family units to ensure that larger complexes pay a proportionate amount. Similarly, the new business fire inspection fee and annual fire alarm fee has been restructured to include sub categories based on square footage. The Fire department will move from 49% to 86% percent cost recovery for inspection services. The cost for Emergency services remain largely unchanged.

Rentals

Facility and park rentals have been broken out into their own category as they are not governed by cost recovery, rather are set by market rate. Rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost. The City has identified a high demand for its facilities for special event uses such as weddings, and fundraisers. The current costs associated with facility and park rentals are only representative of staff time and overhead costs. Staff recommends establishing market rate fees for these types of events.

Building

The City contracts for building plan check and inspection services with a third party. The contract with that vendor requires the City to charge Los Angeles County Building Fee rate. This practice is consistent with other jurisdictions of similar size such as San Gabriel, San Marino, and La Canada Flintridge. While Building cost recovery is shown at 147% that is not the case. Revenue is typically collected in one FY for building permits but is meant to account for services spanning multiple years. Departments such as Fire, Engineering, and Planning will occasionally sign off on building permits and applications. This administrative time was not considered as part of this study. Thus, the City is maintaining its current cost recovery in this category since the additional revenue is meant to account for additional City reviews as well as deferred revenue for future inspections.

Background

Methodology

The intent of the study is to cover the cost of service associated with the fees to align with cost to the City. There are three components which were evaluated to determine cost of service:

1. Direct Labor. Employee hours spent directly on the fee related service. This rate includes the employee's salary and fringe benefits.
2. Departmental Indirect Labor. Departmental employees not directly working on the fee-related service, but responsible for supervision and administrative activities. This cost can include assistant support and a percentage of the department head's time.
3. Central Overhead. This component includes those departments that provide support to other City departments. Examples are: City Attorney, City Manager, and Finance

Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development. Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that [1] "a levy, charge, or other exaction is not a tax; [2] that the amount is no more than necessary to recover the reasonable costs of the government activity; and [3] that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In 2018, the City updated its fees by a cumulative 10.57% increase representing the total CPI from 2011 to 2018.

Alternatives

1. Adopt Fees at Full cost recovery

Next Steps

1. Following the Public Hearing, there will be a public comment period of 60 days before the fees are implemented.
2. Staff will return with a formal cost recovery policy identifying target recovery rates by type of fee prior to the next CPI adjustment.
3. Fees will be increased annually based on the Consumer Price Index for Los Angeles, Riverside, and Orange County Urbanized Area.
4. Staff will present a Cost Allocation Plan in FY 2019-20 to ensure overhead costs are current.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Fiscal impact will depend on services provided for the year. The proposed fees reflect an 84% cost recovery, which would increase projected annual revenues by \$300,000.

Environmental Analysis

The individual items on the CIP will be brought back to Council if they are not exempt from CEQA requirements.

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 approving amended fee schedule
2. Updated Fee Schedule

ATTACHMENT 1
Resolution approving amended fee schedule

RESOLUTION NO. XXXX**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
REVISING THE MASTER SCHEDULE OF FEES FOR SERVICE
YEAR 2019-2020**

WHEREAS, on May 2, 2018, the City Council adopted Resolution number 7552, constituting that last update of the City's established fees and charges; and

WHEREAS, the costs of these services change with time as the cost of delivery increases; and

WHEREAS, the cost of services may also be increased due to increases in cost of living, as measured by the applicable Consumer Price Index; and

WHEREAS, the City services should be borne by those who are the special beneficiaries of the service rather than the citizenry-at-large; and

WHEREAS, the City Council is cognizant that the charges for such services should relate to the direct cost and/or value thereof to the City; and

WHEREAS, pursuant to Government Code Section 66016, specific fees to be charged for services must be adopted by City Council Resolution or Ordinance, after providing notice and holding a public hearing;

WHEREAS, Government Code Section 66017 requires a 60-day "waiting period" before any development fee increase can become effective; and

WHEREAS, the City Council held a public hearing on May 1, 2019 to consider the updated fees and adoption of the Master Fee Schedule; and

WHEREAS, the City Council desires to amend the Master Fee Schedule to levels consistent with full cost recovery and appropriate value.

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

Section 1. The service fees and user charges as set forth in the attached Exhibit A are hereby fixed and established to be effective on the date of July 1, 2019.

Section 2. The Finance Director is authorized and directed to adjust the fees and services set forth in the attached Exhibit A not later than July 1 of each year beginning

with 2020, based on the increase, if any, in the Consumer Price Index (CPI) for Los Angeles, Riverside, and Orange County Urbanized Area, published by the United States Department of Labor, Bureau of Labor Statistics for February of that year. City staff are thereafter authorized and directed to include such adjusted fees and service charges in the City's Master Fee Schedule.

Section 3. Resolution No. 7552, the precursor fee resolution, is hereby repealed and the service fees and user charges contained therein are hereby rescinded.

Section 4. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED ON this 1st day of May, 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 1st day of May 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Updated Fee Schedule

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
BUILDING			
		Building Permit & Plan Check	See LA County Fee Schedule
CITY CLERK			
1	12.3	Duplication - FPPC Regulations	\$0.10
2	12.6	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$15.00
3	12.7	Duplication - Photocopy	\$0.10
4	13.1	Code 9292(b))	\$25
5	13.2	Filing Fees - Initiative Petition (Per CA Election Code Section 10228)	\$200
COMMUNITY SERVICES			
CAMP MED FEES:			
6	60.06	Camp Med - Five Day Rate - 1st Child	\$150
7		Camp Med - Five Day Rate - Each Additional Child	\$136
8	60.1	Camp Med - Thanksgiving Week - 1st Child	\$102
9		Camp Med - Thanksgiving Week - Each Additional Child	\$93
10	60.5	Camp Med After School - Five Day Rate - 1st Child	\$90
11		Camp Med After School - Five Day Rate - Each Additional Child	\$85
12	60.58	Camp Med - Late Fee After First 5 Minutes - per minute	\$3
13	62.45	Rental - Camp Med Room Non-Profit Mon-Fri	\$25
14	62.46	Rental - Camp Med Room Individual Mon-Fri	\$35
15	63	Rental - Camp Med Room Business Mon-Fri	\$45
FIELD AND OPEN SPACE RENTAL FEES:			
Garfield / Arroyo Park:			
16	62	Open Space Reservation - So. Pas. Non-prof Only	\$100
17	62.01	Additional Staff (Cleanup and Supervision)	\$40
18	62.08	Sport Fields -- Non-Profit (Less than 50% Resident)	\$51
19	62.09	Sports Fields -- Non-Profit (+50% Resident)	\$0
20	62.1	Sport Fields - Individuals	\$51
21	62.11	Sports Field - Businesses	\$51
22	62.13	Gazebo Rental	\$80
23	62.14	Picnic Areas -- Deposit for Groups > 50 Persons	\$55
24	63.01	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$51
25	63.02	Tennis Courts -- Instructions -- OG & Garfield Parks	\$51
OG Rec Center Rental Fees:			
26	62.15	Security Deposit	\$250
27	62.16	Non-Profit	\$25
28	62.17	Individuals	\$50
29	62.18	Businesses	\$55
30	62.19	Non-Profits - Prime Time	\$35
31	62.2	Individual - Prime Time	\$55
32	62.21	Businesses - Prime Time	\$60

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
33	62.22	Girls and Boy Scouts	\$5
Eddie Park House Rental Fees:			
33	62.04	Security Deposit	\$250
34	62.3	Non-Profit	\$90
35	62.31	Individuals	\$100
36	62.32	Businesses	\$110
37	62.33	Girl and boy Scouts	\$5
Garfield Youth House Rental Fees:			
37	62.34	Security Deposit	\$250
38	62.4	Non-Profits	\$60
39	62.41	Individual	\$65
40	62.42	Business	\$90
41	62.43	Birthday Party	\$132
42	62.44	Boy & Girl Scouts	\$5
War Memorial Rental Fees:			
42	63.03	Security Deposit	\$500
43	63.04	War Memorial -- Non-Profits	\$75
44	63.05	War Memorial -- Individuals	\$105
45	63.06	War Memorial -- Businesses	\$125
46	63.07	War Memorial -- Non-Profits -- Prime Time	\$100
47	63.08	War Memorial -- Individuals -- Prime Time	\$165
48	63.09	War Memorial -- Businesses -- Prime Time	\$175
49	63.1	War Memorial -- Lower Floor -- Non-Profits	\$50
50	63.11	War Memorial -- Lower Floor -- Individuals	\$75
51	63.12	War Memorial -- Lower Floor -- Businesses	\$100
52	63.13	War Memorial -- Lower Floor -- Non-profit Prime Time	\$65
53	63.141	War Memorial -- Lower Floor -- Individual Prime Time	\$95
54	63.142	War Memorial -- Lower Floor -- Businesses Prime Time	\$110
55		War Memorial - Use of Kitchen	\$50
56		War Memorial - Use of Kitchen - Prime Time	\$150
57	65.04	Additional Staff (Alcohol)	\$40
Senior Center Rental Fees:			
57	73.25	Security Deposit	\$250
58	73.01	Non-Profits	\$40
59	73.02	Individuals	\$75
60	73.03	Businesses	\$100
61	73.04	Non-Profits - Prime Time	\$95
62	73.05	Individuals - Prime Time	\$105
63	73.06	Businesses - Prime	\$115
64	73.07	Patio -- Non-Profits	\$25
65	73.08	Patio -- Individuals	\$35
66	73.09	Patio -- Businesses	\$45
67	73.1	Patio -- Non-Profits - Prime	\$35
68	73.11	Patio -- individuals - Prime	\$45

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
69	73.12	Patio -- Businesses - Prime	\$55
70	73.13	Conference Room -- Non- Profit	\$25
71	73.14	Conference Room -- Individuals	\$35
72	73.15	Conference Room -- Businesses	\$45
73	73.16	Conference Room -- Non- Profit - Prime Time	\$35
74	73.17	Conference Room -- Individuals - Prime Time	\$45
75	73.18	Conference Room -- Businesses - Prime Time	\$55
76	73.19	Activity Room -- Non-profits	\$25
77	73.2	Activity Room. -- Individual	\$35
78	73.21	Activity Room. -- Businesses	\$45
79	73.22	Activity Room -- Non-profits - Prime Time	\$35
80	73.23	Activity Room. -- Individual - Prime Time	\$45
81	73.24	Activity Room. -- Businesses - Prime Time	\$55
82	73.27	Additional Staff	\$40
Senior Center Programs:			
82	74.01	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.75
83	74.03	Hot Meals - Persons Under 55	Actual Cost
		Home Delivered Meals - Senior 55 & Over / Disabled	
84	74.04	Persons	\$3.00
85	79.01	Booth Space Rental Health Fairs With Canopy	\$40
86	79.02	Booth Space Rental Health Fairs w/out Canopy	\$50
87	70	Senior Center Membership - single person Over 55	\$25
88	70	Senior Center Membership - couples Over 55	\$32
89	71.01	Computer Lab Printing	\$0.20
90	72.01	Leisure Classes - Seniors	Varies
91	79.03	Coffee	\$1
Dial-A-Ride Fes:			
91	75	Senior Resident (Registered) 55>	\$0.50
92	75.01	Non-Registered Riders	\$0.75
93	75.02	Disabled Resident (Registered)	\$0.50
94	75.03	Caregiver	\$0.00
95	76.01	MTA Bus Pass - Senior 62 & Over	\$10
96	76.02	MTA Bus Pass - Disabled Persons	\$10
Miscellaneous Fees:			
96	65.12	Breakfast with Santa Event	\$20
97	65.13	Spring Family Event - Presale	\$10
98	65.13	Spring Family Event - Day of Event	\$12
99	66.01	Doggie Day Booth Rental Non-Profit	\$25
100	66.02	Doggie Day Booth Rental For Profit	\$50
101	67	Event -Vendor/Catering Booth	\$100
102	67.01	Event - Vendor/Catering Booth w/o canopy	\$50
103		Snow Day - Presale	\$15
104		Snow Day - Day of the Event	\$20
105	69.01	Leisure Classes	Varies

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
	106	Refund Processing Fee	\$19
FINANCE			
Film Permit Fees:			
	107 2-322	Still photography - Per Day	\$133
	108 2-323	Motion Picture Photography - Per Day	\$530
	109 2-324	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$20
	110	Handheld Video Crew with less than 20 people - Per Day	\$133
Location / Hourly Fees:			
	111 2-325	Still Photography / Handheld Video Crew - On Public Right Of-Way - Per Hour	\$75
	112	Student Filming On Public Right-of-way - per hour	\$15
	112 2-326	Street or Lane Closure - Per Hour	\$150
	113 2-327	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$150
	114 2-328	City Parking Lots - Per Hour	\$150
	115 2-329	City Building (Four Hour Minimum)/City Park - Per Hour	\$176
	116 2-330	Police (Eight Hour Minimum) - per hour	\$70
	117 2-330	Police Vehicles - per hour	\$15
	118 2-330	Fire (Eight Hour Minimum) - per hour	\$70
	119 2-331	Traffic Control Plan Review - per review	\$112
	120 2-334	Cancellation Fee	\$100
Miscellaneous Fees:			
	121	NSF Check Fee (CA Civil Code Section 1719)	\$25
	122	Credit Card Transaction Fee (Percentage of Transaction Cost)	0.25%
FIRE			
Fire Emergency Medical Services:			
	123	1.1 Advance Life Support	\$2,299
	124	1.3 Basic Life support	\$1,533
	125	1.3 Other EMS Fees	LA County Fee
	126	1.6 Paramedic Program - Residential	\$80
	127	1.6 Paramedic Program - Residential (6 months or less)	\$40
	128	1.7 Paramedic Program - Business	\$90
	129	1.8 Paramedic Program - Business (6 months or less)	\$45
	130	Treat No Transport	\$547
	131	5.8 Clean Up, 1st Responder	Actual Cost
Standby Fees:			
	132	2.3 Engine Company - (Use or Standby)	\$565
	133	2.4 Ambulance	\$343
	134	2.5 Chief Officer Per Hr. - With 2 Hr. Min.	\$227
Sprinkler Plan Check and Inspection:			
Residential			
	135	3.2 New	\$514
	136	3.3 Remodel/ T.I.	\$367

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
3.1 Commercial			
New:			
137		0 - 10,000 sq ft.	\$602
138		10,000 - 25,000 sq ft.	\$794
139		25,000 - 50,000 sq ft.	\$1,263
140		50,000+ sq ft.	\$1,497
Remodel/T.I.:			
141		0 - 5,000 sq ft.	\$492
142		5,000 - 10,000 sq ft.	\$690
143		10,000 - 25,000 sq ft.	\$1,028
144		25,000+ sq ft.	\$1,263
145		3.4 Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$117
Fire Alarms:			
3.5 New: (# of Devices) - Commercial			
146		1 - 25 Devices	\$316
147		26-50 Devices	\$455
148		51-100 Devices	\$514
149		100+ Devices - Per Device	\$983
2.6 Remodel/ T.I.: Commercial			
150		1-5 Systems	\$257
151		6-15 Systems	\$338
152		16-50 Systems	\$455
153		50+ Systems	\$631
154		3.71 New Residential (Single Family)	\$198
155		3.72 Remodel Residential (Single Family)	\$140
156		3.81 Extra Plan Check/Site Visits	\$117
157		6.3 Hydrostatic Test and Alarm Test	\$117
158		3.9 Any Plan Check Not listed	\$117
Hazmat Fees:			
159		5.1 Hazmat Disclosure Level I	LA County Fee
160		5.2 Hazmat Disclosure Level II	LA County Fee
161		5.3 Hazmat Disclosure Level III	LA County Fee
162		5.4 Hazmat Placard Start Up Cost	LA County Fee
163		5.5 Hazmat Placard Updates	LA County Fee
False Alarm Fees:			
164		8.3 False Alarm - 1st Reponse	\$0
		False Alarm - 2nd and 3rd Reponse	\$150
165		8.4 False Alarm - 4th	\$773
166		8.5 False Alarm - 5th	\$773
167		8.6 False Alarm - 6th	\$773
Inspections:			
168		7.3 Any Other Inspection Not Listed	\$117
		15.22 Annual Inspection of Apartments	
169		3-15 Units	\$176

City of South Pasadena, CA

Master Fee Schedule

Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
170		16-50 Units	\$235
171		51-100 Units	\$293
172		101-250 Units	\$352
173		251-350 Units	\$410
174		350+ Units Per Unit	\$469
15.23 Annual Inspection of Businesses			
175		Small Office - less than 2,000 sq ft	\$85
176		Large Office - 2001 - 10,000 sq ft	\$150
177		Large Commercial - 10,000 +	\$175
175	15.24	Additional Inspection (3rd Visit, 2nd Reinspection)	\$141
176	15.25	Inspection (4th Visit and Subsequent)	\$193
15.26 New Business Fire Inspection			
177		Small Office - less than 2,000 sq ft	\$59
178		Large Office - 2001 - 10,000 sq ft	\$117
179		Large Commercial - 10,000 +	\$235
Permits:			
180	9.62	Permits - Large Event Tent	\$162
181		Permits - Large Event Tent - New	\$140
182	9.63	Permits - Special Film Fueling Truck	\$126
183	9.7	Permits - Any Other Required by Chief	\$274
184	9.8	Permits - Fireworks Display	\$523
Fire Reports:			
185		Redacted	\$45
186		Non-Redacted	\$8
Miscellaneous Fees:			
187	12.9	Investigation Cost Recovery	Actual Cost
188	14.1	Witness Fees	\$150
189	14.2	Record Research: Intensive, Interpretive - Per Half Hour	\$45
190		Records: Duplication Per Page	\$0.10
191		Underground Storage Tank Removal	\$469
LIBRARY			
Library Services Fees:			
192	34.292	Replacement - Processing Fee	\$15
193		Replacement of Library Item	Actual Cost
194	35.011	Inter-Library Loan (Per Title)	\$5
195	37.01	Library Asset Recovery Service	\$10
196	37.04	Test Administration	\$35
Printing / Reproduction Fees:			
197	38.07	Local History Collection Image - Commercial Use	\$75
198	38.08	Local History Collection Image - Private Use	\$10
199		Black & White	\$0.15
200		Color Copies	\$0.50
Overdue Fees			
201		Any and All Materials - per item per day	\$0.25

City of South Pasadena, CA

Master Fee Schedule

Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
202		Max Overdue Fee Amount:	
203	39.01	Adult Card	\$10
204	39.02	Child Card	\$5
205	39.03	Magazine, Mass Market Paperback, Board Books - per material	\$3
Passport Fees:			
206		Passport Photo - per photo	\$7
207		Passport Execution Fee (Per US State Department)	\$35
Community Room Rental Fees:			
208	33.03	Community Room - South Pasadena Based Non-Profit Groups - Per Hr. (Min. 3 Hrs.)	\$30
209	33.04	Community Room - Non-South Pasadena Based Non-Profit Groups - Per Hr. (Min. 3 Hrs.)	\$74
210	33.05	Community Room - Individuals - Per Hr. (Min. 3 Hrs.)	\$74
211	33.06	Community Room - Commercial / Business - Per Hr. (Min 3 Hrs.)	\$100
212		Community Room - Wedding Fee - Per Day (Up to 12 Hrs.)	\$3,500
213		Community Room - Special Event Fee - Per Hr. (Min 3 Hrs)	\$176
214		Community Room - Staff	\$40
215		Community Room - Security Deposit	\$250
Equipment Rental Fees:			
216		Audio/Visual Equipment Rental	\$59
217		Equipment Rental - Baldwin Piano	\$35
PLANNING			
Use Permits:			
218	80.01	Conditional Use Permit	\$3,500
		Temporary Use Permit (non-profit)	\$230
219	80.01	Temporary Use Permit	\$461
220	80.01	CUP Modification	\$2,500
221	80.02	CUP with First Variance	\$4,500
222	82.07	Parking Use Permit	\$1,764
223	82.08	Administrative Use Permit	\$1,556
Maps:			
223	80.03	Tentative Parcel Map	\$3,712
224	80.04	Tentative Tract Map	\$10,067
225	80.05	Final Parcel / Tract Map Review	\$5,529
Design Review:			
225	81.01	Single Family Residence	\$2,000
226	81.02	Commercial - Single Sign	\$1,588
227	81.02	Commercial - Sign Program	\$2,434
228	81.05	Multi Family / Commercial	\$6,279
Cultural Heritage Commission Fees:			

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
229	82	Cultural Hert. Comm. - Landmark Review	\$1,500
		82 C.H.C. Cert. of Approp. (incl. Demo)	
230		Single-Family	\$1,500
231		Multi-Family (less than 5 units)	\$5,000
232		Multi-Family (6 or more units)	\$9,000
233		Commercial	\$5,000
234		Chair Review	\$885
235		Historic Resource Evaluation	\$423
Environmental Fees:			
Flat Fees:			
236	83.02	Negative Declaration Filing	\$282
237	84	Mitigation Monitoring Inspection & Administrative Fee	\$567
238	83	Categorical Exemption (CEQA) - Filing	\$141
Deposit-Based Fees:			
239	83.01	Initial Environmental Study	\$5,000
240	89	Negative Declaration	\$5,000
241	89.02	Mitigated Negative Declaration	\$5,000
242	89	EIR	\$25,000
Appeals:			
243	84.041	Appeals (To Planning Commission or City Council)	75% of initial permit
244	84.042	Appeal Continuance	\$0
Deposits:			
245	80	Zoning Text & Map Amendments	\$10,000
246	80.08	Specific Plan Application	\$10,000
247	80.08	General Plan Amendment	\$20,000
248	80.082	Specific Plan Amendment	\$20,000
249	88.08	Development Agreement Review	\$10,000
250	88.1	Planned Development	\$10,000
Other Planning Applications:			
251	80	Zoning Code Admin Modification	\$1,137
252		Zoning Code Interpretation	\$918
253	84.043	Application Withdrawal	\$1,765
		Lot Line Adjustment / Parcel Merger / Certificate of	
254	80.06	Compliance	\$2,000
255	80.07	Hillside Development Review	\$2,000
256	80.07	Hillside Development Review with Variance	\$3,000
257	80.01	Variance - First	\$3,300
258	80.01	Variance - Each Additional	\$2,328
259	80.1	Vacation Easements, Alleys, Street	\$1,764
260	80.145	Discretionary Time Extension Request	\$2,683
261	80.15	Covenants	\$547
262		ADU Applications	\$1,130
263	82.05	Mills Act Contract	\$2,000

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
264		Minor Site Plan Review	\$829
Miscellaneous Fees:			
265	82.06	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$285
266	82.1	Garage/Yard Sale Permit	\$6
267	80.11	Temporary Banners - Per Banner, Per Permit	\$50
268	84.01	Zoning - Written Analysis of Conformance	\$705
269		Zoning Verification Letter	\$106
270	80.13	Zoning Clearance for Business License Review	\$62
271		Re-Review - Per hour	\$154
272		Pre-Application Meeting	\$308
273		Planning Inspection Per Hour	\$154
274		Changes / Modifications to Approved Plans	\$2,839
275	86.02	Administrative Citation (per Municipal Code)	\$500
Surcharges:			
276	85.01	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
277		Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	10%
POLICE			
Penalties:			
278	39.1	Display Vehicle for Sale	\$50
279	39.2	Parking in Red Zone	\$50
280	39.3	Parking in Yellow Zone	\$50
281	39.4	Parking in White Zone	\$50
282	39.5	Parking in Green Zone	\$50
283	39.6	Parked on Parkway	\$50
284	39.7	Parking Prohibited by Sign	\$50
285	39.8	1 HR, 2 HR, 4HR Time Limited Parking	\$50
286	39.9	Parking Outside Spaces	\$50
287	39.1	Parked Over 72 Hours	\$50
288	39.11	Parking Vehicle for Sale	\$50
289	39.12	Washing, Servicing or Repairing Vehicle	\$50
290	39.13	Selling from Motor Vehicle	\$50
291	39.14	Parking Left Side of Roadway	\$50
292	39.15	Parking Adjacent to Schools	\$50
293	39.16	Exceeding 3% Grade/ Wheels Not Curbed	\$50
294	39.17	Emergency No Parking	\$50
295	39.18	Alley Parking - Sign Posted	\$50
296	39.19	Parked on Private Property	\$50
297	39.2	Parking on Public Property	\$50
298	39.2	Parking on City Owned Off-street Facility	\$50
299	39.21	Oversized Vehicle	\$50
300	39.22	Unattended Trailer	\$50

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
301	39.23	Overnight Parking	\$50
302	39.24	City Parking Lot (2 HR Limit)	\$50
Parking Pass Fees:			
303	40.1	Parking 1 Year	\$110
304	40.2	Parking - Senior Citizens (65 Years old min.)	\$60
305		Parking - Alternate Fuel Vehicles	\$60
306	40.6	Parking - Monthly Pass	\$28
307	40.7	Parking - Replacement/ Transfer	\$16
308	40.9	Parking - Daily Pass	\$2
All Police Reports:			
309	42.5	Redacted	\$87
310	42.5	Non-Redacted - Non-Resident	\$22
311		Non-Redacted - Resident	\$11
False Alarm:			
312	48.4	False Alarm 1st	\$0
		False Alarm 2nd - 3rd	\$150
313	48.5	False Alarm 4th	\$300
314	48.6	False Alarm 5th	\$300
315	48.7	False Alarm 6th	\$300
Reproduction:			
316		Photo Reproduction - Per Photo	\$18
317	42.9	Video/Audio Reproduction	\$87
Miscellaneous Fees:			
318	41.3	DUI Emergency Response	Actual Cost
319	42.6	Records Check/ Clearance Letter	\$22
320	42.8	Special Business Background Check	\$521
321	43.1	Impound Fee - Vehicle Release	\$128
322	44.1	Juvenile Recovery	Actual Cost
323	44.2	Firearms Storage & Release	\$27
324	44.3	Citation Corrections/ Inspection Service (resident)	\$11
325	44.3	Citation Corrections/ Inspection Service (non-resident)	\$27
326	47	Fingerprint Services -- Per Three Cards	\$22
			Fee set by
327	47.2	Civil Subpoena	Courts
328	47.3	Duces Tecum Subpoena (Per CA Evidence Code)	\$15
329		Booking Fee	\$138
330		Tow Franchise Fee - per year	\$1,102
PUBLIC WORKS			
Water Fees:			
331	10.1	Water Turn Off (After Hours)	\$146
332	10.1	Water Turn On (After Hours)	\$146
333	10.8	Water 24 Hour Door Hanger Fee	\$32
334	10.9	Water Turn Off for Non-Payment	\$64
335	55.02	Water - New/Change Account	\$64

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
336	56.01	Water - Discontinue Service	\$64
337	56.02	Water - Discontinue for Non-Compliance	\$193
338	56.03	Water - Unauthorized Turn on	\$193
339	56.06	Fire Flow Testing	\$322
340		Temporary Meter Rental - Move	\$64
341	56.12	Inspection of Backflow Prevention Device	\$134
342		Backflow Prevention Program Penalty	\$100
343		Water Installation Inspection Fee	\$308
Deposit-Based Fees:			
344	56.071	Water Service Installation	\$5,000
345	56.075	Water Meter installation	\$1,000
346	56.1	Temporary Meter Rental	\$2,500
Sewer Fees:			
347	52.06	Sewer Connection/Inspection, Existing Lateral	\$350
348	52.07	Sewer Connection/Inspection, Existing WYE	\$350
349	52.08	Sewer Connection/Inspection, Saddle Connect	\$350
350	52.09	Capping of Sewer Lateral	\$350
		Sewer Construction Fee - New Construction	\$692
351	52.14	TV Public Sewer Line	\$400
352	52.15	Sewer Spill in Public ROW	Actual Cost
353	52.18	Fats, Oils, & Grease Permit Fee (one time)	\$142
354		Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
355		Fats, Oils, & Grease Mitigation Penalty (annual)	\$350
PW Engineering:			
356	52.01	Excavate - Utility Trenches <= 100 l.f.	\$380
357	52.02	Excavations-Utility Trenches >= 100 l.f.	\$380
358	52.031	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.55
359	52.032	Excavation-Utility Patches	\$380
360	50.01	Concrete Sidewalk / Driveway Parkway / Permit	\$181
361		Concrete Sidewalk / Driveway / Parkway Inspection	\$240
362	50.05	Curb & Gutter Permit	\$181
363	50.06	Curb & Gutter Inspection Flat Fee	\$240
364	50.07	Curb Coring Base Permit	\$181
365	50.08	Curb Coring Inspection Flat Fee	\$120
366	50.09	Pavement Street & Alley	\$330
367	50.1	Pavement Street & Alley Inspections Flat Fee	\$300
368	50.11	Street/ROW Vacation/ Abandonment	\$5,341
369	50.12	Public Improvement Inspection	\$484
370	50.13	Public Works Plan Check Fee	\$400
371	51.13	Additional Plan Check/ Reviews Beyond 2	\$149
372	51.14	Final Parcel Map Review	\$2,809
373	51.15	Final Tract Map Review	\$2,809
374	51.16	Final Map Amendment - Administrative	\$149
375	57.011	Temp Encroachment - Dumpster	\$90

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
376	57.06	Temp Encroachment - Southwest Hills	\$196
377	57	Temp Encroachment - All Other	\$105
Deposits (Time and Material):			
378	59.07	Street Renaming Processing	\$5,000
Miscellaneous Fees:			
379	53.01	100 foot Radius Map & Mailing Lists	\$66
380	55.011	Sidewalk Dining Permit/ Inspect, Initial	\$124
381	55.012	Sidewalk Dining Permit/ Inspect, Renewal	\$94
382	55.013	Sidewalk Rental Fee - Per Sq. Ft.	\$4
383		Sidewalk Vendor Permit	\$133
384	57.07	House Number Change	\$300
385	59.03	Oversized/Overloads Permits (Per Transportation Code)	\$16
386	59.061	Block Party Street Closure - Initial	\$266
387	59.062	Block Party Street Closure - Renewal	\$100
388	59.08	Blueprint/ Map Reproduction	Actual Cost
389	59.091	Banner Installation & Removal	\$191
390	59.092	Banner Installation - Initial	\$316
391	59.11	Parade/ Special Event Staffing	Hourly Rate
392		No Parking Signs (temporary)	\$37
Trees:			
393		Tree Removal / Replacement Permit	\$308
394		Private Property Tree Removal for Developments (3+ more trees)	\$428
395	58.02	Tree Trimming Permit	\$63
396	58.03	Inspection For Trimming or Removal	\$120
397	58.04	Private Tree Trimming in Public ROW	Actual Cost
Newsrack:			
398	59.04	Newsrack Permit - Initial	\$184
399	59.051	Newsrack Permit - Annual Renewal	\$63
TRANSPORTATION			
400	16.01	Mission Meridian Village Parking (Daily)	\$3
401	16.02	Mission Meridian Village Parking (Monthly)	\$50
402	16.03	Mission Meridian Village Parking (Monthly)	\$50
403	16.04	Mission Meridian Village Parking (Monthly Senior)	\$12

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City Council Agenda Report

ITEM NO. 18

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Daniel Ojeda, P.E., Interim Director of Public Works *DO*
Kristine Courdy, P.E., Deputy Public Works Director *KC*

SUBJECT: **Presentation and Discussion of Capital Improvement Plan for Fiscal Years 2020-2024**

Recommendation

It is recommended that the City Council review the multi-year Capital Improvement Plan (CIP) for Fiscal Years (FY) 2020-2024 and provide feedback to staff prior to adoption at the City Council meeting on June 5, 2019.

Commission Review and Recommendation

The proposed CIP will be presented at the May 8, 2019 Public Works Commission Meeting, at the May 14, 2019 Planning Commission Meeting, and at the May 23, 2019 Finance Commission Meeting.

Executive Summary

Last year the City adopted the first citywide Capital Improvement Program (CIP). The purpose of the CIP is to create a planning document that encompasses all capital cost needs in one document allowing for better strategic funding decisions. The plan adopted last year totaled more than \$100 million in projects with roughly \$14.7 million budgeted in FY18-19. The remainders of the projects were budgeted in future years or were unfunded, pending identification of funding sources.

The updated CIP, as proposed, totals \$150 million, and has identified funding of \$44 million. A total of 46 projects are listed, including \$41 million in capital projects added to the list. The additional items encompass projects from a variety of sources and all were approved by the City Council under stand-alone actions. The new projects include projects previously omitted from the Municipal Buildings and Facilities Study, updated cost estimates for the 110 Hook Ramp, projects to be funded with Measure M Multiyear funding, increased costs and projects to address Measure W funding for storm water mitigation, a new Sewer section consistent with the Water and Sewer Rate Study, a new section listing water conservation projects, and a new Parks section for the development pocket parks.

The proposed CIP budgets \$15.1 million, or 20 projects, in FY 19-20 with \$2.0 million coming from the General Fund and \$13.1 million in special funds and grants.

Community Outreach

The projects selected in the CIP were from documents which have been vetted and approved through community meetings and public hearings at City Council meetings. In addition, the public will have the opportunity to speak at the City Council and Commission meetings where the proposed FY 2020-2024 CIP will be presented.

Discussion/Analysis

The purpose of the CIP is to compile all the City's Capital needs in one document. The CIP identifies projects and funding for improvements over the next five years. It also details the work to be done for each project, potential funding sources, and expected time frame for completion. The CIP is a management tool that allows the City to better prioritize funding, identify budget gaps, and ensure adequate maintenance of Capital Infrastructure.

The CIP has been updated to reflect ongoing changes and additional projects approved by the City Council. The proposed FY 2020-2024 CIP includes an additional \$41,519,077 in proposed projects. Below is a summary of the proposed changes and updates that have been made to the FY 2020-2024 CIP:

- Updating the Municipal Buildings and Facilities Projects to include all the projects identified in the 2017 Citywide Facilities Assessment;
- Updating the cost estimates for the State Route 110 Hook Ramp at Fair Oaks Avenue and Regional Traffic Corridor Improvements Projects tied to the Transportation System Management/ Transportation Demand Management (TSM/TDM) alternative;
- Adding Measure M Multiyear Subregional Programs (MSP) Projects identified by the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) approved by the City Council;
- Updating the Stormwater CIP section to propose hiring a consultant to develop to develop stormwater concepts, feasibility and strategies for grants to allow South Pasadena to compete for grant funding such as Measure W, Prop 1 and Prop 68;
- Establishing a Sewer CIP section consistent with the adopted Water and Sewer Rate Study;
- Establishing a Water Conservation CIP section with the two water conservation projects approved by the City Council; and
- Establishing a Parks CIP section to include development of pocket parks at the vacant properties at Berkshire Avenue and Grevalia Street acquired by the City from Caltrans in 2017.

The proposed FY 2019-20 CIP includes a total appropriation of \$15,542,123 and includes a total of 20 projects in the following categories:

Category	Total Projects	2019-20 Proposed
Municipal Buildings and Facilities	1	\$500,000
Streets and Streetscapes	7	\$6,422,123
Street and Traffic Lighting	2	\$800,000
Water	3	\$6,750,000
Technology Projects	1	\$80,000
Stormwater	1	\$100,000
Sewer	2	\$325,000
Water Conservation	1	\$85,000
Parks	2	\$100,000
TOTAL	20	\$15,162,123

Recently, the City has taken great strides to improve critical infrastructure, spending over \$10 million in street repairs over the past six years. The City has also undertaken the largest infrastructure projects in its history with the improvements to its water and sewer infrastructure. Most recently, the City rehabilitated 65% of the City's sewer system (\$10 million) over the past three years and rebuilt Garfield Reservoir (\$18 million). Although a great amount of funding has been allocated towards these important infrastructure projects, the current CIP for FY 2020-2024 contains 14 unfunded projects totaling over \$44 million. Therefore alternate funding sources will need to be explored to address unfunded projects Citywide. A comprehensive CIP allows the City an opportunity to understand the upcoming capital needs while prioritizing resident safety and the ability to continue to provide services within its existing facilities.

Next Steps

1. City staff will present the CIP to the Public Works Commission as one of their work plan items.
2. City staff will present the CIP to the Planning Commission to ensure consistency with the General Plan.
3. City staff will present the CIP to the Finance Commission during their budget discussion.
4. The CIP will be proposed for adoption with the Budget at the June 5, 2019 City Council Meeting.
5. Quarterly updates will be presented to the City Council in FY 2019-20 to provide a status update on the proposed projects.

Background

The City is known for its excellent services which include recreational services, senior services, and public safety. These services have always been budgeted with residents in mind; however the infrastructure to provide these services has been largely deferred due to lack of funding and other priorities such as the preservation of our community from the SR-710 extension.

The CIP provides a comprehensive plan for the City’s infrastructure and facility needs in one centralized document. The projects were selected using Council adopted documents including the Citywide Facilities Assessment completed in 2017, the Pavement Management Program (PMP), the Sewer and Water Rate Study, the Upper Los Angeles River (ULAR) Enhanced Watershed Management Program (EWMP), local return funding programs, grants awarded to the City, and the Bicycle Master Plan as well as functional upgrades to Information Technology (IT). Projects that have been identified but not adopted by the City Council or fully vetted by staff are included in the “Future Projects” section of the document. As a management tool, the CIP will identify and systematically plan for infrastructure and major maintenance projects.

The CIP identifies projects which would qualify for special funds, i.e. grant funds, local return funds, followed by the use of general funds only when special funds have been exhausted. Instead of looking at a list of projects and funding availability for a single year, the CIP will identify the spectrum of projects and funding sources and allow for decision-makers to make the best use of available funding resources and prioritize projects. An example of this benefit is a street project which would qualify for local return funds because it has an existing bus route, but for which money will not be available until 2021. By including in the CIP, the project will be planned for 2021 when it would be fully funded by local return funds (which would not qualify for other streets without bus routes).

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The five year CIP contains a total of 46 projects totaling \$150,857,247 of which \$44,366,428 is unfunded. The proposed FY 2019-20 CIP includes a total appropriation of \$15,162,123 and includes a total of 20 projects. In addition, 15 of the FY 2018-19 are either multi-year projects or have experienced delays so they are proposed for carryover into the FY 2019-20 CIP. Below is an overview of the FY 2018-19 carryover projects and CIP projects proposed in FY 2019-20:

Category	FY 2018-19 Carryover¹	FY 2019-20 Proposed
Municipal Buildings and Facilities	\$367,535	\$500,000
Streets and Streetscapes	\$3,044,768	\$6,422,123
Street and Traffic Lighting	\$1,235,400	\$800,000
Water	\$243,373	\$6,750,000
Technology Projects	\$200,000	\$80,000
Stormwater	-	\$100,000
Sewer	-	\$325,000
Water Conservation	\$65,000	\$85,000
Parks	-	\$100,000
TOTAL	\$5,156,076	\$15,162,123
1) Carryover balance based on 2018-19 FY beginning budget balance. The final amount may vary based on actual project expenditures in 2018-19 FY.		

The proposed FY 2019-20 CIP is fully funded through a combination of grants, general fund, local return funds, and rate funded projects. The FY 2019-20 CIP is fully funded proposing an appropriation of \$2,000,000 from the General Fund and \$13,162,123 from special funds and grants.

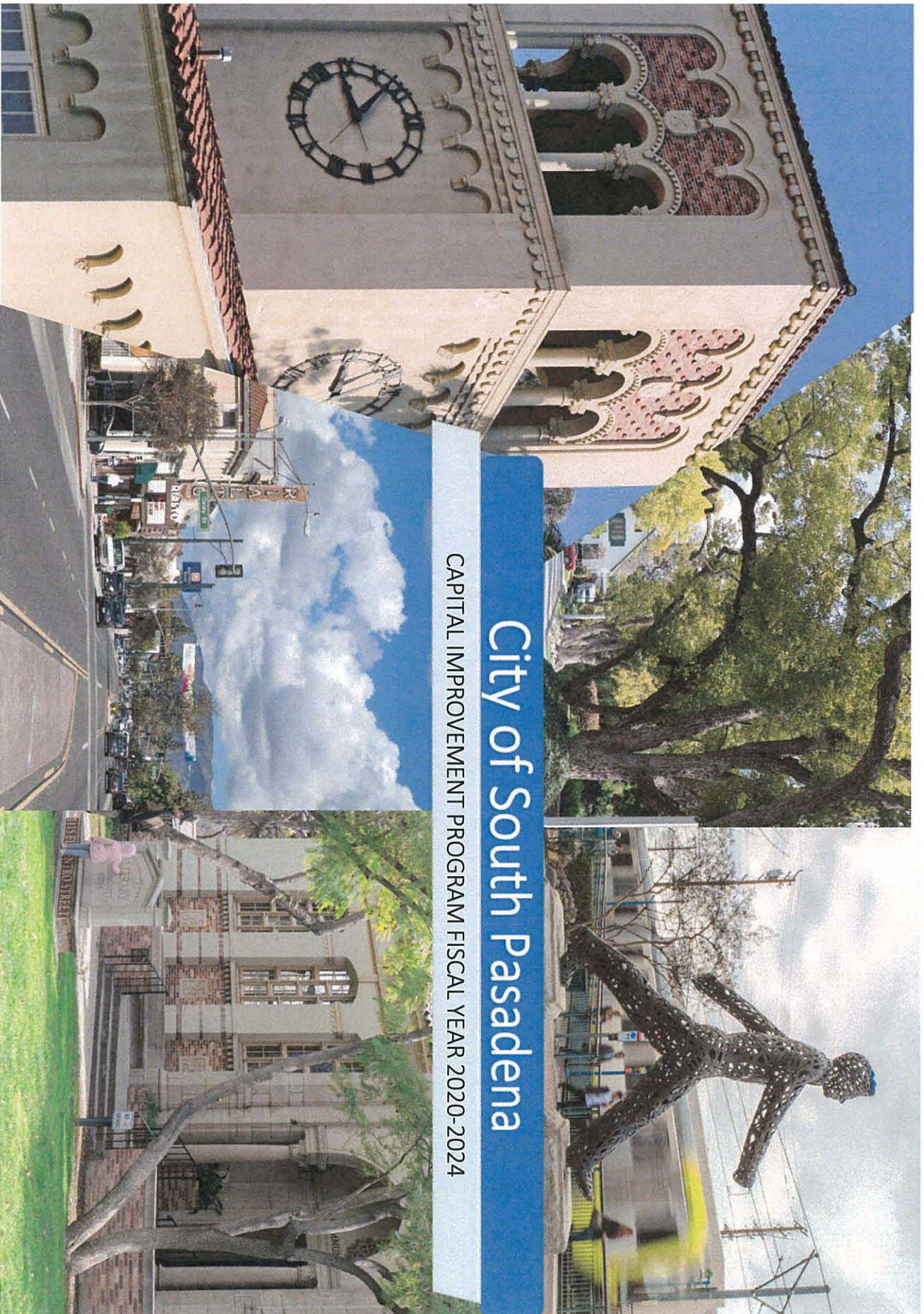
Environmental Analysis

The individual items on the CIP will be brought back to the City Council if they are not exempt from the California Environmental Quality Act (CEQA) requirements.

Public Notification of Agenda Item

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

Attachment: Capital Improvement Plan



City of South Pasadena

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

**City of South Pasadena, California
Incorporated March 2, 1888**

City Council

Mayor

Dr. Marina Khubesrian

Mayor Pro Tem

Robert Joe

Council Members

Diana Mahmud

Dr. Richard Schneider

Michael Cacciotti

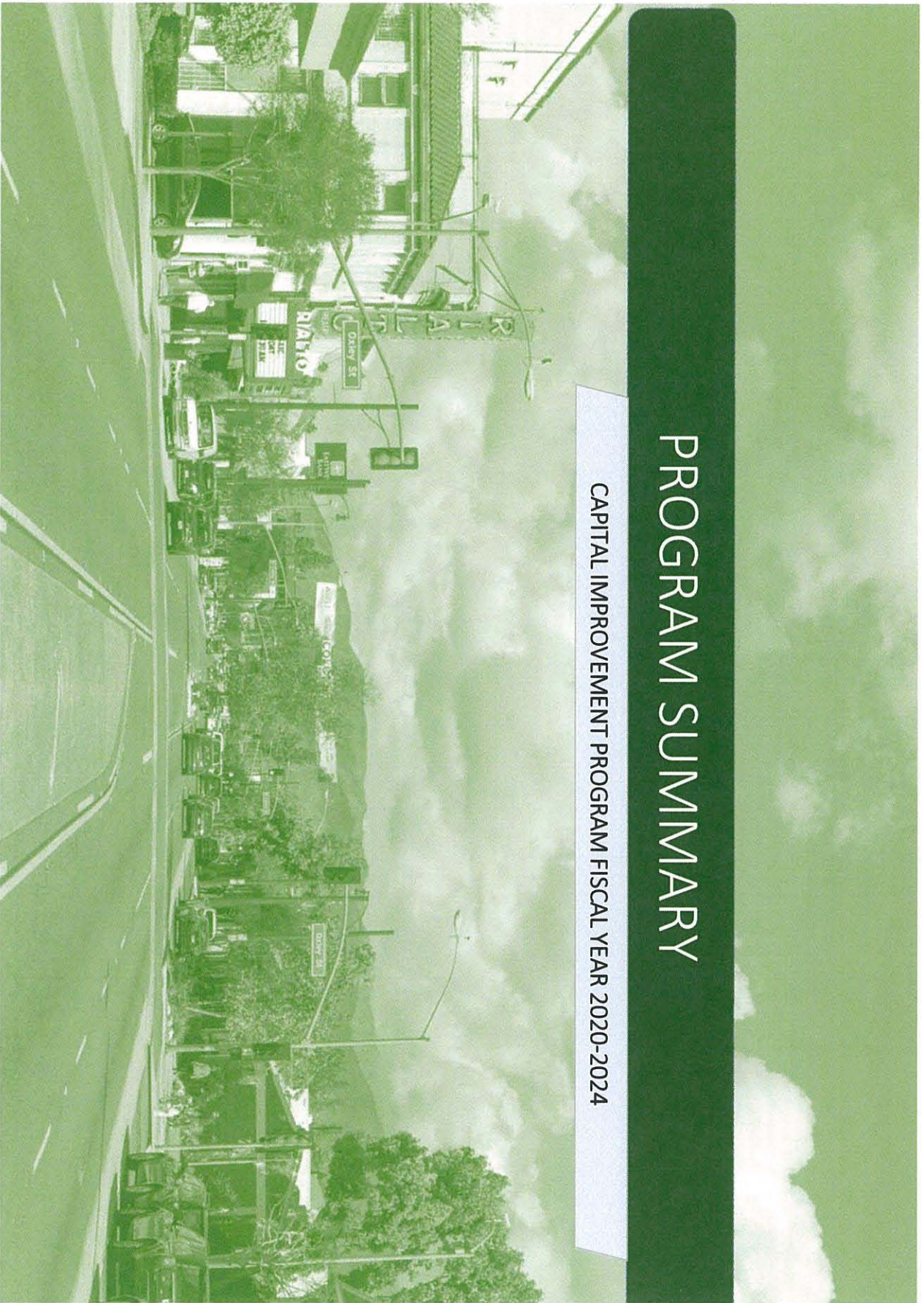
City Manager

Stephanie DeWolfe

**Prepared by:
Public Works and Finance Division**

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Parks	9-9.2
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PROGRAM SUMMARY

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

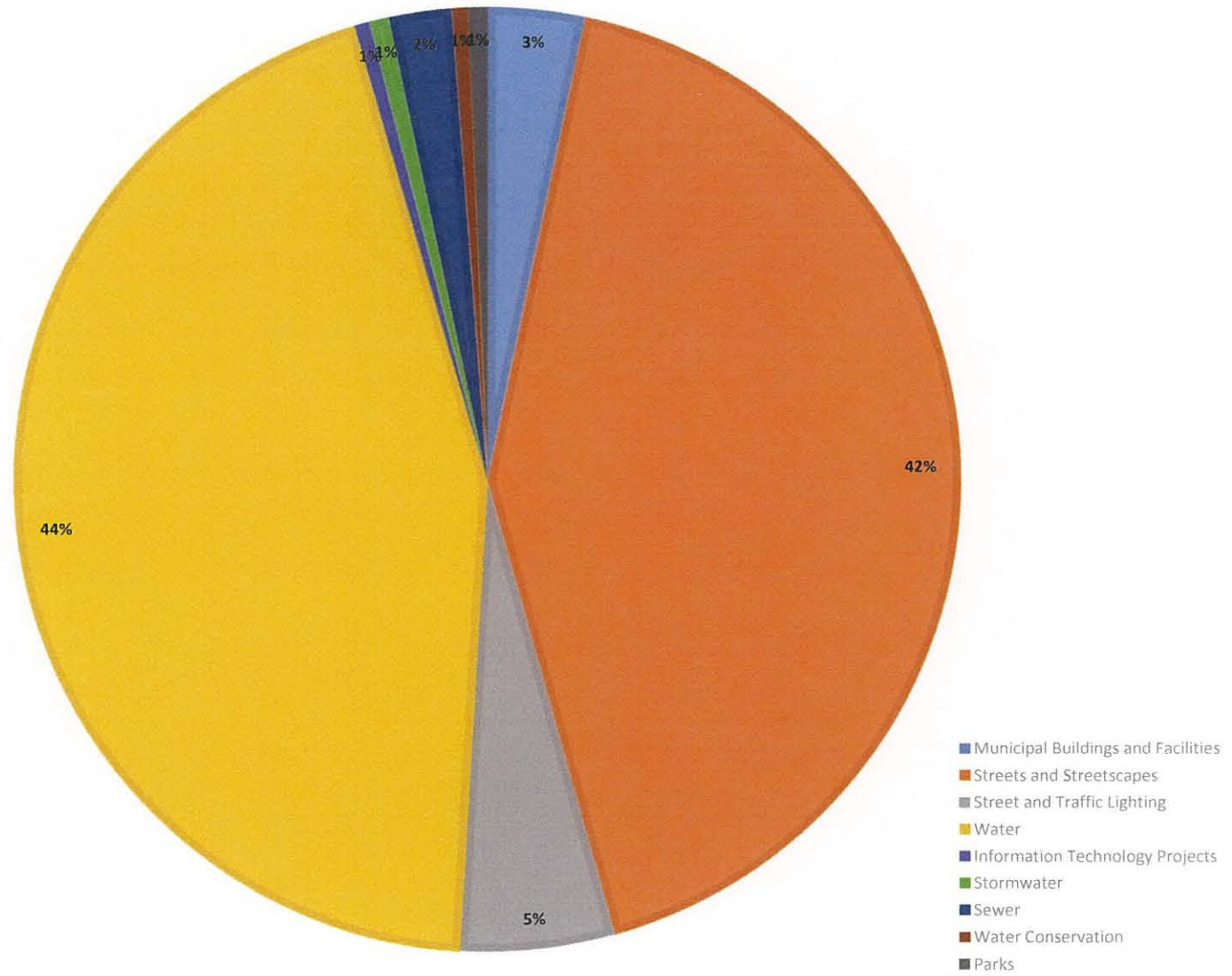
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Totals by Category

Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
Municipal Buildings and Facilities	\$ 4,965,963	\$ 367,535	\$ 500,000	\$ 1,948,692	\$ 533,050	\$ 695,855	\$ 920,831
Streets and Streetscapes	\$ 109,003,407	\$ 3,382,592	\$ 6,422,123	\$ 91,352,123	\$ 2,806,323	\$ 2,452,123	\$ 2,588,123
Street and Traffic Lighting	\$ 2,035,400	\$ 1,235,400	\$ 800,000	\$ -	\$ -	\$ -	\$ -
Water	\$ 25,330,000	\$ 7,000,000	\$ 6,750,000	\$ 1,450,000	\$ 3,220,000	\$ 6,030,000	\$ 880,000
Information Technology Projects	\$ 844,000	\$ 284,000	\$ 80,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Stormwater	\$ 5,603,477	\$ 20,477	\$ 100,000	\$ 100,000	\$ 151,000	\$ 2,050,000	\$ 3,182,000
Sewer	\$ 2,350,000	\$ -	\$ 325,000	\$ 75,000	\$ 1,800,000	\$ 75,000	\$ 75,000
Water Conservation	\$ 150,000	\$ 65,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -
Parks	\$ 575,000	\$ -	\$ 100,000	\$ 300,000	\$ 175,000	\$ -	\$ -
Grand Total	\$ 150,857,247	\$ 12,355,004	\$ 15,162,123	\$ 95,345,815	\$ 8,805,373	\$ 11,422,978	\$ 7,765,954

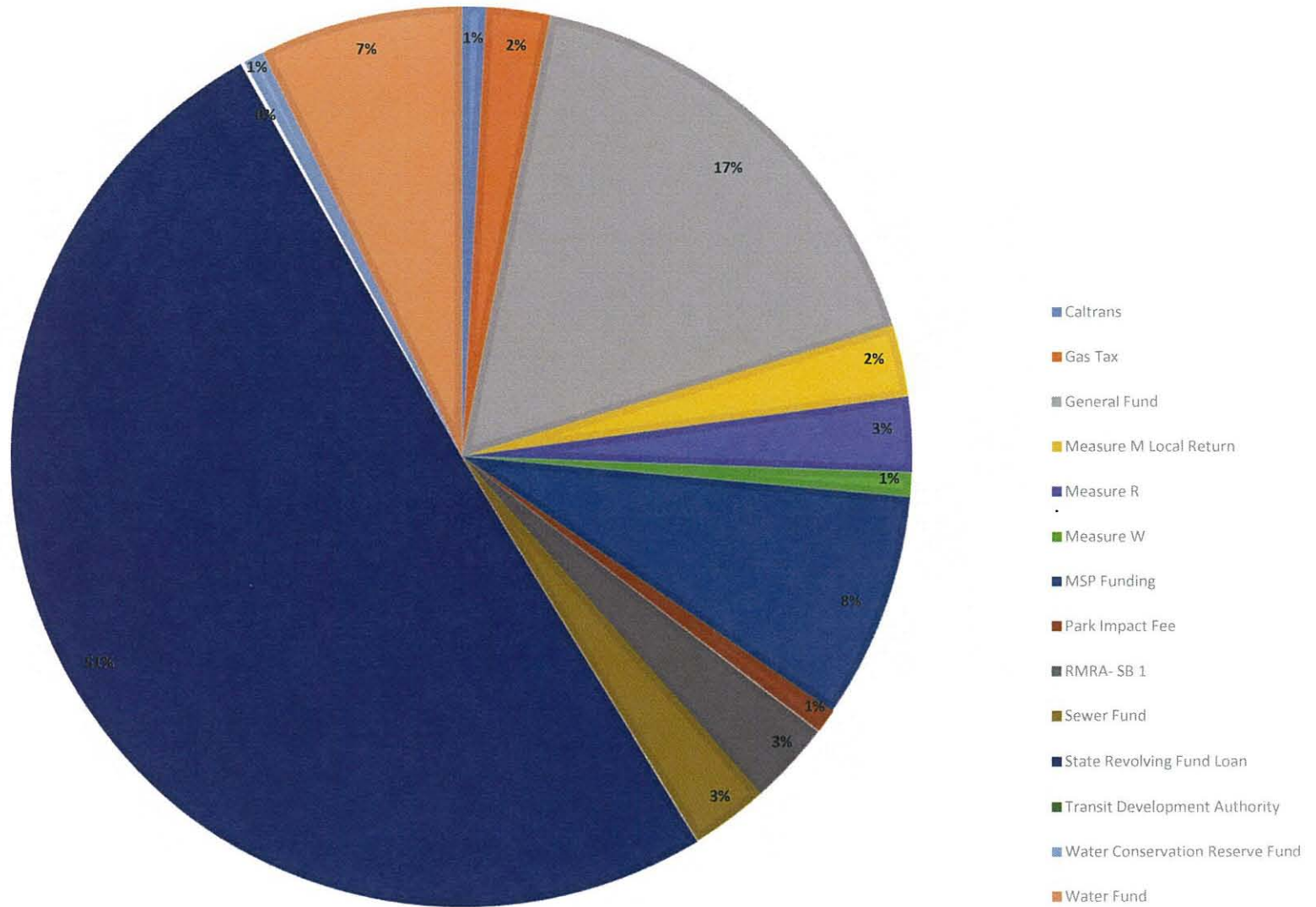
FY 2020 APPROPRIATIONS BY CATEGORY

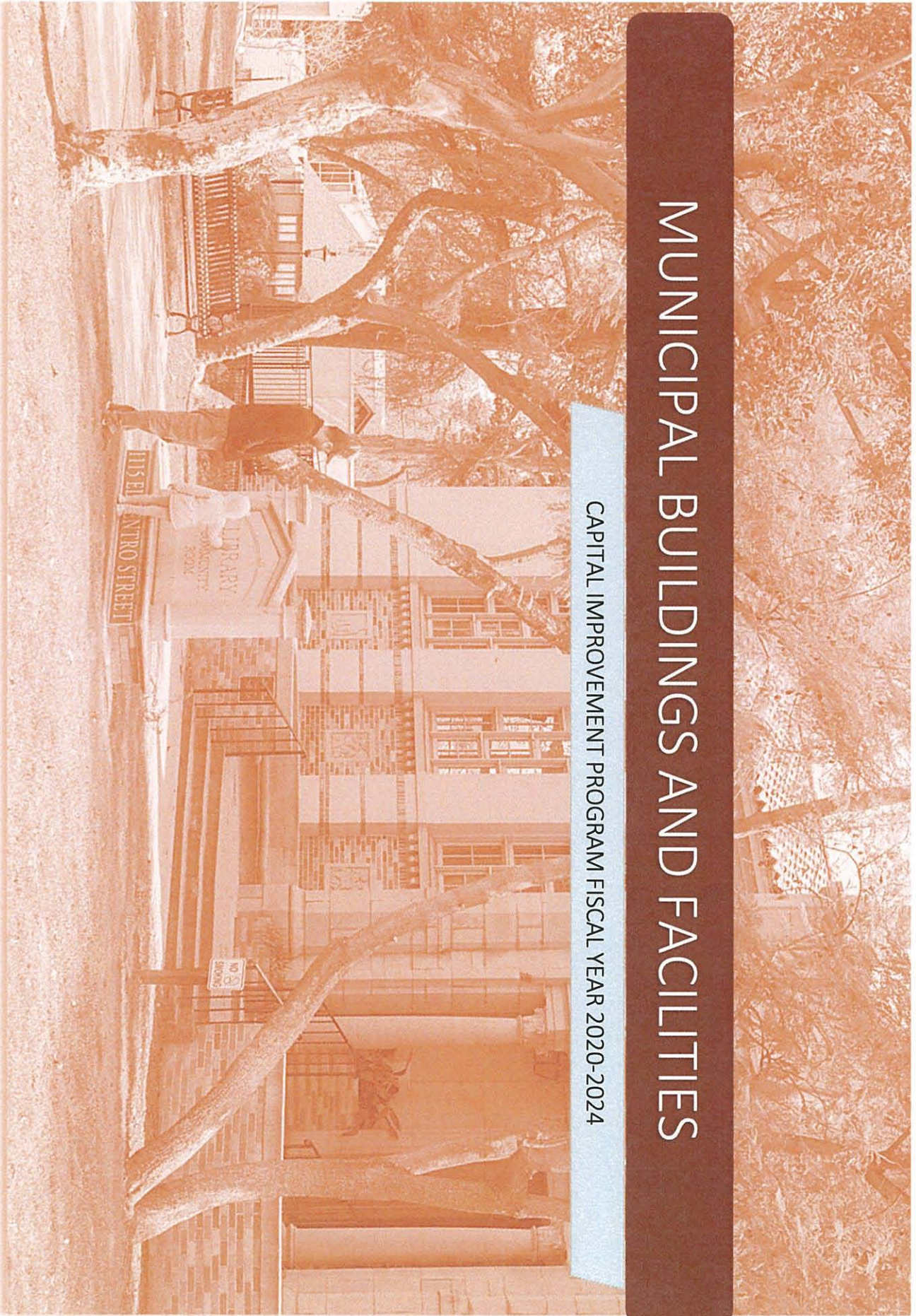


Totals by Fund

Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
710 Mobility Improvement Fund	\$ 48,000,000	\$ -	\$ 3,500,000	\$ 44,500,000	\$ -	\$ -	\$ -
Caltrans	\$ 1,410,362	\$ 1,310,362	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Caltrans (Rogan Fund)	\$ 9,000,000	\$ -	\$ -	\$ 9,000,000	\$ -	\$ -	\$ -
Community Development Block Grant	\$ 500,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Gas Tax	\$ 1,640,000	\$ 300,000	\$ 268,000	\$ 268,000	\$ 268,000	\$ 268,000	\$ 268,000
General Fund	\$ 7,864,000	\$ 1,384,000	\$ 2,000,000	\$ 1,120,000	\$ 1,120,000	\$ 1,120,000	\$ 1,120,000
Measure A	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -
Measure M Local Return	\$ 1,800,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Measure R	\$ 2,282,465	\$ 700,000	\$ 316,493	\$ 316,493	\$ 316,493	\$ 316,493	\$ 316,493
Measure W	\$ 350,000	\$ -	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000
MSP Funding	\$ 1,204,200	\$ -	\$ 950,000	\$ -	\$ 254,200	\$ -	\$ -
MSRC	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Impact Fee	\$ 400,000	\$ -	\$ 100,000	\$ 300,000	\$ -	\$ -	\$ -
Prop A	\$ 57,000	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -
Prop C	\$ 980,000	\$ 80,000	\$ -	\$ 500,000	\$ 200,000	\$ 100,000	\$ 100,000
RMRA- SB 1	\$ 2,100,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Sewer Fund	\$ 2,450,535	\$ 100,535	\$ 325,000	\$ 75,000	\$ 1,800,000	\$ 75,000	\$ 75,000
State Revolving Fund Loan	\$ 19,950,000	\$ 6,500,000	\$ 5,900,000	\$ 550,000	\$ 2,300,000	\$ 4,700,000	\$ -
Stormwater Reserves	\$ 121,477	\$ 20,477	\$ -	\$ -	\$ 101,000	\$ -	\$ -
STPL	\$ 440,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transit Development Authority	\$ 105,780	\$ 17,630	\$ 17,630	\$ 17,630	\$ 17,630	\$ 17,630	\$ 17,630
Unfunded	\$ 44,366,428	\$ -	\$ -	\$ 36,948,692	\$ 533,050	\$ 2,695,855	\$ 4,188,831
Water Conservation Reserve Fund	\$ 150,000	\$ 65,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -
Water Fund	\$ 5,380,000	\$ 500,000	\$ 850,000	\$ 900,000	\$ 920,000	\$ 1,330,000	\$ 880,000
Total:	\$ 150,857,247	\$ 12,355,004	\$ 15,162,123	\$ 95,345,815	\$ 8,805,373	\$ 11,422,978	\$ 7,765,954

FY 2020 APPROPRIATIONS BY FUND





MUNICIPAL BUILDINGS AND FACILITIES

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Municipal Buildings and Facilities

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Compressed Natural Gas (CNG) Station Upgrade	\$ 367,535.00	\$ 367,535.00					
2	Municipal Building and Facilities Repairs	\$ 2,300,000.00		\$ 500,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
3	Civic Center Improvements	\$ 572,641.56			\$ 378,502.24	\$ -	\$ 76,559.20	\$ 117,580.12
4	Eddie Park Improvements	\$ 503,849.87			\$ 503,849.87			
5	Orange Grove Recreational Building Improvements	\$ 94,705.61			\$ 82,140.48		\$ 5,174.63	\$ 7,390.50
6	Ironworks Museum Improvements	\$ 109,538.73			\$ 80,695.18			\$ 28,843.55
7	Senior Center Improvements	\$ 140,602.15			\$ 36,953.27	\$ 36,272.66	\$ 2,274.00	\$ 65,102.22
8	War Memorial Improvements	\$ 166,497.27			\$ 66,593.37	\$ 10,075.00	\$ 74,107.40	\$ 15,721.50
9	Library and Community Room Improvements	\$ 626,638.38			\$ 342,136.13	\$ 35,915.00	\$ 45,000.00	\$ 203,587.25
10	Other City Facility Improvements	\$ 83,954.10			\$ 7,821.00	\$ 787.50	\$ 42,739.95	\$ 32,605.65
	Total:	\$ 4,965,962.67	\$ 367,535.00	\$ 500,000.00	\$ 1,948,691.54	\$ 533,050.16	\$ 695,855.18	\$ 920,830.79

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Municipal Building and Facilities Repairs	\$2,300,000.00	\$ -	\$ 500,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
	Roof Repairs - General Fund	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	Civic Center HVAC - General Fund	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	Senior Center HVAC - General Fund	\$ 65,000.00	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
	Fire Department Doors - General Fund	\$ 120,000.00	\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -
	Brush Mitigation - General Fund	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
	Facilities Access Control - General Fund	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	Unanticipated Repairs - General Fund	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$1,800,000.00	\$ -	\$ -	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
	Total	\$2,300,000.00	\$ -	\$ 500,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00

Municipal Building and Facilities Repairs



DESCRIPTION: The following Municipal Building and Facilities Projects are proposed in the 2020 FY:
Roof Repairs: There are leaks at several City Facilities and roofs that reached the end of their service life. Roof replacements are proposed at the Senior Center, Fire Department, and Eddie Park House.
Civic Center HVAC: The HVAC at the Civic Center has reached the end of its service life. This Project includes replacing the HVAC at the Civic Center and the cooling tower at the Police Department.
Senior Center HVAC: The HVAC at the Senior Center has reached the end of its service life.
Fire Department Doors: There have been several attempts made to repair the fire department doors. However, they are reaching the end of their service life and in need of replacement.
Brush Mitigation: This includes brush mitigation at City's vacant unimproved lots.
Facilities Access Control: There are several different key and access systems at City Facilities. Access to City Facilities would be prioritized and updated to a consistent key system.
Unanticipated Repairs: This is a contingency to be able to address unanticipated repairs such as plumbing, electrical, and HVAC repairs required throughout the fiscal year.

SCHEDULE: These repairs will be scheduled during the 19-20 Fiscal Year.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the City Facilities.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
3	Civic Center Improvements	\$ 572,641.56	\$ -	\$ -	\$378,502.24	\$ -	\$ 76,559.20	\$117,580.12
	Unfunded	\$ 572,641.56	\$ -	\$ -	\$378,502.24	\$ -	\$ 76,559.20	\$117,580.12
	Total	\$ 572,641.56	\$ -	\$ -	\$378,502.24	\$ -	\$ 76,559.20	\$117,580.12

Civic Center Improvements



DESCRIPTION: The Civic Center is located at the corner of Mission Street and Mound Avenue. The Civic Center complex consists of City Hall, City Council Chambers, Police Department and Fire Department.

JUSTIFICATION: Following the Facility Assessments Report, the Civic Center is in need of the following: electrical upgrades, replacing finishes, paint, flooring, HVAC upgrades, door replacements, window replacements, fixture replacements and generator replacement.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the City Facilities.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
4	Eddie Park Improvements	\$ 503,849.87	\$ -	\$ -	\$503,849.87	\$ -	\$ -	\$ -
	Unfunded	\$ 503,849.87	\$ -	\$ -	\$503,849.87	\$ -	\$ -	\$ -
	Total	\$ 503,849.87	\$ -	\$ -	\$503,849.87	\$ -	\$ -	\$ -

Eddie Park Improvements



DESCRIPTION: Eddie Park is located on the southeast corner of Edgewood Drive and Chelton Way and includes the historical Eddie House and an open lawn area with a small play area and swings. The park is framed by a three-foot high brick wall. The house is used by local girls and boy scout troops, facility reservations, and as a meeting space.

JUSTIFICATION: Following the Facility Assessments Report, the historical house is in need of the following: doors, windows, exterior wood trim, stucco and stud wall, new roof, variable refrigerant flow system, cold water distribution, interior light fixtures, new flooring on second floor and subflooring where needed, second floor patio stabilization along with park site drainage solution.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 5: Historic Preservation, section 5.5, Goal 2: To encourage maintenance and preservation of historic structures and artifacts. Policy 2.4: Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
5	Orange Grove Recreational Building Improvements	\$ 94,705.61	\$ -	\$ -	\$ 82,140.48	\$ -	\$ 5,174.63	\$ 7,390.50
	Unfunded	\$ 94,705.61	\$ -	\$ -	\$ 82,140.48	\$ -	\$ 5,174.63	\$ 7,390.50
	Total	\$ 94,705.61	\$ -	\$ -	\$ 82,140.48	\$ -	\$ 5,174.63	\$ 7,390.50

Orange Grove Recreational Building Improvements



DESCRIPTION: The Orange Grove Recreation Building is located at 815 Mission Street. Construction of the 3,964 square foot facility was completed circa 1936. The facility serves as home to the Recreation Division and includes a small meeting space, Teen Center, Camp Med and staff offices.

JUSTIFICATION: Following the Facility Assessments Report, the historical building is in need of the following: replacement of steel window units, replace ceramic tile on floor and walls in bathrooms, replace stall type urinals, exterior paint, interior paint, flooring replacement, and HVAC replacement.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 5: Historic Preservation, section 5.5, Goal 2: To encourage maintenance and preservation of historic structures and artifacts. Policy 2.4: Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
6	Ironworks Museum Improvements	\$ 109,538.73	\$ -	\$ -	\$ 80,695.18	\$ -	\$ -	\$ 28,843.55
	Unfunded	\$ 109,538.73	\$ -	\$ -	\$ 80,695.18	\$ -	\$ -	\$ 28,843.55
	Total	\$ 109,538.73	\$ -	\$ -	\$ 80,695.18	\$ -	\$ -	\$ 28,843.55

Ironworks Museum Improvements



DESCRIPTION: The Meridian Iron Works Museum is a two story, wood framed building with a rectangular footprint and a front gable roof with false-front parapet. The building was estimated to have been built as early as 1886. The museum is operated by the South Pasadena Preservation Foundation.

JUSTIFICATION: Following the Facility Assessments Report, the historical building is in need of the following: mitigating water intrusion from the exterior, replace single disabled access automatic door operating system, electrical repairs, paint, flooring, and modify restrooms and plumbing to comply with ADA.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 5: Historic Preservation, section 5.5, Goal 2: To encourage maintenance and preservation of historic structures and artifacts. Policy 2.4: Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
7	Senior Center Improvements	\$ 140,602.15	\$ -	\$ -	\$ 36,953.27	\$ 36,272.66	\$ 2,274.00	\$ 65,102.22
	Unfunded	\$ 140,602.15	\$ -	\$ -	\$ 36,953.27	\$ 36,272.66	\$ 2,274.00	\$ 65,102.22
	Total	\$ 140,602.15	\$ -	\$ -	\$ 36,953.27	\$ 36,272.66	\$ 2,274.00	\$ 65,102.22

Senior Center Improvements



DESCRIPTION: The Senior Center is located at 1102 Oxley Street. This 6,500 square foot building was completed circa 1980 and serves as a senior activity center with a large multi-purpose room, commercial kitchen, conference room, computer lab and office space.

JUSTIFICATION: Following the Facility Assessments Report, the facility is in need of the following: replace double the ADA automatic operating door system, replace double glazed wood doors, replace vinyl compost tile, replace broadloom standard without padding, and include a panel board upgrade to 1200 amps.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the City Facilities.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
8	War Memorial Improvements	\$ 166,497.27	\$ -	\$ -	\$ 66,593.37	\$ 10,075.00	\$ 74,107.40	\$ 15,721.50
	Unfunded	\$ 166,497.27	\$ -	\$ -	\$ 66,593.37	\$ 10,075.00	\$ 74,107.40	\$ 15,721.50
	Total	\$ 166,497.27	\$ -	\$ -	\$ 66,593.37	\$ 10,075.00	\$ 74,107.40	\$ 15,721.50

War Memorial Improvements



DESCRIPTION: The War Memorial Building is located at 435 Fair Oaks Avenue. This 5,100 square foot historical building was built in 1921 and serves as a community activity facility incorporating a large assembly area, restrooms, commercial kitchen, basement room and additional storage.

JUSTIFICATION: Following the Facility Assessments Report, the historical building is in need of the following: flooring replacement, interior paint, light fixture replacement, finish replacements, exterior paint, window replacement, updating kitchen finishes, and refinishing doors

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 5: Historic Preservation, section 5.5, Goal 2: To encourage maintenance and preservation of historic structures and artifacts. Policy 2.4: Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
9	Library and Community Room Improvements	\$ 626,638.38	\$ -	\$ -	\$ 342,136.13	\$ 35,915.00	\$ 45,000.00	\$ 203,587.25
	Unfunded	\$ 626,638.38	\$ -	\$ -	\$ 342,136.13	\$ 35,915.00	\$ 45,000.00	\$ 203,587.25
	Total	\$ 626,638.38	\$ -	\$ -	\$ 342,136.13	\$ 35,915.00	\$ 45,000.00	\$ 203,587.25

Library and Community Room Improvements



DESCRIPTION: The South Pasadena Library is a 24,000-square foot facility completed in 1892 and serves as a public library incorporating offices, a book store, children's library and reference, and a community room that serves as a conference and special event space.

JUSTIFICATION: Following the Facility Assessments Report, the historical building is in need of the following: security and emergency alarm control systems, roofing, plumbing, flooring replacement, interior paint, exterior paint, ADA door opener replacement, restroom upgrades, HVAC replacement and cabinet replacement.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 5: Historic Preservation, section 5.5, Goal 2: To encourage maintenance and preservation of historic structures and artifacts. Policy 2.4: Encourage the rehabilitation of existing historic structures in a manner that respects the existing historic fabric and the surrounding neighborhood context.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
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10	Other City Facility Improvements	\$ 83,954.10	\$ -	\$ -	\$ 7,821.00	\$ 787.50	\$ 42,739.95	\$ 32,605.65
	Unfunded	\$ 83,954.10	\$ -	\$ -	\$ 7,821.00	\$ 787.50	\$ 42,739.95	\$ 32,605.65
	Total	\$ 83,954.10	\$ -	\$ -	\$ 7,821.00	\$ 787.50	\$ 42,739.95	\$ 32,605.65

Other City Facility Improvements



DESCRIPTION: This item includes small facilities located throughout the City such as the Public Works Yard and Garfield Youth House. The Public Works Yard is located at 825 Mission Street and the Garfield Youth House is located at Garfield Park.

JUSTIFICATION: Following the Facility Assessments Report, these facilities are in need of the following: flooring replacement, interior paint, exterior paint, lighting upgrades, window replacements, HVAC replacements and plumbing fixture replacements.

SCHEDULE: The schedule will be based on the defined findings included in the Facilities Assessment Report. If funds become available the project schedule will be updated.



RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the City Facilities.



STREETS AND STREETSCAPES

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Streets and Streetscapes

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Preventative Maintenance: Cap and Slurry Seal	\$ 1,800,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
2	Citywide Sidewalk ADA Improvements	\$ 500,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
3	Street Improvement Projects	\$ 13,273,245.00	\$ 2,567,630.00	\$ 2,297,123.00	\$ 2,377,123.00	\$ 2,077,123.00	\$ 1,977,123.00	\$ 1,977,123.00
4	Neighborhood Traffic Management Program	\$ 375,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
5	Pedestrian Crossing Enhancements	\$ 264,962.00	\$ 264,962.00					
6	Mission Street Pedestrian Improvement Project	\$ 250,000.00	\$ 150,000.00	\$ 100,000.00				
7	SR- 110 Hook Ramp Fair Oaks Ave	\$ 67,000,000.00		\$ 1,000,000.00	\$ 66,000,000.00			
8	Regional Traffic Corridor Improvements	\$ 20,000,000.00		\$ 2,500,000.00	\$ 17,500,000.00			
9	Traffic Calming/ Speed Management	\$ 5,000,000.00			\$ 5,000,000.00			
10	Columbia St/Pasadena Ave Turn Lanes, Columbia St/Orange Grove Ave Striping	\$ 150,000.00		\$ 150,000.00				
11	Fremont Ave and Huntington Dr Signage	\$ 140,000.00				\$ 140,000.00		
12	Grevalia St and Fair Oaks Ave Striping and Signal Timing	\$ 50,000.00				\$ 50,000.00		
13	Fair Oaks Ave/El Centro St/Oxley St/Meridian Ave/Fremont Ave Bikew	\$ 64,200.00				\$ 64,200.00		
14	Huntington Dr/Oak St/Monterey Rd Bikeway	\$ 116,000.00						\$ 116,000.00
15	Bikeway Way Finding	\$ 20,000.00						\$ 20,000.00
	Total:	\$ 109,003,407.00	\$ 3,382,592.00	\$ 6,422,123.00	\$ 91,352,123.00	\$ 2,806,323.00	\$ 2,452,123.00	\$ 2,588,123.00

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Preventative Maintenance: Cap and Slurry Seal	\$ 1,800,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
	Measure M Local Return	\$ 1,800,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
	Total	\$ 1,500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00

Preventative Maintenance: Cap and Slurry Seal



DESCRIPTION: This project provides for the systematic preventative maintenance of roadways throughout the City. The scope of work consists of pothole repairs, crack sealing, curb ramp improvements, sidewalk replacement, and gutter repairs as part of the project.

JUSTIFICATION: Systematic maintenance of asphalt streets at regular intervals prolongs the need for major street improvements and extends the service life of roadway pavements. This significantly reduces the cost of providing paved public streets by reducing the need for full reconstruction.

SCHEDULE: Approximately 10-15 streets have preventative maintenance performed annually. The list is derived from the Pavement Management Program and with input from stakeholders.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility section 3.4C - the environmental capacity standard will measure the impact of vehicular interaction with the surrounding environments (such as pedestrian, bicycle, and transit services) and will be considered in land use development and street improvement

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Citywide Sidewalk ADA Improvements	\$ 500,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Community Development Block Grant (CDBG)	\$ 500,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Total	\$ 500,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

Citywide Sidewalk ADA Improvements

DESCRIPTION: This project provides for citywide sidewalk improvements. The City uses the following criteria to determine the sidewalk repair priority: (1)high pedestrian routes and (2) removal of architectural barriers.



JUSTIFICATION: The City has spent the past five years using CDBG funds to replace and repair damaged sidewalks to improve ADA accessibility and remove architectural barriers. The improvements aide in improving overall pedestrian safety.

SCHEDULE: This project will continue in FY 2021. This is an ongoing program that identifies and removes barriers on an annual basis. The locations and number of sidewalks repaired will be contingent on available funding.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility section 3.5C - embrace a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed Fy 2023	Proposed FY 2024 and Beyond
3	Street Improvement Projects	\$13,273,245.00	\$ 2,567,630.00	\$ 2,297,123.00	\$ 2,377,123.00	\$ 2,077,123.00	\$ 1,977,123.00	\$ 1,977,123.00
	Measure R	\$ 2,282,465.00	\$ 700,000.00	\$ 316,493.00	\$ 316,493.00	\$ 316,493.00	\$ 316,493.00	\$ 316,493.00
	Prop C	\$ 900,000.00	\$ -	\$ -	\$ 500,000.00	\$ 200,000.00	\$ 100,000.00	\$ 100,000.00
	Gas Tax	\$ 1,265,000.00	\$ 300,000.00	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00
	TDA	\$ 105,780.00	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00	\$ 17,630.00
	STPL	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	General Fund	\$ 6,520,000.00	\$ 1,100,000.00	\$ 1,420,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
	RMRA-SB1	\$ 2,100,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
	Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$13,273,245.00	\$ 2,567,630.00	\$ 2,297,123.00	\$ 2,377,123.00	\$ 2,077,123.00	\$ 1,977,123.00	\$ 1,977,123.00

Street Improvement Projects



DESCRIPTION: This project provides for major street rehabilitation projects throughout the City. Based on the City Pavement Management Program completed in 2015, the City should commit approximately 2 million annually until 2024 to maintain for this project.

JUSTIFICATION: The City of South Pasadena has committed at least 2 million annually since 2012 to fixing major street damages. In coordination with stakeholders and the Pavement Management Program, the City has prioritized various projects based on necessity, funding, and amount of work to be performed.

SCHEDULE: This project will continue through 2024. The purpose of the program is to aggressively fix major road issues through the Pavement Management Program to the point that where the City will have better roadways, and through preventative maintenance prevent this in the future.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.4C Master Plan of Streets - The environmental capacity standard will measure the impact of vehicular interaction with the surrounding environments (such as pedestrian, bicycle, and transit services) and will be considered in land use development and street improvement endeavors.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
4	Neighborhood Traffic Management Program	\$ 375,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
	Gas Tax	\$ 375,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
	Total	\$ 375,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00

Neighborhood Traffic Management Program DESCRIPTION: The Neighborhood Traffic Management Program (NTMP) is a Citywide initiative to involve and engage the Community in addressing traffic calming requests and issues.



JUSTIFICATION: This is a systematic approach to traffic calming improvements measures will lead to a comprehensive approach to balancing traffic in the City.

SCHEDULE: \$25,000 for design and \$50,000 for implementation will be allocated annually for the NTMP beginning in FY

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
5	Pedestrian Crossing Enhancements	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Caltrans	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 264,962.00	\$ 264,962.00	\$ -	\$ -	\$ -	\$ -	\$ -

Pedestrian Crossing Enhancements

DESCRIPTION: The project consists of the installation of in-pavement lighted crosswalks, rapid flashing beacons, and or pedestrian signage to enhance pedestrian safety citywide.



JUSTIFICATION: The project will improve pedestrian safety and aligns with the City's recently enacted Complete Streets Policy to major local streets - reconfiguring streets to more safely accommodate all users without significantly impacting

SCHEDULE: The City is expecting Caltrans construction approval in May 2019. Construction is expected to commence in August 2019 and be complete by December 2019.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 2, Strategy 2.7: Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, nonslip surfaces and level walkways.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
6	Mission Street Pedestrian Improvement Project	\$ 250,000.00	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	Caltrans	\$ 250,000.00	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 250,000.00	\$ 150,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -

Mission Street Pedestrian Improvement Project

DESCRIPTION: The Mission Street Pedestrian Improvement Project will help develop pedestrian improvements along Mission Street. These improvements will include wayfinding signage, landscaping, etc.



Mission at Meridian

JUSTIFICATION: This project was awarded in 2008 with the title of "Mission Street Pedestrian Improvement Projects." While the funding is still available, it is restricted to improvements along the Mission Street District.

SCHEDULE: The project is pending approval into the Federal Transportation Improvement Program.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
7 SR-	110 Hook Ramp Fair Oaks Ave	\$67,000,000.00	\$ -	\$ 1,000,000.00	\$66,000,000.00	\$ -	\$ -	\$ -
	710 Mobility Improvement Fund*	\$38,000,000.00	\$ -	\$ 1,000,000.00	\$37,000,000.00	\$ -	\$ -	\$ -
	Caltrans (Rogan Funds)	\$ 9,000,000.00	\$ -	\$ -	\$ 9,000,000.00	\$ -	\$ -	\$ -
	Unfunded	\$20,000,000.00	\$ -	\$ -	\$20,000,000.00	\$ -	\$ -	\$ -
	Total	\$67,000,000.00	\$ -	\$ 1,000,000.00	\$66,000,000.00	\$ -	\$ -	\$ -
	*Placeholder from METRO							

SR- 110 Hook Ramp Fair Oaks Ave



DESCRIPTION: The project consists of major improvements to the SR110 and Fair Oaks Avenue interchange. The scope of work consists of reconfiguring the SR 110 freeway overpass and intersections to improve the traffic circulation along Fair Oaks Avenue and freeway ramps.

JUSTIFICATION: The project has been partially funded through the California Department of Transportation (Caltrans) and METRO. The unfunded portion may be funded as part of Measure R Early Action Projects through METRO. The project aims to remove traffic congestion and improve regional transportation.

SCHEDULE: The projects funds are partially funded by Caltrans and METRO. A feasibility study, traffic study and special project coordinator is proposed for 2018-19 FY.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
8	Regional Traffic Corridor Improvements	\$20,000,000.00	\$ -	\$ 2,500,000.00	\$17,500,000.00	\$ -	\$ -	\$ -
	710 Mobility Improvement Fund*	\$10,000,000.00	\$ -	\$ 2,500,000.00	\$ 7,500,000.00	\$ -	\$ -	\$ -
	Unfunded	\$10,000,000.00	\$ -	\$ -	\$10,000,000.00	\$ -	\$ -	\$ -
	Total	\$20,000,000.00	\$ -	\$ 2,500,000.00	\$17,500,000.00	\$ -	\$ -	\$ -

*Placeholder from METRO

Regional Traffic Corridor Improvements

DESCRIPTION: The safety improvement will be directed along the main cut-through traffic corridors (i.e. Fremont Avenue, Huntington Drive and Fair Oaks Avenue)



JUSTIFICATION: In November 2018, the METRO Board approved \$10M in Measure R Funds for Regional Traffic Corridor (Fremont Avenue, Huntington Drive and Fair Oaks Avenue) improvements that are consistent with the Transportation System Management/ Transportation Demand Management (TSM/TDM) alternative. The City is presently seeking an additional \$10M under the Mobility Improvement Project.

SCHEDULE: The project has potential to kickoff in late 2019 but will be dependent on METRO's timeline. Traffic study, design and special project coordinator is proposed for 2018-19 FY.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
9	Traffic Calming/ Speed Management	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -
	Unfunded	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -
	Total	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ -	\$ -

Traffic Calming/ Speed Management



DESCRIPTION: The targeted improved safety will be along the main cut-through traffic corridors focusing on speed management.

JUSTIFICATION: Following METRO's board decision on May 25, 2017 to select the Transportation System Management/ Transportation Demand Management (TSM/TDM) and allocate the remaining SR-710 North extension Measure M funds, the City submitted an Early Action Projects List to the METRO board for funding consideration. A portion of this project is subject to this Measure R funding.

SCHEDULE: Fund schedule will be updated according to funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 1 - Meet and monitor the local requirements of the Congestion Management Program (CMP), Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
10	Columbia St/Pasadena Ave Turn Lanes, Columbia St/Orange Grove	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	MSP Funding	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -

Columbia St/Pasadena Ave Turn Lanes, Columbia St/Orange Grove Ave Striping



DESCRIPTION: At the intersection of Columbia Street and Pasadena Avenue, this project would stripe eastbound left-turn and shared through/right-turn lanes. At the intersection of Columbia Street and Orange Grove Avenue, this project would restripe for one left-turn lane and one combined right-turn/through lane, as well as adjust the signal cycle to provide protected left turns and actuated or short-duration through traffic signals.

JUSTIFICATION: Upon completion, the project is anticipated to greatly facilitate traffic flow during the peak commuting hours, significantly reducing congestion and vehicular emissions.

SCHEDULE: This Project is proposed in the 2019-2020 FY and is expected to last 18 months.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
11	Fremont Ave and Huntington Dr Signage	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ -	\$ -
	MSP Funding	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ -	\$ -
	Total	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ -	\$ -

Fremont Ave and Huntington Dr Signage



DESCRIPTION: This project would add northbound signage on Fremont Avenue approaching Huntington Drive, directing Pasadena-bound motorists to turn right at Huntington Drive and directing the traffic to continue north on Fair Oaks Avenue. The signage will be a electronic, smart, changeable message type, interconnecting with the County’s Traffic Management Center.

JUSTIFICATION: Messages will be display advising the public of the reduced travel time on Fair Oaks Avenue, as a preferred alternate north-south travel route during the peak commuting hours; thereby, greatly reducing traffic congestion on Fremont Avenue. Furthermore, traffic calming and neighborhood harmony will be greatly enhanced.

SCHEDULE: This Project is proposed in the 2021-2022 FY and is expected to last 12 months.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
12	Grevalia St and Fair Oaks Ave Striping and Signal Timing	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -
	MSP Funding	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -
	Total	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -

Grevalia St and Fair Oaks Ave Striping and Signal Timing



DESCRIPTION: This project would revise the striping and relocate detectors on westbound Grevalia Avenue to northbound Fair Oaks Avenue, with improved signage to clarify lanes that enter the freeway and evaluate and implement timing adjustments to facilitate the dual right-turn movement where feasible.

JUSTIFICATION: Upon completion, traffic flow will be greatly improved at the intersection, as well as along the north-south Fair Oaks Avenue corridor.

SCHEDULE: This Project is proposed in the 2021-2022 FY and is expected to last 12 months.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
13	Fair Oaks Ave/El Centro St/Oxley St/Meridian Ave/Fremont Ave	\$ 64,200.00	\$ -	\$ -	\$ -	\$ 64,200.00	\$ -	\$ -
	MSP Funding	\$ 64,200.00	\$ -	\$ -	\$ -	\$ 64,200.00	\$ -	\$ -
	Total	\$ 64,200.00	\$ -	\$ -	\$ -	\$ 64,200.00	\$ -	\$ -

Fair Oaks Ave/El Centro St/Oxley St/Meridian Ave/Fremont Ave Bikeway



Fair Oaks at Mission

DESCRIPTION: This project would further implement the City’s bicycle master plan, and specifically, enhance bicycle traffic flow on Fair Oaks Avenue, El Centro Street, Oxley Street, Meridian Avenue, and Fremont Avenue. The improvements include installations of with a Class II or Class III bike lane, bicycle traffic detection/activation at signalized intersections, and bicycle racks/storage at major transit stations or destinations.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: This Project is proposed in the 2021-2022 FY and is expected to last 12 months.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Develop and Implement the Master Plan of Bikeways over a multi-year timeframe, and provide bicycle connections in the street network system to transit oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed Fy 2023	Proposed FY 2024 and Beyond
14	Huntington Dr/Oak St/Monterey Rd Bikeway	\$ 116,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,000.00
	Unfunded	\$ 116,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,000.00
	Total	\$ 116,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,000.00

Huntington Dr/Oak St/Monterey Rd Bikeway



DESCRIPTION: This project would further implement the City’s bicycle master plan, and specifically, enhance bicycle traffic flow on Huntington Drive, Oak Street, and Monterey Road. The improvements include installations of with a Class II or Class III bike lane, bicycle traffic detection/activation at signalized intersections, and bicycle racks/storage at major transit stations or destinations.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to completion of street projects and funding availability.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility, section 3.7 Policy 2 - Develop and Implement the Master Plan of Bikeways over a multi-year timeframe, and provide bicycle connections in the street network system to transit oriented development, commercial areas and transit stops.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
15	Bikeway Way Finding	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
	Unfunded	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
	Total	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00

Bikeway Way Finding

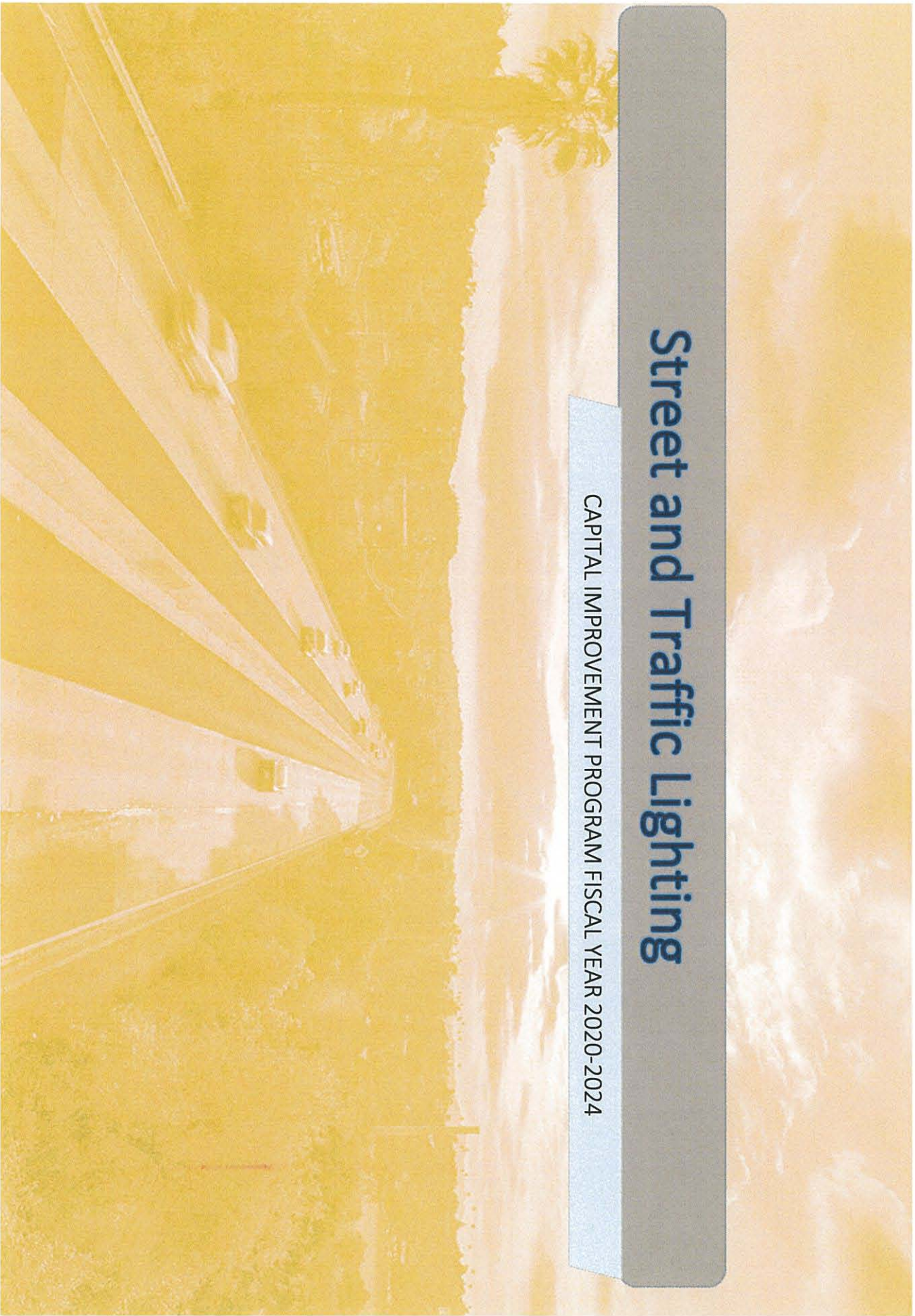


DESCRIPTION: The purpose of this project is to provide guidance and support to City staff in a future grant application to Caltrans for a bikeway way finding signage program. The details of a grant application will be determined by staff at the time of submittal. Project Features include: Destinations Citywide, Bikeway Network Navigation, Green Lane Signage, Green Lane Banners, Regional Destinations, and Multimodal Connections.

JUSTIFICATION: This project is part of the South Pasadena Bicycle Master Plan of 2011. The project supports the goal to provide bicycle facilities and pathways that will encourage bicycling in the community.

SCHEDULE: The current schedule reflects that the project is currently unfunded, however city staff is making every effort to align street repairs with the bike way updates. The fund schedule will be updated according to grant schedule and funding.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 3: Circulation and Accessibility - Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.



Street and Traffic Lighting

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Street and Traffic Lighting

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Monterey Road and Orange Grove Signal	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fair Oaks Avenue Signal Synchronization	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
3	Garfield Avenue and Monterey Road Signal	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
4	Garfield Avenue and Oak Street Signal	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
Total:		\$ 2,035,400.00	\$ 1,235,400.00	\$ 800,000.00	\$ -	\$ -	\$ -	\$ -

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Monterey Road and Orange Grove Signal	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	STPL Exchange Funds	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 340,000.00	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Monterey Road and Orange Grove Signal



DESCRIPTION: The project will include Installation of a new traffic signal at the intersection of Monterey Road and Orange Grove Avenue.

JUSTIFICATION: The new traffic signal will improve traffic circulation and safety. It will also aide motorists entering onto Monterey Road to have protected phases.

SCHEDULE: Due to the proximity to the METRO Goldline, California Public Utilities Commission (CPUC) approval is required for the signal installation and preemption connection. The City is working with METRO and LA County Public Works on all the approvals and signal design. The project is under design and anticipated to be complete in early 2020.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Fair Oaks Avenue Signal Synchronization	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Caltrans	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 895,400.00	\$ 895,400.00	\$ -	\$ -	\$ -	\$ -	\$ -

Fair Oaks Avenue Signal Synchronization



DESCRIPTION: Fair Oaks Avenue is a major north-south road starting at its southernmost end in South Pasadena. It travels due north to a terminus above Loma Alta Avenue. This project is to improve signal timing, providing software updates to existing signal controllers, improving the traffic and pedestrian signal heads, safety lighting, and advance loop detections.

JUSTIFICATION: This project will improve overall safety, traffic circulation and reduce traffic delays. The project aligns with the City's recently enacted Complete Streets Policy to major local streets - reconfiguring streets to more safely accommodate all users without significantly impacting traffic.

SCHEDULE: The project is under design and scheduled for completion in early 2020.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 3: Encourage regional coordination of transportation improvement programs.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
3	Garfield Avenue and Monterey Road Signal	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
	MSP Funding	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -

Garfield Avenue and Monterey Road Signal



DESCRIPTION: This project would replace the existing all-way stop with a signal at the intersection of Garfield Avenue and Monterey Road.

JUSTIFICATION: Upon completion, the traffic signal will greatly facilitate north-south traffic flow during the peak commuting hours, and greatly reduce queuing on Garfield Avenue, thereby enabling better access to/from adjacent residences. This project will require coordination with the City of San Marino as the intersection has shared jurisdiction.

SCHEDULE: The project is scheduled to begin in 2020 FY and will take approximately 18 months to complete.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
4	Garfield Avenue and Oak Street Signal	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
	MSP Funding	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -

Garfield Avenue and Oak Street Signal

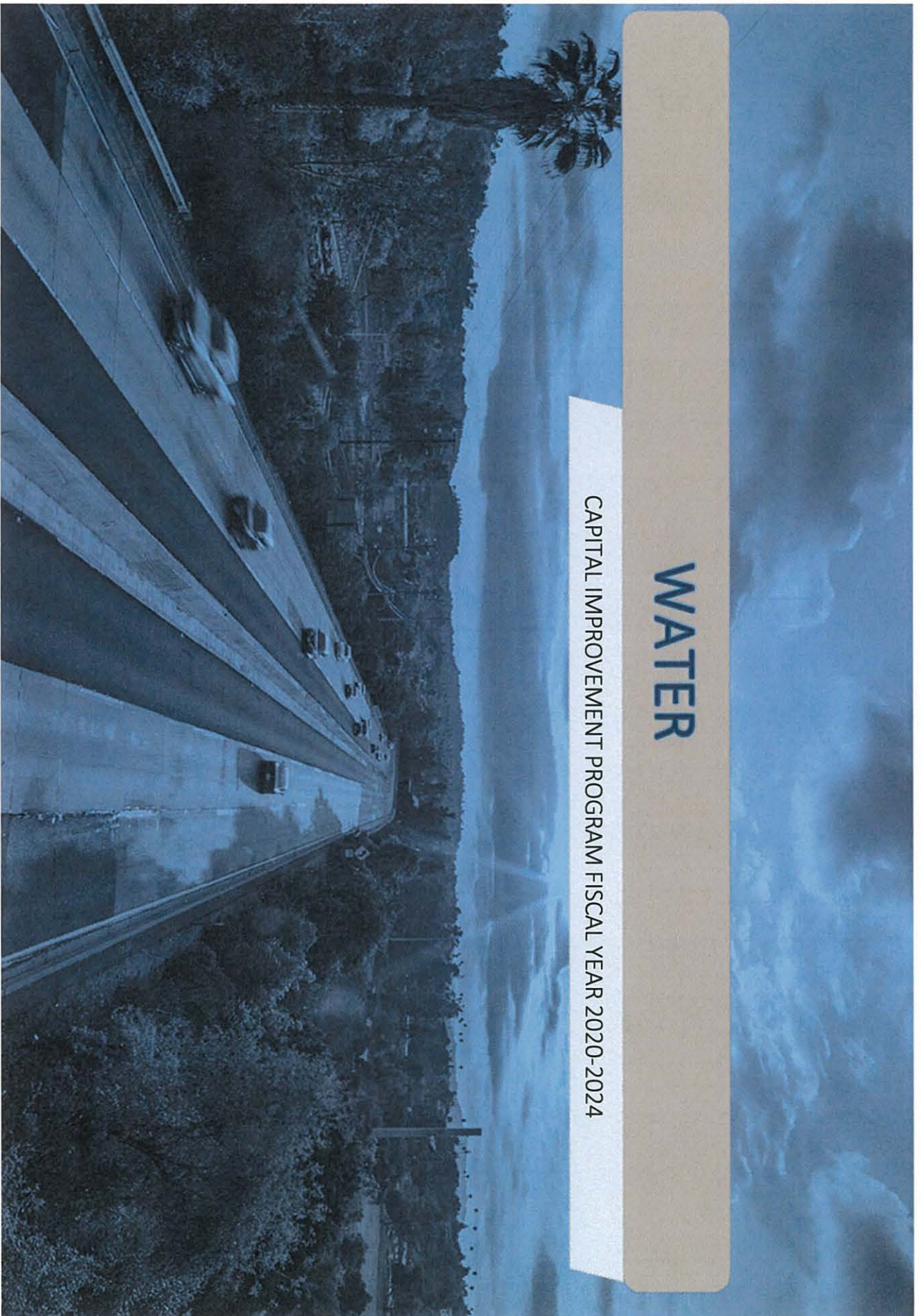
DESCRIPTION: This project would add a signal at the intersection of Garfield Avenue and Oak Street.



JUSTIFICATION: Upon completion, the traffic signal will significantly reduce the northbound queuing congestion, alleviating existing spill-back condition (which presently affecting the downstream Garfield Avenue/Huntington Drive intersection). Further, traffic safety will be improved by reducing unsafe maneuvers and intersection blockage at Garfield Avenue/Huntington Drive, as well as enabling better access to/from adjacent residences. This project will require coordination with the City of San Marino as the intersection has shared jurisdiction.

SCHEDULE: The project is scheduled to begin in 2020 FY and will take approximately 18 months to complete.

RELATIONSHIP TO GENERAL PLAN: Chapter 3 Circulation and Accessibility, Section 3.7 Policy 1: Provide convenient and efficient mobility within the city. Strategy 1.4 - Implement intersection capacity improvements where feasible and justified by traffic demands.



WATER

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Water

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed Fy 2023	Proposed FY 2024 and Beyond
1	Graves Reservoir	\$ 12,400,000.00	\$ 6,500,000.00	\$ 5,900,000.00				
2	Water Master Plan	\$ 350,000.00		\$ 350,000.00				
3	Waterline Replacement	\$ 3,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
4	Raymond and Bilikie Tank	\$ 820,000.00			\$ 400,000.00	\$ 420,000.00		
5	SCADA Upgrades	\$ 160,000.00					\$ 80,000.00	\$ 80,000.00
6	Wilson Well #2	\$ 600,000.00					\$ 500,000.00	\$ 100,000.00
7	Automated Reading	\$ 450,000.00					\$ 250,000.00	\$ 200,000.00
8	Westside Reservoir	\$ 7,550,000.00			\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00	
Total:		\$ 25,330,000.00	\$ 7,000,000.00	\$ 6,750,000.00	\$ 1,450,000.00	\$ 3,220,000.00	\$ 6,030,000.00	\$ 880,000.00

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Graves Reservoir	\$ 12,400,000.00	\$ 6,500,000.00	\$ 5,900,000.00	\$ -	\$ -	\$ -	\$ -
	State Revolving Fund Loan	\$ 12,400,000.00	\$ 6,500,000.00	\$ 5,900,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 12,400,000.00	\$ 6,500,000.00	\$ 5,900,000.00	\$ -	\$ -	\$ -	\$ -

Graves Reservoir



DESCRIPTION: Located in the City of San Marino, Graves Reservoir was purchased in 1939. This site includes a 1 million gallon reservoir, one well, and a pump station. The Project includes replacement of existing reservoir, pump station, construction of wellhead treatment, and overall site improvements.

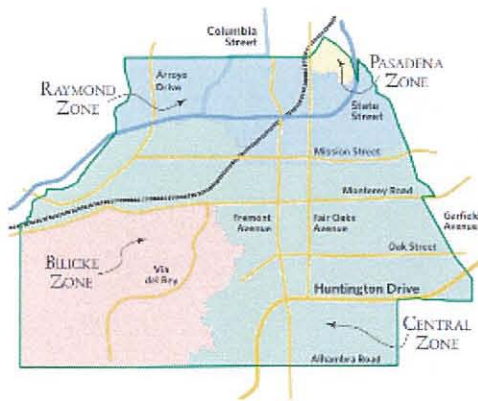
JUSTIFICATION: The reservoir does not meet current seismic standards. In December of 2016, reservoir wood roof collapsed rendering the reservoir inoperable.

SCHEDULE: The project is began in August 2018 and projected completion is estimated in March 2020.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Water Master Plan	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -
	Water Fund	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -

Water Master Plan



DESCRIPTION: The City supplies water to approximately 26,000 permanent residents through 6,200 active connections. Water is delivered through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the City.

JUSTIFICATION: The Plan will better prepare the City to pro-actively cope with the changing water supply sources and conditions, while optimizing system operation and maximizing return on investment. The Plan will serve as a strategic guide for existing water infrastructure replacements/upgrades/additions, as well as operational strategies to achieve optimal results.

SCHEDULE: The Water Master Plan development would begin in 2019 and would take approximately 12 months to complete.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
3	Waterline Replacement	\$ 3,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
	Water Fund	\$ 3,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
	Total	\$ 3,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00

Waterline Replacement



DESCRIPTION: The City supplies water to approximately 26,000 permanent residents through 6,200 active connections. Water is delivered through approximately 6,200 water meters that are connected by approximately 70 miles of water pipe located throughout the City.

JUSTIFICATION: Aging water main requires replacement to minimize water main breaks and water loss, improve water delivery reliability, and water quality. The project will consist of replacing aging waterlines.

SCHEDULE: The project is ongoing and follows the City's Annual Waterline Replacement Program which is typically scheduled with the repairs and replacements of pavement rehabilitation and various other street and sidewalk improvements.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
4	Raymond and Bilikie Tank	\$ 820,000.00	\$ -	\$ -	\$ 400,000.00	\$ 420,000.00	\$ -	\$ -
	Water Fund	\$ 820,000.00	\$ -	\$ -	\$ 400,000.00	\$ 420,000.00	\$ -	\$ -
	Total	\$ 820,000.00	\$ -	\$ -	\$ 400,000.00	\$ 420,000.00	\$ -	\$ -

Raymond and Bilikie Tank



DESCRIPTION: DESCRIPTION: Raymond and Bilikie tanks are two of the four city pressure zones and were installed in 1936 and 1940 respectively. The tanks are 34 feet in diameter with a total height of 84 feet above ground and each have a capacity of 150,000 gallons.

JUSTIFICATION: A seismic and structural evaluation was performed in 2015 that identified the need to rehabilitate the tanks to meet current seismic standards as set by state regulations.

SCHEDULE: This project is scheduled to kickoff in 2021.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
5	SCADA Upgrades	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00
	Water Fund	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00
	Total	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00

SCADA Upgrades



DESCRIPTION: The Supervisory Control and Data Acquisition System (SCADA) is an integral part of the city's water utility operations and currently used by the Public Works water production division to monitor and control reservoir levels, pumps, and including emergency response.

JUSTIFICATION: The project is a SCADA system upgrade and will replace the current system that is becoming antiquated. The scope of work will provide water operations staff with two fully equipped work stations and upgraded software to better monitor and control the City's water system to ensure redundancy of the water system communications.

SCHEDULE: The project is anticipated in begin 2023 and 2024.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2 Land Use, section 2.5 Goal 18 - To conserve the air, water and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live, and increase the efficiency of water use by the City and among South Pasadena residents and commercial and industrial users by promoting conservation, controlling irrigation, and encouraging graywater recycling.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
6	Wilson Well #2	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00
	Water Fund	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00
	Total	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 100,000.00

Wilson Well #2



DESCRIPTION: Wilson Well #2 is 26 inches in diameter and was originally drilled and constructed in 1924 by the City. The well has been offline since 2001 due to damage well casing. The casing was replaced in 2007, however final improvements are needed to get the well up and running which include installing a pump station with Southern California Edison power.

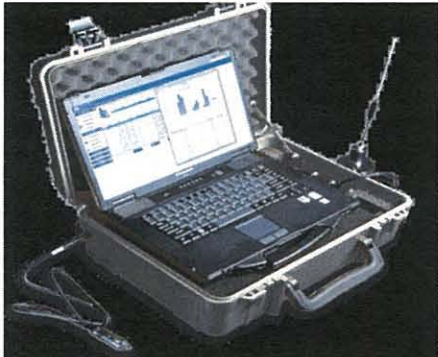
JUSTIFICATION: The project will provide rehabilitation of Wilson Well #2 and will supply an alternate ground water source to ensure water supply reliability.

SCHEDULE: The project is anticipated to begin in 2023 and 2024.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
7	Automated Reading	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 200,000.00
	Water Fund	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 200,000.00
	Total	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 200,000.00

Automated Reading



DESCRIPTION: The city's currently utilizes Positive Displacement Meters (PDM) which require manual and direct reading of meter registers to measure and bill for water usage.

JUSTIFICATION: Implementation of an Automatic Reading System (AMR) will increase meter reading efficiency by reducing staff meter reading time and minimizing re-reads, assist with water conservation and water restrictions, and easier to attain leak and consumption history for customer disputes.

SCHEDULE: Currently the city has begun testing an AMR system in the communities of Amberwood and Ellenwood court. As existing meters need to be replaced they will be updated with meters that are AMR system compatible.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2 Goal 18 - Increase the efficiency of water use by the City and among South Pasadena residents and commercial and industrial users by promoting conservation, controlling irrigation, and encouraging graywater recycling.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
8	Westside Reservoir	\$ 7,550,000.00	\$ -	\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00	\$ -
	State Revolving Fund Loan	\$ 7,550,000.00	\$ -	\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00	\$ -
	Total	\$ 7,550,000.00	\$ -	\$ -	\$ 550,000.00	\$ 2,300,000.00	\$ 4,700,000.00	\$ -

Westside Reservoir



DESCRIPTION: The Westside reservoir is one of three storage reservoir in the city and is located in the central zone. It has a capacity of holding two- million gallons and is made of concrete and contains a pump station that was constructed in 1963.

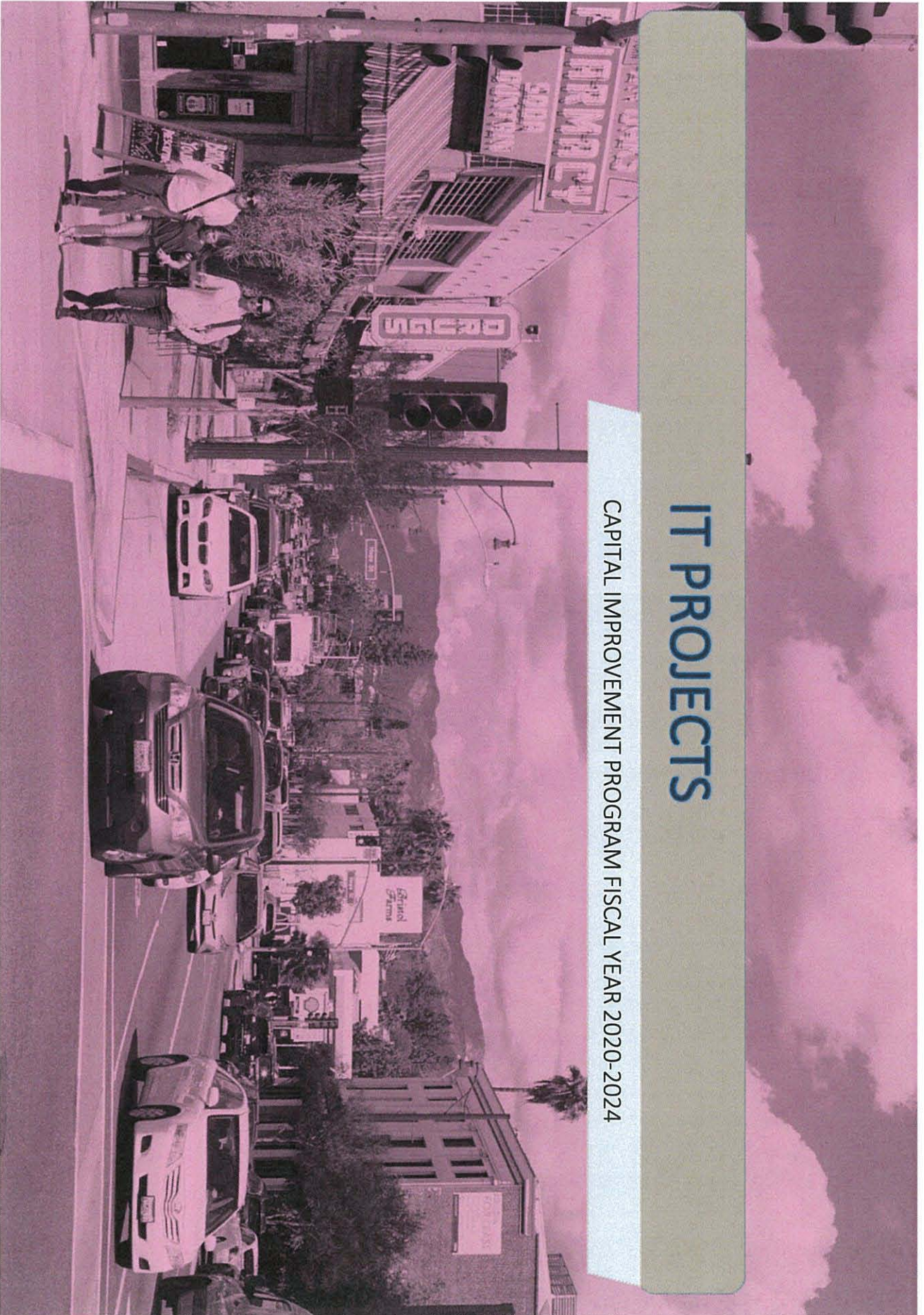
JUSTIFICATION: The reservoir doesn't meet current seismic standards, in addition, the reservoir's roof is showing early stages of wear. Project improvements will include replacement of the reservoir, pump station, and overall site improvement to ensure overall water system reliability

SCHEDULE: The project design is scheduled to commence in 2021 and construction to begin in 2022 to 2023.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.

IT PROJECTS

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024



FY 2020-2024 Capital Improvement Program
IT PROJECTS

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	VoiP Phone System Installation	\$ 360,000.00	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
2	Workstation/Device Replacements / Network Equipment Upgrades	\$ 484,000.00	\$ 84,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
	Total:	\$ 844,000.00	\$ 284,000.00	\$ 80,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	VoiP Phone System Installation	\$ 360,000.00	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
	Facilities and Maintenance General Fun	\$ 360,000.00	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
	Total	\$ 360,000.00	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

VoiP Phone System Installation



DESCRIPTION: The City’s current system is end-of-life and is no longer manufactured. Leading telecommunications system manufacturers have moved platforms to VoIP (voice over internet protocol) technology. VoIP is the convergence of voice and data networks into a single network. VoIP will present the City an opportunity for reduced costs, streamlined system management, and the introduction of innovative features.

JUSTIFICATION: VoIP phone systems offer many advantages in efficiency, cost, scalability, and flexibility.

SCHEDULE: The project is scheduled to launch in 2020 following the recabling project at City Facilities.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 2 Land Use, section 2.5A Goal 1 - To manage change and target growth by type and location to better serve community needs and enhance the quality of life.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Workstation/Device Replacements / Network Equipment Upgrades	\$ 404,000.00	\$ 84,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
	General Fund	\$ 404,000.00	\$ 84,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
	Total	\$ 404,000.00	\$ 84,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00

Workstation/Device Replacements / Network Equipment Upgrades

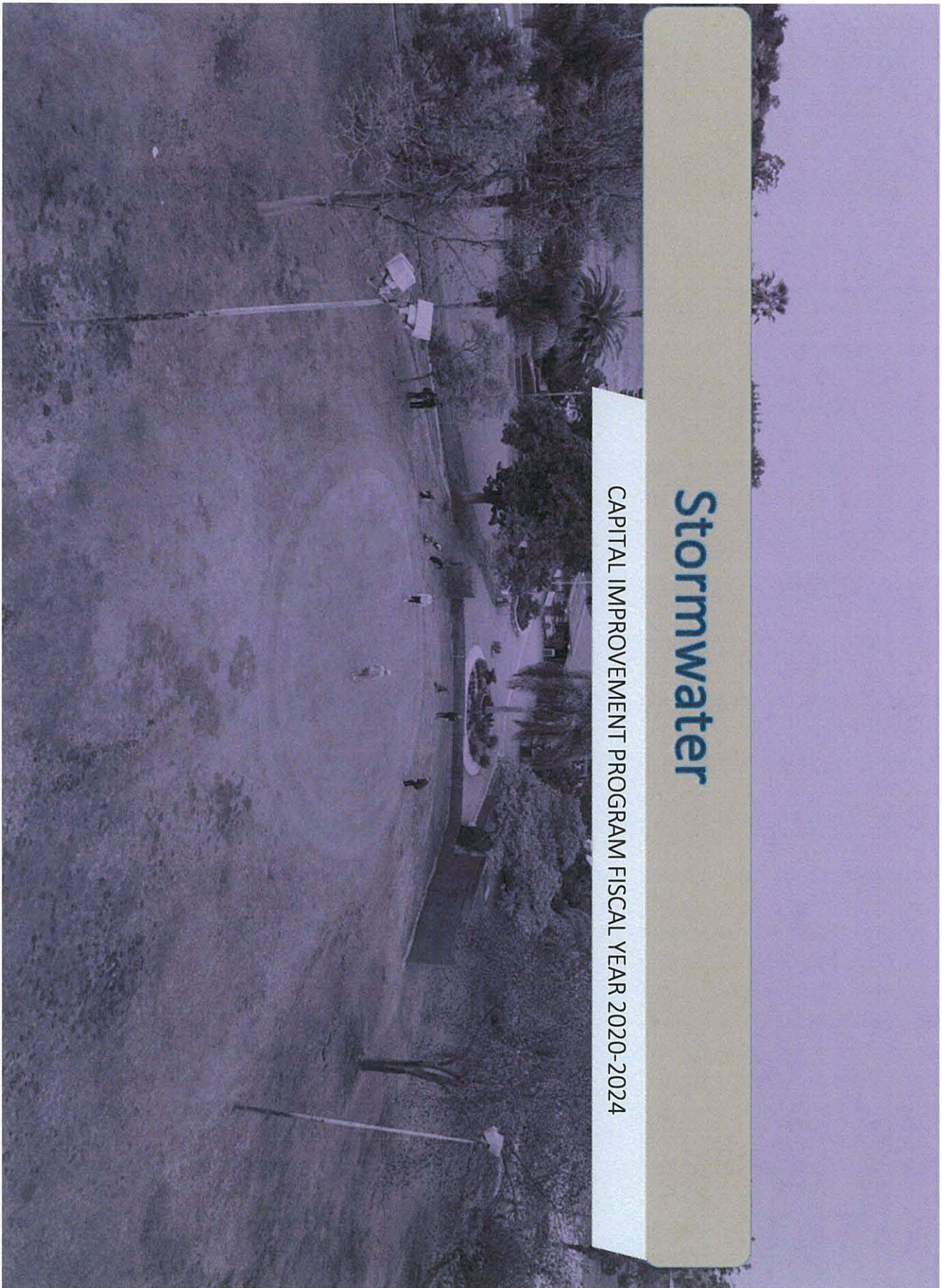
DESCRIPTION: The City's IT division maintains an inventory of all workstations and network equipment. These devices are placed on a staggered 5 to 7 year replacement schedule.



JUSTIFICATION: Upgrades and replacement of IT equipment is required every 5 to 7 years as an industry standard.

SCHEDULE: The project follows an annual allotment that schedules staggered replacement of equipment and devices, thus the schedule is ongoing.

RELATIONSHIP TO GENERAL PLAN: This project is consistent with Chapter 8 Goal 8: To provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility.



Stormwater

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Stormwater

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Stormwater Projects Concept, Feasibility and Strategy Development for Grants	\$ 350,000.00		\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
2	Rio Honda Load Reduction Strategy	\$ 121,477.00	\$ 20,477.00			\$ 101,000.00		
3	Lower Arroyo Park BMP	\$ 5,132,000.00					\$ 2,000,000.00	\$ 3,132,000.00
	Total:	\$ 5,603,477.00	\$ 20,477.00	\$ 100,000.00	\$ 100,000.00	\$ 151,000.00	\$ 2,050,000.00	\$ 3,182,000.00

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Stormwater Projects Concept, Feasibility and Strategy Development for Grants	\$ 350,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	Measure W	\$ 350,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	Total	\$ 350,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00

Stormwater Projects Concept, Feasibility and Strategy Development for Grants



DESCRIPTION: The Upper Los Angeles River (ULAR) Enhanced Watershed Management Program (EWMP) has identified the Alhmansor Park and Lower Arroyo Park as two best management practices (BMP) projects, which will capture and treat stormwater runoffs prior to reaching the Rio Hondo River and the Arroyo Seco River, respectively. These projects are concepts, which require re-assessment and analysis. Additionally, the SR-710 freeway terminus area also presents opportunities to mitigate City's stormwater runoff prior to reaching the LA River.

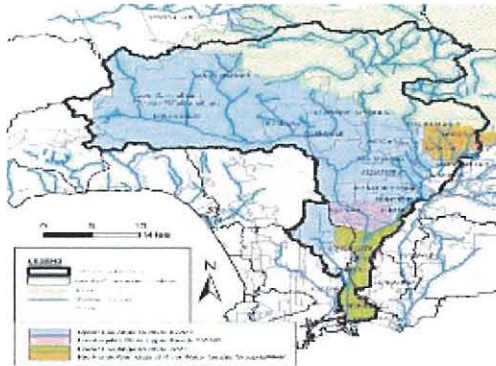
JUSTIFICATION: The City's total liability is estimated at \$33M in terms of project costs, necessarily to partially mitigate the City's obligation under the MS4 permit. The aforementioned 3 projects have the potential to mitigate a majority of the City's runoff, and at a significantly lower costs. Professional services are needed to re-examine the viability of the Arroyo Seco Park project, as well as to refine the concept to restore the natural stream, capture/reuse the stormwater for the golf course and park area (in order to better pursue Prop 1, Prop 68, and Measure W funding). Similarly, for the other two projects, analysis are necessary to: (1) developed sufficient information and design concept, (2) further partnership with Alhambra and Caltrans, and (3) pursue regional and state funding.

SCHEDULE: Commence the analysis, concept design, feasibility, and strategy development in summer of 2019, and pursue Measure W funding for feasibility study and design, upon sufficient technical information becomes available.

RELATIONSHIP TO GENERAL PLAN: Chapter 7 under Environmental Protection Goal 9: To encourage the conservation of water.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Rio Honda Load Reduction Strategy	\$ 121,477.00	\$ 20,477.00	\$ -	\$ -	\$ 101,000.00	\$ -	\$ -
	Stormwater Reserves	\$ 121,477.00	\$ 20,477.00	\$ -	\$ -	\$ 101,000.00	\$ -	\$ -
	Total	\$ 121,477.00	\$ 20,477.00	\$ -	\$ -	\$ 101,000.00	\$ -	\$ -

Rio Honda Load Reduction Strategy



DESCRIPTION: City's share of design and construction costs for Alhambra Wash low-flow dry weather diversion structure. The project is estimated to cost a total of \$694,000 for design and \$7M for construction. City's share for design is \$20,477. For construction, the City's share is estimated at \$101,000, contingent upon securing 50% of costs in grant funding.

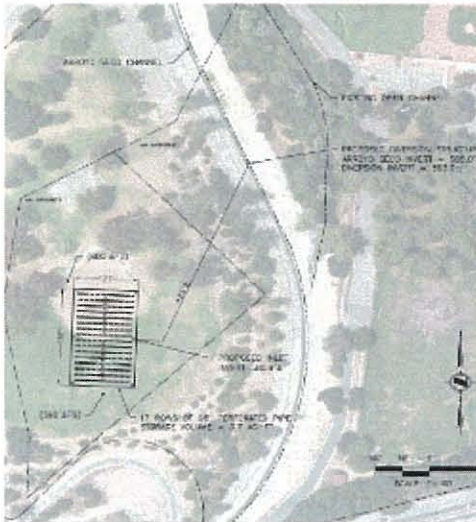
JUSTIFICATION: The estimated liability of the of MS4 permits in the San Gabriel Valley is approximately \$6B by 2028. To address this, cities have worked collaboratively through the San Gabriel Valley Council of Governments (SGVCOG) to implement best practices, develop plans, and apply for funding. This effort is a cost sharing effort in which South Pasadena is responsible for different amounts during different phases of the project.

SCHEDULE: The design phase commenced in late 2018, and is expected to complete in late 2019. The parties will subsequently apply for grant funding, such as Measure W funding.

RELATIONSHIP TO GENERAL PLAN: Chapter 7 under Environmental Protection Goal 9: To encourage the conservation of water.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
3	Lower Arroyo Park BMP	\$ 5,132,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ 3,132,000.00
	Unfunded	\$ 5,132,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ 3,132,000.00
	Total	\$ 5,132,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ 3,132,000.00

Lower Arroyo Park BMP



DESCRIPTION: A below-grade retention/infiltration basin situated beneath the baseball diamonds and other open field space in the southwest corner and northern portions of the park located in the Lower Arroyo Park within City limits.

JUSTIFICATION: This Project was identified as part of the ULAR EWMP, which identifies priority projects and implementation schedules throughout the ULAR areas. Los Angeles County MS4 permit places a new watershed focus process for compliance. Federal and State law allows Regional Boards to levy fines for non-compliance

SCHEDULE: The project estimates a one year design time frame along with six months of bidding and nine months for construction (2.5 years total).

RELATIONSHIP TO GENERAL PLAN: Chapter 7 under Environmental Protection Goal 9: To encourage the conservation of water.

A photograph of a park scene. In the foreground, a large, dark, textured tree trunk stands on a paved walkway. To the left, a person is walking a dog. In the background, another person is walking on a path. There are benches and a building visible in the distance. The lighting suggests it might be late afternoon or early morning.

Sewer

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Sewer

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Sewer Line Repairs & Replacements	\$ 2,100,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 1,800,000.00	\$ 75,000.00	\$ 75,000.00
2	Sewer Master Plan and Sanitary Sewer Management Plan	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
	Total:	\$ 2,350,000.00	\$ -	\$ 325,000.00	\$ 75,000.00	\$ 1,800,000.00	\$ 75,000.00	\$ 75,000.00

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Sewer Line Repairs & Replacements	\$ 2,100,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 1,800,000.00	\$ 75,000.00	\$ 75,000.00
	Sewer Fund	\$ 2,100,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 1,800,000.00	\$ 75,000.00	\$ 75,000.00
	Total	\$ 2,100,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 1,800,000.00	\$ 75,000.00	\$ 75,000.00

Sewer Line Repairs & Replacements



DESCRIPTION: The City owns, operates, and manages a sewer system consisting of 57 miles of sewer lines and lift stations.

JUSTIFICATION: Improvements are required to the City's sewer system to keep sewer infrastructure in good operating condition and to minimize sanitary sewer overflows.

SCHEDULE: The City completed a large sewer line replacement Capital Improvement Project in 2017 that upgraded 60% of the City's sewer lines. Another upgrade is proposed four years later in 2021. Minor upgrades will be completed on an as needed basis during the annual pavement rehabilitation and various other street and sidewalk improvement projects.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Sewer Master Plan and Sanitary Sewer Management Plan	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
	Sewer Fund	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -

Sewer Master Plan and Sanitary Sewer Management Plan

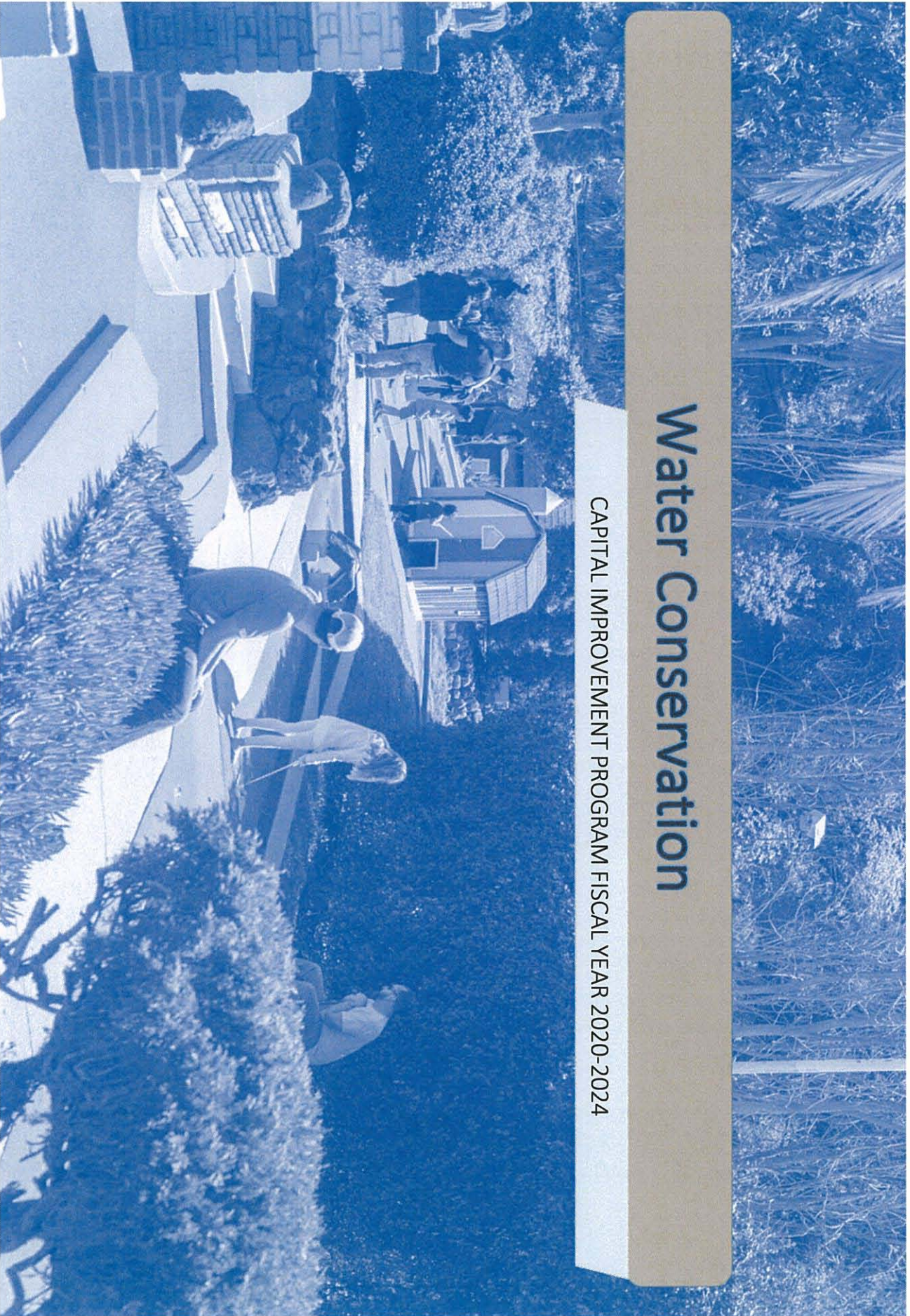


DESCRIPTION: The City owns, operates, and manages a sewer system consisting of 57 miles of sewer lines and lift stations.

JUSTIFICATION: The Sewer System Master Plan will help the City develop a sewer system network and infrastructure plan, that can accommodate future city growth and changing operational needs. More importantly, the plan will include re-running the sewer model, taking in to account the reduction in effluents (from past and future water conservation efforts); develop a infrastructure network and maintenance strategies that minimize sewer overflows and maximize return on investments; and establish a maintenance/operation strategically plan that minimizes tree-root damages.

SCHEDULE: The City completed a large sewer line replacement Capital Improvement Project in 2017 that upgraded 60% of the City's sewer lines. In the 2020 FY, under this Project a Master Plan will be created to prioritize future sewer system repairs and upgrades. The Sanitary Sewer Management Plan (SSMP) will be utilized for effective operation and maintenance of the system to prevent sanitary sewer overflows.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 2 Land Use, section 2.5E Goal 10 - Maintain and upgrade infrastructure. Continue to implement capital improvements that will maintain or rehabilitate infrastructure, including improvements related to upgrading the water supply system and sewer system.



Water Conservation

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Water Conservation

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Huntington & Fair Oaks Median Turf Removal & Landscape Transformation	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	City Hall Impervious Surface Removal & Drought Tolerant Landscape Demonstration Project	\$ 100,000.00	\$ 15,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -
Total:		\$ 150,000.00	\$ 65,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed Fy 2023	Proposed FY 2024 and Beyond
1	Huntington & Fair Oaks Median Turf Removal & Landscape Transformation	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Water Conservation Reserve Fund	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Huntington & Fair Oaks Median Turf Removal & Landscape Transformation

DESCRIPTION: The proposed median improvements at Huntington and Fair Oaks intersection include turf removal, planting drought tolerant native plants and trees and utilizing drip irrigation systems.



JUSTIFICATION: The City can be a leader in demonstrating water conservation by removing turf, planting drought tolerant native plants and utilizing drip irrigation systems. The goal of this Project is to increase storm water capture, replenish the ground water basin, reduce storm water runoff, and reduce water consumption through the use of native trees and plants.

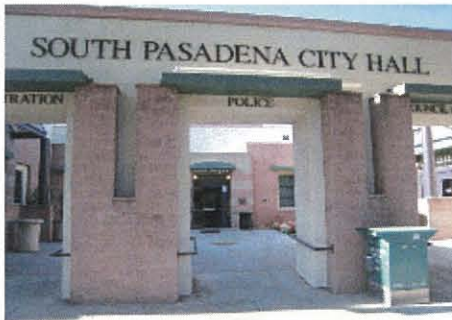
SCHEDULE: The City is requesting proposals from Landscape Designers to complete the design. The design will be complete in 4th Quarter of FY 2019 and construction is anticipated in 1st Quarter of FY 2020.

RELATIONSHIP TO GENERAL PLAN: Chapter 7 under Environmental Protection Goal 9: To encourage the conservation of water.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	City Hall Impervious Surface Removal & Drought Tolerant Landscape Demonstration	\$ 100,000.00	\$ 15,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -
	Water Conservation Reserve Fund	\$ 100,000.00	\$ 15,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -
	Total	\$ 100,000.00	\$ 15,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -

City Hall Impervious Surface Removal & Drought Tolerant Landscape

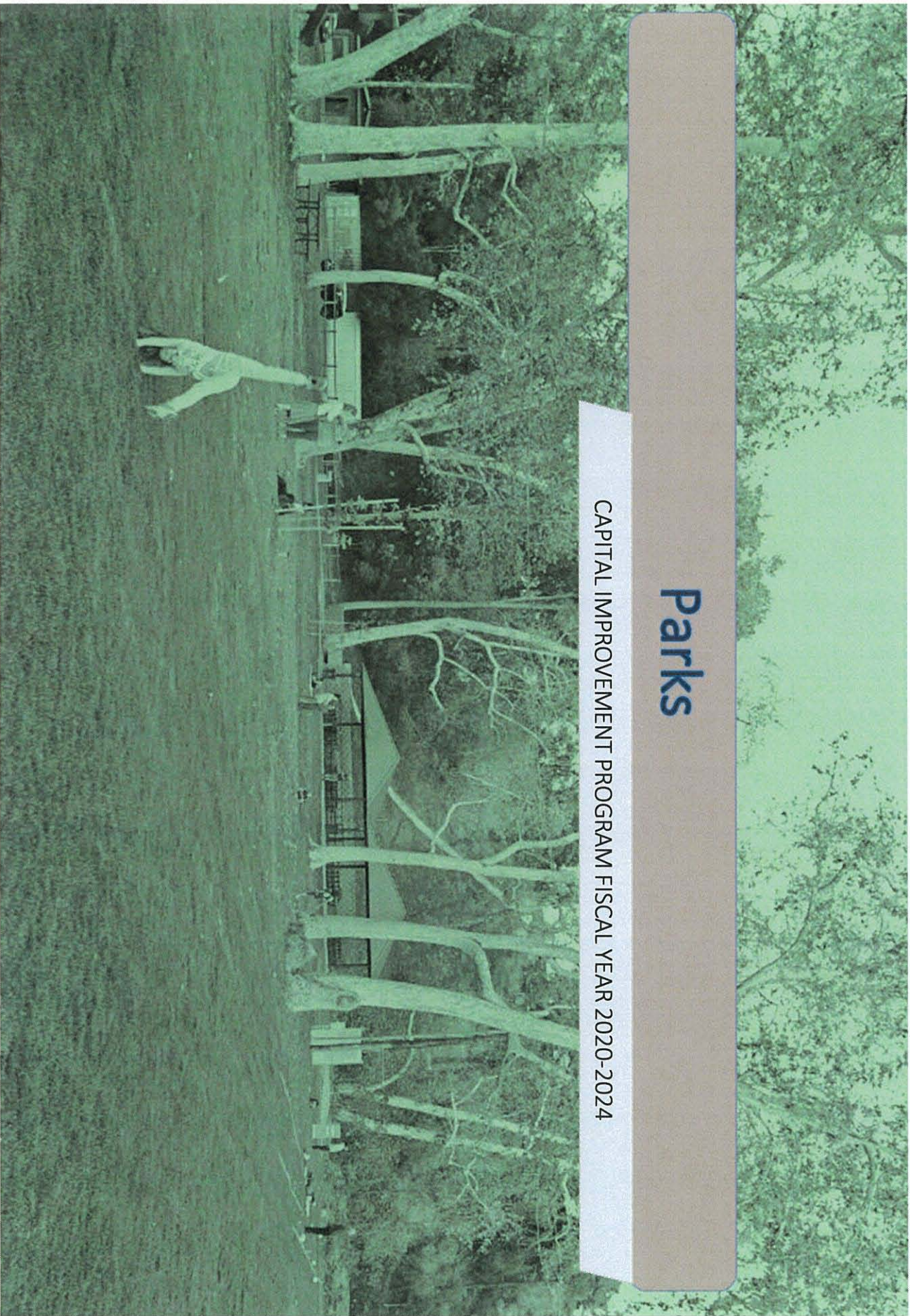
DESCRIPTION: The proposed scope of work includes removing the impervious concrete patio at the entrance of City Hall and replacing it with impervious surface such as pavers and drought tolerant landscaping.



JUSTIFICATION: The City can be a leader in demonstrating water conservation and storm water capture by removing impervious surfaces, utilizing impervious surfaces and planting drought tolerant native plants. The goal of this Project is to increase storm water capture, replenish the ground water basin, reduce storm water runoff, and reduce water consumption through the use of native trees and plants.

SCHEDULE: The City is requesting proposals from Landscape Designers to complete the design. The design will be complete in 4th Quarter of FY 2019 and construction is anticipated in 1st Quarter of FY 2020.

RELATIONSHIP TO GENERAL PLAN: Chapter 7 under Environmental Protection Goal 9: To encourage the conservation of water.



Parks

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Parks

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Berkshire Pocket Park	\$ 350,000.00	\$ -	\$ 50,000.00	\$ 300,000.00	\$ -	\$ -	\$ -
2	Grevalia Pocket Park	\$ 225,000.00	\$ -	\$ 50,000.00	\$ -	\$ 175,000.00	\$ -	\$ -
	Total:	\$ 575,000.00	\$ -	\$ 100,000.00	\$ 300,000.00	\$ 175,000.00	\$ -	\$ -

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
1	Berkshire Pocket Park	\$ 350,000.00	\$ -	\$ 50,000.00	\$ 300,000.00	\$ -	\$ -	\$ -
	Park Impact Fee	\$ 350,000.00	\$ -	\$ 50,000.00	\$ 300,000.00	\$ -	\$ -	\$ -
	Total	\$ 350,000.00	\$ -	\$ 50,000.00	\$ 300,000.00	\$ -	\$ -	\$ -

Berkshire Pocket Park



DESCRIPTION: Berkshire Pocket Park is located at 2006 Berkshire Ave. The proposed park would be passive space with landscape, hardscape, and site furnishings.

JUSTIFICATION: The land was purchased from Caltrans in the fall of 2017 and rezoned as open space. This 7,482 square foot lot will become a small neighborhood pocket park in a very park poor area of the City.

SCHEDULE: The Pocket Park design is proposed in 2019-20 FY and construction is anticipated in 2020-21 FY.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 7 Open Space and Resource Conservation, Section 7.5 Goal 1 - To promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups.

Priority	Description	Total Five Year Estimates	Appropriated FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024 and Beyond
2	Grevalia Pocket Park	\$ 225,000.00	\$ -	\$ 50,000.00	\$ -	\$ 175,000.00	\$ -	\$ -
	Park Impact Fee	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	Measure A*	\$ 175,000.00	\$ -	\$ -	\$ -	\$ 175,000.00	\$ -	\$ -
	Total	\$ 225,000.00	\$ -	\$ 50,000.00	\$ -	\$ 175,000.00	\$ -	\$ -

*Upon Release of Measure A Funds

Grevalia Pocket Park



DESCRIPTION: Grevalia Pocket Park is located at 1107 Grevalia Street. The proposed park would be passive space with landscape, hardscape, and site furnishings.

JUSTIFICATION: The land was purchased from Caltrans in the fall of 2017 and rezoned as open space. This 9,130 square foot lot will become a small neighborhood pocket park in a very park poor area of the City.

SCHEDULE: The Pocket Park design is proposed in 2019-20 FY and construction is anticipated in 2021-22 FY.

RELATIONSHIP TO GENERAL PLAN: The project is consistent with Chapter 7 Open Space and Resource Conservation, Section 7.5 Goal 1 - To promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups.



FUTURE PROJECTS

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2020-2024

FY 2020-2024 Capital Improvement Program
Future Projects

Municipal Buildings and Facilities

City Wide Environmental Upgrades

Solar Panels a reservoir

Street Lighting

LED Light Fixture Upgrades

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City Council Agenda Report

ITEM NO. 19

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Karen Aceves, Principal Management Analyst *KA*
Marisol Romero, Management Assistant *MR*

SUBJECT: **Public Hearing for Adoption of a Resolution Approving the Community Development Block Grant (CDBG) Senior Nutrition Program for Fiscal Year 2019-2020**

Recommendation Action

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve the Community Development Block Grant (CDBG) Senior Nutrition Program for Fiscal Year 2019-2020.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

The Senior Nutrition Program is a City priority and the public will have an opportunity to speak on this item during tonight's Public Hearing.

Discussion/Analysis

The Senior Nutrition Program provides over 14,000 nutritious hot meals at the South Pasadena Senior Center and via home delivery for homebound seniors yearround. According to the Los Angeles County Community Development Commission (LACDC), it is estimated that the City of South Pasadena (City) will receive \$19,561.00 in CDBG funds allocated to the Senior Nutrition Program for FY 2019-2020. The City is required to provide an opportunity for the public to comment on the proposed use of these funds. The Public Hearing held tonight satisfies this requirement. The proposed Senior Nutrition Program is a Public Service Program subject to a federal funding cap of 15 percent. Consequently, of the total CDBG funds (\$130,407.13) for FY 2019-2020, the Senior Nutrition Program has been allocated \$19,561.00 or 15 percent of the total funding.

Staff will return to City Council later in the year with proposal(s) for allocating the remaining 85 percent of the funding (\$110,846.00).

Background

In 1974, Congress initiated the CDBG Program in the Housing and Community Development Act. The CDBG Program is an annual entitlement grant that is federally funded and administered by the United States Department of Housing and Urban Development (HUD). The City is a non-entitlement community meaning that funds do not come directly from HUD to the City. Instead, the City receives an annual - formula based - allocation from the Los Angeles County Board of Supervisors administered through the LACDC for a range of community activities. The funds are restricted to benefit persons of low and moderate income and other limited programs in compliance with other Federal regulations. Historically, the City has used the Public Service dollars to support the Senior Nutrition Program.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The LACDC released preliminary funding levels for FY 2019-2020 and the City's total CDBG allocation is estimated to be \$130,407.13. The Senior Nutrition Program will receive \$19,561.00 while the uses for the remaining \$110,846.00 will be presented later in the year. The annual allocation may be adjusted by the LACDC.

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 of the City's website and/or notice in the *South Pasadena Review* on Friday, March 29, 2019.

Attachment:

1. Resolution: Approving the City of South Pasadena's Community Development Block Grant (CDBG) Senior Nutrition Program for FY 2019-2020
2. Project Location Map

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING THE ALLOCATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) SENIOR NUTRITION PROGRAM
FOR FISCAL YEAR 2019-2020**

WHEREAS, since 1974, the Community Development Block Grant (CDBG) Program has operated to provide local governments the resources to meet the needs of persons of low-and moderate-income; and

WHEREAS, the City of South Pasadena (City) contracts with the Los Angeles County Community Development Commission (LACDC) for the disbursement of CDBG funds, through the Small Cities Program; and

WHEREAS, in Fiscal Year (FY) 2019-20, the City will receive an estimated total of \$19,561.00 in Public Service funding for the Senior Nutrition Program and \$0 in previous year unallocated funds; and

WHEREAS, the City Council has conducted a Public Hearing, with the required prior noticing to provide the public an opportunity to comment on the Senior Nutrition Program proposed for the FY 2019-20 CDBG Public Service Funds.

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

SECTION 1. The City Council approves the CDBG Program Budget for FY 2019-20 and instructs staff to submit the necessary document and a copy of this Declaration to the LACDC. The proposed project is:

- | | |
|-----------------------------|-------------|
| 1. Senior Nutrition Program | \$19,561.00 |
|-----------------------------|-------------|

SECTION 2. The City Council authorizes City staff to adjust the Senior Nutrition Program budget as necessary throughout the fiscal year. This includes, but is not limited to, allocating amounts on a per project basis, adjusting project budgets, implementing new or cancelling existing activities, to allow for the timely expenditure of CDBG funds.

SECTION 3. This resolution shall take effect from and after the date of its passage and adoption.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 1st day of May, 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 1st day of May, 2019, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None

Evelyn G. Zneimer, City Clerk
(seal)

SOUTH PASADENA

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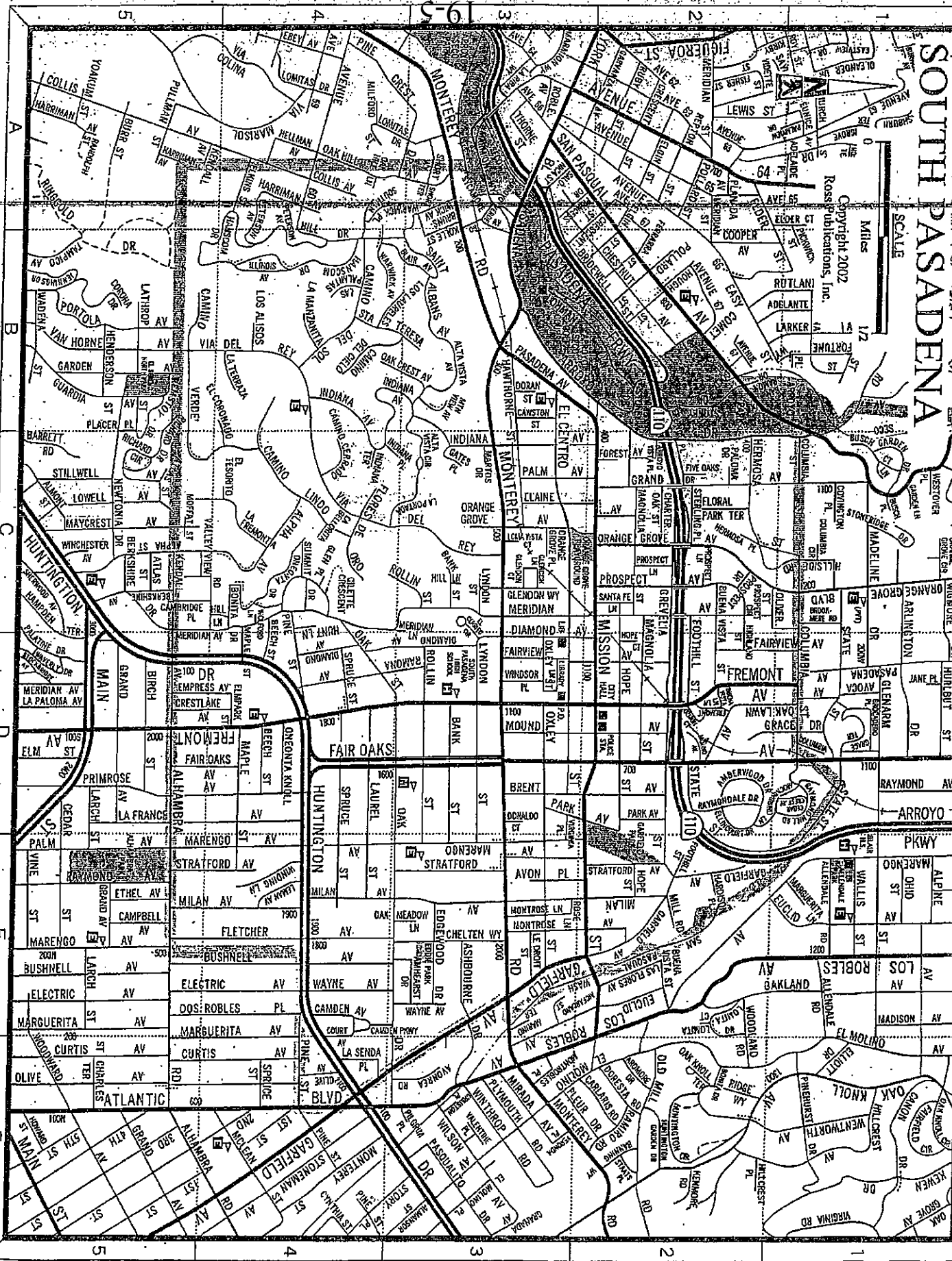
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City Council Agenda Report

ITEM NO. 20

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *A.*

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of the 2019 Co-sponsorship Policy and List of Co-sponsored Organizations and Events**

Recommendation

It is recommended that the City Council approve the City of South Pasadena (City) 2019 Co-sponsorship Policy (Policy) and list of Co-sponsored organizations and events (List).

Commission Review and Recommendation

This matter was reviewed by the Park and Recreation Commission (Commission) at the December 10, 2018 meeting. The Commission recommends that the City Council approve the 2019 Co-sponsorship Policy and list of Co-sponsored-organizations and events.

Executive Summary

On March 4, 2015 the City Council adopted the Policy and List to provide structure and guidance for City co-sponsored events: this includes imposing or waiving applicable fees, as well as guidelines for approving co-sponsorships. This Policy and List is brought to City Council for approval on an annual basis. Changes to the Policy included in the 2019 List and Policy include:

- Update to insurance requirements
- Citywide Banner Guidelines
- Addition of Co-Sponsorships events including South Pasadena Middle School Tiger Cub Booster Club's Main Event and SPARC fundraiser
- Removal of the Clean Air Car Show

Community Outreach

The public was invited to participate in the discussion on this item at the December 10, 2018 Commission meeting.

Discussion/Analysis

A complete review of the Policy and List were conducted to ensure the proper information was conveyed to each organization as well as a review of insurance responsibilities by Risk Management.

Changes to the Policy include:

- Update to the Insurance Policy
 - Due to the changes in industry standards and as required by the City's risk pool, general liability insurance amounts will be increased from \$1 to \$2 million for general liability and from \$2 to \$4 million aggregate. The general liability and aggregate is subject to increase based on location and numbers of participants in the event which was not part of the current Policy.
- Street Banner Policy
 - Per the current Policy, the number of street banners hung by an organization was not specified. Since there are only four banner locations within the City and due to the multiple requests received, the City will only allow one banner to be hung per organization per year. This will keep the Policy fair to all organizations.

Changes to the List include:

- Addition of South Pasadena Middle Tiger Cub Booster Club
 - Over the past few years the South Pasadena Middle School Tiger Cub Booster Club has hosted the Main Event at the War Memorial Building. The event raises funds for South Pasadena Middle School Athletics. With approval of Co-sponsorship, the facility use fees will be waived. They will be required to pay staff costs and security deposit as well as provide or purchase special event insurance.
- Addition to the South Pasadena Arts Council
 - The South Pasadena Arts Council (SPARC) was added to the Policy in 2018. Over the past few years, SPARC has hosted events at the South Pasadena Public Library Community Room such as the Restoration Concert Series, as well as held meetings in City facilities for Strategic Planning and Utility Box Art preparation. Along with the many events put on by SPARC, they have started hosting fundraisers to continue their efforts within the City. With approval of Co-sponsorship, the facility use fees will be waived. They will be required to pay staff costs and security deposit as well as provide or purchase special event insurance.
- Removal of the Clean Air Car Show and Green Living Expo.
 - The Clean Air Car Show and Clean Living Expo started 11 years ago but through the years the event has seen low attendance which later tied in the Summer Concert Series and Greenest Fastest Mile Run. As the City looks to create branding tools and events to place emphasis on environmental sustainability, staff will explore options for new environmental event to brand and show case our environmentally progressive city.

Background

On March 4, 2015, City Council approved a Co-sponsorship Policy (Policy) that establishes the basis for fee waivers for non-profit organizations and provides for annual Council approval of a list of organizations and events eligible for fee waivers or reductions. The Policy recognizes the value of partnering with local organizations and the benefits to the community, while still upholding its fiscal responsibilities.

Fees may be waived or reduced when co-sponsored by the City and when the City Council makes a determination that the program or event: 1) is of significant value to the community or to a significant portion of its residents; and 2) is within the scope of services normally provided by the City. Before recommending approval, the City Manager or his/her designee, will also consider factors including, but not limited to: 1) benefit to the City; 2) proposed event location and time of day; and 3) impact on the surrounding neighborhood, and 4) city staff, and resources.

Fee waivers may include use of a facility, temporary use permits, street banners, tent permits, encroachment permits and street closures. Costs that may not be considered are staff costs, refundable security deposits, outdoor use of any City equipment such as tables, chairs or canopies, and insurance.

Approval of City co-sponsorship requires that the City receive recognition as contributor to the event.

The Policy was last updated in 2017 to include prohibition on the use and sale of expanded polystyrene food ware and plastic carryout bags at co-sponsored events. The List was last updated and approved in February 2018 by the City Council.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Each year the City contributes approximately \$110,000 towards co-sponsored events approximately \$110,000 in Co-sponsored events with roughly \$60,000 in fee waivers and nearly \$50,000 in staff 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*.

Attachment: Draft of 2019 Co-sponsorship Policy and List of Co-sponsored Organizations and Events

Introduction:

The City of South Pasadena (City) routinely receives requests from nonprofit organizations, service clubs, and others requesting to co-sponsor various activities, or to waive temporary use permit fees and /or rental fees for the use of City facilities. Examples of these activities include public music performances, art exhibitions, cultural, service club, sporting and school events.

Recognizing the value of partnering with local organizations and the benefits to the community while still upholding its fiscal responsibilities, the City has established the following policy to direct when fees may be waived or co-sponsorship approved.

Policy:

Fees may be waived or reduced when co-sponsored by the City when the City Council makes a determination that the program or event: 1) is of significant value to the community or to a significant portion of its residents; and 2) is within the scope of services normally provided by the City.

Before recommending approval, the City Manager, or his/her designee, will also consider factors including but not limited to: 1) benefit to the City; 2) proposed event location and time of day; and 3) impact on the surrounding neighborhood, City staff and resources.

While individuals, organizations, agencies, and private enterprises within South Pasadena may qualify for fee waivers or co-sponsorship based on meeting this policy's criteria, the City does not guarantee all requests will be accommodated. The City Council, or its designee, may determine not to provide support, due to lack of adequate funds or other resources, or when the request represents a conflict of interest or is not in the best interest of the City.

Activities specifically prohibited from City co-sponsorship or waiver of fees include those that: 1) enhance private business; 2) held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position; 3) advocate or promote adult – oriented businesses; or 4) solicit criminal activity. Religious organizations, companies or groups may obtain fee waivers or co-sponsorships if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs.

All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council periodically approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year-end.

The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately, if the recipient agency or organization fails to comply with this policy or any other local, state or federal regulations.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena (proof of non-profit status is required if applicable);
2. All of the following criteria shall be demonstrated by the applicant:
 - a. Consistent with the City's economic, social, or recreational goals;
 - b. Free and open to the public, unless otherwise authorized by the City Council (or its designee);
 - c. Demonstrate community pride and involvement; and
 - d. Not have a religious or political purpose.

Co-sponsorship may include fee waiver or reduction for any of the following:

1. Use of a facility;
2. Temporary Use Permit;
3. Street Banner;
4. Tent Permit;
5. Encroachment Permit; and/or
6. Street Closure and /or traffic control plan.

Co-sponsorship does not include the following:

1. Staff costs;
2. Refundable security deposit;
3. Outdoor use of any city equipment such as tables, chairs, Public Address Systems, canopies; and
4. Insurance.

Procedures:

The following information should be submitted by the non-profit organizations when requesting use of City streets, right-of-ways, and other City properties. The request must be made in writing, at least 60 days prior to event and must include details of the event, including, but not limited to:

1. Name and mailing address of organization making request;
2. City facility, property, or street requested for use;
3. Proof of non-profit status if applicable;
4. Description and purpose of event;
5. Time of event and time access to the site is needed;

6. Proposed street closure or traffic control plan, prepared and stamped by a registered engineer (if applicable); and any and all street closures related to events, must be preapproved, via traffic control plans, by the Public Works Department. Moreover, no entity, under any circumstance, other than the City of South Pasadena may execute traffic control plans within the City's Limits. Proper insurance must accompany the Stamped Street Closure Plan for final approval.
7. Concession information, including whether food or drink will be sold;
8. List of equipment that will be brought in for the event;
9. List of event sponsors and their role (if any);
10. A description of the benefits the non-profit will receive and the benefit the City or its residents will receive from the event;
11. Detailed description of any support needed from City staff, including police, fire or public works (**NOTE: These costs will be the responsibility of the event organizers. Any hours designated for the set-up of approved nonprofit organization events, during regular business hours, will be at the expense of the nonprofit and must be approved by the City Manager or his/her designee.**)
12. City equipment and supplies will not be available for use or rent unless the facility that is being used houses these items such as tables and chairs. The following will not be used or rented for outdoor use: Audio visual, Public Address System, Tables, Chairs, Canopies, or Electrical Outlets. Use of City vehicles for nonprofit organization use is prohibited.

Alcohol:

The South Pasadena Municipal Code allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. Obtain an Alcohol Beverage & Control (ABC) permit by calling the ABC (626) 927-1060. See City Staff for additional info on ABC requirements. Alcohol may not be sold or served to minors. Failure to comply, monitor and enforce this law is grounds for terminating the activity and forfeiting all deposits, fees and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organizations, its sponsor or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in the rented facility (Senior Center and War Memorial Building only) Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility. For Library Community Room, please see the Library Administration for Alcohol Policy. (<http://www.ci.south-pasadena.ca.us/index.aspx?page=261>)

The following conditions apply once fee waiver and or co-sponsorship is approved:

1. Appropriate recognition of the City as co-sponsor of or contributor to the event or program will be provided on all promotional materials and at all events and programs. The City Manager or his/her designee must approve promotional materials, the event/program schedule and activities. If the City is not recognized for its contributions to the event/program, the organization

could potentially lose future co-sponsorship opportunities with the City. For further clarification see the South Pasadena Municipal Code Chapter 2 Administration, Article I In General, Section 2.6-5 (Adoption of City Seal).

2. No fliers, posters, banners or signage can be placed, posted or distributed on City parks, City facilities, on street pole or on sandwich boards throughout the city without the approval of the City Manager or his/her designee. Street Banner and encroachment permits fees are waived but must be obtained through the City. For further clarification see the South Pasadena Municipal Code Chapter 3 (Advertising).

3. All non-profits must complete a Facility Use Permit with the Recreation Division of Community Services Department. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.

4. **Special Event Insurance can be purchased through the City. If Special Event Insurance is not purchased the organization must adhere to the following:** Proof of General Liability Insurance and Endorsements with the City additionally insured as well as a hold harmless agreement will be required for each event **with a minimum of \$2 million per occurrence and \$4 million aggregate.** The insurance coverage will be determined on a case by case basis between the City, non-profit organization and Insurance Advisor and will depend largely on the requirement of street closures, serving of alcohol, duration, **location and number of participants.**

5. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Facility Use Permit by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four (4) to six (6) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.

6. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.

7. Secure necessary additional permits, e.g., vendors need business license, from food sales need County Health Department permits, and alcohol use permits.

City Policy Pertaining to Styrofoam and Plastic Carryout Bags:

The City prohibits the use and sale of expanded polystyrene food services ware by food providers within the city and in City facilities, City-managed concessions, City sponsored or co-sponsored events, city permitted events and all franchisees, contractor and vendor doing business with the city. (South Pasadena Ordinance No. 2305, SPMC 16.40-.46)

The City prohibits the use or distribution of plastic carryout bags at any facility, any event held on City property, or at any City sponsored event. (South Pasadena Ordinance No. 2269, SPMC 16.31-.39).

Street Banner:

Street Banners will be hung in accordance with the event which will average two to three weeks prior to the event. Location requests cannot be made as the banner will be hung where another banner is coming down. If the applicant chooses to request a banner location, the banner fee will not be waived. **One banner per organization will be hung per event due to the multiple requests received. The City only has four banner locations.**

City of South Pasadena / Co-Sponsorship Policy

All banners must be delivered to the Public Works Department at the City Yard located at 825 Mission Street (not City Hall) at least four weeks prior to the event and picked up one week after the event from the same location.

No banners will be hung on Fair Oaks Avenue between Thanksgiving and the New Year as City Holiday decorations will be placed in these two locations.

Street Banner will only be approval for South Pasadena organizations within the List.

The attached “Exhibit A” is a list of current co-sponsored organizations or City committees and events that have been approved in the past. If any new organizations request co-sponsorship by the City, that request will come to the City Council for approval. If an existing organization would like to amend their current request, that request will also be brought to City Council for approval.

This Policy and list of events and organizations will be approved annually by the City Council.

This Policy is subject to interpretation. The City Council designates the City Manager or his/her designee in conjunction with the Department Head to interpret the Policy when items are not specifically addressed in the Policy.

Attached: Exhibit A – List of Current Co-Sponsored Organizations or City Committees and Events for 2019

Approved in February 2018 by City Council

City of South Pasadena / Co-Sponsorship Policy

Exhibit A

2019 List of Co-sponsored Organizations and Events

South Pasadena High School Boosters	Tiger Run/Walk (Street Closure and Banner) Booster Bash (Banner)	December September
<i>South Pasadena Middle School Tiger Cub Boosters Club</i>	<i>Main Event Poker Tournament (Facility use)</i>	<i>March</i>
Chinese American Club	Moon Festival (Facility and Banner)	September
Vecinos de South Pasadena	Annual Event (Facility)	October
South Pasadena Educational Foundation (SPEF)	Parti Gras (Golf Course) Color Festival (Street Closure and Banner) Fall Fundraiser (Banner) Summer School (Banner)	May or June March October May
South Pasadena Kiwanis Club	4 th of July Pancake Breakfast (Facility) Shred Day (Banner)	July April
South Pasadena Little League	Baseball and softball fields, storage and facilities for meetings (Park, Facility & Banner)	February - December
American Youth Soccer Association	Soccer fields, storage and facilities for meetings (Park, Facility & Banner)	August - March
Holy Family Catholic School and Church	Field rental – flag football (Park)	August - November
Boy Scouts	Troop meetings at various facilities	Year Round
Girl Scouts	Troop Meetings at various facilities	Year Round
South Pasadena Beautiful	Garden Tour (Banner) Earth Day (Facility and Banner) Meeting Space (Facility use)	April April Year Round
Rotary Club of South Pasadena	Taste of South Pasadena (Banner) Chili Cook off (Facility use)	April November
The Institute for the Redesign of Learning	Abilities Job Fair (Facility use and Banner)	October
South Pasadena Arts Council (SPARC)	Restoration Concert Series, meeting space and <i>fundraising events</i> (Facility use)	Year Round

(Continue)

City of South Pasadena / Co-Sponsorship Policy

City Committee Events

4 th of July/Festival of Balloons Committee	Festival of Balloons daylong event Parade, Garfield Park games, Fireworks show (Street Closure, Banner, Facility use and staff)	July
South Pasadena Tournament of Roses Committee	Classic Car Show (Street Closure, Banner and staff) Float Building and Storage (Facility and staff) Crunch Time Party (Facility use and staff) Spring Event (Facility use and staff)	September September - January December April

South Pasadena Chamber of Commerce

South Pasadena Chamber of Commerce	Farmers' Market (Street Closure) Eclectic Music Festival (Banner, Street Closure, Temp Use Permit, tent permit, Facility use, street closure and staff) Arts Crawl (Banner)	Every Thursday April/May 3 times a year
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City Council Agenda Report

ITEM NO. 21

DATE: May 1, 2019

FROM: Stephanie DeWolfe, City Manager *St.*

PREPARED BY: Teresa Highsmith, City Attorney

SUBJECT: **Consider Amending the Fiscal Year 2019-20 Strategic Plan to include a Minimum Wage Ordinance**

Recommendation

It is recommended that the City Council

1. Review responses prepared by the City Attorney to questions which were brought up at the April 17, 2019 City Council meeting regarding state Minimum Wage law; and
2. Consider amending the Fiscal Year (FY) 2019-20 Strategic Plan to include an ordinance to accelerate the state minimum wage for certain businesses in South Pasadena.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

At the April 17, 2019 City Council meeting, the City Council considered and approved the 2019/2020 Strategic Plan, setting forth six areas of staff work and the proposed schedules for completion over the fiscal year for these Council-directed projects. During consideration of the Strategic Plan approval, the City Council received testimony from several members of the public regarding their request for a South Pasadena Ordinance to accelerate the application of the state minimum wage law. Several questions were raised by City Council at the meeting, and staff was directed to bring back the discussion of minimum wage prior to the adoption of the Budget for possible amendment of the Strategic Plan. The following questions were raised by City Council members:

1. What is the schedule for the increases to the state's minimum wage for businesses?
2. Are there any exemptions from the application of the State's minimum wage for non-profits?
3. What would be the reasonable lead time to impose an accelerated minimum wage on South Pasadena businesses?
4. How would a local minimum wage be enforced?

The City Attorney will prepare a brief analysis to answer these questions for discussion at the May 1, 2019 City Council meeting.

Consider Amending the Fiscal Year 2019/20 Strategic Plan to Include A Minimum Wage Ordinance
May 1, 2019
Page 2 of 2

Legal Review

The City Attorney has reviewed this item.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15378(b)(5) because it is not a project, and it can be seen with certainty that this proposed organizational or administrative activity will not result in direct or indirect physical changes to the environment.

Public Notification of Agenda Item

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