



REVISED AGENDA¹

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

City of South Pasadena

¹ See Addition of Item C - Existing Litigation

B. Anticipated Litigation

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

Number of Potential Cases: 1

C. Existing Litigation

CONFERENCE WITH LEGAL COUNSEL—Existing Litigation (Government Code Section 54956.9(d)(1)

Name of Case: *City of Gardena, et al. v. Regional Water Quality Control Board, et al.*

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.

05/10/2019

Date



Miriam Ferrel

Management Intern



REVISED AGENDA¹
CITY OF SOUTH PASADENA
CITY COUNCIL REGULAR MEETING AGENDA

Council Chamber
1424 Mission Street, South Pasadena, CA 91030

May 15, 2019, at 7:30 p.m.

*In order to address the City Council, please complete a Public Comment Card.
Time allotted per speaker is three minutes.
No agenda item may be taken after 11:00 p.m.*

CALL TO ORDER: Mayor Marina Khubesrian, M.D.

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

PLEDGE OF ALLEGIANCE: Mayor Marina Khubesrian, M.D.

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

PRESENTATIONS

2. Arts Invocation- Be Kind to Animals Artwork

COMMISSION APPOINTMENTS

3. Commission Appointments

Recommendations

Appoint the following individuals to partial terms: Jason Samuel Rosner to the Animal Commission (term ending December 31, 2020); and Colin Wong to the Youth Commission (7th Grade, term ending June 30, 2020).

¹ See Changes to Item No. 21 Recommendation.

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 May 1, 2019

Recommendation

Approve the minutes of the May 1, 2019 City Council meeting.

8. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 30675, 306842 through 306923 in the amount of \$279,378.66; General City Warrants Nos. 306924 through 307022 in the amount of \$757,632.23; and Payroll dated April 19, 2019 in the amount of \$695,039.49.

9. Monthly Investment Reports for March 2019

Recommendation

Receive and file the monthly investment reports for March 2019.

10. Approve the Creation of a New City Sponsored Event to Celebrate Women’s Leadership in South Pasadena and Authorize use of Mayor Khubesrian’s Discretionary Funds in the Amount of \$2,350

Recommendation

1. Approve the Creation of a Women’s Leadership Conference; and
2. Authorize \$2,350 from Mayor Khubesrian’s Discretionary Fund to fund the event.

11. Approve a Project List for Funding by the 21st Century Committee for the Library

Recommendation

Approve a project list for funding by the 21st Century Committee for the Library, a new division of the Friends of the South Pasadena Public Library.

12. Award of Contract for On-call Construction Management and Inspection 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 \$232,875

Recommendation

1. Accept a proposal dated January 17, 2019 from Willdan Engineering for on-call construction management and inspection services for the Monterey Road (Phase Three) and Traffic Signal Installation at Monterey Road & Orange Grove Avenue Projects;
2. Authorize the City Manager to execute an agreement with Willdan Engineering for a not-to-exceed amount of \$119,324;
3. Accept a proposal dated January 17, 2019 from Interwest Consulting Group, Inc., for on-call construction management and inspection services for the Alpha Avenue & Camino Del Sol and Bushnell Avenue & Diamond Avenue Street Improvement Projects; and
4. Authorize the City Manager to execute an agreement with Interwest Consulting Group, Inc. (Interwest) for a not-to-exceed amount of \$232,875.

13. 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

Recommendation

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

14. Resolution Approving Final Parcel Map No. 74132 for the Property Located at 1426 Bank Street

Recommendation

Adopt a resolution approving Final Parcel Map No. 74132 for the property located at 1426 Bank Street and authorize the recordation of the Final Parcel Map with the Los Angeles County Registrar-Recorder/County Clerk.

15. Discretionary Fund Request from Councilmember Cacciotti, for the Purpose of South Pasadena Tournament of Roses Float

Recommendation

Approve a Discretionary Fund request by Councilmember Cacciotti, for the purpose of assisting with the cost of South Pasadena Tournament of Roses event.

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

Recommendation

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

17. Award of Contract to KOA Corporation for Engineering Design Services for Fiscal Year 2018-19 Street Improvement Project for a Not-to-Exceed Amount of \$124,894

Recommendation

Accept a proposal dated March 20, 2019 from KOA Corporation for Engineering Design Services for Fiscal Year (FY) 2018-19 Street Improvement Project and authorize the City Manager to execute an agreement with KOA Corporation for a not-to-exceed amount of \$124,894.

18. Discretionary Fund Request from Councilmember Cacciotti for “Destination Imagination”

Recommendation

Approve a Discretionary Fund request by Councilmember Cacciotti designating \$100 to the “Destination Imagination” group.

19. Discretionary Fund Request from Mayor Pro Tem Joe for “Destination Imagination”

Recommendation

Approve a Discretionary Fund request by Mayor Pro Tem Joe designating \$100 to the “Destination Imagination” group.

PUBLIC HEARING ITEMS

20. Opening of Public Hearing and Presentation of the Proposed Budget for Fiscal Year 2019-20

Recommendation

1. Open the public hearing for the Fiscal Year 2019-20 Proposed Operating Budget; and
2. Continue the public hearing to the regular meeting of the City Council at 7:30 p.m. until June 5, 2019, or such other date as the City Council may determine, at which time the City Council will be asked to close the public hearing and adopt the Fiscal Year 2019-20 Operating Budget.

ACTION/DISCUSSION

21. Discussion of Potential Economic Vitality Strategies

Recommendation

Discuss and provide feedback regarding proposed strategies for economic vitality.

REPORTS

22. Review of Draft Long-term Financial Sustainability Strategies

Recommendation

Review the Draft Long-term Financial Sustainability Strategies outlined in this report before forwarding to the Finance Commission for further consideration. A final plan will be presented to Council for adoption in June along with the annual budget.

ADJOURNMENT

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

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.
July 17, 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.

5/10/19

Date

Miriam Ferrel
Management Intern



**City of South Pasadena
Office of the Mayor**

Memo

AGENDA ITEM 3

Date: May 15, 2019
To: The Honorable City Council
From: Mayor Marina Khubesrian, M.D. *ZE for MK*
Re: Commission Appointments

With the City Council concurrence at the May 15, 2019 City Council Meeting, I propose to appoint the following to partial commission terms:

- **Jason Samuel Rosner to the Animal Commission, term ending December 31, 2020**
- **Colin Wong to the Youth Commission, term ending June 30, 2020**

Thank you.

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ITEM NO. 7

Wednesday, May 1, 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, May 1, 2019, at 7:54 p.m., in the 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; Chief City Clerk Donohue; and Deputy City Clerk Esquivel were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Robert S. Joe 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 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

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

PRESENTATIONS**3. Animal Adoption**

Lonnie Watson from the South Pasadena Humane Society presented a cat that is up for adoption.

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

Christian Warner, Vice President of Government of Affairs with Athens Services delivered a presentation.

PUBLIC COMMENTS

Daniel Wheatley discussed the temporary closure of the South Pasadena Skatepark.

John Hole, South Pasadena resident, discussed parking concerns on his street.

Lenny Dodge-Kahn discussed the temporary closure of the South Pasadena Skatepark.

Sean Abajian, discussed minimum wage; sales process for the Caltrans homes.

Daniel Villareal discussed the officer involved shooting on August 30, 2018.

Dexter Bernath discussed the temporary closure of the South Pasadena Skatepark.

Cyndy Fujikawa discussed the officer involved shooting on August 30, 2018.

Alan Ehrlich, South Pasadena resident, discussed parking concerns near the YMCA facility; discussed traffic on Fremont; discussed Metro funding.

COMMUNICATIONS**4. Councilmembers Communications**

Councilmember Mahmud shared a photo of a former homeless resident placed into permanent housing; discussed attending the San Gabriel Valley Council of Governments General Assembly; discussed homeless volunteer opportunities offered by Union Station.

Councilmember Cacciotti shared a flyer of the upcoming 626 Golden Streets event.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, to provide \$200 from his discretionary fund for a recognition event for Laura Farber, South Pasadena resident and Tournament of Roses President.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, to provide \$100 from his discretionary fund for the Destination Imagination group.

MOTION BY MAYOR PRO TEM JOE, SECOND BY MAYOR KHUBESRIAN, to provide \$100 from his discretionary fund for the Destination Imagination group.

Mayor Pro Tem Joe shared a photo of the recent Eggstravaganza event.

Mayor Khubesrian discussed the recent Eclectic Music Festival and Arts Crawl event; shared a flyer for the upcoming Memorial Day event; shared a flyer of an upcoming mosquito awareness seminar.

5. City Manager Communications

City Manager DeWolfe discussed a community survey being conducted by True North regarding a potential sales tax measure; the departure of Chief City Clerk Donohue.

6. Reordering of and Additions to the Agenda

The Animal Adoption presentation was reordered to be the first presentation; item #21 was moved after the Consent Calendar.

CONSENT CALENDAR

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

Approved the minutes of the April 17, 2019 and April 18, 2019 City Council Meetings.

8. Prepaid Warrants, General City Warrants, and Payroll

Approved 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

1. Accepted 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. Authorized 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. Authorized 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

Approved 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”

Approved 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

Authorized 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

1. Adopted 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. Scheduled 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

1. Accepted a bid dated March 1, 2019, from Plumbers Depot, Inc. for the Replacement of Sewer Televising Equipment and System (Project); and
2. Authorized 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

Authorized 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.

ACTION/DISCUSSION

Item #21 was re-ordered to be heard after the Consent Calendar.

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

City Attorney Highsmith provided a staff report and responded to City Council inquiries.

The following members of the public spoke in favor of including a minimum wage ordinance in the Fiscal Year 2019-20 Strategic Plan:

Madeline DiGiorgi, South Pasadena resident
 Thea McCallie, South Pasadena resident
 Anne Bagaso, South Pasadena resident
 John Srebalus, South Pasadena resident
 Jonathan M. Eisenberg, South Pasadena resident
 Amber Chen, South Pasadena resident
 Raquel Chatfield Taylor, South Pasadena resident
 Ed Washatka
 Jake Manzo
 Juliana Serrano
 Linda Krausen

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY MAYOR PRO TEM JOE, WITH COUNCILMEMBER SCHNEIDER ABSTAINED, CARRIED 4-0-1, to keep the strategic plan as is.

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

Interim Public Works Director Ojeda provided a staff report and presentation and responded to City Council inquires.

Mayor Khubesrian opened the public hearing.

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

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

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.

Mayor Khubesian called for a recess at 10:20 p.m.

The meeting was called back to order at 10:28 p.m.

17. Adoption of Resolution Amending Master Schedule of Fees

City Manager DeWolfe introduced Courtney Ramos from Matrix Consulting Group who delivered a presentation and responded to City Council inquiries.

Mayor Khubesian opened the public comment period.

The following members of the public offered public comments:

Ellen Wood

MOTION BY MAYOR KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to: approve the Planning and Building fees only; commence the 60 day public comment period so the fees can be effective July 1, 2019; continue the public hearing on the balance of the user fees; create a City Council ad-hoc committee consisting of Mayor Khubesian and Councilmember Mahmud to work with staff to develop cross-recovery policies and set recommended recovery rates for user fees.

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

Public Works Operations Manager Courdy provided a staff report and presentation and responded to City Council inquiries.

Mayor Khubesian opened the public hearing.

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

This item was informational only, no action was taken.

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

City Manager DeWolfe provided a staff report.

Mayor Khubesrian opened the public hearing.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0: Conducted a public hearing and adopted 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

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING

REPORTS

22. Economic Development Strategy Presentation (no staff report)

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING

ADJOURNMENT

Mayor Khubesrian adjourned the City Council Meeting in memory of Sarah Wong at 11:19 p.m.

Evelyn G. Zneimer
City Clerk

Marina Khubesrian, M.D.
Mayor

Minutes approved by the South Pasadena City Council on May 15, 2019.

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City Council Agenda Report

ITEM NO. 8

DATE: May 15, 2019

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

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

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$4,279,378.66 General City Warrants in the Amount of \$757,632.23 and Payroll in the Amount of \$695,039.49**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 306751, 306842-306923	\$	279,378.66
General City Warrants:		
Warrant #306924-307022	\$	757,632.23
Payroll 04-19-19	\$	695,039.49
Wire Transfers (LAIF)	\$	4,000,000.00
RSA:		
Prepaid Warrants	\$	-
General City Warrants	\$	-
Total	\$	5,732,050.38

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 05-03-19
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

Recap by fund

	Fund No.	Date 05.15.19 Amounts		
		Prepaid	Written	Payroll
General Fund	101	222,423.60	203,364.71	315,572.76
Insurance Fund	103			
Street Improvement Program	104			
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205		2,570.17	8,528.25
Local Transit Return "C"	207	460.00	780.76	6,001.70
TEA/Metro	208			
Sewer Fund	210			11,074.18
CTC Traffic Improvement	211			
Street Lighting Fund	215	1,959.06	79.85	4,417.10
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		804.13	
Housing Authority Fund	228			
State Gas Tax	230	3,147.17	5,902.19	14,222.73
County Park Bond Fund	232	53.25		
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248		500.00	
Golden Street Grant	249			
Capital Growth Fund	255			
CDBG	260			
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275	3,525.00		
HSIP Grant	277			
Arroyo Seco Golf Course	295		5,300.00	
Sewer Capital Projects Fund	310			
Water Fund	500	35,508.08	538,330.42	41,011.77
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	12,302.50		294,211.00
Wire Transfer - LAIF		4,000,000.00		
Column Totals		4,279,378.66	757,632.23	695,039.49
City Report Totals			5,732,050.38	

Recap by fund

	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227		-	-
Column Totals		-	-	-
RSA Report Totals			-	
			Amounts	
		Prepaid	Written	Payroll
		4,279,378.66	757,632.23	695,039.49
Grand Report Total			<u>5,732,050.38</u>	

Marina Khubesrian M.D., Mayor

Craig Koehler, Finance Director

Evelyn Q. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

LAIF Transfer

Wire Transfers
\$4,000,000.00

Accounts Payable

Check Detail

User: ealvarez
Printed: 05/07/2019 - 12:07PM



Check Number	Check Date		Amount
LOS2226 - L.A.C. Registrar-Recorder			
306751	04/24/2019		
Inv	2086-HDP/DRX		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Negative Declaration 420 El Coronado		75.00
Inv 2086-HDP/DRX Total			75.00
Inv	2196-HDP		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Negative Declaration 1935 Hanscom Drive		75.00
Inv 2196-HDP Total			75.00
Inv	2200-HDP		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Negative Declaration 1748 Camino Lindo		75.00
Inv 2200-HDP Total			75.00
306751 Total:			<hr/> 225.00
LOS2226 - L.A.C. Registrar-Recorder Total:			<hr/> 225.00
Total:			<hr/> <hr/> 225.00

Accounts Payable

Check Detail

User: ealvarez
Printed: 05/07/2019 - 4:34PM



Check Number	Check Date		Amount
3DIL5011 - 3D International LLC			
306844	04/25/2019		
Inv	383157		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/06/2019	FD Department Supplies		191.62
Inv 383157 Total			191.62
306844 Total:			191.62
3DIL5011 - 3D International LLC Total:			
			191.62
SPR6611 - Accela, Inc. #774375			
306845	04/25/2019		
Inv	INV-ACC44548		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/18/2019	HR / Finance Payroll Training		556.50
03/18/2019	HR / Finance Payroll Training		556.50
Inv INV-ACC44548 Total			1,113.00
Inv	INV-ACC44583		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/18/2019	HR / Finance Payroll Training		278.25
03/18/2019	HR / Finance Payroll Training		278.25
Inv INV-ACC44583 Total			556.50
306845 Total:			1,669.50
SPR6611 - Accela, Inc. #774375 Total:			
			1,669.50
ACTM3010 - Accountemps			
306846	04/25/2019		
Inv	53304310		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Temp. Finance Svcs. Kang, Somin w/e 4/19/19		1,856.25
Inv 53304310 Total			1,856.25

Check Number	Check Date	Amount
306846 Total:		1,856.25
306888	05/03/2019	
Inv 53352386		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Finance Temp Svcs. Kang, Somin w/e 4/26/19	1,856.25
Inv 53352386 Total		1,856.25
306888 Total:		1,856.25
ACTM3010 - Accountemps Total:		3,712.50
ACHG2013 - A-Check Global		
306847	04/25/2019	
Inv 59-0578971		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	HR Background Services Rendered	212.49
Inv 59-0578971 Total		212.49
306847 Total:		212.49
ACHG2013 - A-Check Global Total:		212.49
ALL0197 - All Star Fire Equipment, Inc.		
306889	05/03/2019	
Inv 214930		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Safety Clothing & Equipment	2,398.49
Inv 214930 Total		2,398.49
306889 Total:		2,398.49
ALL0197 - All Star Fire Equipment, Inc. Total:		2,398.49
AIS0107 - Alliant Insurance Svcs, Inc.		
306848	04/25/2019	
Inv 1054812		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Special Liab Insurance for 3 performers 4/17	255.00
Inv 1054812 Total		255.00
306848 Total:		255.00

Check Number	Check Date		Amount
AIS0107 - Alliant Insurance Svcs, Inc. Total:			255.00
ARR8011 - Arroyo Parkway Self Storage			
306849	04/25/2019		
Inv	65711		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2019	Rental of storage facility for archival library materials		316.30
Inv 65711 Total			316.30
306849 Total:			316.30
ARR8011 - Arroyo Parkway Self Storage Total:			316.30
ATCN9011 - AT & T			
306890	05/03/2019		
Inv	000012936216		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2019	9391062308 03/20-04/19/19		5,651.48
Inv 000012936216 Total			5,651.48
306890 Total:			5,651.48
ATCN9011 - AT & T Total:			5,651.48
AT&T5006 - AT & T U-Verse			
306891	05/03/2019		
Inv	130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2019	04/18-05/17/19		75.00
Inv 130464796 Total			75.00
306891 Total:			75.00
AT&T5006 - AT & T U-Verse Total:			75.00
AT&T5011 - AT&T			
306850	04/25/2019		
Inv	248 134-6100		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2019	Monthly Service 4/1-4/30		9.34
Inv 248 134-6100 Total			9.34

Check Number	Check Date	Amount
Inv 331 841-0756		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2019	Monthly Service 4/7-5/6	33.03
Inv 331 841-0756 Total		33.03
Inv 331 841-0802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2019	Monthly Service 4/7-5/6	33.03
Inv 331 841-0802 Total		33.03
Inv 626 405-0051		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Monthly Service 4/11-05/10/19	732.50
Inv 626 405-0051 Total		732.50
Inv 626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	Monthly Service 4/13-5/12	267.63
Inv 626 441-6497 Total		267.63
Inv 626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	Monthly Service 4/13-5/12	53.87
Inv 626 577-6657 Total		53.87
306850 Total:		<u>1,129.40</u>
AT&T5011 - AT&T Total:		<u>1,129.40</u>
CIN4011 - AT&T -Cingular Wireless		
306851 04/25/2019		
Inv 287014917916x04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	City Mobile Devices 3/9 - 4/8/2019	201.92
Inv 287014917916x04 Total		201.92
Inv 287269956155x04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	PD Mobile Devices April 2019	731.75
Inv 287269956155x04 Total		731.75
306851 Total:		<u>933.67</u>

Check Number	Check Date	Amount
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CIN4011 - AT&T –Cingular Wireless Total:		933.67
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OYBY2920 - Bartley, Olympia

306852 04/25/2019

Inv R86694/91924

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Refund deposit for rental of War Memorial Building - May 19,2018	500.00

Inv R86694/91924 Total		500.00
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306852 Total:		500.00
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OYBY2920 - Bartley, Olympia Total:		500.00
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BUR0480 - Burgos, Arthur

306892 05/03/2019

Inv 05/13-05/17/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Training Class on May 13-17 2019 for Det/SRO Burgos	1,044.68

Inv 05/13-05/17/19 Total		1,044.68
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306892 Total:		1,044.68
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BUR0480 - Burgos, Arthur Total:		1,044.68
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CSD3014 - Ca. State Disbursement Unit

306922 05/03/2019

Inv P/R/E 04/28/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2019	Garnishment Case # 2000 000 1609 311	814.15

Inv P/R/E 04/28/19 Total		814.15
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306922 Total:		814.15
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CSD3014 - Ca. State Disbursement Unit Total:		814.15
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CAN0607 - Cantu Graphics

306853 04/25/2019

Inv 5438

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/28/2018	Comm. Svcs. Printing of Jan. & Feb. 2019 Newsletter	550.24

Inv 5438 Total		550.24
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Check Number	Check Date		Amount
Inv	5465		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2019	Two 32x48 Canvas Wraps for Mgmt Svcs		240.79
Inv 5465 Total			240.79
306853 Total:			791.03
CAN0607 - Cantu Graphics Total:			791.03
CRSC2013 - Capital Research & Consulting LLC			
306854	04/25/2019		
Inv	2664		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2019	Consulting Svcs. Manage City's 457 Plan Quart. Payment		2,626.06
Inv 2664 Total			2,626.06
306854 Total:			2,626.06
CRSC2013 - Capital Research & Consulting LLC Total:			2,626.06
GBCR4011 - Carillo, Gilberto			
306893	05/03/2019		
Inv	05/13-05/17/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Training Class on May 13-17 2019 for Ofcr. Carillo		1,044.68
Inv 05/13-05/17/19 Total			1,044.68
306893 Total:			1,044.68
GBCR4011 - Carillo, Gilberto Total:			1,044.68
CBSE6010 - Cell Business Equipment			
306855	04/25/2019		
Inv	63071206		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2019	Public Works Copier 4/1 - 4/30/2019		251.61
Inv 63071206 Total			251.61
306855 Total:			251.61
CBSE6010 - Cell Business Equipment Total:			251.61

Check Number	Check Date		Amount
SOU5402 - City of South Pasadena PD Petty Cash			
306894	05/03/2019		
Inv	05.01.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2019	Reimb. Petty Cash		12.91
05/01/2019	Reimb. Petty Cash		98.87
05/01/2019	Reimb. Petty Cash		72.72
05/01/2019	Reimb. Petty Cash		32.85
Inv 05.01.19 Total			217.35
306894 Total:			217.35
SOU5402 - City of South Pasadena PD Petty Cash Total:			217.35
CHWP2010 - Colantuono,Highsmith & Whatley,PC			
306856	04/25/2019		
Inv	38405		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. General Services		9,650.80
Inv 38405 Total			9,650.80
Inv	38406		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. - Adv. Alison Smith		107.00
Inv 38406 Total			107.00
Inv	38407		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. - Adv. B. Fox		305.50
Inv 38407 Total			305.50
Inv	38408		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. - Labor & Employment		1,959.00
Inv 38408 Total			1,959.00
Inv	38409		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. - Misc. Litigation		2,218.00
Inv 38409 Total			2,218.00
Inv	38410		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Legal Svcs. - Special Projects		9,874.31

Check Number	Check Date	Amount
Inv 38410 Total		9,874.31
Inv 38411		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Legal Svcs. - Gardena v. RWQCB	684.00
Inv 38411 Total		684.00
Inv 38412		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Legal Svcs. - Water & Utilities	611.00
Inv 38412 Total		611.00
306856 Total:		25,409.61
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:		25,409.61
CSAC2012 - CSAC Excess Insurance Authority		
306857	04/25/2019	
Inv 19401435		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Employee Assistance Program April - June 2019	1,471.80
Inv 19401435 Total		1,471.80
306857 Total:		1,471.80
CSAC2012 - CSAC Excess Insurance Authority Total:		1,471.80
DSP0755 - D & S Printing		
306858	04/25/2019	
Inv 8261		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Board / Commission Printing & Duplication	989.00
04/10/2019	Board / Commission Printing & Duplication	478.30
Inv 8261 Total		1,467.30
306858 Total:		1,467.30
DSP0755 - D & S Printing Total:		1,467.30
DEL0771 - Delta Dental		
306842	04/25/2019	

Check Number	Check Date	Amount
Inv BE003358241		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Dental Ins. May 2019 Acct # 05-1063400000	10,119.39
Inv BE003358241 Total		10,119.39
306842 Total:		10,119.39
DEL0771 - Delta Dental Total:		10,119.39
GEMT5550 - Dept. of Health Care Services, GEMT QAF		
306895	05/03/2019	
Inv GEM081814K8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	GEMT MEDI-CAI Cost Year18-19 Q2	6,257.04
Inv GEM081814K8 Total		6,257.04
306895 Total:		6,257.04
GEMT5550 - Dept. of Health Care Services, GEMT QAF Total:		6,257.04
DIG0800 - Digital Telecommunications Corp		
306896	05/03/2019	
Inv 34593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	IT Phones 06/01/9-06/30/19	900.00
Inv 34593 Total		900.00
306896 Total:		900.00
DIG0800 - Digital Telecommunications Corp Total:		900.00
DIV5011 - Diversified Inspections		
306897	05/03/2019	
Inv INDI6899		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2019	Annual Ground Ladder Safety Inspection / Equipment Maint.	900.00
Inv INDI6899 Total		900.00
306897 Total:		900.00
DIV5011 - Diversified Inspections Total:		900.00

Check Number	Check Date		Amount
EJAS2010 - Emanuels Jones & Associates			
306898	05/03/2019		
Inv	F19-05-11		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2019	Legislative Representative Svcs 5/19		2,075.00
Inv F19-05-11 Total			2,075.00
306898 Total:			2,075.00
EJAS2010 - Emanuels Jones & Associates Total:			2,075.00
JLFV2920 - Favela, Julianne			
306899	05/03/2019		
Inv	R91727/101207		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/25/2019	Refund Deposit for WMB		500.00
Inv R91727/101207 Total			500.00
306899 Total:			500.00
JLFV2920 - Favela, Julianne Total:			500.00
PRFL2010 - Fellers, Paige			
306859	04/25/2019		
Inv	04		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Identity/Branding for South Pasadena		390.00
Inv 04 Total			390.00
306859 Total:			390.00
306900	05/03/2019		
Inv	03		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2019	Identity / Branding for South Pasadena		195.00
Inv 03 Total			195.00
306900 Total:			195.00
PRFL2010 - Fellers, Paige Total:			585.00
COBR7131 - Flex Advantage			
306843	04/25/2019		

Check Number	Check Date	Amount
Inv	P/R/E 4/14/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Reimb. Retirees Batch ID: 974628	1,626.49
04/05/2019	Reimb. Retirees Invoice110677 April Admin Fees	66.00
Inv P/R/E 4/14/19 Total		1,692.49
306843 Total:		1,692.49
COBR7131 - Flex Advantage Total:		1,692.49
FRST5270 - Frencher, Stanley		
306860	04/25/2019	
Inv	R100449/100985	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund for Client Cancellation - Tiny Pros Soccer	114.00
Inv R100449/100985 Total		114.00
306860 Total:		114.00
FRST5270 - Frencher, Stanley Total:		114.00
GPPT9090 - Gopher Patrol		
306861	04/25/2019	
Inv	326411	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Gopher Patrol for Arroyo Park	250.00
Inv 326411 Total		250.00
306861 Total:		250.00
GPPT9090 - Gopher Patrol Total:		250.00
HDLC3011 - HdL Coren & Cone		
306901	05/03/2019	
Inv	0026576-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2019	Contract Svcs. Property Tax April - June 2019	2,888.16
Inv 0026576-IN Total		2,888.16
306901 Total:		2,888.16
HDLC3011 - HdL Coren & Cone Total:		2,888.16

HOM1515 - Home Depot Credit Services

306862 04/25/2019

Inv 3032273

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	373.46

Inv 3032273 Total 373.46

Inv 3083576

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	54.03

Inv 3083576 Total 54.03

Inv 3125316

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	49.82

Inv 3125316 Total 49.82

Inv 3201125

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies Credit	-17.50

Inv 3201125 Total -17.50

Inv 4101259

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	67.77

Inv 4101259 Total 67.77

Inv 4102259

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	144.20

Inv 4102259 Total 144.20

Inv 4291711

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	328.22

Inv 4291711 Total 328.22

Inv 4973863

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	463.85

Inv 4973863 Total 463.85

Check Number	Check Date	Amount
Inv 7105044		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	381.75
Inv 7105044 Total		381.75
Inv 7105047		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	109.17
Inv 7105047 Total		109.17
Inv 7183540		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies Credit	-57.76
Inv 7183540 Total		-57.76
Inv 8084360		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	149.23
Inv 8084360 Total		149.23
Inv 8234533		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies Credit	-87.52
Inv 8234533 Total		-87.52
Inv 8234534		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	131.36
Inv 8234534 Total		131.36
Inv 8350190		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	270.70
Inv 8350190 Total		270.70
Inv 8374280		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	81.91
Inv 8374280 Total		81.91
Inv 9012139		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	327.62

Check Number	Check Date	Amount
Inv 9012139 Total		327.62
Inv 9100530		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	171.43
Inv 9100530 Total		171.43
Inv 9112502		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Citywide Supplies	30.75
Inv 9112502 Total		30.75
306862 Total:		2,972.49
HOM1515 - Home Depot Credit Services Total:		2,972.49
HRDY2013 - HR Dynamics & Performance Management Inc.		
306863	04/25/2019	
Inv 03.21.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Consulting Services for Comprehensive & Benefits Fee Study	25,000.00
Inv 03.21.19 Total		25,000.00
306863 Total:		25,000.00
HRDY2013 - HR Dynamics & Performance Management Inc. Total:		25,000.00
IBLS6116 - Ibarra, Luis		
306864	04/25/2019	
Inv D5801840		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Reimb. for Luis Ibarra Class B License	76.00
Inv D5801840 Total		76.00
306864 Total:		76.00
IBLS6116 - Ibarra, Luis Total:		76.00
ICPS8060 - ICMA		
306865	04/25/2019	
Inv 665648		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/24/2019	Membership 07/01-06/30/2020 Lucy Demirjian	200.00
Inv 665648 Total		200.00
306865 Total:		200.00
ICPS8060 - ICMA Total:		200.00
INSVDP50 - Internal Services Department		
306902	05/03/2019	
Inv 99421031901		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	LA County ISD Map Development (EOC)	691.66
Inv 99421031901 Total		691.66
306902 Total:		691.66
INSVDP50 - Internal Services Department Total:		691.66
JDGN9160 - Judge Netting		
306866	04/25/2019	
Inv 116-17698R		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Materials, Labor, Equipment for Canopy Structure Retention Payme	3,525.00
Inv 116-17698R Total		3,525.00
306866 Total:		3,525.00
JDGN9160 - Judge Netting Total:		3,525.00
KNPY8010 - Kanopy LLC		
306867	04/25/2019	
Inv KDEP-4183		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Kanopy Streaming Service for Library	5,400.00
Inv KDEP-4183 Total		5,400.00
306867 Total:		5,400.00
KNPY8010 - Kanopy LLC Total:		5,400.00
CUR7778 - L.N. Curtis & Sons		
306903	05/03/2019	

Check Number	Check Date	Amount
Inv	INV275199	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Purchase of Multi Gas Detector & 4 Charger Cradle's w/ Power Sou	860.29
Inv INV275199 Total		860.29
306903 Total:		860.29
CUR7778 - L.N. Curtis & Sons Total:		860.29
LCW7456 - Liebert Cassidy Whimore		
306868	04/25/2019	
Inv	02.13.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2019	Liebert Cassidy Whimore Trainings	172.00
Inv 02.13.19 Total		172.00
Inv	04.10.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Liebert Cassidy Whimore Trainings	43.00
Inv 04.10.19 Total		43.00
Inv	09.20.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2019	Liebert Cassidy Whimore Trainings	1,118.00
Inv 09.20.19 Total		1,118.00
Inv	12.12.18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2018	Liebert Cassidy Whimore Trainings	86.00
Inv 12.12.18 Total		86.00
Inv	1475239	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Personnel Matters 2/19	4,203.00
Inv 1475239 Total		4,203.00
Inv	1475240	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Personnel Matters 2/19	1,300.00
Inv 1475240 Total		1,300.00
Inv	1475241	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/28/2019	Personnel Matters 2/19	2,003.00
Inv 1475241 Total		2,003.00
Inv 1475242		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Personnel Matters 2/19	333.00
Inv 1475242 Total		333.00
Inv 1475243		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Personnel Matters 2/19	148.00
Inv 1475243 Total		148.00
Inv 1475244		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Personnel Matters 2/19	2,361.00
Inv 1475244 Total		2,361.00
Inv 1476779		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Personnel Matters 3/19	536.00
Inv 1476779 Total		536.00
Inv 1476780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Personnel Matters 3/19	888.00
Inv 1476780 Total		888.00
Inv 1476781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Personnel Matters 3/19	37.00
Inv 1476781 Total		37.00
Inv 1476782		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Personnel Matters 3/19	4,366.00
Inv 1476782 Total		4,366.00
Inv 1476783		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Personnel Matters 3/19	20,465.00
Inv 1476783 Total		20,465.00

Check Number	Check Date	Amount
306868 Total:		38,059.00
LCW7456 - Liebert Cassidy Whimore Total:		38,059.00
MRGL7000 - Lin, Margaret		
306869	04/25/2019	
Inv	25951587	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/24/2019	Conference Travel Reimbursement Margaret Lin	661.45
Inv 25951587 Total		661.45
306869 Total:		661.45
MRGL7000 - Lin, Margaret Total:		661.45
AVIC4010 - Manukian, Avick		
306904	05/03/2019	
Inv	05/13-05/17/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Training Class on May 13-17 2019 for Cpl. Manukian	1,044.68
Inv 05/13-05/17/19 Total		1,044.68
306904 Total:		1,044.68
AVIC4010 - Manukian, Avick Total:		1,044.68
MER2145 - Merit Oil Company		
306905	05/03/2019	
Inv	511435	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Fuel for City Vehicles	181.99
04/12/2019	Fuel for City Vehicles	181.99
04/12/2019	Fuel for City Vehicles	7,825.39
04/12/2019	Fuel for City Vehicles	181.99
04/12/2019	Fuel for City Vehicles	727.94
Inv 511435 Total		9,099.30
306905 Total:		9,099.30
MER2145 - Merit Oil Company Total:		9,099.30
MIS3041 - Mission District Lofts		
306870	04/25/2019	

Check Number	Check Date	Amount
Inv	04/09/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Insurance Coverage Lot 1 Policy Period July 2015-July 2018	2,007.21
Inv 04/09/19 Total		2,007.21
306870 Total:		2,007.21
MIS3041 - Mission District Lofts Total:		2,007.21
SJMNS270 - Moon, Soo J.		
306906	05/03/2019	
Inv	R9777/R101359	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Refund for Camp Med - Parent Cancellation	138.00
Inv R9777/R101359 Total		138.00
306906 Total:		138.00
SJMNS270 - Moon, Soo J. Total:		138.00
MZEQ2920 - Munoz, Enrique		
306907	05/03/2019	
Inv	R99648-101205	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	Refund Deposit for Cancelled WMB	375.00
Inv R99648-101205 Total		375.00
306907 Total:		375.00
MZEQ2920 - Munoz, Enrique Total:		375.00
MVCH3011 - MV Cheng & Associates Inc.		
306908	05/03/2019	
Inv	04/30/2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Contract Services Budget Analyst	5,600.00
Inv 04/30/2019 Total		5,600.00
306908 Total:		5,600.00
MVCH3011 - MV Cheng & Associates Inc. Total:		5,600.00

Check Number	Check Date		Amount
NVND5270 - Navarro, Nadia			
306871	04/25/2019		
Inv	R100671/R101022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Cancellation of Leisure Class Youth K-Pop		110.00
Inv R100671/R101022 Total			110.00
306871 Total:			110.00
NVND5270 - Navarro, Nadia Total:			110.00
OREI6711 - O' Reilly Automotive Inc.			
306872	04/25/2019		
Inv	3213-117573		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2019	Safety Gloves & Supplies for Water Distribution		122.09
Inv 3213-117573 Total			122.09
306872 Total:			122.09
OREI6711 - O' Reilly Automotive Inc. Total:			122.09
OSSS3010 - Olympic Staffing Services			
306873	04/25/2019		
Inv	207981		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/20/2019	Temporary Staffing Svcs. Marina W. w/o 3/17/19		607.60
Inv 207981 Total			607.60
Inv	208071		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	Temporary Staffing Svcs. Marina W. w/o 3/24/19		607.60
Inv 208071 Total			607.60
Inv	208252		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2019	Temporary Staffing Svcs. Yesenia Adilene w/o 04/07/19		322.40
Inv 208252 Total			322.40
Inv	208339		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2019	Temporary Staffing Svcs. Yesenia Adilene w/o 04/14/19		458.80
Inv 208339 Total			458.80

Check Number	Check Date	Amount
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306873 Total:		1,996.40
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OSSS3010 - Olympic Staffing Services Total:		1,996.40
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ORJO4011 - Ortiz, Joe

306874 04/25/2019

Inv 04/18-04/20/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Reimb. LACPC's Conference for Cheif Joe Ortiz	665.88

Inv 04/18-04/20/19 Total		665.88
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306874 Total:		665.88
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ORJO4011 - Ortiz, Joe Total:		665.88
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PATC3011 - PayTech

306875 04/25/2019

Inv SIN016475

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Contract for Implementation Svcs. for ADP Setup	225.00

Inv SIN016475 Total		225.00
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Inv SIN016564

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Contract for Implementation Svcs. for ADP Setup	525.00

Inv SIN016564 Total		525.00
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Inv SIN016652

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Contract for Implementation Svcs. for ADP Setup	600.00

Inv SIN016652 Total		600.00
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306875 Total:		1,350.00
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PATC3011 - PayTech Total:		1,350.00
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PRCT4011 - Perez, Christopher

306909 05/03/2019

Inv 05/13-05/17/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Training Class May 13-17 2019 for Ofcr. Perez	1,044.68

Check Number	Check Date	Amount
Inv 05/13-05/17/19 Total		1,044.68
306909 Total:		1,044.68
PRCT4011 - Perez, Christoper Total:		1,044.68
PLPT5270 - Philpot, Janna		
306876	04/25/2019	
Inv	R99374/100944	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund for Client Cancellation - Jiu Jitsu for Luther Philpot	32.00
Inv R99374/100944 Total		32.00
306876 Total:		32.00
PLPT5270 - Philpot, Janna Total:		32.00
PCLS6711 - PSI Water Technologies, Inc.		
306877	04/25/2019	
Inv	INV0003127	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	PSI Materials and Labor: Chloring Generation Systems Wilson & G:	1,500.00
Inv INV0003127 Total		1,500.00
306877 Total:		1,500.00
PCLS6711 - PSI Water Technologies, Inc. Total:		1,500.00
PUWA8020 - Pure Water		
306910	05/03/2019	
Inv	201814057	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	May 2019 FD Supplies	87.39
Inv 201814057 Total		87.39
306910 Total:		87.39
PUWA8020 - Pure Water Total:		87.39
RAMS3041 - Rogers Anderson, Malody & Scott LLP		
306911	05/03/2019	
Inv	60354	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/28/2019	RAMS Services and Government Auditing for City of South Pasade	23,000.00
Inv 60354 Total		23,000.00
306911 Total:		23,000.00
RAMS3041 - Rogers Anderson, Malody & Scott LLP Total:		23,000.00
SSDV2018 - Sandoval, Sheila		
306923	05/03/2019	
Inv	P/R/E 04/28/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Garnishment	876.92
05/01/2019	Garnishment	492.04
Inv P/R/E 04/28/19 Total		1,368.96
306923 Total:		1,368.96
SSDV2018 - Sandoval, Sheila Total:		1,368.96
SCOT8300 - So Cal Office Technologies		
306912	05/03/2019	
Inv	IN1066963	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Citywide Copier Overages - 01/10-04/09/19	4,726.06
Inv IN1066963 Total		4,726.06
306912 Total:		4,726.06
SCOT8300 - So Cal Office Technologies Total:		4,726.06
SOU6666 - So. CA Edison Co.		
306913	05/03/2019	
Inv	3-000-5677-90	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	2/15/19-3/19/19	46.74
Inv 3-000-5677-90 Total		46.74
Inv	3-000-5950-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/21/19-4/22/19	13.63
Inv 3-000-5950-21 Total		13.63

Check Number	Check Date	Amount
Inv	3-000-5950-22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	42.74
Inv 3-000-5950-22 Total		42.74
Inv	3-000-7125-63	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	12.27
Inv 3-000-7125-63 Total		12.27
Inv	3-000-7125-66	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	19.31
Inv 3-000-7125-66 Total		19.31
Inv	3-000-7152-57	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	11.61
Inv 3-000-7152-57 Total		11.61
Inv	3-000-8455-69	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	29.87
Inv 3-000-8455-69 Total		29.87
Inv	3-000-9969-52	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/21/19-04/22/19	6.17
05/13/2019	03/21/19-04/22/19	6.17
Inv 3-000-9969-52 Total		12.34
Inv	3-001-1810-93	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	29.70
Inv 3-001-1810-93 Total		29.70
Inv	3-001-1810-94	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	20.11
Inv 3-001-1810-94 Total		20.11
Inv	3-001-1810-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
05/13/2019	03/19/19-04/17/19	29,911.62
Inv 3-001-1810-98 Total		29,911.62
Inv 3-001-1811-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	2,657.01
Inv 3-001-1811-29 Total		2,657.01
Inv 3-001-1811-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	14.76
Inv 3-001-1811-35 Total		14.76
Inv 3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/21/19-04/22/19	36.65
05/13/2019	03/21/19-04/22/19	36.65
Inv 3-001-1811-44 Total		73.30
Inv 3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/21/19-04/22/19	33.36
05/13/2019	03/21/19-04/22/19	33.37
Inv 3-001-1811-45 Total		66.73
Inv 3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	32.98
Inv 3-001-1811-48 Total		32.98
Inv 3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	41.48
Inv 3-001-1811-56 Total		41.48
Inv 3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	28.38
Inv 3-001-1811-58 Total		28.38
Inv 3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	30.55

Check Number	Check Date	Amount
Inv 3-001-1811-59 Total		30.55
Inv 3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	12.75
Inv 3-001-1811-63 Total		12.75
Inv 3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	31.15
Inv 3-001-1811-67 Total		31.15
Inv 3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	78.83
Inv 3-001-1811-68 Total		78.83
Inv 3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/01/19-04/01/19	21.24
Inv 3-001-1811-69 Total		21.24
Inv 3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	56.12
Inv 3-001-1811-75 Total		56.12
Inv 3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	38.45
Inv 3-001-1811-76 Total		38.45
Inv 3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	29.63
Inv 3-001-1811-77 Total		29.63
Inv 3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	28.53
Inv 3-001-1811-79 Total		28.53

Check Number	Check Date	Amount
Inv 3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	27.64
Inv 3-001-1811-80 Total		27.64
Inv 3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	11.83
Inv 3-001-1811-86 Total		11.83
Inv 3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	16.48
Inv 3-001-1811-87 Total		16.48
Inv 3-001-1811-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/01/19-04/01/19	14.19
05/13/2019	3/01/19-04/01/19	14.19
Inv 3-001-1811-89 Total		28.38
Inv 3-001-1811-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	28.54
Inv 3-001-1811-90 Total		28.54
Inv 3-001-1811-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	46.63
Inv 3-001-1811-91 Total		46.63
Inv 3-001-1811-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	14.00
Inv 3-001-1811-92 Total		14.00
Inv 3-001-1811-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	30.81
Inv 3-001-1811-93 Total		30.81
Inv 3-001-1811-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
05/13/2019	02/26/19-03/27/19	12.84
Inv 3-001-1811-95 Total		12.84
Inv 3-001-1811-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	13.46
Inv 3-001-1811-98 Total		13.46
Inv 3-001-1812-06		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	18.64
Inv 3-001-1812-06 Total		18.64
Inv 3-001-1812-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/21/19-04/22/19	14.36
Inv 3-001-1812-07 Total		14.36
Inv 3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	44.65
Inv 3-001-1812-08 Total		44.65
Inv 3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/01/19-04/01/19	258.11
Inv 3-001-1812-09 Total		258.11
Inv 3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	34.57
Inv 3-001-1812-10 Total		34.57
Inv 3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	23.56
Inv 3-001-1812-11 Total		23.56
Inv 3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	14.68
Inv 3-001-1812-12 Total		14.68

Check Number	Check Date	Amount
Inv	3-001-1812-25	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	11.74
Inv 3-001-1812-25 Total		11.74
Inv	3-001-1812-26	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	621.40
Inv 3-001-1812-26 Total		621.40
Inv	3-001-1812-27	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	32.14
Inv 3-001-1812-27 Total		32.14
Inv	3-001-1812-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/28/19-03/29/19	22.02
Inv 3-001-1812-31 Total		22.02
Inv	3-001-1812-32	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/01/19-04/01/19	12.63
Inv 3-001-1812-32 Total		12.63
Inv	3-001-1812-36	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/28/19-03/29/19	31.02
Inv 3-001-1812-36 Total		31.02
Inv	3-001-1812-38	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	11.51
Inv 3-001-1812-38 Total		11.51
Inv	3-001-1812-39	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	37.32
Inv 3-001-1812-39 Total		37.32
Inv	3-001-9413-97	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	1,407.22

Check Number	Check Date	Amount
Inv 3-001-9413-97 Total		1,407.22
Inv 3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	35.81
Inv 3-002-4372-43 Total		35.81
Inv 3-002-4473-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	11.83
Inv 3-002-4473-12 Total		11.83
Inv 3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	3/01/19-04/01/19	10.60
Inv 3-003-7341-83 Total		10.60
Inv 3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	18.94
Inv 3-004-3214-58 Total		18.94
Inv 3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	34.87
Inv 3-004-4562-56 Total		34.87
Inv 3-016-0678-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	46.07
Inv 3-016-0678-82 Total		46.07
Inv 3-022-6051-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	51.59
Inv 3-022-6051-15 Total		51.59
Inv 3-022-6897-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	15.42
Inv 3-022-6897-57 Total		15.42

Check Number	Check Date	Amount
Inv 3-022-6897-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	12.65
Inv 3-022-6897-89 Total		12.65
Inv 3-022-6897-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	14.92
Inv 3-022-6897-99 Total		14.92
Inv 3-022-6898-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	12.49
Inv 3-022-6898-05 Total		12.49
Inv 3-022-6898-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/28/19-03/29/19	11.89
Inv 3-022-6898-17 Total		11.89
Inv 3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	514.12
Inv 3-046-7147-27 Total		514.12
Inv 3-048-3503-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	0.39
Inv 3-048-3503-18 Total		0.39
Inv 3-048-3503-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	2.38
Inv 3-048-3503-31 Total		2.38
Inv 3-048-3504-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	0.31
Inv 3-048-3504-12 Total		0.31
Inv 3-048-3504-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	5.69

Check Number	Check Date	Amount
Inv 3-048-3504-73	Total	5.69
Inv 3-048-3505-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	5.40
Inv 3-048-3505-86	Total	5.40
Inv 3-048-3506-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	3.42
Inv 3-048-3506-21	Total	3.42
Inv 3-048-3506-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	6.34
Inv 3-048-3506-72	Total	6.34
Inv 3-048-3507-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	9.52
Inv 3-048-3507-28	Total	9.52
Inv 3-048-3515-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	0.16
Inv 3-048-3515-02	Total	0.16
Inv 3-048-3515-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	22.29
Inv 3-048-3515-19	Total	22.29
Inv 3-048-3515-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	10.12
Inv 3-048-3515-96	Total	10.12
Inv 3-048-3520-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	49.44
Inv 3-048-3520-99	Total	49.44

Check Number	Check Date	Amount
Inv	3-048-3524-22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	18.85
Inv 3-048-3524-22 Total		18.85
Inv	3-048-3528-66	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	14.39
Inv 3-048-3528-66 Total		14.39
Inv	3-048-3529-42	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	19.09
Inv 3-048-3529-42 Total		19.09
Inv	3-048-3530-52	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/25/19-03/26/19	0.36
Inv 3-048-3530-52 Total		0.36
Inv	3-048-3587-48	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	6.77
Inv 3-048-3587-48 Total		6.77
Inv	3-048-3587-62	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	0.73
Inv 3-048-3587-62 Total		0.73
Inv	3-048-3593-95	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	11.62
Inv 3-048-3593-95 Total		11.62
Inv	3-048-3593-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	16.90
Inv 3-048-3593-98 Total		16.90
Inv	3-048-3594-36	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	2.36

Check Number	Check Date	Amount
Inv 3-048-3594-36 Total		2.36
Inv 3-048-3599-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	1,498.88
Inv 3-048-3599-01 Total		1,498.88
Inv 3-048-3599-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	18.68
Inv 3-048-3599-97 Total		18.68
Inv 3-048-3600-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	11.01
Inv 3-048-3600-65 Total		11.01
Inv 3-048-3601-53		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	608.57
Inv 3-048-3601-53 Total		608.57
Inv 3-048-3608-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/26/19-03/27/19	91.17
Inv 3-048-3608-21 Total		91.17
Inv 3-048-3659-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	62.94
Inv 3-048-3659-71 Total		62.94
Inv 3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	12.56
Inv 3-048-3662-71 Total		12.56
Inv 3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	0.31
Inv 3-048-3664-38 Total		0.31

Check Number	Check Date	Amount
Inv	3-048-3670-65	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	0.16
Inv 3-048-3670-65 Total		0.16
Inv	3-048-3735-77	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	9.03
Inv 3-048-3735-77 Total		9.03
Inv	3-048-3736-11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/27/19-03/28/19	16.48
Inv 3-048-3736-11 Total		16.48
Inv	3-048-3750-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/28/19-03/29/19	0.74
Inv 3-048-3750-12 Total		0.74
Inv	3-048-3807-64	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	15.39
Inv 3-048-3807-64 Total		15.39
Inv	3-048-3810-70	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	0.31
Inv 3-048-3810-70 Total		0.31
Inv	3-048-3817-68	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	0.17
Inv 3-048-3817-68 Total		0.17
Inv	3-048-3819-71	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	9.55
Inv 3-048-3819-71 Total		9.55
Inv	3-048-3823-92	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	24.96

Check Number	Check Date	Amount
Inv 3-048-3823-92	Total	24.96
Inv 3-048-4954-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/20/19-03/21/19	46.62
05/13/2019	02/20/19-03/21/19	46.63
Inv 3-048-4954-40	Total	93.25
Inv 3-048-4960-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/20/19-03/21/19	3.12
Inv 3-048-4960-02	Total	3.12
Inv 3-048-4960-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/20/19-03/21/19	51.77
05/13/2019	02/20/19-03/21/19	51.77
Inv 3-048-4960-34	Total	103.54
Inv 3-048-4961-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/20/19-03/21/19	1.86
Inv 3-048-4961-25	Total	1.86
Inv 3-048-5125-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	25.41
Inv 3-048-5125-68	Total	25.41
Inv 3-048-5125-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	20.34
Inv 3-048-5125-73	Total	20.34
Inv 3-048-5127-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	10.80
Inv 3-048-5127-24	Total	10.80
Inv 3-048-5129-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	0.88
Inv 3-048-5129-43	Total	0.88

Check Number	Check Date	Amount
Inv	3-048-5129-59	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	11.19
Inv 3-048-5129-59 Total		11.19
Inv	3-048-5131-46	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	0.49
Inv 3-048-5131-46 Total		0.49
Inv	3-048-5131-47	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	10.20
Inv 3-048-5131-47 Total		10.20
Inv	3-048-5135-05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	28.11
Inv 3-048-5135-05 Total		28.11
Inv	3-048-5136-08	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	16.16
Inv 3-048-5136-08 Total		16.16
Inv	3-048-5142-29	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	02/22/19-03/25/19	12.49
Inv 3-048-5142-29 Total		12.49
Inv	3-048-7780-74	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	1.70
Inv 3-048-7780-74 Total		1.70
Inv	3-048-7781-02	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	7.15
Inv 3-048-7781-02 Total		7.15
Inv	3-048-7781-59	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
05/13/2019	03/01/19-04/01/19	60.23
Inv 3-048-7781-59 Total		60.23
Inv 3-048-7782-47		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	10.62
Inv 3-048-7782-47 Total		10.62
Inv 3-048-7782-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	1.70
Inv 3-048-7782-87 Total		1.70
Inv 3-048-7783-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	3.40
Inv 3-048-7783-35 Total		3.40
Inv 3-048-7786-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	03/01/19-04/01/19	3.57
05/13/2019	03/01/19-04/01/19	3.58
Inv 3-048-7786-19 Total		7.15
306913 Total:		40,026.44
SOU6666 - So. CA Edison Co. Total:		40,026.44
SCMM6116 - So. Cal Mobile Maint.		
306878	04/25/2019	
Inv 0016536		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Emergency Maint. Due to CNG Tank Leak Unit # 78	460.00
Inv 0016536 Total		460.00
306878 Total:		460.00
SCMM6116 - So. Cal Mobile Maint. Total:		460.00
SLWM3032 - SolarWinds MSP UK Limited		
306914	05/03/2019	
Inv MSPINV00074898		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
09/30/2018	Email Protection & Filtering Service, Acct # 185314	4,590.00
	Inv MSPINV00074898 Total	4,590.00
306914 Total:		4,590.00
SLWM3032 - SolarWinds MSP UK Limited Total:		4,590.00
STA5219 - Staples Business Advantage		
306879	04/25/2019	
Inv	3403131216	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2019	Office Supplies for Management Services Dept.	83.07
Inv 3403131216 Total		83.07
Inv	3410747311	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Office Supplies for Management Services Dept.	333.37
Inv 3410747311 Total		333.37
Inv	3410820960	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Office Supplies for Management Services Dept.	85.39
Inv 3410820960 Total		85.39
Inv	3410820961	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Office Supplies for Management Services Dept.	200.92
Inv 3410820961 Total		200.92
306879 Total:		702.75
306915	05/03/2019	
Inv	3411307798	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2019	MS Office Supplies	99.69
Inv 3411307798 Total		99.69
Inv	3411585437	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2019	MS Office Supplies	77.12
Inv 3411585437 Total		77.12

Check Number	Check Date	Amount
306915 Total:		176.81
STA5219 - Staples Business Advantage Total:		879.56
SCO3311 - State Controllers Office		
306880	04/25/2019	
Inv	FAUD-00001826	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Annual Street Report FY17-18	1,959.96
Inv FAUD-00001826 Total		1,959.96
306880 Total:		1,959.96
SCO3311 - State Controllers Office Total:		1,959.96
STGOES40 - State of California, Governor's Office of Emergency Services		
306916	05/03/2019	
Inv	CSTI7040-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Training Class Det. / SRO Arthur Burgos	800.00
Inv CSTI7040-18 Total		800.00
Inv	CSTI7041-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Training Class Ofcr. Gilberto Carrillo	800.00
Inv CSTI7041-18 Total		800.00
Inv	CSTI7042-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Training Class Cpl. Avick Manukian	800.00
Inv CSTI7042-18 Total		800.00
Inv	CSTI7043-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Training Class Ofcr. Christopher Perez	800.00
Inv CSTI7043-18 Total		800.00
306916 Total:		3,200.00
STGOES40 - State of California, Governor's Office of Emergency Services Total:		3,200.00
TECH8025 - Tech Air of California		

Check Number	Check Date		Amount
306917	05/03/2019		
Inv	04804879		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	FD Oxygen Cylinder Rental		157.50
Inv 04804879 Total			157.50
306917 Total:			157.50
TECH8025 - Tech Air of California Total:			157.50
SOU5030 - The Gas Company			
306918	05/03/2019		
Inv	072 519 1300 5		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		15.39
Inv 072 519 1300 5 Total			15.39
Inv	080 919 2900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		221.99
Inv 080 919 2900 3 Total			221.99
Inv	080 919 3600 8		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		34.56
Inv 080 919 3600 8 Total			34.56
Inv	083 019 3600 4		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		49.28
Inv 083 019 3600 4 Total			49.28
Inv	135 519 3700 9		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		50.88
Inv 135 519 3700 9 Total			50.88
Inv	137 619 3700 5		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	03/18/19-04/16/19		80.63
Inv 137 619 3700 5 Total			80.63

Check Number	Check Date	Amount
Inv 148 220 0900 8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	03/18/19-04/16/19	96.03
Inv 148 220 0900 8 Total		96.03
306918 Total:		548.76
SOU5030 - The Gas Company Total:		548.76
TIM4011 - Time Warner Cable		
306881	04/25/2019	
Inv 0224964032819		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2019	Service from 4/8/19 through 5/7/19	381.26
Inv 0224964032819 Total		381.26
Inv 0251967041219		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Service from 4/22/19 through 5/21/19	215.91
Inv 0251967041219 Total		215.91
Inv 0269985040719		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2019	Service from 4/17/19 through 5/16/19	174.67
Inv 0269985040719 Total		174.67
Inv 0311688040119		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Service from 4/11/19 through 5/10/19	1,223.00
Inv 0311688040119 Total		1,223.00
Inv 0311704040119		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Service from 4/11/19 through 5/10/19	1,223.00
Inv 0311704040119 Total		1,223.00
Inv 0311712040119		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Service from 4/11/19 through 5/10/19	1,190.00
Inv 0311712040119 Total		1,190.00
Inv 0345504041119		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/11/2019	Service from 4/21/19 through 5/20/19	360.00
Inv 0345504041119	Total	360.00
306881 Total:		4,767.84
306919	05/03/2019	
Inv 008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	1100 Oxley St. 04/29-05/28/19	5.25
Inv 008 0012005	Total	5.25
Inv 008 0070193		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2019	SPPD 05/01-05/31/19	78.95
Inv 008 0070193	Total	78.95
Inv 008 0355990		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	416 Garfield Ave. Water Ops. 05/02-06/01/19	399.30
Inv 008 0355990	Total	399.30
Inv 899 0029763		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2019	PD Cable 05/01-05/31/19	228.79
Inv 899 0029763	Total	228.79
306919 Total:		712.29
TIM4011 - Time Warner Cable Total:		5,480.13
UPP7789 - Upper S.G.Mun. Water Dist.		
306882	04/25/2019	
Inv 2/03-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	MWD Water Supply Kole Avc. & Monterey Rd. 3/19	71.67
Inv 2/03-19	Total	71.67
306882 Total:		71.67
UPP7789 - Upper S.G.Mun. Water Dist. Total:		71.67
VPSI407 - Valley Power Systems Inc.		

Check Number	Check Date		Amount
306920	05/03/2019		
Inv	I32234		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	Vehicle Maint. Engine 781		8,439.15
Inv I32234 Total			8,439.15
306920 Total:			8,439.15
VPSI407 - Valley Power Systems Inc. Total:			8,439.15
VEBU3010 - Verizon Business Svcs, MCI Comm Service			
306883	04/25/2019		
Inv	7DE37177		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2019	Phone Conferencing Svcs. 3/19		35.71
Inv 7DE37177 Total			35.71
306883 Total:			35.71
VEBU3010 - Verizon Business Svcs, MCI Comm Service Total:			35.71
VERW6711 - Verizon Wireless			
306884	04/25/2019		
Inv	9826991054		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	2/27-3/26		498.02
Inv 9826991054 Total			498.02
306884 Total:			498.02
306921	05/03/2019		
Inv	9828514171		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2019	Mgmt, Ipad Services 03/20-04/19 Act# 971317126-00001		149.14
Inv 9828514171 Total			149.14
306921 Total:			149.14
VERW6711 - Verizon Wireless Total:			647.16
BCVP4610 - Villapando, Bianca			
306885	04/25/2019		

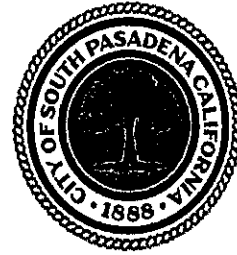
Check Number	Check Date	Amount
Inv R96000/100945-6		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund for Cancellation of Jiu Jitsu for Athena & English	64.00
Inv R96000/100945-6 Total		64.00
306885 Total:		64.00
BCVP4610 - Villapando, Bianca Total:		64.00
XRXF5010 - Xerox Financial Svcs		
306886	04/25/2019	
Inv 1578609		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Fire Dept Copier Lease payment 4/10-5/9	1,893.11
Inv 1578609 Total		1,893.11
Inv 1588702		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	Fire Dept Copier Lease payment 4/06-05/05/19	273.17
Inv 1588702 Total		273.17
306886 Total:		2,166.28
XRXF5010 - Xerox Financial Svcs Total:		2,166.28
ZHSH5270 - Zhao, Shu		
306887	04/25/2019	
Inv R99612/100981		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund for Client Cancellation - Art Adventure & Club Pro Soccer	249.00
Inv R99612/100981 Total		249.00
306887 Total:		249.00
ZHSH5270 - Zhao, Shu Total:		249.00
Total:		279,153.66

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: ealvarez
 Printed: 05/07/2019 - 4:31PM



Check Number	Check Date		Amount
ADA0143 - Adamson Police Products			
306924	05/15/2019		
Inv	INV289564		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2018	2 Magazine Pouches - 1 Mid-Level Holster		208.01
Inv INV289564 Total			208.01
Inv	INV300159		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	1 Blue Powder-Free Gloves		24.21
Inv INV300159 Total			24.21
306924 Total:			232.22
ADA0143 - Adamson Police Products Total:			
			232.22
ALC4018 - Alco Target Company			
306925	05/15/2019		
Inv	66715		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/09/2019	Miscellaneous Targets		283.93
Inv 66715 Total			283.93
306925 Total:			283.93
ALC4018 - Alco Target Company Total:			
			283.93
ALH0179 - Alhambra Car Wash			
306926	05/15/2019		
Inv	Mar. 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	PD Car Washed Mar. 2019		198.00
Inv Mar. 2019 Total			198.00
306926 Total:			198.00

Check Number	Check Date	Amount
ALH0179 - Alhambra Car Wash Total:		198.00
ACMT2920 - All City Management		
306927	05/15/2019	
Inv	60787	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	School Crossing Guard Svcs. 03/24-04/06/19	3,809.02
Inv 60787 Total		3,809.02
306927 Total:		3,809.02
ACMT2920 - All City Management Total:		3,809.02
ALL0197 - All Star Fire Equipment, Inc.		
306928	05/15/2019	
Inv	214935	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	FD Safetey Clothing & Equipment	14.96
Inv 214935 Total		14.96
306928 Total:		14.96
ALL0197 - All Star Fire Equipment, Inc. Total:		14.96
AIS0107 - Alliant Insurance Svcs, Inc.		
306929	05/15/2019	
Inv	01/01-03/31/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Special Events Reporting 01/01-03/31/19	1,967.69
04/22/2019	Special Events Reporting 01/01-03/31/19	192.78
Inv 01/01-03/31/19 Total		2,160.47
306929 Total:		2,160.47
AIS0107 - Alliant Insurance Svcs, Inc. Total:		2,160.47
AMBB9289 - American Business Bank		
306930	05/15/2019	
Inv	8	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Graves Rcservoir Project Escrow Account for Project Retention	18,644.11
Inv 8 Total		18,644.11

Check Number	Check Date	Amount
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306930 Total:		18,644.11
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AMBB9289 - American Business Bank Total:		18,644.11
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AQU8030 - Aquarium of the Pacific

306931	05/15/2019	
Inv	8206341	

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2019	Senior Center Group Entrance May 16,2019	798.00

Inv 8206341 Total		798.00
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306931 Total:		798.00
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AQU8030 - Aquarium of the Pacific Total:		798.00
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BAK0369 - Baker & Taylor Books

306932	05/15/2019	
Inv	4012503401	

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2019	Books	390.53

Inv 4012503401 Total		390.53
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Inv	4012514887	
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<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Books	26.17

Inv 4012514887 Total		26.17
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306932 Total:		416.70
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BAK0369 - Baker & Taylor Books Total:		416.70
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BAK0366 - Baker & Taylor Entertainment

306933	05/15/2019	
Inv	H31800400	

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	CDs, DVDs & Other Library Materials	111.32

Inv H31800400 Total		111.32
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Inv	T02059500	
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<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	CDs, DVDs & Other Library Materials	10.53

Check Number	Check Date	Amount
Inv T02059500 Total		10.53
Inv T02260860		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	CDs, DVDs & Other Library Materials	110.00
Inv T02260860 Total		110.00
Inv T02316090		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	CDs, DVDs & Other Library Materials	38.57
Inv T02316090 Total		38.57
Inv T02346280		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2019	CDs, DVDs & Other Library Materials	11.33
Inv T02346280 Total		11.33
Inv T02484520		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	CDs, DVDs & Other Library Materials	81.53
Inv T02484520 Total		81.53
Inv T02491280		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	CDs, DVDs & Other Library Materials	41.02
Inv T02491280 Total		41.02
Inv T02511710		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	CDs, DVDs & Other Library Materials	10.28
Inv T02511710 Total		10.28
Inv T02688230		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	CDs, DVDs & Other Library Materials	28.73
Inv T02688230 Total		28.73
Inv T02759790		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	CDs, DVDs & Other Library Materials	9.71
Inv T02759790 Total		9.71

Check Number	Check Date	Amount
306933 Total:		453.02
BAK0366 - Baker & Taylor Entertainment Total:		453.02
BLYV2990 - Ballesteros, Yvonne		
306934	05/15/2019	
Inv	1699-014	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	2024 Maycrest Ave. Application Refund	424.73
Inv 1699-014 Total		424.73
306934 Total:		424.73
BLYV2990 - Ballesteros, Yvonne Total:		424.73
DBBD8011 - Beadle, Debra		
306935	05/15/2019	
Inv	04.12.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	Reimb. for Volunteer Recognition Event Paper Goods Supplies	101.44
04/25/2019	Reimb. for Volunteer Recognition Event Paper Goods Supplies	18.60
Inv 04.12.19 Total		120.04
306935 Total:		120.04
DBBD8011 - Beadle, Debra Total:		120.04
DABN8267 - Bohan, Diana		
306936	05/15/2019	
Inv	April 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Class Instructor Yoga April 2019	238.40
Inv April 2019 Total		238.40
306936 Total:		238.40
DABN8267 - Bohan, Diana Total:		238.40
PMAB8021 - Budka, Pamela Avry		
306937	05/15/2019	
Inv	April 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Substitutec Meditation Instructor April 2019	186.40

Check Number	Check Date		Amount
		Inv April 2019 Total	186.40
		306937 Total:	186.40
		PMAB8021 - Budka, Pamela Avry Total:	186.40
		CAL5236 - CA Linen Services	
306938	05/15/2019		
		Inv 1630208	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/22/2019 FD Dept. Supplies	94.75
		Inv 1630208 Total	94.75
		Inv 1632528	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/29/2019 FD Dept. Supplies	88.71
		Inv 1632528 Total	88.71
		306938 Total:	183.46
		CAL5236 - CA Linen Services Total:	183.46
		CAN0607 - Cantu Graphics	
306939	05/15/2019		
		Inv 5325	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/27/2019 Uncoated Business Cards for Brian Solinsky	32.80
		Inv 5325 Total	32.80
		Inv 5516	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		03/07/2019 Uncoated Business Cards for David Calderon	32.80
		Inv 5516 Total	32.80
		Inv 5546	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/19/2019 24x36 Coroplast (1935 Hanscom Drive)	177.39
		Inv 5546 Total	177.39
		306939 Total:	242.99

Check Number	Check Date		Amount
CAN0607 - Cantu Graphics Total:			242.99
CAR7997 - Carpet 4 Less			
306940	05/15/2019		
Inv	18081		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/14/2019	Library Vinyl Floor & Demo Labor & Materials		7,927.80
Inv 18081 Total			7,927.80
Inv	2000		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/19/2019	Arroyo Seco Golf Course Carpet Tiles		5,300.00
Inv 2000 Total			5,300.00
306940 Total:			13,227.80
CAR7997 - Carpet 4 Less Total:			13,227.80
CAT0700 - Catering Systems Inc.			
306941	05/15/2019		
Inv	5065		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2019	Sr. Center Meals w/4/15-04/19/19		1,873.80
Inv 5065 Total			1,873.80
Inv	5073		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2019	Sr. Center Meals w/ 04/22-04/27/19		1,900.80
Inv 5073 Total			1,900.80
306941 Total:			3,774.60
CAT0700 - Catering Systems Inc. Total:			3,774.60
CBE5011 - CBE Los Angeles			
306942	05/15/2019		
Inv	IN2136360		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2019	Contract Charges 03/20-04/19/19		73.97
Inv IN2136360 Total			73.97
306942 Total:			73.97

Check Number	Check Date	Amount
CBE5011 - CBE Los Angeles Total:		73.97
CCEA6011 - City and County Engineers Association		
306943	05/15/2019	
Inv	04.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Annual Dues for Daniel Ojeda Interim Dir. Public Works	50.00
Inv 04.29.19 Total		50.00
306943 Total:		50.00
CCEA6011 - City and County Engineers Association Total:		50.00
CCAC1020 - City Clerk's Assoc. of CA		
306944	05/15/2019	
Inv	20190177	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Job Advertisement - Chief City Clerk	200.00
Inv 20190177 Total		200.00
306944 Total:		200.00
CCAC1020 - City Clerk's Assoc. of CA Total:		200.00
COM6601 - Community Controls		
306945	05/15/2019	
Inv	AAA0429646	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2018	Repair of North Gate	65.00
Inv AAA0429646 Total		65.00
306945 Total:		65.00
COM6601 - Community Controls Total:		65.00
CRSN5011 - CrewSense, LLC		
306946	05/15/2019	
Inv	0012367	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Contract Services Command Sharing 05/01-05/31/19	99.99
Inv 0012367 Total		99.99

Check Number	Check Date	Amount
306946 Total:		99.99
CRSN5011 - CrewSense, LLC Total:		99.99
DSP0755 - D & S Printing		
306947	05/15/2019	
Inv	8244	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2019	500 DDR Folders	445.00
Inv 8244 Total		445.00
Inv	8257	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	500 Sympathy Cards	312.08
Inv 8257 Total		312.08
Inv	8271	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	11x17 Posters Music Festival	109.50
Inv 8271 Total		109.50
306947 Total:		866.58
DSP0755 - D & S Printing Total:		866.58
DVJF7011 - Davis, Jennifer		
306948	05/15/2019	
Inv	Davis 2019-SP01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Consulting Svcs. for Economic Development Strategy	9,100.00
Inv Davis 2019-SP01 Total		9,100.00
306948 Total:		9,100.00
DVJF7011 - Davis, Jennifer Total:		9,100.00
DEM0777 - Demco		
306949	05/15/2019	
Inv	6584363	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Technical Services Supplies	393.87
Inv 6584363 Total		393.87

Check Number	Check Date	Amount
306949 Total:		393.87
DEM0777 - Demco Total:		393.87
DDL8010 - Dr. Detail Ph.D		
306950	05/15/2019	
Inv 1823		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Cleaning of Carpets and Upholstered Chairs	474.00
Inv 1823 Total		474.00
Inv 1824		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Polishing of Stainless Surface in Kitchen and Area Rug	274.00
Inv 1824 Total		274.00
306950 Total:		748.00
DDL8010 - Dr. Detail Ph.D Total:		748.00
EBS1007 - EBSCO Subscription Services		
306951	05/15/2019	
Inv 1903192		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	Magazines Subscriptions	31.68
Inv 1903192 Total		31.68
306951 Total:		31.68
EBS1007 - EBSCO Subscription Services Total:		31.68
ELL1017 - Ellen's Silkscreening		
306952	05/15/2019	
Inv EE70772		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Comm. Svcs. Purchase of Uniforms for Staff	464.06
Inv EE70772 Total		464.06
Inv EE70774		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Digitize New City Logo Embroidery for Future Shirts	54.75

Check Number	Check Date	Amount
Inv EE70774 Total		54.75
306952 Total:		518.81
ELL1017 - Ellen's Silkscreening Total:		518.81
ENT5426 - Entenmann-Rovin		
306953	05/15/2019	
Inv 0138546-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2018	Change Retired Panel on Reserve Sergeant's badge	78.06
Inv 0138546-IN Total		78.06
306953 Total:		78.06
ENT5426 - Entenmann-Rovin Total:		78.06
EURO6710 - Eurofins Eaton Analytical		
306954	05/15/2019	
Inv L0431938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2019	Lab Svcs	40.00
Inv L0431938 Total		40.00
Inv L0431941		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2019	Lab Svcs	127.00
Inv L0431941 Total		127.00
Inv L0437256		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2019	Lab Svcs	60.00
Inv L0437256 Total		60.00
Inv L0437257		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2019	Lab Svcs	60.00
Inv L0437257 Total		60.00
Inv L0441726		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	60.00
Inv L0441726 Total		60.00

Check Number	Check Date	Amount
Inv L0441731		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	60.00
Inv L0441731 Total		60.00
Inv L0441732		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	60.00
Inv L0441732 Total		60.00
Inv L0441733		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	60.00
Inv L0441733 Total		60.00
Inv L0441735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	46.00
Inv L0441735 Total		46.00
Inv L0443640		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	41.16
03/29/2019	Lab Svcs	18.84
Inv L0443640 Total		60.00
Inv L0443641		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	60.00
Inv L0443641 Total		60.00
Inv L0443642		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	60.00
Inv L0443642 Total		60.00
Inv L0443643		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	60.00
Inv L0443643 Total		60.00

Check Number	Check Date	Amount
Inv L0443644		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	60.00
Inv L0443644 Total		60.00
Inv L0443726		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2019	Lab Svcs	127.00
Inv L0443726 Total		127.00
Inv L0444037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Lab Svcs	127.00
Inv L0444037 Total		127.00
Inv L0444819		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Lab Svcs	60.00
Inv L0444819 Total		60.00
Inv L0444825		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Lab Svcs	60.00
Inv L0444825 Total		60.00
Inv L0444826		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Lab Svcs	60.00
Inv L0444826 Total		60.00
Inv L0444827		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Lab Svcs	60.00
Inv L0444827 Total		60.00
Inv L0444828		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Lab Svcs	60.00
Inv L0444828 Total		60.00
Inv L0445075		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	Lab Svcs	127.00

Check Number	Check Date	Amount
Inv L0445075 Total		127.00
Inv L0446146		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Lab Svcs	60.00
Inv L0446146 Total		60.00
Inv L0446166		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Lab Svcs	45.00
Inv L0446166 Total		45.00
Inv L0446167		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Lab Svcs	60.00
Inv L0446167 Total		60.00
Inv L0446168		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Lab Svcs	60.00
Inv L0446168 Total		60.00
Inv L0446171		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	Lab Svcs	60.00
Inv L0446171 Total		60.00
Inv L0446172		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	Lab Svcs	60.00
Inv L0446172 Total		60.00
Inv L0447227		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Lab Svcs	60.00
Inv L0447227 Total		60.00
Inv L0447236		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	Lab Svcs	60.00
Inv L0447236 Total		60.00

Check Number	Check Date		Amount
Inv	L0447237		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Lab Svcs		60.00
Inv L0447237 Total			60.00
Inv	L0447238		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Lab Svcs		60.00
Inv L0447238 Total			60.00
Inv	L0447277		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Lab Svcs		60.00
Inv L0447277 Total			60.00
306954 Total:			2,199.00
EURO6710 - Eurofins Eaton Analytical Total:			2,199.00
FMAC6601 - F.M. Thomas Air Conditioning Inc.			
306955	05/15/2019		
Inv	39631		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/12/2019	South Pasadena Civic Center Air Conditioning		1,965.00
Inv 39631 Total			1,965.00
306955 Total:			1,965.00
FMAC6601 - F.M. Thomas Air Conditioning Inc. Total:			1,965.00
GALS5010 - Galls			
306956	05/15/2019		
Inv	012388231		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2019	2 - Tactical Gun Mounted Lights & 2 LED Flashlight w/chargers		614.60
Inv 012388231 Total			614.60
Inv	012450649		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2019	LAPD Black Series AXBIIIA Male Conc		738.18
Inv 012450649 Total			738.18

Check Number	Check Date		Amount
306956 Total:			1,352.78
GALS5010 - Galls Total:			1,352.78
THR5910 - George L.Throop Co.			
306957	05/15/2019		
Inv	423		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/21/2019	Concrete Glue & Supplies for Street Division		196.14
Inv 423 Total			196.14
Inv	480		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/27/2019	Concrete for Streed Division		196.42
Inv 480 Total			196.42
Inv	523		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2019	Concrete & Supplies for Street Division		262.09
Inv 523 Total			262.09
Inv	838		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2019	Conceret & Supplies for Street Division		283.55
Inv 838 Total			283.55
306957 Total:			938.20
THR5910 - George L.Throop Co. Total:			938.20
GRA1244 - Graffiti Control Systems			
306958	05/15/2019		
Inv	SPAS0319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Citywide Graffiti Removal		2,481.00
Inv SPAS0319 Total			2,481.00
306958 Total:			2,481.00
GRA1244 - Graffiti Control Systems Total:			2,481.00
GRA6601 - Grainger			

Check Number	Check Date		Amount
306959	05/15/2019		
Inv	9121895750		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/20/2019	Mirror for Traffic Safety at Garfield Reservoir		112.99
Inv 9121895750 Total			112.99
306959 Total:			112.99
GRA6601 - Grainger Total:			112.99
GRE6116 - Great Match Consulting			
306960	05/15/2019		
Inv	1690003978		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2019	Street Dept. Temp Staff w/ Micah Van Zandt		740.88
04/09/2019	Temporary Personnel for Parks Division Cesar Aguirre		905.52
Inv 1690003978 Total			1,646.40
Inv	1690003981		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2019	Temporary Personnel for Parks Division Cesar Aguirre		740.88
04/16/2019	Street Dept. Temp Staff w/ Micah Van Zandt		905.52
Inv 1690003981 Total			1,646.40
306960 Total:			3,292.80
GRE6116 - Great Match Consulting Total:			3,292.80
GWRC8030 - Great Western Recreation			
306961	05/15/2019		
Inv	1903005		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2019	Purchase of 6 Heavy Duty Perforated Tables in Green		2,332.45
Inv 1903005 Total			2,332.45
306961 Total:			2,332.45
GWRC8030 - Great Western Recreation Total:			2,332.45
HAC6711 - Hach Company			
306962	05/15/2019		
Inv	11403691		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2019	Chlorine Level monitoring system		819.41

Check Number	Check Date	Amount
Inv 11403691 Total		819.41
Inv 11408186		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2019	Chlorine Level monitoring system & testing at various pumps	165.53
Inv 11408186 Total		165.53
306962 Total:		984.94
HAC6711 - Hach Company Total:		984.94
HWKR8032 - Hanway, Kurt		
306963	05/15/2019	
Inv SH0424-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Residential HE Showerhead Rebate	75.00
Inv SH0424-1 Total		75.00
Inv T0424-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Residential HE Toilet Rebate	200.00
Inv T0424-4 Total		200.00
306963 Total:		275.00
HWKR8032 - Hanway, Kurt Total:		275.00
HEN6201 - Henry's Towing		
306964	05/15/2019	
Inv 5702		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2019	Towing Service for Vehicle #78	48.00
Inv 5702 Total		48.00
306964 Total:		48.00
HEN6201 - Henry's Towing Total:		48.00
HHP2290 - Heritage Housing Partners		
306965	05/15/2019	
Inv 03/01/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
03/01/2019		Consulting Svcs. for Affordable Housing of Caltrans Homes	2,625.00
Inv 03/01/19 Total			2,625.00
Inv 04/02/19			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/02/2019		Consulting Svcs. for Affordable Housing of Caltrans Homes	4,428.15
Inv 04/02/19 Total			4,428.15
Inv 102			
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/01/2019		Consulting Svcs. for Affordable Housing of Caltrans Homes	1,742.60
Inv 102 Total			1,742.60
306965 Total:			8,795.75
HHP2290 - Heritage Housing Partners Total:			8,795.75
INCG6011 - Interwest Consulting Group			
306966	05/15/2019		
Inv 48711			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/11/2019		PW Admin Professional Services Mar. 2019	7,685.00
Inv 48711 Total			7,685.00
Inv 49051			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/18/2019		Professional Traffic Engineering Consulting Svcs FY 18-19	1,207.50
Inv 49051 Total			1,207.50
306966 Total:			8,892.50
INCG6011 - Interwest Consulting Group Total:			8,892.50
JSAR4011 - Jack's Auto Repair			
306967	05/15/2019		
Inv 16,256			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/14/2019		Transit Division FY18-19 Vehicle Maint. Unit # 77	213.70
Inv 16,256 Total			213.70
Inv 16,274			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/12/2019		PD Vehicle Maint. Unit # 1406	964.52

Check Number	Check Date	Amount
Inv 16,274 Total		964.52
Inv 16,287		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Transit Division FY18-19 Vehicle Maint.Unit # 77	55.00
Inv 16,287 Total		55.00
306967 Total:		1,233.22
JSAR4011 - Jack's Auto Repair Total:		1,233.22
SAUJ8267 - Jacobs, Saul		
306968	05/15/2019	
Inv April 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Presentation of music program "Music of Crosby & Sinatra)	125.00
Inv April 2019 Total		125.00
306968 Total:		125.00
SAUJ8267 - Jacobs, Saul Total:		125.00
JHMS8020 - JHM Supply		
306969	05/15/2019	
Inv 206336CR		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Irrigation Supplies Credit from Check # 206336	-22.69
Inv 206336CR Total		-22.69
Inv K13331/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Irrigation Supplies	23.17
Inv K13331/1 Total		23.17
Inv K13343/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Irrigation Supplies	3.60
Inv K13343/1 Total		3.60
306969 Total:		4.08

Check Number	Check Date		Amount
JHMS8020 - JHM Supply Total:			4.08
NRJZ5270 - Juarez, Nora			
306970	05/15/2019		
Inv	06473		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/24/2018	Request for Refund of Lost & Paid Library Materials		25.00
Inv 06473 Total			25.00
306970 Total:			25.00
NRJZ5270 - Juarez, Nora Total:			25.00
KIL8856 - Kilby, Sally			
306971	05/15/2019		
Inv	04.12.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Reimb. for Volunteer Recognition Event Supplies		82.57
Inv 04.12.19 Total			82.57
306971 Total:			82.57
KIL8856 - Kilby, Sally Total:			82.57
LTAP5500 - L.A.C. M. T. A.			
306972	05/15/2019		
Inv	103626		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Metro Pass Sales		420.00
04/30/2019	Metro Pass Sales		420.00
Inv 103626 Total			840.00
306972 Total:			840.00
LTAP5500 - L.A.C. M. T. A. Total:			840.00
LOS2226 - L.A.C. Registrar-Recorder			
306973	05/15/2019		
Inv	04.15.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2019	Notice of Exemption - Sidewalk Replacement & ADA Ramps Projec		75.00
Inv 04.15.19 Total			75.00

Check Number	Check Date	Amount
306973 Total:		75.00
LOS2226 - L.A.C. Registrar-Recorder Total:		75.00
LIFE822 - Life-Assist Inc.		
306974	05/15/2019	
Inv	915821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	FD Medical Supplies	59.68
Inv 915821 Total		59.68
306974 Total:		59.68
LIFE822 - Life-Assist Inc. Total:		59.68
LIN7766 - Linn & Associates		
306975	05/15/2019	
Inv	18.05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	1105-1115 Mission St.	3,870.00
Inv 18.05 Total		3,870.00
306975 Total:		3,870.00
LIN7766 - Linn & Associates Total:		3,870.00
LACG1011 - Los Angeles Community Garden Council		
306976	05/15/2019	
Inv	04.17.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	Renwal of Senior Center plot in So Pas Comm. Garden	70.00
Inv 04.17.19 Total		70.00
306976 Total:		70.00
LACG1011 - Los Angeles Community Garden Council Total:		70.00
LOU7778 - Louie, Sandy		
306977	05/15/2019	
Inv	SH0424-2	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Residential Rebate for HE Showerhead 826 Summit Drive	50.00

Check Number	Check Date	Amount
Inv SH0424-2 Total		50.00
306977 Total:		50.00
LOU7778 - Louie, Sandy Total:		50.00
MGRX5270 - Maglunog, Roxanne		
306978	05/15/2019	
Inv	R98234/101361	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Refund for Cancellation of Rental for Arroyo Gazebo	75.00
Inv R98234/101361 Total		75.00
306978 Total:		75.00
MGRX5270 - Maglunog, Roxanne Total:		75.00
MERN1011 - Manny's Rentals & Catering		
306979	05/15/2019	
Inv	04.12.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	60" Round Table Cloths	140.12
Inv 04.12.19 Total		140.12
306979 Total:		140.12
MERN1011 - Manny's Rentals & Catering Total:		140.12
MRCS2996 - Meridian Consultants LLC		
306980	05/15/2019	
Inv	3335	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2019	Drafting EIR, Preparation fo Technical Studies (Mission-Bell)	7,301.25
Inv 3335 Total		7,301.25
Inv	3382	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	Drafting EIR, Preparation fo Technical Studies (Mission-Bell)	12,736.17
Inv 3382 Total		12,736.17
306980 Total:		20,037.42

Check Number	Check Date	Amount
MRCS2996 - Meridian Consultants LLC Total:		20,037.42
MISS4011 - Mission Framing		
306981	05/15/2019	
Inv	006069	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2019	Frame for Volunteer Recognition Luncheon Event	220.10
Inv 006069 Total		220.10
306981 Total:		220.10
MISS4011 - Mission Framing Total:		220.10
MMV9126 - Mission Meridian Village POA		
306982	05/15/2019	
Inv	COM001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	POA Dues - Hospital 5/19	804.13
Inv COM001 Total		804.13
Inv	COM002	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	POA Dues - Parking 5/19	1,730.17
Inv COM002 Total		1,730.17
306982 Total:		2,534.30
MMV9126 - Mission Meridian Village POA Total:		2,534.30
MPLC8021 - Motion Picture Licensing Corp.		
306983	05/15/2019	
Inv	504214491	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Motion Pictures Umbrella Licen. for Senior Center	338.72
Inv 504214491 Total		338.72
306983 Total:		338.72
MPLC8021 - Motion Picture Licensing Corp. Total:		338.72
NRMC6118 - National Ready Mix Concrete Co.		
306984	05/15/2019	

Check Number	Check Date		Amount
Inv	683893		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2019	2 Sack Slurry to Backfill Water Service Replacement		581.58
Inv 683893 Total			581.58
306984 Total:			581.58
NRMC6118 - National Ready Mix Concrete Co. Total:			581.58
NRPA8031 - Nat'l Recreation & Park Assn.			
306985	05/15/2019		
Inv	102004		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	NRPA Membership Renewal # 102004		175.00
Inv 102004 Total			175.00
306985 Total:			175.00
NRPA8031 - Nat'l Recreation & Park Assn. Total:			175.00
PHCP9255 - Pacific Hydrotech Corp.			
306986	05/15/2019		
Inv	8		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2019	Graves Reservoir Replacement Project		354,238.22
Inv 8 Total			354,238.22
306986 Total:			354,238.22
PHCP9255 - Pacific Hydrotech Corp. Total:			354,238.22
PSSG4010 - Performance Star Smog			
306987	05/15/2019		
Inv	014799		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/18/2018	Smog Inspection Lic # 1226158		40.00
Inv 014799 Total			40.00
Inv	014800		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/18/2018	Smog Inspection Lic # 1190753		40.00
Inv 014800 Total			40.00

Check Number	Check Date		Amount
Inv	014801		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/18/2018	Smog Inspection Lic # 1052488		40.00
Inv 014801 Total			40.00
Inv	014809		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/20/2018	Smog Inspection Lic # 1328952		40.00
Inv 014809 Total			40.00
Inv	014825		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/27/2018	Smog Inspection Lic # 1226156		40.00
Inv 014825 Total			40.00
306987 Total:			200.00
PSSG4010 - Performance Star Smog Total:			200.00
PHOE4610 - Phoenix Group Information Systems			
306988	05/15/2019		
Inv	032019184		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2019	PD Citation & Permis Processiing 3/19		870.30
04/16/2019	PD Citation & Permis Processiing 3/19		2,188.77
Inv 032019184 Total			3,059.07
306988 Total:			3,059.07
PHOE4610 - Phoenix Group Information Systems Total:			3,059.07
TOPL8267 - Plasil, Tony			
306989	05/15/2019		
Inv	April 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Instruct Ballroom Dance April 2019		160.00
Inv April 2019 Total			160.00
306989 Total:			160.00
TOPL8267 - Plasil, Tony Total:			160.00

Check Number	Check Date	Amount
PSMR6711 - Postmaster		
306990	05/15/2019	
Inv 1000		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2019	BRM Permit # 1000	235.00
Inv 1000 Total		235.00
306990 Total:		235.00
PSMR6711 - Postmaster Total:		235.00
PVP7777 - PVP Communications, Inc.		
306991	05/15/2019	
Inv 125379		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2019	Nolan N100-5 Police Helmet	843.59
Inv 125379 Total		843.59
306991 Total:		843.59
PVP7777 - PVP Communications, Inc. Total:		843.59
RCFC9363 - RC Foster Corp.		
306992	05/15/2019	
Inv 01-19-012		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	GAC Wellhead Treatment System for Wilson Reservoir	143,195.00
Inv 01-19-012 Total		143,195.00
306992 Total:		143,195.00
RCFC9363 - RC Foster Corp. Total:		143,195.00
RHAL9158 - RHA Landscape Architects-Planners		
306993	05/15/2019	
Inv 0319019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2019	Design Development & Plans for the Bike Lockers, Shelters & Hite	500.00
Inv 0319019 Total		500.00
306993 Total:		500.00

RHAL9158 - RHA Landscape Architects-Planners Total: 500.00

BARC8257 - Richards, Bianca

306994 05/15/2019

Inv 04.12.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Reimb. for Purchase of Beverages for Volunteer Recg. Event	9.60
04/24/2019	Reimb. for Purchase of Beverages for Volunteer Recg. Event	4.18
04/24/2019	Reimb. for Purchase of Beverages for Volunteer Recg. Event	10.15

Inv 04.12.19 Total 23.93

306994 Total: 23.93

BARC8257 - Richards, Bianca Total: 23.93

RIN7777 - Rincon Consultants Inc

306995 05/15/2019

Inv 8171

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2018	Professional Fees 7/1/18-10/19/18	3,223.26

Inv 8171 Total 3,223.26

306995 Total: 3,223.26

RIN7777 - Rincon Consultants Inc Total: 3,223.26

RIO2546 - Rio Hondo College RTC

306996 05/15/2019

Inv S19-162-ZSPS

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2019	Fee to Conduct Department Pre-Employment Physical Agility Testir	18.40

Inv S19-162-ZSPS Total 18.40

306996 Total: 18.40

RIO2546 - Rio Hondo College RTC Total: 18.40

RIPU8540 - Roadline Products Inc. USA

306997 05/15/2019

Inv 14652

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2019	No Smoking Signs Citywide	2,247.85

Inv 14652 Total 2,247.85

Check Number	Check Date		Amount
Inv	14653		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2019	No Smoking Stencil - City Wide		216.63
Inv 14653 Total			216.63
Inv	14778		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/08/2019	Street Division Supplies, Materials, Equipment Maintenance		853.11
Inv 14778 Total			853.11
306997 Total:			3,317.59
RIPU8540 - Roadline Products Inc. USA Total:			3,317.59
SGV5685 - S.G.V. Medical Center			
306998	05/15/2019		
Inv	830287		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2019	Blood Alcohol Withdrawl Justin Hart		48.00
Inv 830287 Total			48.00
306998 Total:			48.00
SGV5685 - S.G.V. Medical Center Total:			48.00
SAEV2990 - Sapphos Environmental Inc.			
306999	05/15/2019		
Inv	1699016-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/06/2019	Historical Evaluation for the Garage Demo @ 1422 Alhambra Rd.		2,719.76
Inv 1699016-01 Total			2,719.76
306999 Total:			2,719.76
SAEV2990 - Sapphos Environmental Inc. Total:			2,719.76
JSSC2920 - Scott, Joseph			
307000	05/15/2019		
Inv	R94561/101211		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Refund Deposit for WMB		500.00

Check Number	Check Date	Amount
Inv R94561/101211 Total		500.00
307000 Total:		500.00
JSSC2920 - Scott, Joseph Total:		500.00
SQSC2920 - Sequoyah School		
307001 05/15/2019		
Inv R96844/101215		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Refund Deposit for WMB	500.00
Inv R96844/101215 Total		500.00
307001 Total:		500.00
SQSC2920 - Sequoyah School Total:		500.00
SRSF2920 - Shaffer, Sara		
307002 05/15/2019		
Inv R99763/101216		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Refund Deposit GP Youth House	250.00
Inv R99763/101216 Total		250.00
307002 Total:		250.00
SRSF2920 - Shaffer, Sara Total:		250.00
SHO6666 - Shono, Jean		
307003 05/15/2019		
Inv April 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	April Crochet / Knitting Class	40.00
Inv April 2019 Total		40.00
307003 Total:		40.00
SHO6666 - Shono, Jean Total:		40.00
SHO7777 - Showcases		
307004 05/15/2019		
Inv 311326		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/01/2019		CD Cases & CD Sleeves	378.65
		Inv 311326 Total	378.65
307004 Total:			378.65
SHO7777 - Showcases Total:			378.65
EDSI7010 - Sissi, Edwar			
307005	05/15/2019		
		Inv 04.13-04.16-19	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	25.84
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	11.00
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	30.42
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	695.25
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	45.00
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	184.96
05/06/2019		Reimb. Edward Sissi Conference Expenses April. 13-16	315.00
		Inv 04.13-04.16-19 Total	1,307.47
307005 Total:			1,307.47
EDSI7010 - Sissi, Edwar Total:			1,307.47
SPPR5230 - South Pasadena Police Reserves			
307006	05/15/2019		
		Inv 04.11.19.	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/06/2019		SPHS Basketball / Football / Tiger Run	1,612.12
		Inv 04.11.19 Total	1,612.12
307006 Total:			1,612.12
SPPR5230 - South Pasadena Police Reserves Total:			1,612.12
SPRE7011 - South Pasadena Review			
307007	05/15/2019		
		Inv C65488	
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2019		Public Notice : 1326 Fair Oaks Ave.	195.00
		Inv C65488 Total	195.00
		Inv D65661	
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/19/2019		1/2 Page Ad for Used Oil Collection Program	504.00
		Inv D65661 Total	504.00
307007 Total:			699.00
SPRE7011 - South Pasadena Review Total:			699.00
SLPB8011 - Southland Publishing			
307008	05/15/2019		
		Inv 408564	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/11/2019		Display Ad Carnegie Stage Eclectic Music Festival	331.00
		Inv 408564 Total	331.00
307008 Total:			331.00
SLPB8011 - Southland Publishing Total:			331.00
MON3111 - Stantec Consulting Svcs Inc.			
307009	05/15/2019		
		Inv 1485013	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/30/2019		GracesRsvr Engineering Svcs	14,547.64
		Inv 1485013 Total	14,547.64
		Inv 1498336	
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/14/2019		GracesRsvr Engineering Svcs	3,078.02
		Inv 1498336 Total	3,078.02
307009 Total:			17,625.66
MON3111 - Stantec Consulting Svcs Inc. Total:			17,625.66
STA5219 - Staples Business Advantage			
307010	05/15/2019		
		Inv 3408762911	
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/23/2019		Library Office Supplies	145.45
		Inv 3408762911 Total	145.45

Check Number	Check Date	Amount
Inv 3409355849		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2019	Library Office Supplies	14.22
Inv 3409355849 Total		14.22
Inv 3409994805		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2019	Library Office Supplies	155.21
Inv 3409994805 Total		155.21
Inv 3410820963		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	P&B Supplies	235.06
Inv 3410820963 Total		235.06
Inv 3410820964		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	P&B Supplies	4.59
Inv 3410820964 Total		4.59
Inv 3410820966		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Comm Svcs. Office Supplies	44.19
Inv 3410820966 Total		44.19
Inv 3410820968		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Comm Svcs. Office Supplies	32.97
Inv 3410820968 Total		32.97
Inv 3411011968		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2019	P&B Supplies	7.87
Inv 3411011968 Total		7.87
Inv 3411011969		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Comm Svcs. Office Supplies	31.38
Inv 3411011969 Total		31.38
Inv 3411082029		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2019	Comm Svcs. Office Supplies	48.84

Check Number	Check Date	Amount
Inv 3411082029	Total	48.84
Inv 3411082030		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2019	Comm Svcs. Office Supplies	87.16
Inv 3411082030	Total	87.16
Inv 3411307799		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	FD Office Supplies	108.77
Inv 3411307799	Total	108.77
Inv 3411381973		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	FD Office Supplies	206.67
Inv 3411381973	Total	206.67
Inv 3411745236		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	FD Office Supplies	124.79
Inv 3411745236	Total	124.79
Inv 3411881166		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2019	FD Office Supplies	49.91
Inv 3411881166	Total	49.91
307010	Total:	1,297.08
STA5219 - Staples Business Advantage	Total:	1,297.08
SPWS8020 - SupplyWorks		
307011	05/15/2019	
Inv 485917603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Building Maint. Janitorial Supplies for Library	307.36
Inv 485917603	Total	307.36
Inv 485917611		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Building Maint. Janitorial Supplies for Library	367.16
Inv 485917611	Total	367.16

Check Number	Check Date	Amount
Inv 486632409		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Building Maint. Janitorial Supplies for Library	180.94
Inv 486632409 Total		180.94
307011 Total:		855.46
SPWS8020 - SupplyWorks Total:		855.46
TFGR2010 - The Fresh Gourmet		
307012	05/15/2019	
Inv 336		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Food for Volunteer Recognition Luncheon	500.00
Inv 336 Total		500.00
307012 Total:		500.00
TFGR2010 - The Fresh Gourmet Total:		500.00
TOMA2970 - Tom Marble Architect		
307013	05/15/2019	
Inv 406107		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Refund Deposit From Soils Report 1748 Camino Lindo	463.46
Inv 406107 Total		463.46
307013 Total:		463.46
TOMA2970 - Tom Marble Architect Total:		463.46
TRA5998 - Transtech Engineers Inc.		
307014	05/15/2019	
Inv 20191261		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	17,943.66
Inv 20191261 Total		17,943.66
Inv 20191262		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	12,601.93

Check Number	Check Date	Amount
Inv 20191262 Total		12,601.93
Inv 20191263		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Engineer 3rd Party Soils Reports	1,504.98
Inv 20191263 Total		1,504.98
Inv 20191264		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Engineer 3rd Party Soils Reports	1,420.38
Inv 20191264 Total		1,420.38
Inv 20191265		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Engineer 3rd Party Soils Reports	1,520.76
Inv 20191265 Total		1,520.76
Inv 20191338		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	21,354.51
Inv 20191338 Total		21,354.51
Inv 20191339		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.	25,273.57
Inv 20191339 Total		25,273.57
Inv 20191340		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Engincer 3rd Party Soils Reports	495.00
Inv 20191340 Total		495.00
307014 Total:		82,114.79
TRA5998 - Transtech Engineers Inc. Total:		82,114.79
TRJA8032 - Trausch, Joan K		
307015	05/15/2019	
Inv T0424-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Residential Rebate for HET	100.00
Inv T0424-3 Total		100.00

Check Number	Check Date	Amount
307015 Total:		100.00
TRJA8032 - Trausch, Joan K Total:		100.00
UCL6115 - UCLA Center for Prehospital Care		
307016	05/15/2019	
Inv	2169	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	FD Education & Training	1,985.92
Inv 2169 Total		1,985.92
307016 Total:		1,985.92
UCL6115 - UCLA Center for Prehospital Care Total:		1,985.92
UND6710 - Underground Service Alert		
307017	05/15/2019	
Inv	18dsbfee1738	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Fees Paid to California States Board for Regulatory Costs	101.07
Inv 18dsbfee1738 Total		101.07
Inv	320190683	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Underground Service Alert March 2019	222.85
Inv 320190683 Total		222.85
307017 Total:		323.92
UND6710 - Underground Service Alert Total:		323.92
UQMS8010 - Unique Mgmt Svcs Inc.		
307018	05/15/2019	
Inv	550527	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Contract Services Recovering Agency Svcs.	161.10
Inv 550527 Total		161.10
307018 Total:		161.10
UQMS8010 - Unique Mgmt Svcs Inc. Total:		161.10

Check Number	Check Date		Amount
VEWI8020 - Vision Electric Wholesale Inc.			
307019	05/15/2019		
Inv	34534		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2019	Fuses, Disconnect Electrical - Steetlighting		75.77
Inv 34534 Total			75.77
307019 Total:			75.77
VEWI8020 - Vision Electric Wholesale Inc. Total:			75.77
WIL5896 - Willdan Associates			
307020	05/15/2019		
Inv	00220399		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/17/2019	On-Call Consultant for Code Enforcement Services		1,755.00
Inv 00220399 Total			1,755.00
Inv	00220575		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/22/2019	On-Call Consultant for Code Enforcement Services		4,030.00
Inv 00220575 Total			4,030.00
Inv	00220727		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/12/2019	On-Call Consultant for Code Enforcement Services		2,340.00
Inv 00220727 Total			2,340.00
Inv	00220874		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2019	On-Call Consultant for Code Enforcement Services		4,550.00
Inv 00220874 Total			4,550.00
307020 Total:			12,675.00
WIL5896 - Willdan Associates Total:			12,675.00
PUFG8267 - Wong, Pauline			
307021	05/15/2019		
Inv	April 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2019	Class Instructor Line Dance Class 4/19		192.00
Inv April 2019 Total			192.00

Check Number	Check Date	Amount
307021 Total:		192.00
PUFG8267 - Wong, Pauline Total:		192.00
YIPL5260 - Yui, Paul		
307022	05/15/2019	
Inv	06526	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/03/2019	Request for Lost & Paid Library Materials	20.00
Inv 06526 Total		20.00
307022 Total:		20.00
YIPL5260 - Yui, Paul Total:		20.00
Total:		757,632.23

ATTACHMENT 4
Payroll 05/03/2019

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 05.03.2019

<u>Account Number</u>	<u>Account Name</u>	<u>05.15.19</u>
101-0000-0000-1010-000	General Fund - Payroll cash	544,048.01
	Other Withholding Payables	\$ 228,475.25
101-0000-0000-1010-000	Net General Fund - Payroll Cash	<u>315,572.76</u>
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	8,528.25
207-0000-0000-1010-000	Prop C - Payroll Cash	6,001.70
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,074.18
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	4,417.10
218-0000-0000-1010-000	Clean Air Act	
227-0000-0000-1010-000	CRA - Payroll Cash	
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	14,222.73
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	41,011.77
700-0000-0000-2210-000	Internal Revenue Service	131,786.00
700-0000-0000-2220-000	Employment Development Dept.	22,623.20
700-0000-0000-2230-000	Internal Revenue Service	36,194.38
700-0000-0000-2240-000	PERS Pension	89,922.79
700-0000-0000-2260-000	Deferred Comp - Empower	13,684.63
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		<u>695,039.49</u>
Checks		14,146.20
Direct Deposits		386,682.29
I.R.S Payments		167,980.38
E.D.D. - State of CA		22,623.20
PERS Pension		89,922.79
Deferred Comp - Empower		13,684.63
PERS Health		
		<u>695,039.49</u>
To 700		615,157.54
Other PR Payable		228,475.25
ACH Payable		<u>386,682.29</u>

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **05.15.19**


<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



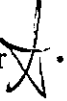
Craig Koehler, Agency Treasurer

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City Council Agenda Report

ITEM NO. 9

DATE: May 15, 2019
FROM: Stephanie DeWolfe, City Manager 
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: **Monthly Investment Reports for March 2019**

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for March 2019.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

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

Background

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

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

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

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

Public Notification of Agenda Item

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

Attachments: City Investment Reports for March 2019

Exhibit A
City of South Pasadena

INVESTMENT REPORT
March 31, 2019

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.440%	49.08%	16,036,161.87	16,036,161.87
SUBTOTAL			49.08%	<u>16,036,161.87</u>	<u>16,036,161.87</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.45%	36.51%	11,929,991.41	11,846,466.27
Corporate Bonds	See Exhibit B-1	2.84%	14.40%	<u>4,705,336.12</u>	<u>4,686,211.48</u>
SUBTOTAL			50.92%	<u>16,635,327.53</u>	<u>16,532,677.75</u>
TOTAL INVESTMENTS			100.00%	<u>\$32,671,489.40</u>	<u>\$32,568,839.62</u>

2016 WATER REVENUE BONDS ESCROW FUND **

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

Wells Fargo Govt. Securities	See Exhibit B-2	1.748%	41,510,426.09	40,534,480.56
Wells Fargo Uninvested Cash Balance			1,175.02	1,175.02

BANK ACCOUNTS:

Bank of the West Account Balance:	\$3,693,850.47
Morgan Stanley Uninvested Cash Balance:	\$206,624.72
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$155,165.98

Required Disclosures:

Average weighted maturity of the portfolio 269 DAYS

Average weighted total yield to maturity of the portfolio 2.139%

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

All investments are in conformity with the City Investment Policy.

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

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828ST8	413,000.00	100.004	413,016.09	412,566.35	1.260%	(449.74)
2	Gov't. Securities U.S. Treasury Note	912828G95	822,000.00	100.090	822,743.35	816,928.26	1.640%	(5,815.09)
3	Gov't. Securities U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	162,988.12	1.640%	(653.21)
4	Gov't. Securities U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	256,479.93	1.270%	1,466.20
5	Gov't. Securities U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,659.45	1.270%	(188.79)
6	Gov't. Securities U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,854.05	1.270%	(133.07)
7	Gov't. Securities U.S. Treasury Note	912828H52	97,000.00	100.264	97,256.32	96,056.19	1.270%	(1,200.13)
8	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	246,485.00	1.410%	(116.50)
9	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.490	74,362.71	72,959.56	1.410%	(1,403.15)
10	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.487	330,600.79	324,374.26	1.410%	(6,226.53)
11	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	489,598.74	1.420%	(5,755.88)
12	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.521	150,781.63	147,469.50	1.420%	(3,312.13)
13	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.535	281,496.90	275,276.40	1.420%	(6,220.50)
14	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.338	738,491.10	731,804.80	2.030%	(6,686.30)
15	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.204	495,009.33	490,833.46	2.050%	(4,175.87)
16	Gov't. Securities U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	486,762.90	1.810%	(6,658.13)
17	Gov't. Securities U.S. Treasury Note	912828WZ9	279,000.00	95.836	267,382.16	274,912.65	1.810%	7,530.49
17	Gov't. Securities U.S. Treasury Note	912828P4	413,000.00	99.816	412,241.73	408,209.20	1.940%	(4,032.53)
18	Gov't. Securities U.S. Treasury Note	912828P4	579,000.00	99.211	574,431.11	572,283.60	1.940%	(2,147.51)
19	Gov't. Securities U.S. Treasury Note	912828P4	25,000.00	97.887	24,471.68	24,710.00	1.940%	238.32
20	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.011	309,033.49	307,757.82	1.260%	(1,275.67)
21	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.092	309,284.62	307,757.82	1.260%	(1,526.80)
22	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.148	20,029.65	19,919.60	1.260%	(110.05)
23	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.091	345,312.32	343,613.10	1.260%	(1,699.22)
24	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.145	480,694.82	477,086.40	1.260%	(3,608.42)
25	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.350	501,752.34	494,335.00	1.400%	(7,417.34)
26	Gov't. Securities Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.171	364,216.33	361,000.80	2.375%	(3,215.53)
27	Gov't. Securities Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	101.591	331,185.37	326,906.28	2.375%	(4,279.09)
28	Gov't. Securities Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	25,000.00	99.549	24,887.15	25,069.50	2.375%	182.35
29	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	647,483.90	1.180%	(12,894.35)
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.028	568,161.44	564,336.40	1.640%	(3,825.04)
31	Gov't. Securities Fed. National Mtg. Assn.	3135G0H55	401,000.00	101.706	407,840.79	398,060.67	1.910%	(9,780.12)
32	Gov't. Securities Fed. National Mtg. Assn.	3135GOT45	507,000.00	98.023	496,976.61	501,433.14	1.875%	4,456.53
33	Gov't. Securities Fed. National Mtg. Assn.	3135GOT78	506,000.00	98.129	496,532.74	501,228.42	2.000%	4,695.68
34	Gov't. Securities Fed. National Mtg. Assn.	3135GOU43	225,000.00	101.135	227,553.02	230,265.00	2.875%	2,711.98

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,952,000.00		11,929,991.41	11,846,466.27	1.454%	(83,525.14)
35 Corporate Bond	United Parcel Service	911312AK2	75,000.00	100.000	75,000.00	75,000.00	5.125%	0.00
36 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.024	61,014.86	60,989.02	2.250%	(25.84)
37 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.173	78,135.24	77,893.14	2.110%	(242.10)
38 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	32,000.00	100.101	32,032.46	31,963.20	2.000%	(69.26)
39 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.062	8,004.92	7,990.80	2.000%	(14.12)
40 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.102	2,002.04	1,997.70	2.000%	(4.34)
41 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.169	38,064.37	37,956.30	2.000%	(108.07)
42 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.108	111,119.73	110,765.79	2.000%	(353.94)
43 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.162	7,011.34	6,985.23	2.000%	(26.11)
44 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.184	45,083.02	44,905.05	2.000%	(177.97)
45 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	81,369.42	1.420%	(194.34)
46 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.184	105,193.49	104,564.25	1.920%	(629.24)
47 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.162	13,021.04	12,946.05	1.920%	(74.99)
48 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.245	3,007.36	2,987.55	1.920%	(19.81)
49 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	100.468	40,187.21	39,834.00	1.920%	(353.21)
50 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.419	81,339.20	80,489.70	1.720%	(849.50)
51 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.423	81,342.56	80,837.19	2.470%	(505.37)
52 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	101.349	80,065.69	80,038.85	4.340%	(26.84)
53 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	102.363	103,386.69	103,003.84	4.970%	(382.85)
54 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	102.416	6,144.96	6,119.04	4.970%	(25.92)
55 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	102.429	2,048.58	2,039.68	4.970%	(8.90)
56 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	102.735	34,929.78	34,674.56	4.970%	(255.22)
57 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	102.541	100,490.28	100,149.14	4.990%	(341.14)
58 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	102.818	8,225.42	8,175.44	4.990%	(49.98)
59 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	102.912	2,058.23	2,043.86	4.990%	(14.37)
60 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	103.280	39,246.35	38,833.34	4.990%	(413.01)
61 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	103.003	5,150.16	5,109.65	4.990%	(40.51)
62 Corporate Bond	Wal-Mart	931142CU5	76,000.00	102.953	78,244.06	77,165.84	3.570%	(1,078.22)
63 Corporate Bond	Target Corp.	87612EAV8	39,000.00	102.906	40,133.41	39,689.52	3.800%	(443.89)
64 Corporate Bond	Target Corp.	87612EAV8	36,000.00	102.965	37,067.36	36,636.48	3.800%	(430.88)
65 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.594	53,315.06	53,109.71	2.710%	(205.35)
66 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.689	7,048.25	7,014.49	2.710%	(33.76)
67 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	101.367	18,246.09	18,037.26	2.710%	(208.83)
68 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.065	42,447.39	42,086.94	2.710%	(360.45)
69 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.335	56,187.40	55,928.32	2.460%	(259.08)
70 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.444	3,013.32	2,996.16	2.460%	(17.16)
71 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.148	20,229.53	19,974.40	2.460%	(255.13)
72 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.181	54,637.58	53,969.76	2.570%	(667.82)
73 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.219	24,292.55	23,986.56	2.570%	(305.99)
74 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.224	60,134.55	59,665.20	2.190%	(469.35)
75 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.243	20,248.53	19,888.40	2.190%	(360.13)
76 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.476	163,776.56	162,594.13	2.650%	(1,182.43)
77 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.494	62,306.35	61,443.24	1.910%	(863.11)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
78 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.719	19,136.59	18,829.38	1.910%	(307.21)
79 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.730	61,445.47	60,697.44	2.340%	(748.03)
80 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.556	62,344.64	61,692.48	2.340%	(652.16)
81 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.075	83,062.27	82,370.86	1.980%	(691.41)
82 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.005	55,552.88	54,892.20	2.440%	(660.68)
83 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.095	25,273.72	24,951.00	2.440%	(322.72)
84 Corporate Bond	Intercontinental Exchange Inc	45866FAC8	167,000.00	99.132	165,550.44	167,318.97	2.750%	1,768.53
85 Corporate Bond	Intercontinental Exchange Inc	45866FAC8	42,000.00	99.695	41,871.90	42,080.22	2.750%	208.32
85 Corporate Bond	VISA	92826CAA0	162,000.00	100.359	162,581.58	161,287.20	2.230%	(1,294.38)
86 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	103.497	77,622.51	76,731.75	4.010%	(890.76)
87 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.984	163,594.47	161,264.52	2.260%	(2,329.95)
88 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	104.836	158,302.97	156,645.89	4.470%	(1,657.08)
89 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.062	65,040.29	63,677.25	1.700%	(1,363.04)
90 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,654.05	1.700%	(211.14)
91 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	161,866.36	2.060%	(902.00)
92 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.769	82,630.80	82,028.70	2.430%	(602.10)
93 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.377	164,231.08	162,162.00	2.760%	(2,069.08)
94 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.564	81,025.74	79,933.78	3.070%	(1,091.96)
95 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.810	162,895.76	160,884.80	2.740%	(2,010.96)
96 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.113	81,901.85	80,713.26	2.560%	(1,188.59)
97 Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.154	164,252.79	167,056.96	3.220%	2,804.17
98 Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	168,885.36	2.950%	2,382.24
99 Corporate Bond	Amazon	023135AW6	125,000.00	99.568	123,210.00	123,856.25	2.400%	646.25
100 Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.583	165,579.75	167,500.43	3.310%	1,920.68
101 Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	82,826.52	2.200%	944.16
102 Corporate Bond	BB&T Corp.	05531FBF9	121,000.00	102.490	124,012.86	125,555.65	3.750%	1,542.79
Subtotal Corporate Bonds			4,667,000.00		4,705,336.12	4,686,211.48	2.843%	(19,124.64)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			206,624.72		
Accrued Interest								
Subtotal Cash & Cash Equivalents						-		206,624.72
Grand Totals			16,619,000.00		16,635,327.53	16,739,302.47	1.825%	(102,649.78)
Unsettled Transactions							0.00	
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,619,000.00		16,635,327.53	16,739,302.47		(102,649.78)
Totals per Bank Statement			16,619,000.00		16,635,327.53	16,739,302.47		(102,649.78)

16,636,652.69

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Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
March 31, 2019**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		1,175.02	0.010%	1,175.02	0.010%		1	
2	Morgan Stanley Treasury Portfolio		206,624.72	0.250%	206,624.72	0.250%		1	
Subtotal Cash & Cash Equivalents			207,799.74	0.249%	207,799.74	0.249%		1	
Total Project Fund			207,799.74	0.249%	207,799.74	0.249%		1	

Wells Fargo Escrow Fund -- Information Only

1	Cash		1,175.02	0.100%	1,175.02	0.100%		1	
Subtotal Cash & Cash Equivalents			1,175.02	0.100%	1,175.02	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	11/10/2016	600,825.74	1.625%	592,000.00	1.625%	3/31/2019	0	912828C65
3	Gov't. Securities U.S. Treasury Note	11/10/2016	40,909,600.35	1.750%	39,942,480.56	1.750%	9/30/2019	183	912828F39
Subtotal Securities			41,510,426.09	1.748%	40,534,480.56	1.748%		180	
Total Escrow Fund			41,511,601.11	1.748%	40,535,655.58	1.748%		180	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
JULY	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829
AUGUST	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493
SEPTEMBER	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168
OCTOBER	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542
NOVEMBER	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772
DECEMBER	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835
JANUARY	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506
FEBRUARY	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287
MARCH	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840
APRIL	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	
MAY	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	
JUNE	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	

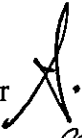

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City Council Agenda Report

ITEM NO. 10

DATE: May 15, 2019
FROM: Stephanie DeWolfe, City Manager 
PREPARED BY: Tamara Binns, Executive Assistant 

SUBJECT: **Approve the Creation of a New City Sponsored Event to Celebrate Women's Leadership in South Pasadena and Authorize use of Mayor Khubesrian's Discretionary Funds in the Amount of \$2,350**

Recommendation Action

It is recommended that the City Council:

1. Approve the Creation of a Women's Leadership Conference; and
2. Authorize \$2,350 from Mayor Khubesrian's Discretionary Fund to fund the event.

Commission Review and Recommendation

The matter was not reviewed by a commission.

Discussion/Analysis

Staff recommends approving the creation of a new city sponsored event which would celebrate women's leadership and partner young women with mentors to encourage leadership development. The Mayor will develop a committee for the conference comprised of local community group representatives. The volunteer Sub-Committee (Committee) will be responsible for the following:

Planning

The Committee led by the Mayor will schedule monthly meetings through September to coordinate event day logistics including ordering food, linens, awards, centerpieces, as well as event Set-up and break down, speakers, and mentorship program.

Awards Program

The Women's Leadership Conference will focus on current and past leaders associated with women's leadership and achievement in arts, businesses, technology, and civic engagement. The volunteer committee will solicit nominations for several award categories and make recommendations for award. Ultimately the City Council will determine the winners and announce them at a City Council meeting. The Mayor will present the awards to the winners at the conference.

The Women's Leadership Conference will recognize local girls and women that are leaders in the following six categories:

- Science, Technology, Engineering, Math (STEM)
- Arts
- Business
- Non-profit
- Health
- Volunteerism/ Civic Engagement

There will be a physical award presented to each of the six winners. The Award will be designed by the Mayor and Committee. The Committee will be responsible for creating guidelines and descriptions under each category for award nominations.

Event Day

The proposed event will be held on Saturday, October 5, 2019, at the War Memorial Building. The event will be held from 9:00 am-12:00 pm and lunch will be provided. The Committee will develop the event day program which will consist of the following:

- Main speaker: The Committee will ask an inspiring female to speak on the topic of leadership and inspiring future leaders
- Presentation of Awards: The Awards will be presented to each of the six winners and they will have the opportunity to address the conference.
- Musical Entertainment: Following the Speaker and the presentation of awards, lunch will be served and there will be musical entertainment provided.

Mentorship Opportunity

Following the event there will be an optional thirty minute mentorship period. The mentorship program will be developed by the Mayor and Committee and will require pre-registration by attendees. The purpose will be to appoint the appropriate mentor for people requesting mentorship opportunities. Ultimately the committee will match mentors with mentees based on appropriateness.

Community Outreach

The new city sponsored event (Event) will begin outreach and promotion in June of 2018 and will include outreach to local middle school and high schools, girl scouts, and women's groups. The outreach will align with school schedules; the nomination period will open before the school year ends and will close before the following school year begins (Fall 2019).

Next Steps

1. May 2019- The Mayor will request participation from several community groups and create a volunteer Sub- Committee
2. May 2019- The Committee will put together a schedule and plan for the upcoming months in preparation for the event.
3. June 2019 – Public Information Officer will initiate conference promotion
4. July 8, 2019 – Achievement Award Nomination period begins
5. August 21, 2019 – Achievement Award Nomination period ends
6. September 18, 2019 – Achievement Award Winner to be announced at City Council
7. October 5, 2019 – Women’s Leadership Conference at the War Memorial Building

Background

The City regularly engages community partners that align themselves with the shared mission and values of the City and its community. As such, the City recognizes partners and stakeholders at events such as the recognition of Veterans, Boy Scouts, and the like. Mayor Khubesrian would like to recognize local women for their achievement in leadership and civic engagement. The goal of the Leadership Conference is allow young girls and local women leaders to engage, interact, foster relationships for future growth, and celebrate achievements. Engaging youth and adult female leaders will help create avenues for discussion , creativity, and inspire civic engagement.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

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

<u>Budget Items</u>	<u>Cost Estimate</u>
Linens	\$150
Food	\$900
Awards	\$600
Speakers	\$500
Centerpieces	\$200
Total	\$2,350

Public Notification of Agenda Item

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

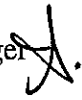
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City Council Agenda Report

ITEM NO. 11

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Steve Fjeldsted, Director of Library, Arts, and Culture
Cathy Billings, Assistant Library Director

SUBJECT: **Approve a Project List for Funding by the 21st Century Committee for the Library**

Recommendation Action

It is recommended that the City Council approve a project list for funding by the 21st Century Committee for the Library (21CCL), a new division of the Friends of the South Pasadena Public Library (FOL)

Commission Review and Recommendation

The Library Board of Trustees, at its February 11, 2019 meeting, approved a recommendation that proposed the 21CCL to the Friends of the South Pasadena Public Library, a 501(c) 3 nonprofit. The 21CCL will serve as a new fundraising division of the FOL and operate to raise funds for major Library initiatives for which no funding is available.

Executive Summary

The "South Pasadena Public Library Operations Study (LOS) was approved by the Library Board of Trustees (LBT) and presented to the City Council on May 4, 2016 as a receive and file report. One of the recommendations in the LOS presented to the City Council at that time calls for the formation of a library foundation to fundraise and provide an additional source of revenue to complete remaining major projects outlined in official studies. The 21CCL will also seek finances to meet future capital needs of the Library. Since the City does not have a library foundation, the FOL volunteered to have the 21CCL become the City fundraising group for major unfunded Library projects and operate under its organization's structure. The LBT recognizes that the Library and the many users it serves would greatly benefit from an endowment that would provide additional funds to complete targeted major projects.

Discussion/Analysis

Attached is a list of major unfunded Library projects reviewed by the LBT and the FOL. It contains projects which are recommended by the LBT for the initial fundraising efforts of the 21CCL. The list also contains projects which they don't recommended the 21CCL to seek funding for at this time as they are infrastructural and not believed to be attractive candidates for

fundraising. The attached list is not exhaustive and new projects could arise and be approved for by the City Council at a later date.

Various documents informed the Library Capital Projects needs including:

- Library Operations Study
- Library Strategic Plan (2017-2022)
- Facility Condition Assessment Report (June 6, 2017)

The cost to complete the entire compiled list of projects is estimated to exceed \$1 million. While some projects are currently underway, a number of projects still remain unfunded. The LBT and staff recommended that the facility's first floor remodel be given top priority since those projects would be noticeable by all upon entering the library. Further, since the interior redesign of the library's first floor is underway with the implementation of smaller service desks, increased computers, and a self-checkout station it is a natural progression to begin fundraising for similar projects for which there is already momentum. Continuing to make improvements to make the Library's appearance more aesthetically pleasing would help the fundraising group achieve success early on and quickly gain momentum.

The LBT and staff consider the following as the highest priority items for the 21CCL fundraising efforts:

- Fresh paint for the interior walls of the Library, including the Community Room
- Replacing the carpeting on the first floor
- The features included in the interior design remodeling plan by the consultant including lighting, electrical, flooring, décor, shelving, and furnishings

The LBT and staff consider the following to be high priority items for the 21CCL fundraising efforts:

- A laptop/tablet checkout kiosk
- A Radio-Frequency Identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System

The LBT and staff don't consider the following projects to be appropriate for fundraising efforts since most items on the list are operational. Fundraising dollar should be used to supplement the budget and not supplant the existing operations budget, and wouldn't have much, if any, appeal to prospective donors:

- A storage pod behind the Library on the driveway
- A security alarm system replacement and upgrade

- An emergency lighting system replacement and upgrade
- A laptop battery pack checkout kiosk
- Replacement of the electrical switchboard
- Kitchen cabinets for ADA compliance
- Kitchen sinks for ADA compliance
- Replacement of the fire alarm system
- Replacement of the water heater
- Painting of the Interior Doors
- Painting of the Exterior Stucco
- Refinishing of the Wood Doors
- Replacement of the wood hung window units
- Replacement of the Library stained glass plastic

Background

The “South Pasadena Public Library Operations Study (LOS) was approved by the Library Board of Trustees (LBT) and presented to the City Council on May 4, 2016 as a receive and file report. One of the recommendations in the LOS presented to the City Council at that time calls for the formation of a library foundation to fundraise and provide an additional source of revenue to complete remaining major projects outlined in official studies. The 21CCL will also seek finances to meet future capital needs of the Library. Since the City does not have a library foundation, the FOL volunteered to have the 21CCL become the City fundraising group for major unfunded Library projects and operate under its organization’s structure.

Fiscal Impact

The fiscal impact associated with approving this list will vary based on the success of the fundraising efforts for the projects listed.

Legal Review

The City Attorney has reviewed and approved this item

Public Notification of Agenda Item

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

Attachments: Library Major Unfunded Projects, April 30, 2019

Major Unfunded Library Projects – April 30, 2019

Highest Priority

- Fresh paint for the interior walls of the Library, including the Community Room
- Replacing the carpeting on the first floor
- First floor remodel adding the features included in the interior design remodeling plan by the consultant, including lighting, electrical, flooring, décor, shelving, and furnishings

High Priority

- A laptop/tablet checkout kiosk
- A radio-frequency identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System

Low Priority

- A storage pod behind the Library on the driveway
- A security alarm system replacement and upgrade
- An emergency lighting system replacement and upgrade
- A laptop battery pack checkout kiosk
- Replacement of the electrical switchboard
- Kitchen cabinets for ADA compliance
- Kitchen sinks for ADA compliance
- Replacement of the fire alarm system
- Replacement of the water heater
- Painting of the interior doors
- Painting of the exterior stucco
- Refinishing of the wood doors
- Replacement of the wood hung window units
- Replacement of the Library stained glass plastic



City Council Agenda Report

ITEM NO. 12

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

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

SUBJECT: **Award of Contract for On-call Construction Management and Inspection 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 \$232,875**

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated January 17, 2019 from Willdan Engineering for on-call construction management and inspection services for the Monterey Road (Phase Three) and Traffic Signal Installation at Monterey Road & Orange Grove Avenue Projects;
2. Authorize the City Manager to execute an agreement with Willdan Engineering for a not-to-exceed amount of \$119,324;
3. Accept a proposal dated January 17, 2019 from Interwest Consulting Group, Inc., for on-call construction management and inspection services for the Alpha Avenue & Camino Del Sol and Bushnell Avenue & Diamond Avenue Street Improvement Projects;
4. Authorize the City Manager to execute an agreement with Interwest Consulting Group, Inc. (Interwest) for a not-to-exceed amount of \$232,875.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

This service agreement is for on-call construction management and inspection services for upcoming Capital Improvement Projects (CIP) for Fiscal Year (FY) 2019 -2023. The term of the contract will be three years with the option by the City of South Pasadena (City) to extend service agreement up to two additional years.

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

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the

basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

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

In January 2019, a request for proposals was advertised on the City’s website and as well as directly mailed to several engineering firms with previous experience in material testing and geotechnical services. Proposals were received from the following firms:

<u>Firm Name</u>	<u>City</u>	<u>Remark</u>
• Willdan Engineering	Industry	
• Interwest Consulting Group, Inc.,	Huntington Beach	
• KOA Corporation	Monterey Park	
• Quantum Quality Consulting, Inc.,	Torrance	
• FCG Consultants	Yorba Linda	Proposed Fee Not Open
• LAE Associates, Inc.	Placentia	Proposed Fee Not Open
• Onward Engineering	Anaheim	Proposed Fee Not Open
• Biggs Cardosa Associates, Inc.	Orange	Proposed Fee Not Open
• SGI Construction Management	Pasadena	Proposed Fee Not Open
• Murow/CM Construction Oversight	Irvine	Proposed Fee Not Open
• IMG/Geotek	Corona	Proposed Fee Not Open

After reviewing the proposals, staff ranked top four firms and determined Willdan Engineering and Interwest as the best qualified firms to perform the services, based on a combination of experience, scope of services and project understanding. Firms that were not ranked top four were not evaluated for further consideration.

Willdan Engineering is a full-service engineering firm based in the City of Industry and specializing in traffic engineering design services, environmental services, staff augmentation services, and other general civil engineering services to municipal agencies. They have provided similar on-call construction management and inspection services to the Cities of Long Beach, Pomona, and Riverside. Previously, Willdan Engineering provided construction management and inspection services to the City for such projects as Oak Hill Avenue and Saint Albans Avenue Street Improvement Project, Mission Street Business District Pedestrian Improvement, and Garfield Avenue Resurfacing Project.

Interwest is a full-service engineering firm based in Huntington Beach and specializes in providing traffic engineering services, civil engineering services and other general construction management service to municipal agencies. They have provided similar construction management and inspection services to the Cities of Maywood, Lomita, and Rancho Palos Verdes. Interwest is currently under contract with the City for as-needed traffic engineering consulting services.

Staff has checked the Willdan Engineering and Interwest references and has found them to be satisfactory. As such, staff is now recommending that a contract for on-call construction management and inspection services to be awarded to each of the firms.

Next Steps

1. After execution of the PSA, Staff will setup kick-off meetings with both Willdan Engineering and Interwest.
2. Willdan Engineering and Interwest to perform on-call construction management and inspection services for the current projects and other upcoming CIP projects.

Background

The street projects list is generated based on the Pavement Management Program (PMP) which was developed in 2015, taking into account staff recommendations, citizen requests and complaints, 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.

The Project limits are: on Monterey Road (Orange Grove Avenue to Pasadena Avenue), intersection of Monterey Road and Orange Grove Avenue, Alpha Avenue (Camino Lindo to Valley View Road), Camino Del Sol (Saint Albans to Via Del Rey), Bushnell Avenue (Oak Street to Huntington Drive), Diamond Avenue (Monterey Road to Lyndon Street). Additional project limits are the extension of Alpha Avenue (La Fremontia to Valley View Road), and the extension of Camino Del Sol (Santa Teresa to Via Del Rey) (Attachment 3).

The contracts being considered under this item are for on-call construction management and inspection services for these projects. The scope of work includes a full-time inspector during the duration of each construction project, along with an as-needed part-time construction manager.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

These service agreements are funded from General Fund Account No. 104-9000-9203. Additionally, a portion of Monterey Road (Phase Three) will be funded from Measure R Account No. 236-9000-9000. Future CIP projects for on-call construction management and inspection services will be funded through different CIP projects account number (s) will be used accordingly.

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 – Willdan Engineering
2. Agreement – Interwest Consulting Group, Inc.
3. Project Map

ATTACHMENT 1
Agreement – Willdan Engineering

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / Willdan Engineering)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Willdan Engineering (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: On-call Construction Management and Inspection Services for the Monterey Road (Phase Three) and Traffic Signal Installation at Monterey Road & Orange Grove Avenue Projects
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s January 17, 2019 proposal to City attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for these projects is Daniel Ojeda, Interim Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for these projects. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and

any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as “Exhibit B” and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Nineteen Thousand Three Hundred Twenty-four Dollars (\$119,324).
- 3.5. “Commencement Date”: May 15, 2019.
- 3.6. “Termination Date”: May 14, 2023.

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. Chris Baca 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." Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

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

11. INDEMNIFICATION

- 11.1. **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

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

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: On-call Construction Management and Inspection Services for the Monterey Road (Phase Three) and Traffic Signal Installation at Monterey Road & Orange Grove Avenue Projects
 - 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 projects 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:

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

If to Consultant:

Chris Baca
Willdan Engineering
13191 Crossroads Parkway North
Industry, CA 91746
Telephone: (562) 364-8198
Facsimile: (562) 695-2120
E-mail: cbaca@willdan.com

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”
Willdan Engineering

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A

SCOPE OF WORK

Project Approach

Goals

Willdan has had two primary objectives since our inception in 1964:

- Ensuring the success of our clients
- Enhancing their communities

Working steadily toward these goals we gained a notable reputation for project understanding, technical excellence, cost effectiveness, and client responsiveness. It is these attributes that our construction management and inspection team bring to each project. To these goals, we add individual project oriented goals that include:

- Continuous communication with City staff, contractor, and design team
- Impeccable recordkeeping and reporting
- Rigorous budget control – minimizing change orders and applying value engineering where applicable
- Comprehensive schedule control – keeping the project moving while resolving design, contractor, or other project related challenges

Our ultimate goal is to surpass our clients' expectations and provide a completed project that benefits City staff, Council members, business owners, and residents.

Methodology

Willdan's construction management and inspection team strives to anticipate or diminish potential conflicts/issues before they arise through continual review of project plans, specifications, contractor's schedule, and other contract documents. Our team is adept at:

- Anticipating job site conflicts/issues
- Calling job site conflicts/issues to the Project Manager's and/or contractor's attention
- Offering constructive recommendations and achieving cooperation from the contractor
- Dealing with issues in a professional, straightforward fashion

Our approach to issue resolution is to:

- Obtain and document the facts surrounding the issue
- Develop reasonable solutions in conjunction with the contractor and Project Manager
- Respond quickly and effectively so that job progress and quality do not suffer

Through close communication with the City's project staff, timely corrective action is taken to alleviate potential adverse impacts of work progress, costly change orders, and construction claims.

Project Administration

Our construction management services focus on coordination, review, tracking, reporting, public outreach, cost control, and field inspections to ensure the quality of the work complies with applicable federal funding requirements, LAPM, and the contract documents. Willdan's resident engineer/construction manager and public works inspector(s) will coordinate and work proactively to assist the general contractor's construction efforts and maintain fluid channels of communication with the City's design consultants to technically support the construction effort and the efforts of the City in achieving a successful completion with minimum complications.

Initial project administration protocols include:

- Construction document review for constructability
- Engineer's cost estimate review for accuracy and completeness
- State and federal funding assistance, if required by City
- Project construction CPM schedule development
- General contractor selection assistance, if desired by City
- Preconstruction meeting with general contractor, City representatives, designer, and others deemed necessary by City or Willdan

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Once construction has begun, Willdan will:

- Review and monitor work as constructed along with supporting documentation that establishes technical adequacy of construction, timely schedule of implementation, and project budget
- Track progress and quality of construction
- Log and process submittals, RFIs, RFCs, and CCOs
- Initiate employee interviews
- Track labor and equipment pursuant to LAPM requirements
- Review and assist with resolution of all technical data and issues
- Provide daily, weekly, and monthly reports to City on construction progress and technical and economic parameters

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Willdan's team is unique in that it has a natural quality assurance/control system. Through its structure as an integrated unit with close communication between team members and interlocking responsibilities that provide good coverage of all elements of construction engineering, it incorporates minimal overlap of duties to avoid misunderstandings of assigned responsibilities and reduces costs.

The assigned resident engineer/construction manager is responsible for daily decisions and assignments of specific duties while monitoring the success and completion of project construction. The resident engineer has specific administrative duties that include review of field activities. He will institute a system of periodic reviews of the field file for conformance with Willdan's in-house filing system and LAPM. The inspectors will have specific assignments and move the products of their reporting to the resident engineer/construction manager. This bi-level approach has proved effective for Willdan because the likelihood of a missed or incorrect item is essentially eliminated with this multi-level control.

Additionally, our construction manager will maintain a project first philosophy with the contractor. When this is achieved, construction is easy, straight forward, and accomplished with a minimum of issues. We are a team; and right is right and wrong is wrong for all parties. When this is established, it creates a fair environment for all and project success is achieved.

Key/Critical Issue Identification

There are many routine aspects that are common to the way every construction project is performed in terms of construction administration and inspection as outlined in our scope of work. However, there are some very important areas, also mentioned in our scope of work, that require special attention and are not part of the routine process. These are:

- Institution of standard procedures for project records and inspection processes conforming to the highest standards for permit inspection is necessary to have effective mitigation of future maintenance issues.
- Schedule and cost management are priority areas for Willdan's land development inspection team. Our team provides weekly and monthly reports detailing cost to date and projected final cost estimates.
- A project specific quality assurance program is essential on complex projects to maintain orderly, cost effective, and comprehensive materials quality control.

Project Controls

City Liability Mitigation: Our staff understands the importance of accurate documentation and filing to ensure that the City's liability is protected. Applying a uniform standard of excellence is the only way to ensure that documents are written and filed adequately for effective claims avoidance and/or mitigation and resolution. To maintain quality, provide proper quality control, and mitigate the City's potential liability, our inspection staff is provided with detailed check sheets for a myriad of inspections, including but not limited to slurry seal, ARHM overlay, asphalt overlay, traffic signal, storm drain, sewer, water, and other appurtenant work.

Traffic and Safety: Willdan's in-house seminars include WATCH Manual and MUTCD compliance; storm water abatement and QSP/QSD training; materials testing and placement; and mass grading. Our inspectors are fully knowledgeable in the latest regulations for WATCH

Manual, California OSHA, and MUTCD. Our construction managers and inspectors have the authority and capability to quickly identify any flaws in the contractor's traffic control and safety plans and meet with the contractor to immediately rectify the issue with agreed upon solutions that meet the requirement standards while avoiding project delays.

Contractor Compliance: Our inspection staff has extensive experience with a myriad of public works projects and our staff has a clear understanding of the issues surrounding inspection of the work. For example, when constructing sidewalks and ADA compliant ramps, our inspection will ensure adequate subgrade compaction has been achieved. Inspectors will monitor the work for conformance with the plans, specifications, and ADA requirements. The concrete ticket will be checked to ensure materials match the approved mix design. A smart level will be used to check forms and the contractor will not be allowed to place concrete until the inspector is assured the work meets all City and other applicable standards.

Willdan's inspectors will monitor the contractor's operations for conformance with City compaction standards by working with the City's approved material testing lab and will not accept any trench backfill or allow any pavement repair until proper compaction is verified by the lab. Also, the inspector will verify that the base and asphalt mix design meets City standards.

In terms of asphalt overlay and other asphalt related activities, Willdan's inspectors will meet with the contractor prior to asphalt placement to ensure the proper mix design has been approved by the City, review traffic control and planned haul routes, measure the street section and provide the City's Project Manager with an estimate for the work, monitor cold milling and other preparatory work for conformance with the plans and specifications, monitor paving to ensure minimum compaction requirements are being met, monitor traffic control during the entire operation and report deficiencies to the City's Project Manager, work with the City's material testing lab to monitor the asphalt plant, and ensure adequate temporary traffic control is installed.

After paving has been completed, our inspector will monitor installation of the final striping. The final striping should be installed within the time specified in the project specifications. The contractor will be required to cat track all areas that are to receive striping and our inspector will work with the City's Traffic Engineer or designated representative to monitor the final installation for conformance with applicable City standards and plans.

Project Specific Quality Assurance Plan: Quality assurance and control procedures are critical to ensuring that sound practices and quality deliverables are provided to our clients throughout project construction. Willdan's Project Manager, Mr. Baca, will prepare project specific quality assurance plans and oversee their implementation and use throughout the term of each project. The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. It is a primary tool of the project effort with periodic team meetings to:

- Address contractor coordination issues

- Identify key dates to maintain the project schedule
- Investigate constructability
- Discuss construction sequencing
- Track progress

This project specific plan will include, at a minimum, the project description and objectives; required services; project organization; construction schedule; standards of practice; project procedures; procedures for preparing calculations, drawings, and reports; and procedures for logging, disseminating, and filing correspondence, meeting minutes, and other project specific documentation.

Although the project is not federally funded, Willdan has adopted the Caltrans Construction Manual and will incorporate Caltrans' prescribed standards and procedures by superimposing Caltrans' Construction Manual/City quality assurance program testing frequency tables and applying the data to construction materials used for the project. A matrix will be generated from the correlation of these documents that summarizes in detail the testing and frequency required for materials entering the project. All Willdan team members will be fully cognizant of the materials testing matrix – leaving no room for error. As a secondary benefit, decisions regarding testing will have been formulated before construction begins.

Our team understands the importance of the quality assurance process and is committed to strict adherence to the projectspecific plan throughout construction.

Permit Tracking

Willdan is currently providing these same types of services to La Puente, Maywood, Loma Linda, Banning, Colton, Canyon Lake, March Joint Power Authority, Highland, Calimesa, Morongo Band of Mission Indians, and other municipalities and agencies throughout the state.

Willdan utilizes two systems for tracking of both building and public works permits. The first system utilizes a simple spreadsheet. The second system utilizes Willdan's proprietary Plan Check Tracking System software to monitor permit activity. The system allows the permittee and City officials to use the web based program to view the current budget and status of each permit.

Project Specific Work Plan

One of the keys to avoiding construction issues is to begin with a well-defined work plan. Willdan will provide a construction management work plan for each of the City's projects to provide for any scope required – from simple inspection to complete program and construction management, including oversight and management of the design team, administration of the general contractor's contract, project scheduling, project budget, project controls, building inspections, public works inspection, and materials testing compliance. Upon receiving an assignment, our construction manager will prepare a work plan that fully addresses staffing and assignments, scope of work, deliverables, budget, and a project schedule. The work plan will

provide definitive directions to the project team as agreed to by the City. At a minimum, the plan will address project team meetings, effective communication mediums, and scheduled quality control processes.

The work plan incorporates our standard procedures for document control and recordkeeping. Our staff is well aware of construction field issues – such as traffic control, testing procedures, public safety, and contractor relations – that may affect a project. Our staff knows the importance of accurate documentation to ensure the City’s liability is protected. Applying a uniform standard of excellence is the only way to ensure documents are written and filed appropriately for effective claims avoidance and/or mitigation and resolution. In line with this, Willdan adopted Caltrans' Construction Manual and Bridge Construction Records and Procedures Manual, Volumes 1 and 2, as our standard procedures over 25 years ago.

Work Plan

Presented herein is Willdan's typical project work plan. Because our standard procedures already incorporate Caltrans standards and manuals, our typical work plan is fully compliant with requirements for federally funded projects without any adjustment to our normal construction management and inspection processes. As presented in the previous section, Willdan will develop a work plan that is specific to each project awarded.

Task 1-Construction Review:

1. Conduct a thorough review of the construction plans and specifications, including analysis of quantities and costs, check of construction phasing, full analysis of the contractor’s schedule, and applicable requirements for federal funding and reimbursement submittals.
2. Identify the elements of construction that could be substituted with more efficient materials and associated methods.
3. Provide a thorough review of the construction sequence necessary to complete the improvements included in the construction contract.
4. Verify through in-house design support consultation that each identified item of concern is interpreted properly.
5. Once a set of recommended corrections is developed, verify that time constraints do not impact implementation.
6. Prepare a report of findings and outline recommendations to reconcile issues discovered and generally to expedite the project.

Task 2-Resident Engineer:

1. Conduct thorough review of soils report, construction plans, and specifications and review schedule section of proposed project specifications for conformance with Caltrans standards.
2. Prepare list incorporating items of concern such as difficulties completing any construction element, conflicts between elements or environment, elements of

- construction that could be substituted with more efficient materials and methods, or elements of construction that are not appropriately compensated by bid schedule and include potential recommended corrections
3. Review project quantities and bid items and provide review engineer's estimate of work.
 4. Review documentation for compliance with stakeholder agencies' requirements for traffic control plans, construction scheduling and sequencing, and permitting, including DBE good faith efforts if applicable.
 5. Confirm that the contractor's SWPPP plan meets QSD/QSP requirements and all storm water permits are in place.
 6. Verify method for determining weather related construction delays is included in contract.
 7. Verify that specifications include appropriate language requiring on-the-job training.
 8. Verify that specifications require contractor to submit monthly schedule updates with progress payment requests and weekly submission of two-week look ahead schedule.
 9. Revise City's boilerplate specifications to include requirement for contractor to submit conditional releases with each progress payment request and unconditional releases with final payment request.
 10. Provide thorough review of construction schedule.
 11. Attend prebid site meeting.
 12. Coordinate design revisions, requests for information (RFIs), and other appurtenant work with City's design consultant.
 13. Attend bid opening.
 14. Review three lowest bids and DBE good faith efforts.
 15. Verify low bidder's qualifications and prepare bid summary, contract award recommendation, and notice of award.

Task 3-Construction Management:

1. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
2. Prepare construction file. A copy of Willdan's LAPM file checklist can be provided upon request.
3. Ensure contractor distributes public construction notices and places construction and information signs.
4. Prepare special concerns to be presented at preconstruction conference.
5. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
6. Review contractor's safety program in consultation with City staff.
7. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents and LAPM.
8. Log, track, and process submittals, RFIs, releases for construction (RFCs), contract change orders (CCOs), field directives, notices of proposed change (NOPCs), nonconformance reports (NCRs), construction schedule, and detailed traffic control plan.

9. Closely review schedule and advise contractor to take action on schedule slippage.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Assume responsibility for coordination with inspection staff and City staff.
12. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
13. Coordinate contractor's field work with utility companies and other agencies.
14. Prepare weekly statement of working days and submit to contractor and City.
15. Provide monthly progress report. A sample of Willdan's monthly report can be provided upon request.
16. Establish and conduct weekly construction progress meetings to:
 - Resolve all old business issues to maximum extent possible
 - Address all items of new business as presented by any party
 - Review project schedule and address any deviations
 - Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
 - List status of construction items recently undertaken or ongoing
 - List planned construction items for next two weeks (two week look ahead schedule)
 - Review SWPPP issues
 - Review contractor's safety program
17. Prepare minutes for weekly construction progress meeting.
18. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
19. Evaluate and respond to contractor's requests for clarification of plans and specifications.
20. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.
21. Conduct special site meetings, when necessary, with contractor and City staff to review job progress, scheduling, and coordination.
22. Perform quantity, time, and cost analyses required for negotiation of contract changes.
23. Negotiate and prepare change orders, including memorandum of explanation and cost estimates, to substantiate change order and send to City for review.
24. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
25. Maintain all data for change orders and record information with regard to time of dispute, time of notification by contractor, and action taken by inspector.
26. Monitor materials documentation and testing results and enforce corrections.
27. Review for approval contractor's progress payment requests, including verifying LAPM compliance status and impact on payment; negotiate differences over amount with contractor; and process payments through City's Project Manager.
28. Monitor preparation of punch list at substantial completion and follow up.
29. Routinely review construction files to ensure conformance to City standards and good construction management practices.

30. Ensure City receives as-built set of drawings at completion.
31. Assist City with stop notices and release of retention.
32. Provide memorandum of clearance to issue notice of completion.
33. Finalize and deliver all construction files and supplies to City for their records.

Task 4-Construction Inspection:

1. Review plans, specifications, and all other contract and construction related documents.
2. Conduct field investigation to become familiar with existing facilities and project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that contractor conforms to design survey line and grades.
5. Attend weekly progress meetings with resident engineer, contractor, and subcontractors.
6. Provide full-time and as-needed construction inspection, including night inspection, of work to monitor materials and methods for compliance with plans, specifications, and contract documents; address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor activities, it is contractor's sole responsibility to provide workers with safe working environment.
8. Assist City's labor compliance manager with federally compliant labor and equipment reports, labor classification interviews, and assist with certified payroll review.
9. Monitor compliance with Clean Air Act and Clean Water Act (National Pollutant Discharge Elimination System NPDES best management practices). Also, monitor contractor's compliance with approved SWPPP.
10. Meet with contractor at beginning of each day and review proposed work plan, including specific details that may affect progress.
11. Conduct daily measurements of quantities of work with contractor.
12. Review actual contractor performance throughout day and discuss discrepancies with contractor as they occur.
13. Assist in coordination of engineering support, surveying, special inspections, and field work by utility companies.
14. Ensure compliance of Underground Service Alert notification/delineation.
15. Evaluate contractor's operation and production with respect to quality and progress and report to resident engineer.
16. Photograph continuous property frontages along street alignment once prior to construction and once immediately following construction. Maintain photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
17. Closely monitor testing results and require contractor to provide corrective measures to achieve compliance.

18. Maintain copies of all permits needed to construct project and enforce special requirements of each.
19. Prepare and maintain detailed daily diary inspector reports on construction progress.
20. Prepare clear and concise letters and memoranda, as needed. Establish solid paper trail.
21. Maintain field file bound workbooks during construction, including cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
22. Review construction schedule and enforce requirements for updating schedules and maintaining appropriate progress of work.
23. Analyze delays and review claims on timely basis; make recommendations to construction manager.
24. Assist with review and evaluation of change order work.
25. Provide complete measurements and calculations documented to administer progress payments.
26. Maintain and submit red-lined set of plans for as-built corrections on record drawings to be filed with City.
(City's design consultant will transfer contractor's record drawings to original Mylar drawings.)
27. Prepare punch list at substantial completion and follow up with contractor on correction progress.
28. Schedule final inspection with City and applicable agencies; prepare, distribute, and inspect corrections to final punch list for completion; and recommend final acceptance.
29. Prepare documentation for final payment to contractor.
30. Upon project completion, provide finished set of project workbooks to City.

Task 5-Geotechnical and Materials Testing:

1. Attend meetings, as needed, with project team.
2. Review existing geotechnical reports and project plans and specifications.
3. Observe and test during clearing and grubbing, grading, shoring installation, foundation excavation, site utility trench backfilling, and subgrade preparation.
4. Perform laboratory testing.
5. Provide continuous soils engineering support during construction.
6. Provide certified reinforced concrete inspector during reinforcing steel placement and all structural concrete placement.
7. Verify compliance with approved project plans, specifications, and applicable code requirements.
8. Sample and test concrete for compressive strength.
9. Provide certified reinforced concrete inspector during placement of any epoxy/anchors and screw anchor placement.
10. Inspect placement of any epoxy/anchors and screw anchor placement for compliance with plans and specifications.

11. Monitor placement of any epoxy/anchors and screw anchor placement.
12. Provide qualified technician as required for concrete placement and as inspector backup for large or elevated pours and torque testing.
13. Sample and test concrete/for slump, temperature, compressive strength, and sampling rebar for testing, if required.
14. Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
15. Submit reports/updates of ongoing tests; i.e., seven-day and off-schedule breaks.
16. Submit final report of completed laboratory tests; i.e., 28-day results for concrete.
17. Submit for City review daily field testing and inspection reports indicating information pertinent to inspections performed and compliance/non-compliance with project documents and applicable codes.

Task 6-Utility Coordination:

1. Send utility notice of preconstruction meeting to affected utility companies and agencies.
2. Review scope of work for possible conflicts with utility companies.

Deliverables:

1. Constructability Review. Willdan will provide requested reviews within 5 business days of the notice to proceed. Detailed scope can be found on page 58 of our proposal.
2. Preconstruction Minutes. Willdan's CM will provide the preconstruction minutes the day after the preconstruction meeting.
3. Daily Logs. Willdan's inspection personnel will provide detailed daily logs at the end of each work week.
4. Weekly Report. Detailed weekly reports will be submitted at the end of each work week.
5. Monthly Report. The required monthly report will be submitted with the monthly progress payment.
6. As Built Plans. As-Built plans will be provided on a weekly basis and the final plans will be submitted with 5 days after the cessation of the work.
7. Public Relations. The City will be provided with a detailed call log on a weekly basis.
8. Progress Payments. Payments will be submitted monthly and will include Willdan's payment recommendations.
9. Material Testing Results. Material testing field notes will be provided weekly basis and final reports will be submitted with the monthly report.
10. BMP Reports. BMP reports will be submitted with the weekly reports.
11. Final CM Files. Final CM file will be submitted with 15 days after the cessation of the work

Task 7 – Public Outreach

Even a project that is constructed safely, on time, and within budget can be perceived as a failure if public relations are not handled professionally and proactively. The City's projects may impact the public and require effective public relations by the project team. Willdan will act as the

primary contact during construction for the public to address concerns related to the project. All public concerns will be listened to with an empathetic ear. Contact information will be gathered and logged with the issues raised, and resolution of each issue will be proactively processed as acceptable to the City. If community outreach is required for the project, Willdan will:

1. Prepare and distribute informational flyers to residents and business owners within the project area prior to, at 50 percent, and near project completion advising:
 - when and what will take place
 - how much time it will take
 - what impacts may occur throughout the area
 - what precautions business owners and residents should take
 - what traffic control measures will be taken to minimize construction impacts to business owners and residents
 - where detours will be established – maps to be provided
 - what construction operations may affect ingress and egress to particular properties
2. Setup a 24-hour telephone number to receive complaints. Respond to complaints within 24 hours and notify the City within that time of said resolution.
3. Hold informational meetings with area residents and business owners to include two meetings prior to construction and one meeting during construction.
4. Maintain a log of telephone calls documenting complaints received and actions taken to resolve the complaint; provide the City a weekly summary sheet documenting complaints/comments filed along with the action taken and resolution selected.
5. Ensure maintenance of detours and access to businesses and resolve any issues arising from detours.

Additional Services

Labor compliance:

1. If applicable, attend pre-bid conference to present general requirements of bid preparation for project.
2. Verify applicable wage determination 10 days prior to bid opening and document verification as required. If wage determination has changed from what appears in project specifications, provide addendum and proof of receipt by bidders.
3. Verify eligibility of selected contractor and its subcontractors to receive contract awards by confirming current, active license status with State of California Contractors License Board and non-appearance on Federal List of Parties Excluded (debarment list).
4. Attend preconstruction conference to present federal labor compliance requirements to contractor and sub-contractors and prepare minutes and attendance record.
5. Verify and document jobsite posting of wage rate information and labor compliance posters.

6. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor submitted documents. Monitor weekly payroll documentation on continuous basis, including certified payroll reports, fringe benefit statements, apprenticeship documentation, and payroll deduction authorizations.
7. Follow up with contractor by telephone and/or certified mail regarding required document submittals and payroll discrepancies.
8. Coordinate withholding of progress and/or retention payments with County staff if contractor fails to abide by labor compliance requirements.
9. Receive, pursue, and document labor complaints and recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
10. Maintain content and format of federal labor compliance file in conformance with applicable government requirements.
11. Coordinate project file reviews by authorized county, state, and federal agencies.
12. Submit complete federal labor compliance file to County for retention (federal labor compliance files are to be retained for period of not less than three years).

Funding Submittals:

1. Send copy of notice of preconstruction meeting to Caltrans.
2. Prepare local agency contract award checklist.
3. Prepare detail estimate and summary and finance letter based upon low bid.
4. Obtain from contractor Local Agency Bidder –DBE Commitment (construction contracts) and Local Agency Bidder – DBE Information (construction contracts) based upon low bid.
5. Prepare resident engineer’s construction contract administration checklist to help local agency with administration of federal aid project.
6. Submit to Caltrans DLAE Item Nos. 2 through 5 along with City provided data for engineer’s final opinion of probable construction cost, contractor’s bid, bid analysis, executed contract, and as advertised plans and specifications.
7. Prepare progress invoice at least every six months based upon contractor’s contract progress reports and submit to Caltrans DLAE.
8. Prepare federal report of expenditures letter and report of expenditures checklist based upon statement of working days.
9. Prepare local agency final inspection form to initiate Caltrans’ jobsite review and verification of project completion.
10. Prepare materials certificate for resident engineer’s signature to show that results of tests on acceptance samples indicate materials incorporated in construction work and construction operations controlled by sampling and testing conformed with approved plans and specifications.

11. Prepare final invoice, final detail estimate and summary, and change order summary Caltrans exhibit forms based upon contractor's final contract progress report.
12. Submit to Caltrans DLAE Item Nos. 2 through 5 and attach Final Report – Utilization of DBE, First Tier Subcontractors and DBE Certification Status Change to initiate timely project closure and payment.
13. Following receipt of final payment check from State Controller's Office, include documents and submittals in federal funding file, and make PDF formatted file on CD for City.

EXHIBIT B

FEE SCHEDULE

As-needed Project Management, Construction Management, Contract Administration and Inspection Services

Monterey Road Phase III (Orange Grove Avenue to Pasadena Avenue)

	PROJECT MANAGER	CONSTRUCTION MANAGER	CONSTRUCTION INSPECTORS	ENGINEERING SUPPORT SERVICES	CLERICAL	TOTAL LABOR	MISC. EXPENSE	TOTAL COST
HOURLY RATE:	\$185	\$169	\$116	\$164	\$76			
TASK 1 - CONSTRUCTABILITY REVIEW	1	4		8		\$2,173	\$0	\$2,173
Task 2 & 3 - CONSTRUCTION MANAGEMENT	2	95			1	\$16,501	\$500	\$17,001
TASK 4 - PW INSPECTION			480		6	\$56,136	\$300	\$56,436
TASK 7 - PUBLIC OUTREACH		10			9	\$2,374	\$0	\$2,374
TASK 4.26 TO 4.30	1	12	16			\$4,069	\$0	\$4,069
Subtotal	4	121	496	8	16	\$81,253	\$800	\$82,053

This not-to-exceed fee is based on a 60 working day contract, Monday through Friday 7:00 a.m. through 3:30 p.m. Additional services needed beyond the specified completion date will be provided at Willdan's standard hourly rate.

Traffic Signal at Monterey Road and Orange Grove Avenue

	PROJECT MANAGER	CONSTRUCTION MANAGER	CONSTRUCTION INSPECTORS	ENGINEERING SUPPORT SERVICES	CLERICAL	TOTAL LABOR	MISC. EXPENSE	TOTAL COST
HOURLY RATE:	\$185	\$169	\$116	\$164	\$76			
TASK 1 - CONSTRUCTABILITY REVIEW	1	4		8		\$2,173	\$0	\$2,173
Task 2 & 3 - CONSTRUCTION MANAGEMENT	2	64			1	\$11,262	\$250	\$11,512
TASK 4 - PW INSPECTION			170		2	\$19,872	\$0	\$19,872
TASK 7 - PUBLIC OUTREACH		5			2	\$997	\$0	\$997
TASK 4.26 TO 4.30	1	4	16			\$2,717	\$0	\$2,717
Subtotal	4	77	186	8	5	\$37,021	\$250	\$37,271

This not-to-exceed fee is based on a 40 working day contract, Monday through Friday 7:00 a.m. through 3:30 p.m. Additional services needed beyond the specified completion date will be provided at Willdan's standard hourly rate.

ATTACHMENT 2
Agreement – Interwest

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / Interwest Consulting Group, 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 Interwest Consulting Group, Inc., (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: On-call Construction Management and Inspection Services for the Alpha Avenue & Camino Del Sol and Bushnell Avenue & Diamond Avenue Street Improvement Projects
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s January 17, 2019 proposal to City attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for these projects is Daniel Ojeda, Interim Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for these projects. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and

any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as "Exhibit B" and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Two Hundred Thirty-two Thousand Eight Hundred Seventy-five Dollars (\$232,875).
- 3.5. "Commencement Date": May 15, 2019.
- 3.6. "Termination Date": May 14, 2023.

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. James G. Ross 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." Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

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

11. INDEMNIFICATION

- 11.1. **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

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

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: On-call Construction Management and Inspection Services for the Alpha Avenue & Camino Del Sol and Bushnell Avenue & Diamond Avenue Street Improvement Projects
 - 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 projects 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:

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

If to Consultant:

James G. Ross
Public Works Group Leader
Interwest Consulting Group, Inc.
15140 Transistor Lane
Huntington Beach, CA 92649
Telephone: (714) 899-9039
Cell Phone: (714) 742-1551

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”
Interwest Consulting Group, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A

SCOPE OF WORK

Services to be provided

We understand that the City is looking for a qualified firm to provide comprehensive construction management and observation services on specific capital improvement projects to be assigned by work order. We understand our responsibilities, if selected, to include the following.

- **Preconstruction Meeting** - Our team will prepare meeting agenda and conduct a preconstruction meeting with the Contractor, the City, affected utility companies and other critical stakeholders.
- **Construction Management and Observation** – Our team will provide thorough and accurate construction management and inspection services throughout an assigned project’s life including the following services.
 - o We will provide contract administration and establish and implement coordination and communication procedures between the Engineer, City, and Contractor.
 - o We will develop procedures for reviewing and processing RFIs in a timely manner and interpret the contract documents, shop drawings, samples and submittals, change order proposals, payment applications, and other construction related communications.
 - o We will track and monitor the review of product and material submittals to determine compliance with construction plans, specifications and schedule.
 - o Our team will record the progress of the project and maintain current records of all necessary contracts, insurance certificates, construction documents, permits, specifications and codes, project photographs, as-built drawings, samples and submittals, operation and maintenance manuals, material tickets, test results and other construction related documents. We will deliver all documents and records to the City at the completion of the project.
 - o Our team is capable of providing as-needed design services for field redesigns subject to the availability of the engineer.
 - o Our Construction Manager will be familiar with all relevant project specs and documents including the Contract Documents, Standard Specifications for Public Works Construction, State of California Department of Transportation Standard Specifications, Greenbook Specifications, Manual of Uniform Traffic Control Devices, and American Water Works Association to ensure compliance with the construction contract.

- o Our assigned staff will have adequate experience performing construction management and inspection services on projects of similar magnitude and scope.
- o We will provide inspection services for the duration of the project to complete all work on time as specified in the contract documents.
- o We will coordinate and monitor the Contractor's operations with utility companies, neighboring residents, businesses, and other affected parties.
- o We will keep accurate, detailed daily inspection logs, which shall include progress of the work, labor and equipment utilized, track usage of the bid quantity items, log of inspector shift hours, problems encountered and direction given to the Contractor. Daily logs are to be submitted on a weekly basis.
- o We will prepare construction reports monthly or as required by the City including progress of work, major tasks accomplished, budget status, schedule overview, summary of change orders, logs of submittals and RFIs, progress as-built plans, project photographs, as well any specific requirements stipulated in the construction contract. Monthly construction reports shall be submitted with each consultant progress payment request. All submittals must be properly dated for purposes of administrative record.
- **Construction Progress Meetings** – Our team will conduct, prepare agendas for, transcribe, and distribute minutes for construction progress meetings on an as-needed basis with the Contractor, City, and other project participants.
- **Public Relations** – We will coordinate the distribution of the Contractor's imminent construction notices to all neighboring residents and businesses. We will also respond to and maintain a log of all citizen concerns and complaints in an expeditious manner.
- **Change Order Preparation, Negotiation and Processing** – Our team will establish, implement and coordinate systems for the timely processing of all contract change orders.
 - o We will prepare an independent cost estimate for all contract change orders, and negotiate all change orders with the Contractor.
 - o We will review the content of requests for changes to the contract time or price, assemble information concerning the request and try to determine the cause and merit of the requests, the impact on the budget, schedule and project scope, and make recommendations to the City regarding the ramifications of accepting the request prior to commencement of any extra work.
 - o We will render written decisions and prepare change order documents on standard City format for execution.

- **Quality Review** – We will establish and implement a program to monitor the quality of the construction to guard the City against defects and deficiency in the work of the Contractor.
 - When work does not comply with contract document requirements, our team will reject the work and transmit to the City and Contractor a notice of noncompliance.
 - We will only authorize minor variations in the work from the requirements of the contract documents that do not involve an adjustment in the contract price or contract time and which are consistent with the overall intent of the contract documents. We will duly record any such minor variations in writing and include them in the record drawings we prepare.

- **Progress Payments** – We will review the Contractor’s payment applications and determine whether the amount reflects the actual progress of the Contractor's work.
 - We will verify all quantities of work with the Contractor and make appropriate adjustments to each payment application.
 - We will prepare and forward to the City a progress payment report along with the latest construction schedule, as well as record drawing and photos depicting work completed.
 - Our report will state the total contract price, payments to date, current payment request, current balance amount, retention and actual amounts owed for the current period in a City approved format.
 - We will ensure that the Contractor's payment request is submitted with the latest construction schedule.

- **Record Drawings and Documents** – Our team will coordinate efforts between the Contractor and the City to maintain a reproducible set of drawings on which all design changes and field adjustments are made in ink by the Contractor to reflect construction conditions recorded and observed.
 - We will also review drawings for completeness and discuss them with the City and maintain a set of the contract documents with up-to-date information regarding all addendum, substitutions, clarifications and corrections, and change orders.
 - We will deliver as built plans to the City.

- **Construction Schedule** – We will review and monitor the Contractor's construction schedule and verify that the schedule is prepared in accordance with the requirements of the project.
 - We will monitor the schedule on a weekly basis for accuracy and consult with the Contractor to ensure compliance with established milestones and accomplishments.

- o We will submit the latest construction schedule with the Contractor's payment request in a timely manner.
- **Testing Services** – We will coordinate and monitor all testing services to perform field and laboratory testing during construction, including review of test results.
 - o We will maintain a log of all test reports, including the type of testing performed, location, result and action taken.
 - o We will coordinate with the Contractor to perform retesting on any failing tests.
 - o We will also coordinate the delivery of all testing results to the City and prepare and forward a progress payment report along with test results and accurate detailed inspection logs to the City.
- **Safety Program** – We will review the Contractor's safety program to ensure compliance with all OSHA, local, state and federal requirements.
 - o We will direct the Contractor to suspend work if imminent hazard is not immediately remedied or if a dangerous condition persists.
 - o We will investigate all accidents and gather all information relating to any accidents and conduct investigations if deemed necessary.
 - o We will prepare accident reports if necessary.
- **Storm Water Pollution Prevention Plan** – We will review, monitor, and ensure the Contractor's environmental compliance with NPDES/Best Management Practices (BMPs) to prevent Storm Water Pollution from construction related activities and verify the Contractor's compliance with all local, State and Federal requirements.
- **Traffic and Pedestrian Control and Public Safety** – We will review and monitor all traffic control and public safety plans for compliance with all applicable safety laws and regulations.
 - o We will review on a daily basis all detours, lane closures, temporary access, delineation, and traffic control set-ups and report any deficiencies to the Contractor for immediate correction prior to the commencement of work for the day.
 - o We will ensure that Police, Fire, Sanitation, Parks, and any other affected City agencies are notified of any potential construction impacts.
- **Project Close-out** – We will advise the City in determining when the project is substantially complete.

- o We will coordinate a final walk through with the City, Contractor, engineer, and other project personnel and develop a punch list of incomplete or deficient work which does not conform to the contract documents.
- o We will make recommendations to the City regarding final project approval and acceptance, and shall submit to the City a Notice of Completion signed by the Contractor.
- o We will also make recommendations to the City regarding the final progress payment request and shall assist the City during the project warranty period if corrective work is required.
- o We will prepare all documentation needed for project close-out and deliver all project documentation to the City.

EXHIBIT B

FEE SCHEDULE

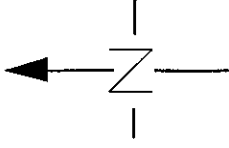
**Alpha Avenue (Camino Lindo to Valley View)
& Camino Del Sol (St. Albans to Via Del Rey)**

PROJECT 01		<i>100 working days</i>			
Alpha Avenue (Camino Lindo to Valley View) and Camino Del Sol (St. Albans to Via Del Rey)					
Staff	Hourly Rate	Estimated hours per phase:			Totals
		Pre-Construction	Construction	Post-Construction	
Project Manager	\$160	2	6	2	\$1,600
Construction Manager	\$145	3	100	10	\$16,385
Construction Observer	\$125	10	770	10	\$98,750
Estimated Subtotal					\$116,735

**Bushnell Avenue (Oak Street to Huntington Drive)
& Diamond Avenue (Monterey Road to Lyndon Street)**

PROJECT 02		<i>90 working days</i>			
Bushnell Avenue (Oak to Huntington) and Diamond Avenue (Monterey to Lydon)					
Staff	Hourly Rate	Estimated hours per phase:			Totals
		Pre-Construction	Construction	Post-Construction	
Project Manager	\$160	2	6	2	\$1,600
Construction Manager	\$145	2	140	10	\$22,040
Construction Observer	\$125	10	720	10	\$92,500
Estimated Subtotal					\$116,140

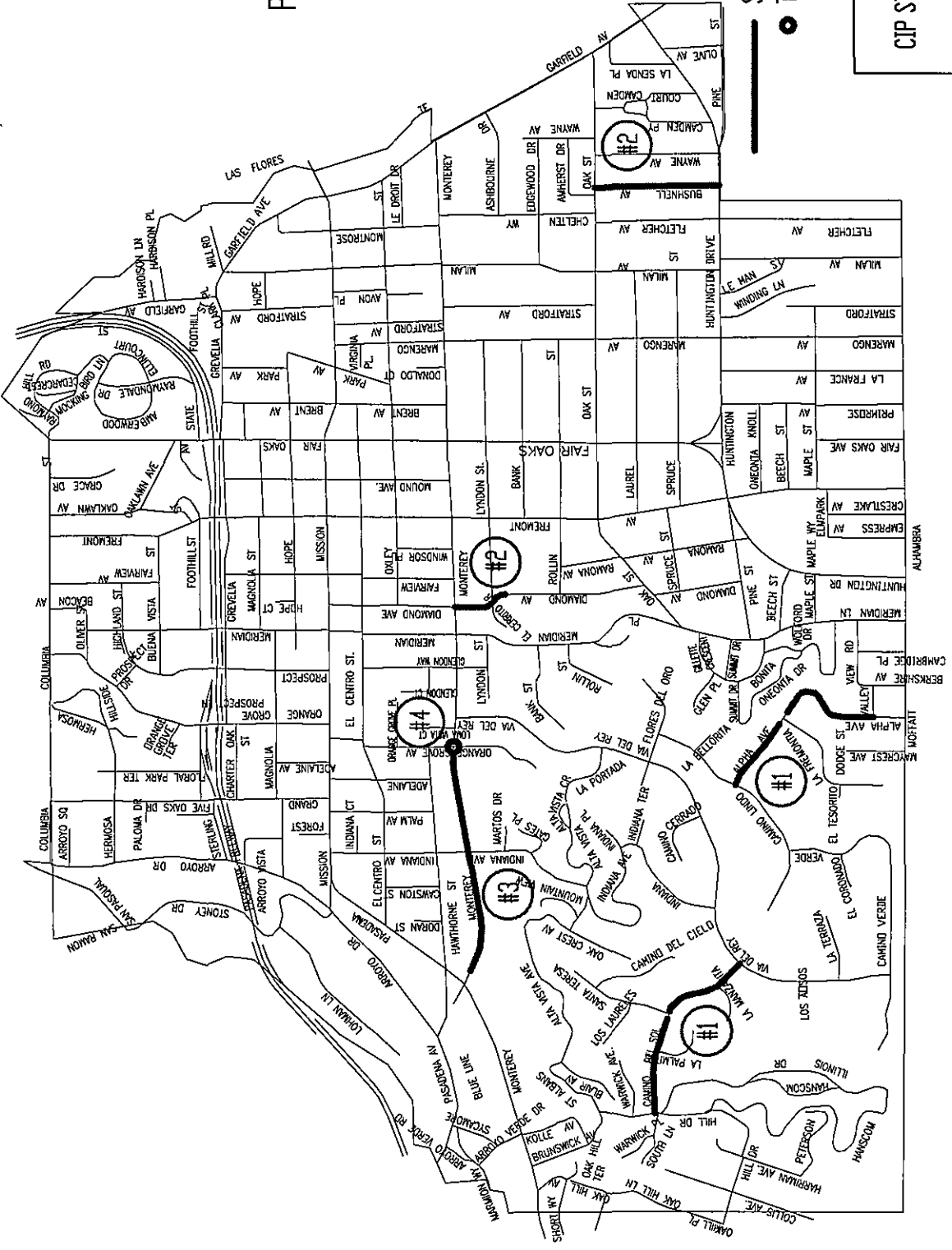
ATTACHMENT 3
Project Map



PROJECT LOCATION MAP

STREET IMPROVEMENT PROJECT
TRAFFIC SIGNAL INTERSECTION

CIP STREET IMPROVEMENT PROJECTS







City Council Agenda Report

ITEM NO. 13

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Daniel Ojeda, P.E., Interim Director of Public Works 
Francois Brard, Facilities Supervisor

SUBJECT: 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.

Recommendation Action:

It is recommended that the City Council:

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

Commission Review and Recommendation:

This matter was not reviewed by a commission.

Background:

The South Coast Air Quality Management District denied the City's application, *Application Form for Permit or Plan Approval (Form 400-A)* for an emergency power generator at the Mission-Meridian garage because the generator exceeded the emissions regulations permitted. The SCAQMD stated that emissions from the existing power generator exceed the requirements of the Best Available Control Technology (BACT) requirements in AQMD Rule 1303(a), for Oxides of Nitrogen (NOx), Carbon Monoxide (CO), and Particulate Matter (PM).

In order to be in compliance, the City must replace the existing generator with a new generator that meets SCAQMD's Best Available Control Technology (BACT) specifications; obtain a valid permit prior to installation.

Discussion/Analysis:

The scope of work for the Mission-Meridian Garage Emergency Power Generator Replacement Project generally include removal/disposal of the existing generator, and furnish/install a new power generator that is in compliance with South Coast Air Quality Management District (SCAQMD) requirements. The contractor will also be responsible for the following: (1) Assist the City in applying for SCAQMD permit, (2) Re-design the existing generator foundation and

Award of Construction Contract for Power Generator

May 15, 2019

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anchor details to accommodate the new generator, and (3) Modify existing insulation, exhaust, and electrical system as necessary for the new generator. Upon completion, the new power generator will supply emergency power for the Mission-Meridian Parking, and be in full compliance with SCAQMD requirements.

South Pasadena Municipal Code (SPMC) Section 2.99-35(b) states "... public projects of \$175,000 or less may be let to contract by informal procedures as set forth in SPMC 2.99-37." On February 25, 2019, the City issued Notice of Inviting Informal Bids (NIIB) pursuant to procedures set forth in SPMC 2.99-37. The NIIB was placed on the City's web site, as well as mailed to four construction trade journals in accordance with Public Contract Code Section 22036 requirements. On March 6, 2019, the City conducted a mandatory pre-bid site visit, and 4 potential bidders attended.

On March 18, 2019, the City received and opened three sealed bids, with the results as follows:

Rate	Contractor	Location	Base Bid
2	Baker Electric,	Escondido, CA	\$88,091.00
3	Duthie Power Services	Long Beach, CA	\$89,928.53
1	New Art Construction, Inc.	Tujunga, CA	\$87,800.00

The apparent low bidder was New Art Construction, Inc. ("New Art") of Tujunga, California, with the bid amount of \$87,800.00; whereas the Engineer's estimate was \$85,000.

Nonetheless, the bid form submitted has a hand-written footnote stating "\$2,000 extra to haul away old generator." The bid specifications stipulate that the contractor will "remove, disconnect, and dispose the existing power generator." Since the bid price entered in the City's bid form is binding and that no exceptions to the specifications are permitted, the City notified New Art that the footnote on its bid form is therefore nullified. New Art confirmed its binding bid price of \$87,800.00 without exceptions; and subsequently submitted written clarification, stating "I'd like to clarify the note we have on the bid form. The \$2,000.00 for haul away of existing generator to be determined by the City, it's including in the bid price of \$87,800.00."

New Art has satisfactorily completed projects for the City of Glendora, W.M.S. Hart Union High School District, and Los Angeles Community College District. The City has checked the contractor's references, and verified its C-10 (electrical) license to be in good standing. If approved by City Council, the City will immediately work with the contractor to submit the SCAQMD permit application, and order the new power generator. Physical construction is anticipated to commence in August, and complete before December 2019.

Award of Construction Contract for Power Generator

May 15, 2019

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In addition to the parking garage, this generator currently provides emergency electricity to various common areas, including: retail shops and residences in the Mission Meridian Village. The City has notified the Mission Meridian Village Property Owners Association (POA) of the required generator replacement, and is currently in negotiations with the POA to determine their fair-share financial responsibility.

Legal Review:

The City Attorney has reviewed this item.

Fiscal Impact:

The adopted FY18-19 budget shows the project is budgeted in the Prop "A," Transit Planning Account No. 205-8024.

Environmental Analysis:

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Public Resources Code Section 21084, 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*.

Attachment: Construction Contract Agreement

CITY OF SOUTH PASADENA
Mission-Meridian Garage Emergency Power Generator Replacement Project
CONSTRUCTION AGREEMENT

This Mission-Meridian Garage Power Generator Replacement Project, Agreement (“Agreement”), is entered as of this May 1, 2019 (“Effective Date”), by and between the City of South Pasadena, with offices located at 1414 Mission Street, South Pasadena, CA 91030 (“City”) and New Art Construction, Inc., with offices located at 10540 Tinker Avenue Tujunga, CA 91042 (“Contractor”). In consideration of the mutual promises and agreements made herein and intending to be legally bound, the parties agree as follows:

1. **CONTRACT PRICE**

- A. The contract price is \$ **87,800.00**
- B. The contract price is based on the unit prices in the bid documents and, together with salvage materials (if any), constitutes the entire consideration for performance and completion of the work described herein and in the contract drawings and specifications which are incorporated herein by this reference.
- C. City shall pay Contractor the contract price and Contractor shall furnish all supervision, technical personnel, labor, materials, equipment, tools, permits, and services needed to perform and complete the work to be performed under this Agreement.
- D. Contractor will honor the contract price until May 17, 2019.

2. **TIME OF COMMENCEMENT AND COMPLETION**

The City is hereby giving the Contractor a written Notice to Proceed with the work to be performed under this Agreement. The Contractor shall fully complete the work directed within the time set forth as estimated for such work under this Agreement. The estimated time of completion is six months, from when work commences.

3. **COMPLIANCE WITH PROVISIONS OF BID DOCUMENTS**

Contractor shall comply with all terms, provisions, conditions and requirements of the bid provided as Exhibit A, which are as follows:

- | | |
|-----------|---------------|
| Exhibit A | Bid Form |
| Exhibit B | Scope of Work |

4. **AGREEMENT ATTACHMENTS**

All items described in Paragraph above of this Agreement are attached hereto, incorporated herein, and made a part hereof as though set forth in full herein. The complete agreement shall consist of this document and attachments, and no other documents or oral amendments shall be considered part of this agreement unless expressly and specifically incorporated herein.

5. COMPLIANCE WITH PROVISIONS OF AGREEMENT AND ATTACHMENTS

Contractor shall comply with all provisions of this Agreement and the Agreement attachments.

6. INSURANCE PROVISIONS

During the term of this Agreement, Contractor shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Contractor's performance of this Agreement.

- a) Such insurance shall be of the types and in the amounts as set forth below:
 - i. Comprehensive General Liability Insurance with coverage limits of not less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) aggregate including products and operations hazard, contractual insurance, broad form property damage, independent Contractors, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - ii. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
 - iii. Worker's Compensation insurance as required by the laws of the State of California.
 - iv. Employers Liability Insurance for bodily injury or disease with minimum limits of One Million Dollars (\$1,000,000) per accident.
- B. Contractor shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- C. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- D. Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Contractor's expense.
- E. At all times during the term of this Agreement, Contractor shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as

additional insureds. Contractor shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

- F. Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement 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.
 - G. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Contractor agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
 - H. The insurance provided by Contractor 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 Contractor's insurance and shall not contribute with it.
 - I. All insurance coverage provided pursuant to this Agreement shall not prohibit Contractor, and Contractor's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against the City.
 - J. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
 - K. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duties to indemnify, hold harmless and defend under this Agreement.
7. This Agreement is subject to 8-hour work day and wage and hour penalty law, including, but not limited to, California Labor Code Sections 1810 and 1813 as follows:

The Contractor shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination because of race, religious creed, color, national origin, ancestry, physical

disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by the Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. The Contractor shall forfeit as a penalty to City \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by the Contractor or by any Subcontractor of the Contractor, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the provisions of said Labor Code.

8. This Agreement shall comply with all California and federal statutes relating to nondiscrimination. These include but are not limited to:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
 - b) Title IX of the Education Amendments of 1972, as amended (29 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
 - d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 - e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
 - f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. § 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i) Title 28, Code of Federal Regulations, Part 42, Subparts C, D, E, and G;
 - j) Title 28, Code of Federal Regulations, Part 35;
 - k) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - l) The requirements on any other nondiscrimination statute(s) which may apply to the application.

9. This Agreement is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code §§ 1860 and 1861 as follows:

Contractor shall take out and maintain, during the life of this Agreement, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861.

10. This Agreement is subject to the provisions of California Public Contracts Code § 6109, and Contractor hereby offers and agrees to make any assignment necessary in the event that Contractor is ineligible to perform the work described herein. Further, the successful bidder shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

11. This Agreement is further subject to the provisions of California Public Contract Code § 7103.5 as follows:

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties.

12. This contract is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the California 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 the contractor, for the response to such claims by the contracting public City, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This contract hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

13. This contract is further subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the California 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 the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with this Article. This contract hereby incorporates the provisions of Article 1.7 as though fully set forth herein.
14. At any time during the term of the Contract the 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.
15. Pursuant to Labor Code Section 1776, each contractor and subcontractor shall keep accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Each payroll record shall contain or be verified by a written declaration that is made under penalty of perjury, stating both of the following:
 - a) The information contained in the payroll record is true and correct.
 - b) The employer has complied with the requirements of the Labor Code Sections 1771, 1811 and 1815 for any work performed by his or her employees on the public works project.

The payroll records enumerated under supervision (a) shall be verified and shall be available for inspection at all reasonable hours as required by the Labor Code Section 1771.

16. This contract is subject to the prevailing wage law, including, but not limited to California Labor Code Sections 1773.2 and 1771 as follows:

The contractor shall pay the prevailing wage rates for all work performed under this contract. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Contractor shall forfeit as a penalty to the City \$200.00 or any greater penalty provided in the Labor Code for each calendar day or portion thereof, for each worked paid less than the prevailing wage rates for any work done under the Contract employed in the execution of the work by the Contractor or by any Subcontract under the Contractor in violation of the provisions of the Labor Code. In addition, the difference between

such prevailing wages rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor.

17. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
18. 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 or 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 the 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.

19. Notwithstanding any other provision of this agreement to the contrary, the provisions of this section shall apply.

The Contractor shall complete all or any designated portion of the Work called for under the Contract within the time set forth in Contractor’s proposal dated March 18, 2019.

In accordance with Government Code 53069.85, and all other applicable law, the Contractor agrees to forfeit and pay the City the amount of Two Hundred Dollars

(\$200.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the Contractor. This payment shall be considered liquidated damages. Contractor agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate City for losses that are difficult to measure and that such damages are not a penalty.

Failure of the Contractor to perform any covenant or condition contained in the Contract Documents within the time period specified shall constitute a material breach of this Contract entitling the City to terminate the Contract unless the Contractor applies for, and receives, a written extension of time.

Failure of the City to insist upon the performance of any covenant or conditions within the time period specified in the Contract Documents shall not constitute a waiver of the Contractor's duty to complete performance within the designated periods unless the City has executed a waiver in writing.

The City's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the Contractor to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the City to terminate this agreement.

The Contractor shall not be deemed in breach of this Contract and no forfeiture due to delay shall be made because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor provided the Contractor requests from the Public Works Director an extension of time in writing. Unforeseeable causes of delay beyond the control of the Contractor shall include acts of God, acts of a public enemy, acts of the government, acts of the City, or acts of another contractor in the performance of a contract with the City, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and weather, or delays of subcontractors due to such causes, or delays caused by failure of the owner of a utility to provide for removal or relocation of existing utility facilities. Delays caused by actions or neglect of Contractor or his/her agents, servants, employees, officers, subcontractors, directors, or of any party contracting to perform part of all of the Work or to supply any equipment or materials shall not be excusable delays. Excusable delays (those beyond the Contractor's control) shall not entitle the Contractor to any additional compensation. The sole recourse of the Contractor shall be to seek an extension of time.

20. Should the city request a change order, such change orders may only be authorized in writing by the City's Public Works Director.

21. DEFECTIVE WORK

All work which is defective in its construction or deficient in any of the requirements set by City Standards Specifications shall be remedied or replaced by the Contractor in an acceptable manner at their own expense.

22. COMMUNICATIONS

All written communications between the Contractor and the City must carry the proper contract number. Such communications shall be effective upon receipt at the following address:

CITY	CONTRACTOR
1414 Mission Street	10540 Tinker Avenue
South Pasadena, CA 91030	Tujunga CA, 91042

23. CHANGES IN WORK TO BE PERFORMED

The City reserves the right to withdraw or delete any portion of the work to be performed, pursuant to the change order procedure, or the provisions of the General Conditions, Special Provisions and Technical Specifications, for any reason deemed to be in the best interests of the City of South Pasadena.

23. INSPECTION AND AUDIT OF 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, 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 the Agreement.

City

CONTRACTOR

By: _____
City of South Pasadena,
Title:
Date:

By: Sarkis Babajany
Its: President

By: New Art Construction
Its:
Date: 4, 25, 19

Approved as to Form:

EXHIBIT A
Bid Form



EXHIBIT "B" – BID FORM
INFORMAL BID NO. 201902-01
FOR
MISSION-MERIDIAN GARAGE POWER GENERATOR
REPLACEMENT

BIDDER:

Company Name: NEW ART CONSTRUCTION INC
Address: 10540 Tinker Ave Tujunga Ca 91042
Phone: 818-606-8367 Fax: 818-245-9313
License No.: 860518 Class: B Exp. Date: 11,30,2020
Tax I.D. No.: 46-5740695
Contact person (name, title, email, phone): Sarkis Babasany (President)
Email: artconstruction64@yahoo.com Tel: 818-606-8367

The work for which this BID is submitted is for construction in accordance with the Invitation for Informal Bid document. The project will be awarded to the lowest responsible bidder who meets all of the Informal Bid Requirements.

The Bidder shall set forth for each item of work a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "Total" column shall be the extension of the item price bid on the basis of the estimated quantity for the item.

In case of conflict between an item price in words and the price in figures, the price in words shall prevail. In case of discrepancy between an item price and the total set forth for a unit basis item, the item price shall prevail. However, if the amount set forth as an item price is ambiguous, illegible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the item price.

Failure to provide the required information, or if information provided is subsequently proved false, the Bid shall be considered as non-responsive and shall be grounds for rejection of the bid.

The undersigned, as Bidder, declares that the only persons or parties interested in this Proposal/Bid as principals are those named herein; that this Bid is made without collusion with any other person, firm or corporation; careful examination of the location of the proposed work, and the proposed/sample Contract Agreement; and the undersigned proposes and agrees, if this Bid is accepted, and that they will contract with the City in the form of the copy of the Agreement attached, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the Agreement, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth, and they will take in full payment therefore in the amounts shown on the following Item Price Schedule, to wit:

S.B

Bid Form - Page 1



EXHIBIT "B" -- BID FORM
INFORMAL BID NO. 201902-01
FOR
MISSION-MERIDIAN GARAGE POWER GENERATOR
REPLACEMENT

ITEM PRICE SCHEDULE

ITEM	TOTAL CONTRACT	BID PRICE (In Figures)
1	LUMP SUM Furnish all material, equipment, and labor to perform work as specified in the Invitation for Informal Bid document (Informal Bid No. 201902-01) for Mission-Meridian Garage Power Generator Replacement	87,800. ⁰⁰

BID PRICE IN WORDS: Eighty Seven Thousand and Eight
Price shall be good for 60 days from opening of bids. Hundred Dollars.

Signature: S. Sarkis

Date: 03-18-2019

Name (Print): Sarkis Babajany

Title: President

\$2000.⁰⁰ Extra to haul away
old Generator



EXHIBIT "B" -- BID FORM
INFORMAL BID NO. 201902-01
FOR
MISSION-MERIDIAN GARAGE POWER GENERATOR
REPLACEMENT

EXPERIENCE QUALIFICATIONS

The bidder has been engaged in the contracting business under State License No. 860518 for a period of 14 years. The bidder's three (3) most recently completed contracts are as follows:

1. Title of Project: Bidwell Carpet
Owner: City of Glendora
Address: 116 East Foothill Blvd Glendora
Telephone/Email: 626-914-8247 ubenavente@ci.glendora.ca.us
Engineer/Person in Charge: Ulises Benavente
Date work accepted: 09-11-2018
2. Title of Project: _____
Owner: W.M. S. Hart Union High School District
Address: 21380 Centre Pointe Parkway Santa Clarita 91350
Telephone/Email: 661-259-0033 x 332 lhansen@hartdistrict.org
Engineer/Person in Charge: Michael Otavka
Date work accepted: Oct-30-2016
3. Title of Project: Los Angeles Mission College Lighting
Owner: Los Angeles Community College District
Address: 770 Wilshire Blvd Los Angeles CA 90017
Telephone/Email: 818-256-0176
Engineer/Person in Charge: Sadi Isbrati
Date work accepted: 10, 26, 15



New Art Construction

COMMERCIAL • INDUSTRIAL

Tel: (818) 606-8367

Fax : (818) 245-9313

E-mail: artconstruction64@yahoo.com

www.newartconstruction.com

10540 Tinker ,Tujunga, CA 91042

Licc. # 860518

Class: B & C-10

To: Francois Brard

I like to clarify the note that we have on the bid form. The \$2000.00 for haul away of existing generator to be determent by the city, it's including in the bid price of \$87,800.00.

Best Regards,

Sarkis Babajany

A handwritten signature in black ink, appearing to read "S. Babajany" with a large, stylized flourish at the end.

3, 18, 19

EXHIBIT B
Scope of Work

Scope of Work

The City of South Pasadena currently operates and maintains the Mission-Meridian Village Parking Garage ("Garage"), which is located at 807 Meridian Avenue, South Pasadena, California 91030. The garage has an indoor emergency power generator located in the utility room (in the subterranean level 1 of the structure), which requires replacement. A picture of the existing power generator in the utility room is included herewith as Exhibit "A". The scope of work for the power generator replacement is provided below. The Engineer's estimate for this work is approximately \$85,000.

Scope of Work

The successful contractor ("Contractor") shall remove the existing generator system, and install a new power generator that is in compliance with South Coast Air Quality Management District (SCAQMD) requirements, with no exceptions. The scope of work shall include, at a minimum, the work elements below.

- Ensure that all work complies with OSHA and hazardous materials requirements.
- Remove, disconnect, and dispose the existing power generator (including all incidental components), as directed by City and in accordance with all regulatory and legal requirements. The existing generator is Model No. DGDB-5674140 made by Cummins Power Generation, rated for 60 Hertz.
- Provide new engineered anchor details (inclusive of any new foundation requirements) for the new generator for City review and approval, prior to installation.
- Provide design/shop drawings of the new generator for City review and approval prior to installation.
- Furnish and install new remote annunciator system to exterior of generator room.

- Furnish and install one UL2200 listed Kohler model 100REOZJF diesel powered generator set, rated for standby duty at 100KW, 0.8 PF, 125 KVA, 277/480 volt, 3 phase, 4 wire, 60 Hertz, 1800 RPM, indoor application with 215 gallon subbase diesel fuel tank rated for 24 hours at full load; or approved equal. Contractor shall provide evidence that the new generator is in compliance with SCAQMD requirements; no exceptions will be provided therefore.
- Furnish and install a new automatic transfer switch and connect the new power generator to the existing electrical panel (on the floor above), inclusive of labor and materials necessary for rewiring.
- Connect the new power generator to the existing exhaust system, including furnish and install new exhaust system and new muffler/DPF, if required.
- Furnish and install exhaust system insulation as required.
- Furnish and Install new fuel tank venting system in accordance with NFPA standards.
- Perform a start-up test to ensure generator perform in accordance with specifications.
- Provide as-built ("record") drawings and operations manual.

Permits and Training.

Contractor shall assist City in SCAQMD permit application for "construct/operate" the generator, with the City responsible for the SCAQMD permit fee.

Contractor shall Obtain a City business license, as well as a permit from the City Building Department prior to commencement of work, at its own expense. Contractor shall also provide 2 training sessions on how to operate and use the new generator, upon completion; each session shall be no less than 2 hours in duration.

Warranty

Contractor shall provide a one-year labor and material warrantee; all repair costs during this period shall be at the expense of Contractor. No compensation will be provided therefore.

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the president of New Art Construction, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 4,25,19 [date], at South Pasadena [city], CA [state].”

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.



Sarkis Babajany, New Art Construction, Inc.
April 25, 2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVERAGES CERTIFICATE NUMBER: 041219 REVISION NUMBER:

ARM Multi Insurance Services PO Box 1330 Woodland CA 95776 PRODUCER

Christi Buchanan NAME: CONTACT
 (530) 662-4613(A/C, No, Ext): PHONE (530) 662-1710(A/C, No): FAX
 christi.buchanan@arm-i.com E-MAIL ADDRESS:

New Art Construction, Inc 10540 Tinker Avenue Tujunga CA 91042 INSURED

INSURER(S) AFFORDING COVERAGE	NAIC #
Developers Surety and Indemnity Co. INSURER A :	12718
Metropolitan Direct Property and Casualty Insurance INSURER B :	25321
State Compensation Ins Fund INSURER C :	35076
INSURER D :	
INSURER E :	
INSURER F :	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:			BIS00021890-05	04/19/2019	04/19/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Fire Damage (any 1 fire) \$ 300,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA021562P2019	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		9051274-19	04/03/2019	04/03/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Mission - Meridian Parking Garage Generator Replacement. The certificate holder is an additional insured as their interest may appear when required by written contract.

City of South Pasadena
 807 Meridian Avenue

South Pasadena

CA 91030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dina Stanley

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II – Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured, but only to the extent that such person or organization is held liable for your acts or omissions arising out and in the course of your ongoing operations performed for such additional insured. A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

2. "Bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

3. "Bodily injury", "property damage" or "personal and advertising injury" involving or related to or in connection with any additional insured or any location covered by a scheduled or blanket additional insured endorsement that is a part of the policy.

C. **Primary and Non-contributory Insurance** -We will consider this insurance to be primary and non-contributory to other insurance issued directly to additional insured person(s) or organization(s) to which this endorsement applies if each such additional insured is a named insured in such other insurance and a written contract between you and such person(s) or organization(s) specifically requires that we consider this insurance to be primary and non-contributory.

D. **Waiver of Subrogation** – We waive any right of recovery we may have against the additional

insured person(s) or organization(s) to which this endorsement applies if each such additional insured is a named insured in such other insurance and a written contract between you and such person(s) or organization(s) specifically requires that we waive subrogation because of payments we make for injury or damage arising out of "your work" done under a contract with such person(s) or organization(s) to which this endorsement applies.

ID01370413 Page1 of1

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City Council Agenda Report

ITEM NO. 14

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager *JD*

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

SUBJECT: **Resolution Approving Final Parcel Map No. 74132 for the Property Located at 1426 Bank Street**

Recommendation

It is recommended that the City Council adopt the attached resolution (Attachment 1) approving Final Parcel Map No. 74132 for the property located at 1426 Bank Street and authorize the recordation of the Final Parcel Map with the Los Angeles County Registrar-Recorder/County Clerk.

Commission Review and Recommendation

This matter was reviewed by the Planning Commission (PC) at its meeting of December 4, 2017. The Planning Commission adopted P.C. Resolution No. 17-28 approving applications for Design Review, Conditional Use Permit, and Tentative Parcel Map (TPM) No. 74132 for the property located at 1426 Bank Street (Project No. 1908-TPM) (Attachment 3).

Background

The subdivision of this parcel is for the construction of a new three-unit residential condominium complex with subterranean parking on a 9,755 square foot lot located at 1426 Bank Street.

The State of California Subdivision Map Act ("the Act") governs the subdivision of land. The Act specifies that any subdivision requires Tentative Map approval by the appropriate jurisdiction's Planning Commission, subject to the Conditions of Approval established by such body. The Planning Commission approved the TPM, Project No. 1908-TPM at its meeting of December 4, 2017.

Planning Commission Resolution No. 17-28 contains the Conditions of Approval for the development that were established by the Planning and Building Department, the Public Works Department, and the Fire Department.

Discussion/Analysis

The Final Parcel Map has been checked and approved for accuracy and compliance with the Subdivision Map Act by the Los Angeles County Department of Public Works Land

Resolution Approving Final Parcel Map No. 74132

May 15, 2019

Page 2 of 2

Development Division. The project has complied with all Conditions of Approval, and has either completed the required off-site improvements or has bonded for the remainder; in accordance with the Subdivision Map Act. The Final Parcel Map is ready to be recorded upon the City Council's acceptance.

Next Steps

1. The applicant will be filing the Final Parcel Map with the Los Angeles County Registrar-Recorder/County Clerk.
2. The Los Angeles County Registrar-Recorder/County Clerk will send a recorded copy to the City for the record.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact to the City

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 Final Parcel Map No. 74132
2. Final Parcel Map No. 74132 (reduced copy)
3. Planning Commission Resolution No. 17-28 Approving Tentative Parcel Map No. 74132, Project No. 1908-TPM
Exhibit A: Conditions of Approval

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING FINAL PARCEL MAP NO. 74132
FOR 1426 BANK STREET**

WHEREAS, on December 4, 2017, Tentative Parcel Map No. 74132 for the subject subdivision was approved by the City of South Pasadena Planning Commission; and

WHEREAS, this approval was subject to the Conditions set forth in Planning Commission Resolution No. 17-28, Project No. 1908-TPM; and

WHEREAS, the City Council hereby finds that Conditions set forth in Planning Commission Resolution No. 17-28 have been satisfied, or will be satisfied, as condition of issuing Certificates of Occupancy; and

WHEREAS, the City Council hereby finds that the Final Parcel Map conforms to the requirements of the Subdivision Map Act and the Subdivision Ordinance of South Pasadena.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

SECTION 1. The City Council hereby accepts and directs that Final Parcel Map No. 74132 be released for recordation with the Los Angeles County Registrar-Recorder/County Clerk.

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

PASSED, APPROVED AND ADOPTED ON this 15th 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 15th day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Final Parcel Map

1 PARCEL
9,755 SQ. FT.

SHEET 1 OF 2 SHEETS

PARCEL MAP NO. 74132

IN THE CITY OF SOUTH PASADENA
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOT 51, OF SMITH AND JACOB'S SUBDIVISION OF
LOT 1, BLOCK A OF THE MARENGO TRACT, AS PER MAP RECORDED IN BOOK
13, PAGE 72 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY
RECORDER OF SAID COUNTY

FOR CONDOMINIUM PURPOSES

SUBDIVIDER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE SUBDIVIDERS OF THE LANDS INCLUDED
WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE
BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID
MAP AND SUBDIVISION.

RECORD OWNER IS: SUNNYLAND INVESTMENT, LLC, A CALIFORNIA LIMITED
LIABILITY COMPANY

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES
ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH
THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR
VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF _____)

ON _____ BEFORE ME, _____ A NOTARY
PUBLIC, PERSONALLY APPEARED

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE
PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT
AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR
SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF
CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE _____
NAME PRINTED _____
MY COMMISSION NUMBER: _____
MY COMMISSION EXPIRES: _____
MY PRINCIPAL PLACE OF BUSINESS IS IN _____
COUNTY.

CONDOMINIUM NOTE

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 3 UNITS,
WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED
INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE THE
NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS.

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A
TRUE AND COMPLETE FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECTION IN
AUGUST 2015, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP
ACT AND LOCAL ORDINANCE AT THE REQUEST OF SUNNYLAND INVESTMENT, LLC ON
AUGUST 10, 2015. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY
CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY;
THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS
INDICATED; THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE
RETRACED.

ALFRED J. THELWELL DATE _____
LS 6999 EXPIRES: 9/30/2019



BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N89°55'23"E OF THE
CENTERLINE OF BANKS STREET AS SHOWN ON THE MAP OF TRACT NO. 43030
RECORDED IN BOOK 1045, PAGES 34 AND 35, OF MAPS, RECORDS OF LOS
ANGELES COUNTY.

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND THAT IT CONFORMS
SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS
THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION ORDINANCES OF THE
CITY OF SOUTH PASADENA APPLICABLE AT THE TIME OF APPROVAL OF THE
TENTATIVE MAP HAVE BEEN COMPLIED WITH; AND THAT ALL PROVISIONS OF
SUBDIVISION MAP ACT 66450 (A) (1), (2) AND (3) HAVE BEEN COMPLIED WITH.

MIRPAL SINGH TOOR DATE _____
CITY ENGINEER, CITY OF SOUTH PASADENA
R.C.E. 46281 EXP. 12/31/2020

CITY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE
JURISDICTION OF THE CITY OF SOUTH PASADENA TO WHICH THE LAND
INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT
AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

CITY TREASURER, CITY OF SOUTH PASADENA DATE _____

CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF SOUTH
PASADENA BY MOTION PASSED ON _____ APPROVED
THE ATTACHED MAP.

CITY CLERK, CITY OF SOUTH PASADENA DATE _____

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT COMPLIES
WITH ALL PROVISIONS OF STATE LAW APPLICABLE AT THE TIME OF
APPROVAL OF THE TENTATIVE MAP; AND THAT I AM SATISFIED THAT THIS
MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT CERTIFIED BY THE
CITY ENGINEER.

COUNTY SURVEYOR

BY: FABRIZIO G. PACHANO, DEPUTY DATE _____
L.S. NO. 7274

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND
DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE
PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP
ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY DATE _____

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____
HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF
TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND
SHOWN ON MAP OF PARCEL MAP NO. 74132 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY DATE _____

PARCEL MAP NO. 74132

IN THE CITY OF SOUTH PASADENA
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

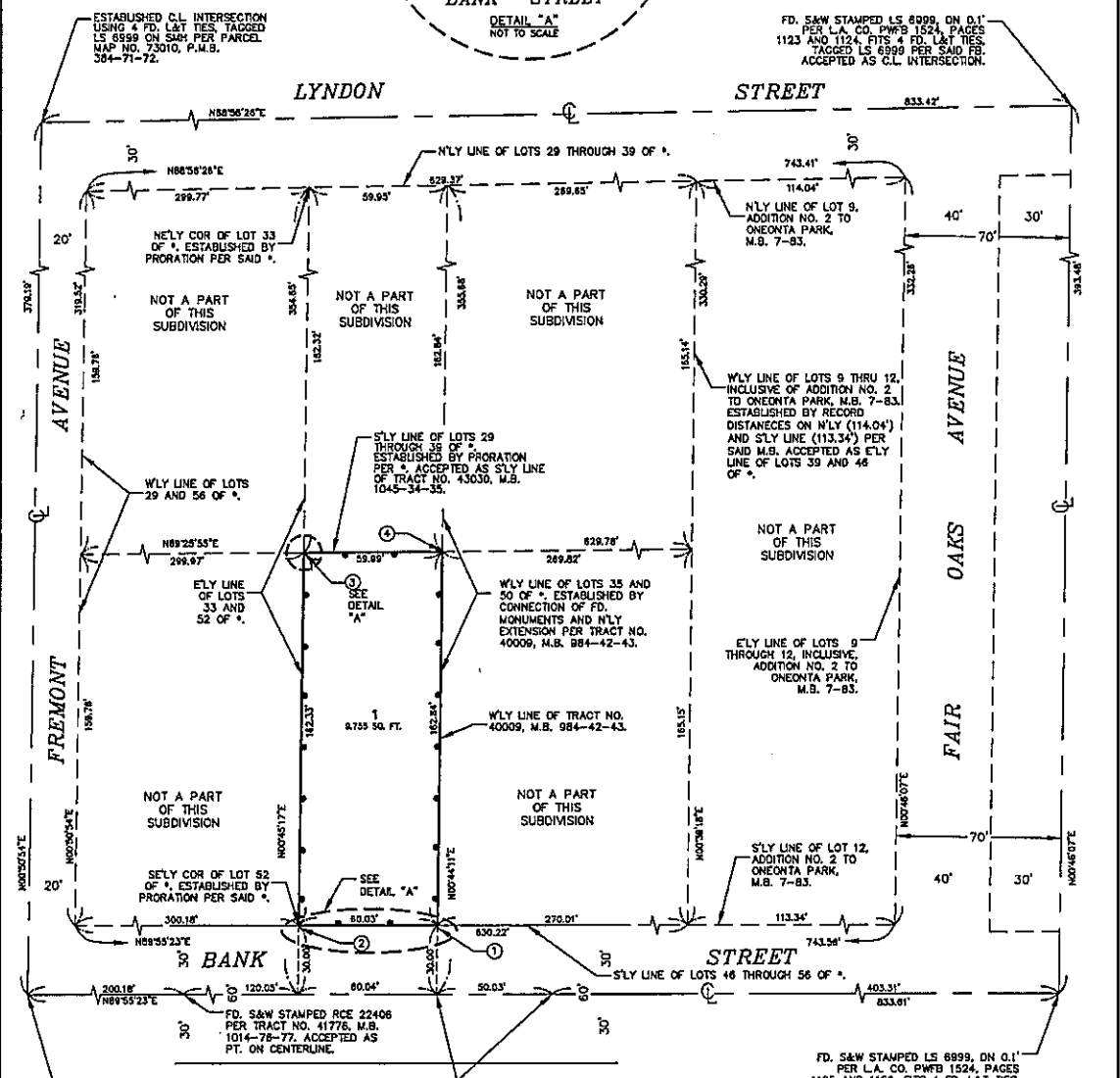
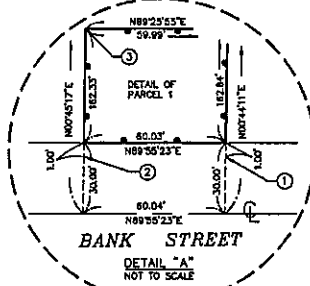
FOR CONDOMINIUM PURPOSES

LEGEND

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.

* SMITH AND JACOB'S SUBDIVISION OF LOT 1, BLOCK A OF THE MARENGO TRACT, M.R. 13-72.

- ① FD. L&T TAGGED RCE 22406, 0/S 1.00' S'LY FROM SW'LY CORNER OF LOT 50* PER TRACT NO. 40009, M.B. 984-42-43.
- ② FD. L&T TAGGED LS 8997, 0/S 1.00' S'LY FROM SW'LY CORNER OF LOT 51* PER L.A. CO. P.W.B. 1524, PAGES 355 AND 358.
- ③ FD. 1" IP, CEMENT PLUG, NO TAG, SET BRASS TACK TAGGED LS 6998, UP 0.3'.
- ④ FD. 2" IP WITH TAG RCE 22406, FLUSH AT CORNER PER TRACT NO. 40009, M.B. 984-42-43.



FD. S&W STAMPED LS 8999 PER L.A. CO. P.W.B. 1524, PAGES 1127 AND 1128, FITS # FD. L&T TIES, TAGGED LS 8999, ACCEPTED AS C.L. INTERSECTION.

FD. S&W STAMPED RCE 22406 PER TRACT NO. 41778, M.B. 984-42-43, ACCEPTED AS PT. ON CENTERLINE.

FD. S&W STAMPED LS 8999, ON 0.1' PER L.A. CO. P.W.B. 1524, PAGES 1125 AND 1126, FITS # FD. L&T TIES, ACCEPTED AS C.L. INTERSECTION.

ATTACHMENT 3
P.C. Resolution No. 17-28

P.C. RESOLUTION NO. 17-28

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING AN APPLICATION FOR TENTATIVE PARCEL MAP NO. 74132 TO SUBDIVIDE ONE PARCEL OF LAND INTO THREE RESIDENTIAL CONDOMINIUMS ON A 9,752 SQUARE FOOT PARCEL LOCATED AT 1426 BANK STREET IN THE RESIDENTIAL MEDIUM DENSITY (RM) ZONE LOCATED AT 1426 BANK STREET (APN: 5319-003-018).

WHEREAS, on October 29, 2015, Tom Nott, Architect, submitted plans to the Planning and Building Department for the Design Review of the demolition of a non-historic duplex and the construction of a new three-unit residential condominium complex with subterranean parking. Each condominium unit will be 1,596 square feet in size. The condominium complex will be designed in the Craftsman style with wood lap siding, composite shingle roofing, and wood windows for a site located in the Residential Medium Density zone (RM) located at 1426 Bank Street; and

WHEREAS, on February 4, 2016, the application for was reviewed and approved by the Design Review Board with the Condition of Approval that the applicant plant three (3) additional trees along the east side; and

WHEREAS, on April 13, 2016, Sheila Harjanto, of EGL Associates, on behalf of the developer, Sunnyland Investment, LLC, submitted an application for a Tentative Parcel map with the Planning and Building Department to subdivide the project site for the development of the three-unit residential condominiums located at 1426 Bank Street; and

WHEREAS, on May 10, 2106, the application was deemed incomplete due to the map's inconsistency with the previously approved site plan; and

WHEREAS, on September 15, 2016, the application was deemed complete; and

WHEREAS, on November 17, 2016, in adherence to the required public notice period, mailings were sent to the property owners and occupants within a 300 foot radius of the subject site declaring the review for the proposed project before the Planning Commission; and

WHEREAS, on November 30, 2016, the project was placed on the Agenda for the combined November and December meeting of the Planning Commission, however the applicant did not submit copies of the map that were consistent with the requirements of the Public Works Department; and

WHEREAS, on January 23, 2017, the project was placed on the Agenda as a continued item, however, staff recommended the continuance of the project because copies of the correct map were not provided for the Commission to review; and

WHEREAS, during August of 2017, Hank Jong, of EGL Associates, reached out to the Planning and Building Departments and Public Works to inquire on the status of the Parcel Map Review. The Departments notified him of what was missing and needed for resubmittal; and

WHEREAS, on September 9, 2017, Hank Jong, of EGL Associates, on behalf of the developer, Sunnyland Investment, LLC, submitted a new application for a Tentative Parcel map with the Planning and Building Department to subdivide the project site for the development of the three-unit residential condominiums located at 1426 Bank Street; and

WHEREAS, on October 4, 2017, the applicant was informed that Planning is reviewing the Map, and awaiting correction comments from the Public Works Department and the Building and Safety Division. The applicant was also informed that with this recent submittal, the applicant submitted a separate application and fee (2043-TPM), when the Tentative Parcel Map can still be processed under the original application (1908-TPM) and that the applicant was due a refund; and

WHEREAS, on November 1, 2017, the applicant was issued a correction letter with minor corrections from Planning and Public works pertaining primarily to legibility issues; and

WHEREAS, on November 6, 2017, the applicant submitted a revised Map which addressed the corrections requested; and

WHEREAS, November 13, 2017, the application was deemed complete; and

WHEREAS, November 14, 2017, In adherence to a 20-day public notice period, mailings were sent to the property owners and occupants within a 300 foot radius of the subject site declaring the review for the proposed project before the Planning Commission; and

WHEREAS, pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. seq. ("CEQA") and the State's CEQA Guidelines, staff determined that the project was Categorically Exempt from CEQA under Section 15303, New Construction, Class 3(b) for the residential project; and under Section 15315, Class 15, Minor Land Divisions, for the Tentative Parcel Map; and

WHEREAS, after notices issued pursuant to the requirements of South Pasadena Municipal code, and the CEQA Guidelines, the Planning Commission held a duly noticed public hearing on December 4, 2017 at which time all interested parties were given the opportunity to be heard and present evidence.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. Seq. (“CEQA”), and the State’s CEQA Guidelines, the Planning Commission finds that the project is Categorically Exempt under Section 15303, New Construction, Class 3 (b); and under Section 15315, Minor Land Divisions, Class 15.

SECTION 2: Pursuant to South Pasadena Municipal Code (SPMC) Section 36.510.070(A), the Planning Commission finds that the subdivision is consistent with the General Plan; that the Supplemental Findings contained in SPMC Section 36.510.070(B) are not applicable to the subdivision; and that the Findings Requiring Denial contained in SPMC Section 36.510.070(C) cannot be made as follows:

A. REQUIRED FINDINGS FOR APPROVAL. The Planning Commission may approve a Tentative Map only when it shall first find that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, and any applicable Specific Plan, and that none of the findings for denial in Subsection C (below) can be made. The findings shall apply to each proposed parcel as well as the entire subdivision, including any parcel identified as a designated remainder in compliance with Map Act Section 66424.6.

The proposed Tentative Parcel Map is consistent with the General Plan and is consistent with the zoning regulations applicable to the property. The Design Review Board approved the project and made all four required Design Review Findings in their approval. Therefore, this approval could be granted if the Supplemental findings for approval in SPMC Section 36.510.070(B) can be made and the Findings requiring denial in SPMC Section 36.510.070(C) cannot be made.

B. SUPPLEMENTAL FINDINGS. In addition to the findings required for approval of a Tentative Map by Subsection A (above), the Commission shall not approve a Tentative Map unless it can also make the following findings, when they are applicable to the specific subdivision proposal.

1. Construction of improvements. It is in the interest of the public health and safety, and it is necessary as a prerequisite to the orderly development of the surrounding area, to require the construction of road improvements within a specified time after recordation of the Parcel Map, where road improvements are required.

Not applicable. Construction of road improvements is not required for the proposed Tentative Map. The applicant is currently building three (3) condominium units approved through Design Review. The applicant is subject to conditions of approval which require the applicant to replace all broken, damaged, or out-of-grade sidewalk, curb and gutter, asphalt/concrete to the satisfaction of the City Engineer prior to obtaining a Certificate of Occupancy.

2. Condominiums. Any applicable findings required by Section 36.530.020

for condominium conversions.

Not Applicable. The proposed Tentative Map is not a condominium conversion. A condominium conversion is the conversion of residential real property into a condominium project, a community apartment project, or a stock cooperative project, whereby Section 66427.1 of the Subdivision Map Act Requires that tenants of such properties be notified of pending approvals to convert their units to condominiums. State Law also allows tenants of such properties to have an exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that such unit will be initially offered to the general public on terms more favorable to the tenant. The former duplex had no tenants at the time of demolition, and the project was not a conversion into a condominium.

3. Dedications or exactions. Findings documenting the need for dedications or exactions, if dedications or exactions are required.

Not Applicable. The proposed Tentative Map does not require dedications or exactions.

4. Waiver of Parcel Map. The findings required by Section 36.520.030 (Waiver of Parcel Map), if waiver of a Parcel Map has been requested with the Tentative Map application.

Not applicable. The applicant is not requesting a waiver of the proposed Tentative Map.

C. FINDINGS REQUIRING DENIAL. A Tentative Map shall be denied if the Commission makes any of the following findings:

1. The proposed subdivision including design and improvements is not consistent with the General Plan or any applicable Specific Plan;

Not applicable. The subdivision's design is consistent with the provisions of the General Plan's Medium Density development standards since it is for the construction of three (3) residential units in a Medium Density Residential district where triplexes are specifically allowed in conformance with all applicable Development Standards. The project for which the subdivision applies to also complies with the applicable Development Standards and provisions of the Zoning Code for multi-family residential development. Improvements are not required as a condition of this Tentative Map's approval.

2. The site is not physically suitable for the type or proposed density of development;

Not applicable. The subject site is approximately 9,752 square feet in size. The project for which the tentative map will be applied to is suitable for the development. The entire development fits within the required front, side, and rear yard setbacks and within the maximum floor area ratio. Each of the three units provides adequate floor area and outdoor open spaces. Each unit has at least two covered parking spaces and there will be two guest parking

spaces. The subject site will provide efficient vehicular and pedestrian circulation.

- 3. The design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or injure fish or wildlife or their habitat;**

Not applicable. The proposed subdivision is located in an urban residential zone and the lot will be developed with three residential units. It is not adjacent to any streams or rivers, or to any known wildlife and their habitat. Therefore there will be no substantial environmental damage or injury to fish or wildlife or their habitat as a result of this project.

- 4. The design of the subdivision or type of improvements is likely to cause serious public health or safety problems;**

Not applicable. The design of the subdivision is limited to three detached condominiums with associated parking and open spaces on a lot located in a medium-density residential zone. The Design Review Board previously approved the project, which including finding that the project will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards. As such, the subdivision's design will not cause serious health or safety problems.

- 5. The design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large for access through or use of, property within the proposed subdivision. This finding may not be made if the Commission finds that alternative easements for access or use will be provided, and that they will be substantially equivalent to ones previously acquired by the public. This finding shall apply only to easements of record, or to easements established by judgement of a court of competent jurisdiction, and not authority is hereby granted to the review authority to determine that the public at large has acquired easements of access through or use of property within the proposed subdivision;**

Not applicable. There are currently no existing or proposed easements to provide access through or use of the property. Therefore, the design of the subdivision will not conflict with any public easements for access through or use of the property within the proposed subdivision.

- 6. The discharge of sewage from the proposed subdivision into the community sewer system would result in violation of existing requirements prescribed by the California Regional Water Quality Control Board;**

The proposed subdivision will not create any additional units other than the three residential units previously approved by the Design Review Board. All

reviewing City Departments at that time indicated the ability to support the project as presented. Therefore, no additional sewer service other than that currently provided is needed today to service the approved three residences.

7. **A preliminary soils report or geological hazard report indicates adverse soil or geological conditions and the subdivider has failed to provide sufficient information to the satisfaction of the City Engineer or the Commission that the conditions can be corrected in the plan for the development; or**

Not applicable. As part of the plan check process, the City Engineer and Plan Checker will review the report to ensure that there are no adverse soils or geological conditions on the subject site before issuing any building permits.

8. **The proposed subdivision is not consistent with all applicable provisions of this Zoning Code, any other applicable provisions of the Municipal Code, and the Subdivision Map Act.**

Not applicable. The proposed subdivision is consistent with all applicable provisions of the Zoning Code, Municipal Code, and the Subdivision Map Act.

SECTION 3: For the foregoing reasons and based on the information and findings included in the Staff Report, and testimony provided during the public hearing, the Planning Commission of the City of South Pasadena hereby approves Tentative Parcel Map No. 74132 (Project No. 1908-TPM), to subdivide one parcel of land into three new condominium units located at 1426 Bank Street (APN: 5319-003-018), subject to the Conditions of Approval that are attached hereto as Exhibit "A."

SECTION 4: Any interested person may appeal this decision or any portion of this decision to the City Council. Pursuant to the South Pasadena Municipal Code, any such appeal must be filed with the City, in writing, and with appropriate appeal fee, no later than (15) days, following the date of the Planning Commission's final action.

SECTION 5: The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 4th day of December 2017.

- SIGNATURES TO FOLLOW ON NEXT PAGE-

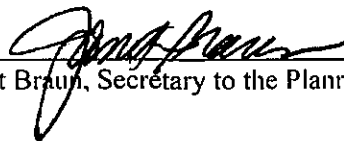
PASSED, APPROVED, AND ADOPTED this 4th day of December, 2017 by the following vote:

AYES: BRAUN, DAHL, KOLDUS, MORRISH & TOM
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
ABSTAIN: NONE



Steven Dahl, Chair

ATTEST:



Janet Braun, Secretary to the Planning Commission

EXHIBIT "A"
CONDITIONS OF APPROVAL
& DEVELOPMENT REQUIREMENTS
Tentative Parcel Map No. 74132

PROJECT NO. 1908-TPM
1426 Bank Street (APN: 5319-003-018)

CONDITIONS OF APPROVAL

PLANNING DIVISION:

- C-P1. The approval of the Tentative Parcel Map No. 74132 is granted for the purposes of the land and land use as described in the application and any attachments thereto, and as indicated in the Tentative Map submitted to and approved by the Planning Commission on December 4, 2017.
- C-P2. In accordance with SPMC Section 36.510.140 and the provisions of the Map Act, the approval of the Tentative Map shall be valid for 24 months from the Effective Date of Approval and shall become void after such time if no action has been taken to file for an extension in accordance with SPMC Section 36.510.150; or a Parcel or Final Map, and related bonds and improvement agreements, have been filed with the City Engineer in compliance with SPMC Section 36.520.

DEVELOPMENT REQUIREMENTS

Note: As a convenience to the applicant, the development requirements from applicable Departments/Agencies are listed herein. These requirements list what the applicant will be required to comply with in order to receive a Building Permit, a Certificate of Occupancy, or other Department-issued entitlement.

PLANNING DIVISION:

- P1. Approval by the Planning Commission does not constitute a building permit or authorization to begin any construction on the related development.
- P2. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.
- P3. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
- P4. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or City Planning Commission concerning this use.

BUILDING AND SAFETY DIVISION:

- B1. The Map shall be approved and recorded prior rough framing inspection of the 3 units.
- B2. Should the map not be recorded prior to the rough framing inspection, the approved plans shall be revised to comply with the requirements of Chapter 11A of the Building Code, HOUSING ACCESSIBILITY, for Apartments buildings with 3 or more dwelling units and submitted to the Building Department for review.

DEPARTMENT OF PUBLIC WORKS:

- PW1. Applicant The applicant shall pay for all applicable city fees including PW plan review and permit fees.
- PW2. The project is subject to the SPMC 36.540 Subdivision Design and Improvement Requirements.
- PW3. The applicant shall submit a tract map package for review and approval prior to building occupancy.
- PW4. The applicant shall provide a copy of the CC&R'S for Public Works Department review and approval prior tract map approval.
- PW5. The applicant shall pay City water and sewer connection charges per Resolution 7390.
- PW6. The applicant shall contact the City Water Division to coordinate size, location, and associated fee for a new water meter connection as applicable. Please contact Water Operation Manager, Anteneh Tesfaye at (626) 403-7372 for additional information.

- PW7. Provide Los Angeles County Sanitation District letter of approval/fee receipt for sewer connection fee.
- PW8. Submit sewer video of City mainline showing new active sewer lateral connection. The sewer lateral shall be upgrade to minimum of 6-inch sewer pipe.
- PW9. The applicant shall provide copies of Title reports.
- PW10. Replace all broken, damaged, or out-of-grade sidewalk, driveways, curb and gutter, painted curb markings, signs, asphalt/concrete fronting the property to the satisfaction of the City Engineer.
- PW11. The applicant shall provide street plans show all existing condition within public right-of-ways, curb/gutter, driveway, existing features, trees, dimensions, and proposed improvements.
- PW12. The applicant shall comply with all requirements of California Drainage Law and/or the City of South Pasadena Low Impact Development Ordinance No. 2283. Provide copy of approved plan from Building & Safety Department.
- PW13. Per SPMC 23.14, provide the necessary BMP Measures and the SUSUMP package for construction and post construction phases. Provide copy of approved plan from Building & Safety Department.
- PW14. The applicant shall provide a storm water pollution prevention plan (SWPPP) per City Municipal Code, Section 36.540.060, A, 2. Provide copy of approved plan from Building & Safety Department.
- PW15. The applicant shall provide a detailed drainage plan prepared by a licensed civil engineer and signed and stamped by the civil engineer. Cross lot drainage is not permitted. Provide copy of approved plan from Building & Safety Department.
- PW16. The applicant shall provide methods of protecting existing trees during construction. Please contact Parks Supervisor, David Niznik at (626) 403-7372 for additional information.
- PW17. Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees are to be removed, the applicant shall obtain approval from the City per City Ordinance No. 2126 amending section 34.4 of the South Pasadena Municipal Code (SPMC), file application for a tree removal permit. See Municipal Code Section 34.5 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC section 34.7-5.
- PW18. Building structure shall not be constructed within critical root zone area. For native and protected species the use of the tree's DBH (X5) is the minimum critical root mass. For non-native and protected species use of the tree's DBH (X3) is the minimum critical root mass.
- PW19. The applicant shall provide a haul route and staging plan for review and approval to the Public Works Department prior to issuance of permits. Any construction activity that may require closing the roadway shall be discussed and mitigated in the staging plan.
- PW20. The applicant shall be responsible for posting a project sign. The project sign shall be posted at the entrance to the site. The project sign shall be 24" x 36" and made of weather-resistant durable material. The applicant shall provide designated person and 24-hours emergency contact number who will be responsible maintaining the public right-of-way during the all stages of construction until the project is completed.
- PW21. The applicant shall post "Temporary No Parking " signs along the entire length of the property prior to start of any construction. The temporary no parking signs will be covered at the end of every working day, and uncovered at the start of the following working day prior to any

construction activity. If two-way traffic cannot be accommodated, traffic will be mitigated through use of flagmen and/or detouring.

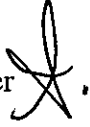
- PW22. There shall be a minimum of 16' roadway clearance maintained at all times, unless a roadway closure has been approved. The applicant shall post temporary 'No Parking' signage as deemed necessary directly in front of and across the street from the project to facilitate deliveries and traffic. Any time there is equipment or materials which occupy the public roadway and the roadway clearance of 16' is not available, at least two flagmen shall be required for traffic control purposes.
- PW23. The applicant shall remove and replace a minimum 1" of existing asphalt pavement to the width of Bank Street, from property line to property line.
- PW24. Show the location of all existing utilities on Bank Street, as well as location and size of all existing or proposed services serving the property.
- PW25. The applicant shall provide copy of approved fire sprinkler system plan.
- PW26. The applicant shall apply for a change of address permit for the new home prior to the final occupancy is approved.
- PW27. The applicant shall provide soils reports.
- PW28. The applicant shall provide light photometric plans.
- PW29. SPMC Article III. Water Efficient Landscape: The applicant shall submit landscape documentation package of the Model Water Efficient Landscape Ordinance (MWELO). Please contact Senior Management Analyst, Jenna Shimmin at (626) 403-7311 for additional information.
- PW30. SPMC 35.60 Grading Design Plan: Project is subject to a Landscape Grading Plan. The applicant shall submit Landscape Grading Plans as applicable.
- PW31. Additional comments and corrections may be required when the completed set of plans are provided for See plans for comments.



City Council Agenda Report

ITEM NO. 15

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director

SUBJECT: **Discretionary Fund Request from Councilmember Cacciotti, for the Purpose of South Pasadena Tournament of Roses Float**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Cacciotti, for the purpose of assisting with the cost of South Pasadena Tournament of Roses event.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

As part of the annual Tournament of Roses Parade, a float is provided by the community of South Pasadena. The Discretionary Funding in the amount of \$200 will help fund the cost of the event and entry on behalf of the City.

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.

Discretionary Fund Request from Councilmember Cacciotti, for the Purpose of South Pasadena
 Tournament of Roses Event
 May 15, 2019
 Page 2 of 2

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Pledged	Current Year Balance >	\$13,000	\$13,008	\$12,450	\$13,262	\$14,000
5/15/2019	South Pasadena Toumament of Roses	\$200				
	<i>FYTD Appropriations</i>	<i>\$1,200</i>	<i>\$992</i>	<i>\$1,550</i>	<i>\$738</i>	<i>\$1,125</i>
	Available at 5/15/19	\$11,800	\$13,008	\$12,450	\$13,262	\$12,875

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item

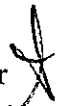
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.




City Council Agenda Report

ITEM NO. 16

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

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 event. 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 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.

City of South Pasadena / Co-Sponsorship Policy

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) Art Crawl (Banner)	Every Thursday April/May 3 times a year
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City Council Agenda Report

ITEM NO. 17

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Daniel Ojeda, P.E., Interim Director of Public Works *D.O.*
Alex Chou, Associate Civil Engineer *ACE*

SUBJECT: **Award of Contract to KOA Corporation for Engineering Design Services for Fiscal Year 2018-19 Street Improvement Project for a Not-to-Exceed Amount of \$124,894**

Recommendation

It is recommended that the City Council accept a proposal dated March 20, 2019 from KOA Corporation for Engineering Design Services for Fiscal Year (FY) 2018-19 Street Improvement Project (Project) and authorize the City Manager to execute an agreement with KOA Corporation for a not-to-exceed amount of \$124,894.

Commission Review and Recommendation

This Project was previously identified and reviewed by the Public Works Commission.

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 FY 2018-19 Budget.

The Project limits are: on Alta Vista Avenue (Oak Crest Avenue to Mountain View avenue), Monterey Road (west city limit to Arroyo Verde Road), Monterey Road (Arroyo Verde Road to Pasadena Avenue), Forest Avenue (Mission Street to north cul-de-sac), and Sterling Place (Grand Avenue to east cul-de-sac).

The proposed improvements include grind and overlay of damaged asphalt pavement, localized repairs of damaged asphalt, localized repairs of damaged sidewalk, driveways, curb and gutter, replacement of curb ramps, thermoplastic striping and pavement markings, adjustment of manholes and utility covers, and replacement of water services, valves, and meter boxes. In addition, on Alta Vista Avenue will have four new isolation water shut-off valves that will reduce impact on residents during the construction, maintenance work or emergency shut-offs.

Discussion/Analysis

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

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

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

In February 2019, a request for proposals was advertised on the City’s website and as well as directly mailed to several engineering firms with previous experience in engineering design services. Proposals were received from the following seven firms:

- KOA Corporation, *City of Monterey Park*
- Kabbara Engineering, *City of Orange*
- NV5, *City of Irvine*
- RKA Consulting Group, *City of Walnut*
- Kreuzer Consulting Group, *City of Seal Beach*
- Pac Rim Engineering, *City of Santa Ana*
- Huitt-Zollars, *City of Thousand Oaks*

A committee consisting of Public Works staff reviewed and ranked all of the proposals and after reviewing the proposals, KOA Corporation was ranked as the best qualified firm to perform the services, based on a combination of experience, scope of services and Project understanding.

KOA Corporation is an engineering firm based in Orange, California and specializing in providing construction management, traffic engineering, transportation planning, and other general civil engineering services to municipal agencies. They have provided similar engineering design services recently to the Cities of Claremont, Culver City, and La Habra. They have recently designed the Grevelia Street and Garfield Avenue Street Improvement Project for the City. Also, they have provided inspection and construction management services for Monterey Road Projects (Phase one and two). Staff has checked KOA Corporation’s references and has found them to be satisfactory. The fee proposed by the consultant fee is reasonable with respect to the proposed scope of services. Staff recommendation is to award this contract to KOA Corporation.

Award of Engineering Design Services for FY 2018-19 Street Improvement Project
May 15, 2019
Page 3 of 3

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Funding for this Project is available in the FY 2018-19 budget in the Street Improvement Program Account No. 104-9000-9203.

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

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / KOA Corporation)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and KOA Corporation (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Provide Professional Engineering Design Services for FY 2018-19 Street Improvement Project
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s March 20, 2019 proposal to City attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for these projects is Daniel Ojeda, Interim Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for these projects. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as "Exhibit B" and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Twenty-four Thousand Eight Hundred Ninety-four Dollars (\$124,894).
- 3.5. "Commencement Date": May 15, 2019.
- 3.6. "Termination Date": May 14, 2023.

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. Min Zhou 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." Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

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

11. INDEMNIFICATION

- 11.1. **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise. Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

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

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Provide Professional Engineering Design Services for FY2018-19 Street Improvement Project
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.

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

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

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

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

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

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

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

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

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

If to Consultant:

Min Zhou
VP/Deputy CEO
KOA Corporation
Telephone: (323) 260-4703
Facsimile: (323) 260-4705
E-mail: mzhou@koacorp.com

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”
KOA Corporation

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT

KOA Project Management services will include:

- Attend a kick-off meeting with the City's Project Manager and key staff to review the project in detail and discuss the City's requirements. We want to make sure everyone involved on our team understands the work scope, schedule, budget, and other important requirements to make the project a success.
- Ensure the scope of services is completed in a timely and professional manner.
- Attend up to three (3) meetings with City staff at the 50%, 80%, and 95% design stages.
- Attend up to two (2) public outreach meetings with the Public Works Commission and/or affected residents/business.
- Maintain communication with the City's Project Manager throughout the duration of the project including PS&E package status, meeting agendas and minutes, schedule updates, action items, etc.
- Maintain the project schedule, update it regularly to reflect any significant changes in the project and keep the City informed of these changes.
- Coordinate with the City's Project Manager to resolve project related issues in a timely manner. Potential complex issues will be brought to the attention of the City's Project Manager as soon as possible.
- Coordinate and manage KOA's sub-consultants.
- Project design review.

Task 1 Deliverables

- Work Plan
- Schedule
- Agenda and minutes for each meeting

TASK 2 – PRELIMINARY ENGINEERING

Records Research

KOA will work with the City to obtain record drawings and documents relevant to the project corridor. Record drawings and documents can include, but are not limited to existing improvement plans, topographic maps, assessor maps, centerline ties, corner records, as-built plans, utility plans, traffic counts, previous traffic studies, etc. We will send our requests for record drawings and documents through the City's Project Manage.

Topographic Survey

Calvada Surveying, Inc. will provide a design level topographic survey for each roadway segment for the project. Survey observations will be taken at 25-foot cross sections to create 1-foot contour intervals. Spot elevations will be at back of walk/sidewalks, top of curbs, flow lines, gutter edges, street crowns, high/low points, grade breaks, driveway aprons and handicap ramps.

The survey will also include:

- Location of signing and striping within the Segments,
- Location of trees over 6 feet in height, regardless of caliper, within the Segments.
- Location, elevation, size, and type of visible above ground utilities within the Segments.
- Flow line invert elevations and sizes of drain inlets, sanitary sewer and storm drain manholes within the Segments.

Utility Research & Notification

KOA will obtain a list from the City of utility companies known to own and operate facilities in the City of South Pasadena. KOA will send an email notice with our standard utility response form, and a map of the project site to all relevant utility companies. We will request information from them including record drawings of their facilities, prior rights information, and any planned upgrades expected in the near future. Utility responses will be logged and information regarding existing facilities will be shown on our plans. In some cases, the utility owner may require a request presented on City letterhead. We will coordinate these situations, if needed, with the City's Project Manager. KOA will provide the City Project Manager with a utility response list and maps and/or data received when all utility companies have responded. We will also coordinate with the local water provider for the installation of water shut-off valves in Segment 1 (Alta Vista Avenue).

Geotechnical Investigation

Twining, Inc. will provide geotechnical services for this project. Their scope is as follows:

- Perform visual pavement surface condition assessment;
- Perform and coordinate field testing and sampling;
- Perform laboratory testing;
- Design pavement structural thickness; and
- Prepare pavement design recommendations report.

Field Review & Site Evaluation

Upon receipt of any available as-built records from the City, we will visit the project site to fully evaluate existing conditions, identify the proposed improvements and evaluate the constructability of the proposed improvements. We will:

- Verify record drawings.
- Investigate and verify existing roadway geometry, including striping, pavement markings, and signage.

- Verify location of utility manholes/valves.
- Identify all necessary improvements including, but not limited to localized areas of complete removal and replacement of pavement (R&R), damaged curb, gutter, cross gutter, sidewalk, curb ramps, and driveways.
- Assess pavement conditions and, with the geotechnical engineer, determine feasible alternatives for rehabilitation.
- Assess existing curb ramps and driveways for ADA compliance.

Base Plan Preparation

Upon completion of our field review, we will prepare accurate base plans. The base plan will show existing centerlines, curb, gutter, sidewalk, landscaping, right-of-way, curb ramps, driveways, pavement delineations, markings, roadside signs, pull boxes, utility manholes/valves, power poles, fire hydrants, and all other information that was documented during our field review. We believe putting extra time and effort into the preparation of accurate base plans is a critical step because they will serve as the foundation of our design. This will eliminate the need to revisit the base plan to make changes, which can result in delays of our deliverables and the project schedule.

ADA Compliance Assessment

KOA will perform an ADA compliance assessment of the project corridors. Our engineers will verify curb ramp dimensions/grades, driveway dimensions/grades with a smart level and measuring tape. The curb ramp measurements will be documented on a curb ramp field form and provided to the City. Unless directed otherwise by the City, we will use the California Building Code for our assessment.

Task 2 Deliverables

- Topographic survey in paper/electronic formats signed by a California licensed surveyor
- Utility as-built records and agency response list
- Final geotechnical report will be signed and stamped by a geotechnical engineer licensed by the State of California. A digital copy in PDF format will also be provided.
- Conceptual design plan (50% design) and cost estimate
- ADA Compliance Assessment

TASK 3 – FINAL DESIGN

Construction Plans

After the conceptual design plans have been approved by the City, we will move forward in preparing the 80% submittal package. Submittals will be made to the City at the 80%, 95%, and 100% stages. The submittal package will include:

- Title Sheet
- General Notes, Details and Typical Sections

- Street Improvement/Pavement Rehabilitation Plans
- Water Improvement Plans (Segment 1-Alta Vista Avenue only)
- Signing and Striping Plans

Street Improvements/Pavement Rehabilitation

KOA will prepare street improvement plans to accommodate the design of the proposed improvements in this project. The street improvement plans will include the design of proposed raised medians, curb ramps, curb and gutter, pavement rehabilitation, and various utility adjustments.

For civil design, KOA will be utilizing the AutoCAD Civil 3D software and apply its dynamic capabilities to eliminate design and annotation errors during plan production. We will use Civil 3D to create an existing surface based on survey data and design a proposed surface to simulate the intended design. The street improvement plans will be prepared at 1"=20' scale and contain a detailed horizontal layout, vertical profile (if required by a large amount of curb & gutter replacement), construction notes, and applicable details.

Water Improvements (Segment 1-Alta Vista Avenue only)

KOA will prepare water improvement plans to accommodate the installation of four (4) new 12-inch water shut-off valves. The plans will be prepared at 1"=40' scale and will show existing and proposed street improvements, existing water lines and proposed water valve improvements.

Signing and Striping

KOA will prepare signing and striping plans to accommodate the striping restoration within the project limits. The plans for Monterey Road (Segments 2 and 3) will be designed to include Class II bike lanes. The signing and striping plans will be prepared at 1"=40' scale and will show existing and proposed street improvements, existing signing and striping and proposed signing and striping improvements.

Specifications & Cost Estimates

KOA will prepare the technical specifications using the City's boilerplate template. We will use the Standard Specifications for Public Works Construction (latest edition) and Caltrans Standard Specifications throughout the course of this project as a basis for specification preparation. Specifications will be submitted at the 80%, 95%, and 100% design stages. KOA will update the cost estimates based on the refinement of the quantities throughout the project. Cost estimates will be submitted at the 80%, 95%, and 100% design stages.

Task 3 Deliverables


- 80%, 95% & 100% plan submittals in both paper and electronic format
- Specifications at the 80%, 95%, and 100% design stages
- Cost Estimates at the 80%, 95%, and 100% design stages

EXHIBIT B

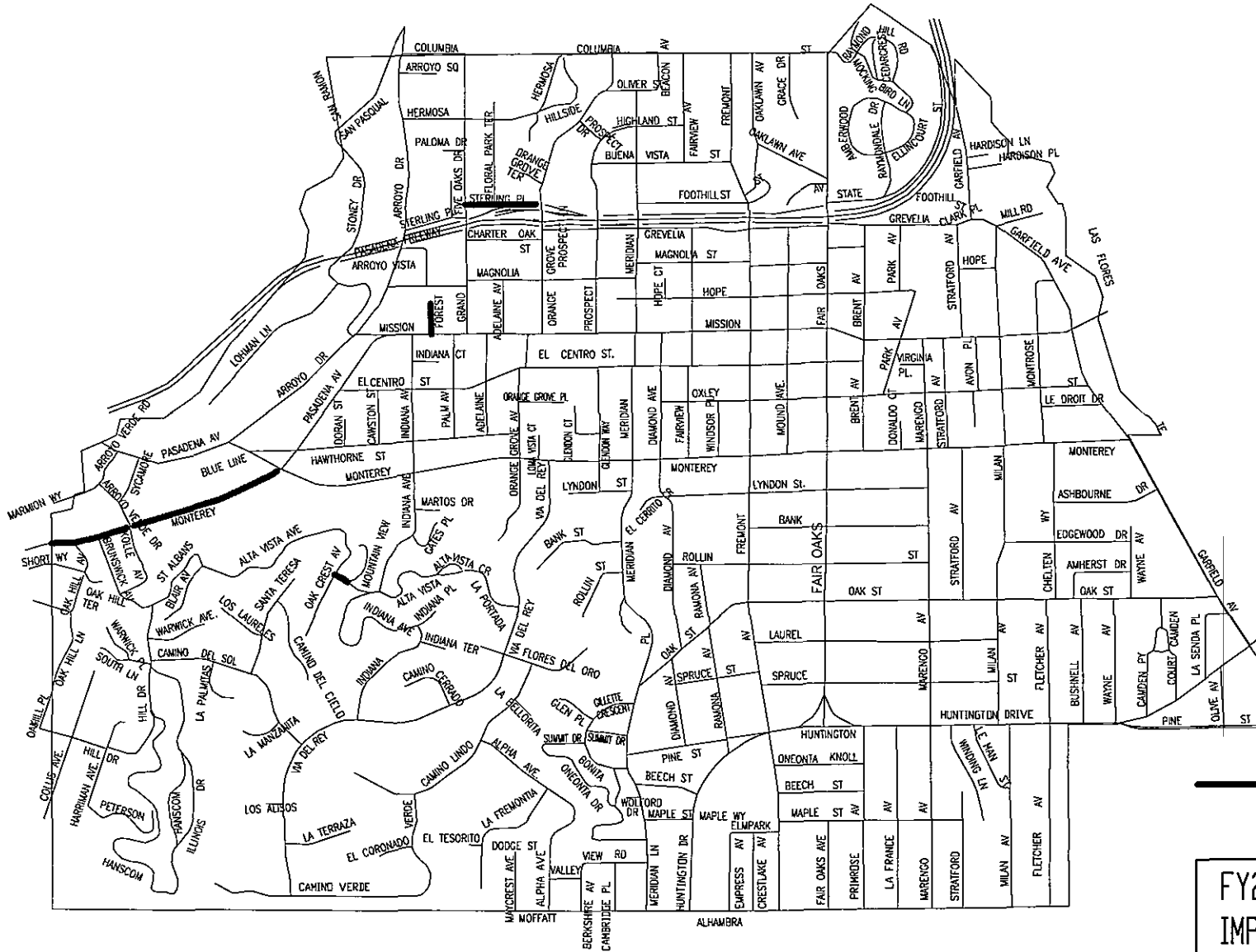
FEE SCHEDULE

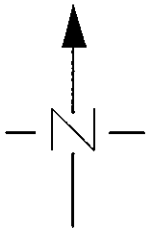
SEGMENTS 1,2,3,4, and 5
COMBINED

FEE PROPOSAL
CITY OF SOUTH PASADENA
ENGINEERING DESIGN SERVICES FOR FY18-19 STREET IMPROVEMENT PROJECTS

 DELIVERABLES Hourly Rates (Fully Burdened)	PM / Senior Engineer	Associate Engineer	Assistant Engineer	Total Hours	Other Direct Costs	KOA TOTAL	CALVADA Survey	TWINING Geotech	TEAM TOTAL
	\$180.00	\$125.00	\$100.00						
BASE SERVICES - COMBINED SEGMENTS 01 THRU 05									
TASK 1: PROJECT MANAGEMENT									
Kick-off Meeting	2	2		4	\$25.00	\$635.00			\$635.00
Design Submittal Meetings (3)	6	6		12	\$75.00	\$1,905.00			\$1,905.00
Public Outreach Meetings (2)	8	8		16	\$50.00	\$2,490.00			\$2,490.00
General Project Management	16			16		\$2,880.00			\$2,880.00
SUBTOTAL	32	16		48	\$150.00	\$7,910.00			\$7,910.00
TASK 2: PRELIMINARY ENGINEERING									
Records Research			8	8		\$800.00			\$800.00
Topographic Survey	2			2		\$360.00	\$27,000.00		\$27,360.00
Utility Research & Notifications	2		24	26	\$300.00	\$3,060.00			\$3,060.00
Geotechnical Investigation	2			2		\$360.00		\$13,024.00	\$13,384.00
Field Review & Site Evaluation	16	24	24	64	\$150.00	\$8,430.00			\$8,430.00
Base Preparation	2		40	42		\$4,360.00			\$4,360.00
ADA Compliance Assessment	2	4	16	22		\$2,460.00			\$2,460.00
Conceptual Design (50% Design)	8	8	48	64		\$7,240.00			\$7,240.00
Conceptual Cost Estimates	1	2	4	7		\$830.00			\$830.00
SUBTOTAL	35	38	164	237	\$450.00	\$27,900.00	\$27,000.00	\$13,024.00	\$67,924.00
TASK 3: FINAL DESIGN									
80% Submittal									
Design Plans	20	100	120	240		\$28,100.00			\$28,100.00
Specifications	4	24		28		\$3,720.00			\$3,720.00
Cost Estimates	1		2	3		\$380.00			\$380.00
95% Submittal									
Design Plans	8	40	40	88		\$10,440.00			\$10,440.00
Specifications	2	12		14		\$1,860.00			\$1,860.00
Cost Estimates	1		1	2		\$280.00			\$280.00
100% Submittal									
Design Plans	4	8	16	28		\$3,320.00			\$3,320.00
Specifications	1	4		5		\$680.00			\$680.00
Cost Estimates	1		1	2		\$280.00			\$280.00
SUBTOTAL	42	188	180	410		\$49,060.00			\$49,060.00
TOTAL BASE SERVICES	109	242	344	695	\$600.00	\$84,870.00	\$27,000.00	\$13,024.00	\$124,894.00

ATTACHMENT 2
Location Map




 PROJECT LOCATION MAP

 PROJECT LOCATION


FY2018-19 STREET
 IMPROVEMENT PROJECTS



City Council Agenda Report

ITEM NO. 18

JDATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director

SUBJECT: **Discretionary Fund Request from Councilmember Cacciotti for the Purpose of Destination Imagination**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Cacciotti for \$100 for the purpose of assisting with the cost of Destination Imagination event.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

South Pasadena High School Destination Imagination Team “The Fellas over There with the Hella Good Hair” won first place at the California State Tournament and are bound for Global Finals to be held in Knoxville, Tennessee, from May 20 to May 23. Global Finals is the world’s largest celebration of creativity. Each May, more than 8,000 of the world’s most innovative minds compete in teams to showcase their challenge solutions, and celebrate creativity. Because going to Global Finals is not an inexpensive proposition, the team will be pursuing various types of fundraising. The Discretionary Funding in the amount of \$100 will help fund the cost of participating in the event.

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).

This expenditure meets the criteria as set forth in the guidelines that established discretionary spending: the expenditure has a public purpose; the expenditure is free of any conflict of interest that may arise from the use of City funds; and the expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City.

Discretionary Fund Request from Councilmember Cacciotti for the Purpose of Destination Imagination Event
 May 15, 2019
 Page 2 of 2

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.

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
		<u>Cacciotti</u>	<u>Joe Khubesian</u>	<u>Mahmud</u>	<u>Schneider</u>	
Date Pledged	Current Year Balance >	\$13,000	\$13,008	\$12,450	\$13,262	\$14,000
	<i>FYTD Appropriations</i>	<i>\$1,000</i>	<i>\$992</i>	<i>\$1,550</i>	<i>\$738</i>	<i>\$1,125</i>
	Available at 5/15/19	\$13,000	\$13,008	\$12,450	\$13,262	\$12,875

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 19

JDATE: May 15, 2019
FROM: Stephanie DeWolfe, City Manager *[Signature]*
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: **Discretionary Fund Request from Councilmember Joe for the Purpose of Destination Imagination**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Joe for \$100 for the purpose of assisting with the cost of Destination Imagination event.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

South Pasadena High School Destination Imagination Team “The Fellas over There with the Hella Good Hair” won first place at the California State Tournament and are bound for Global Finals to be held in Knoxville, Tennessee, from May 20 to May 23. Global Finals is the world’s largest celebration of creativity. Each May, more than 8,000 of the world’s most innovative minds compete in teams to showcase their challenge solutions, and celebrate creativity. Because going to Global Finals is not an inexpensive proposition, the team will be pursuing various types of fundraising. The Discretionary Funding in the amount of \$100 will help fund the cost of participating in the event.

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).

This expenditure meets the criteria as set forth in the guidelines that established discretionary spending: the expenditure has a public purpose; the expenditure is free of any conflict of interest that may arise from the use of City funds; and the expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City.

Discretionary Fund Request from Councilmember Joe for the Purpose of Destination
 Imagination Event
 May 15, 2019
 Page 2 of 2

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City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Pledged	Current Year Balance >	\$13,000	\$13,008	\$12,450	\$13,262	\$14,000
	<i>FYTD Appropriations</i>	<i>\$1,000</i>	<i>\$992</i>	<i>\$1,550</i>	<i>\$738</i>	<i>\$1,125</i>
	Available at 5/15/19	\$13,000	\$13,008	\$12,450	\$13,262	\$12,875

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item


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



City Council Agenda Report

ITEM NO. 20

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director

SUBJECT: **Opening of Public Hearing and Presentation of the Proposed Budget for Fiscal Year 2019-20.**

Recommendation Action

It is recommended that the City Council:

1. Open the public hearing for the Fiscal Year 2019-20 Proposed Operating Budget; and
2. Continue the public hearing to the regular meeting of the City Council at 7:30 p.m. until June 5, 2019, or such other date as the City Council may determine, at which time the City Council will be asked to close the public hearing and adopt the Fiscal Year 2019-20 Operating Budget.

Commission Review and Recommendation

The budget will be presented to the Finance Commission prior to the June 5, 2019 City Council Meeting.

Executive Summary

Each year, the Finance Department prepares a draft budget for the next fiscal year. The budget is a planning tool used by the City and is consistent with the policy direction reflected in the City Council's Goals. The comprehensive budget for all funds illustrates the Council's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need for future obligations. An underlying principle in preparing the document is to establish service-level efforts and funding in accordance with the priorities set by the City Council in a prudent fiscal manner. The ongoing challenge we face as a City is operating with constrained fiscal resources. The budget process requires operating departments to prioritize needs based on limited resources, while maintaining high service levels.

Community Outreach

The City conducted extensive outreach with the community through a series of public meetings during the month of March and April. The City Manager and staff met with various groups to discuss a five-year General Fund forecast and long-term financial sustainability plan. During this process, a deficit was identified beginning in FY 2019-20 of approximately \$500,000, increasing to almost \$1M over the five-year projection. However, when undetermined variances are included, such as rising pension costs, capital improvements, and other organizational

sustainability and Strategic Plan goals, the deficit is just over \$1million in year one and almost \$2 million in year five. City staff presented a number of revenue enhancement scenarios and potential expense reductions.

Discussion/Analysis

Priorities

The City also continued in the development and update of new strategic plan objectives for FY 2019-20 consistent with the six priority goals that have been established:

- Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future.
- Create and Implement a Strong Economic Development Strategy to Strengthen the Local Business Districts.
- Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.
- Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.
- Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.
- Enhance Customer Service through Innovation to More Effectively Respond to Community Needs.

General Fund Revenues: \$28,601,050

The General Fund (GF) anticipated revenue of \$28,601,050 includes a two percent increase over last year due to sustained increases in property taxes, the City's largest revenue source. Over the past five years, total revenue has increased at a rate of one to three percent per year on average.

The City's top revenue sources include the following:

- Property Tax \$15,414,035 (54%)
- Utility User Tax \$3,485,000 (12%)
- Sales Tax \$2,430,802 (8%)
- User Fees \$1,048,900 (4%)

While property tax continues to rise steadily, the Utility User Tax (UUT) has declined, sales tax has declined, and user fees have increased. Because overall annual revenue increases are gradual, the City must rely more on enterprise funds, local return funds, and grants to support the increasing cost of service delivery.

General Fund Expenditures: \$28,583,580

The FY 2019-20 proposed annual budget is \$28,583,580, which has remained steady in general fund expenditures compared to prior fiscal year. The City's main expenditures can be attributed to the following:

- Personnel \$19,998,122 (70%)
- Operations and Maintenance \$6,236,858 (22%)
- Capital Outlay \$133,600 (1%)

- Transfer Out to CIP and LLMD \$2,215,000 (7%)

Increase to personnel costs is also largely due to increases in mandated pension liability, workers compensation, and health insurance costs. This includes approximately two million for capital expenditures but does not include labor negotiations, which are still pending.

Undesignated Emergency Reserve

The City Council has set an informal policy to have 25% in an emergency undesignated reserve, or approximately \$6.4 million. That standard continues to be met in the proposed FY 2019-20 budget.

Designated Reserve

There no new items proposed in the designated reserve which continue building CIP funding for prioritized projects, including renewable energy sources, stormwater, and mandated costs such as retiree benefits and legal services. The chart below outlines the designated reserves for FY 2019-20 with no proposed changes from FY2018-19.

<i>Fund Title</i>	<i>FY 18-19 Year-End Balance</i>	<i>FY 19-20 Fund Balance (Proposed)</i>
Financial Sustainability Reserve	\$900,000	\$900,000
Arroyo Seco Golf Course/ Bicycle and Pedestrian Trail	\$600,000	\$600,000
Renewable Energy Sources Reserve	\$700,000	\$700,000
Legal Reserve	\$500,000	\$500,000
Retiree Pension Reserve	\$500,000	\$500,000
Retiree Medical Reserve	\$500,000	\$500,000
Maintenance Yard/Community Center	\$317,130	\$317,130
Library Expansion	\$200,000	\$200,000
CalTrans Vacant Lot Purchases	\$392,000	\$392,000
StormWater Reserve	\$600,000	\$600,000
Slater Reimbursement Reserve	\$568,850	\$568,850

Next Steps

1. A final FY 2019-20 Budget will be prepared based on City Council discussion and direction, and a Public Hearing will be continued to adopt the Budget on June 5, 2019.

Background

Each year the City is required to adopt a budget for the operation of the City. The budget serves as the City's financial plan for the Fiscal Year beginning July 1st through June 30th and defines City priorities for the provision of services to the public.

Future Challenges

The City continues to face ongoing challenges from CalPERS and increasing retirement costs. Implications of State actions are projected to result in a deficit to the City beginning in FY 2020-2021. Staff is working with CalPERS to refine the impacts in future years and to develop plans to offset the costs.

Fiscal Impact

General Fund revenues for FY 2019-20 are estimated at \$28.6 million. General Fund expenditures for City operations in FY 2019-20 are projected to be \$28.6 million. The total operating budget including enterprise funds, local return, special funds and grant funds is approximately \$54 million. Consistent with the Finance Commission's recommendation of April 26, 2018, special funds will continue to be expended before using General Fund monies whenever appropriate.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachment: FY 19-20 Draft Budget

**FY 2019/20 PROJECTED
FUND BALANCE**

05 08 19
6:16:19 PM

Fund	Description	06/30/19 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/20 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		28,601,050	26,368,580	2,232,470	
	Capital			-	-	
	Transfers/Interfund Loans		-	2,215,000	(2,215,000)	
	Reserves					
	Undesignated	6,719,595			-	6,737,065
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	Legal Reserve	500,000			-	500,000
	Maint. Yard / Comm. Ctr	317,130			-	317,130
	Renewable Energy Sources Reserve	700,000			-	700,000
	Retiree Pension Reserve	500,000			-	500,000
	Retiree Medical Reserve	500,000			-	500,000
	Emergency Operations Center	-			-	-
	Library Expansion	200,000			-	200,000
	Sidewalk Improvements	-			-	-
	CalTrans Vacant Lot Purchases	392,000			-	392,000
	Monterey Rd. Improvements	-			-	-
	General Plan / MSSP Reserve	-			-	-
	Storm Water	600,000			-	600,000
	Slater Reimbursement Reserve	568,850			-	568,850
	Financial Sustainability Reserve	900,000			-	900,000
101	General Fund Total	\$ 12,497,575	\$ 28,601,050	\$ 28,583,580	\$ 17,470	\$ 12,515,045
103	Insurance Fund	605,000	95,000	95,000	-	605,000
104	Street Improvements Program	(341,000)	1,420,000	1,420,000	-	(341,000)
105	Facilities & Equip. Replacement	1,693	700,000	700,000	-	1,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	434,226	565,908	537,470	28,438	462,664
207	Prop "C"	405,241	454,254	281,618	172,636	577,877
208	TEA/Metro	8,517	4,000	-	4,000	12,517
210	Sewer	4,075,686	1,635,000	1,078,275	556,725	4,632,411
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	(321,306)	912,000	1,062,597	(150,597)	(471,903)
217	Public, Educ. & Gov't. Fund	164,773	13,500	-	13,500	178,273
218	Clean Air Act	141,822	34,700	15,000	19,700	161,522
220	Business Improvement Tax	154,530	141,100	109,500	31,600	186,130
226	Mission Meridian Public Garage	(437,913)	25,000	15,000	10,000	(427,913)
228	Housing Authority	74,099	20,748	10,000	10,748	84,847
230	State Gas Tax	493,524	552,619	906,506	(353,888)	139,636
232	County Park Bond	321,069	163,500	163,500	-	321,069
233	Measure R	25,269	346,191	336,000	10,191	35,460
236	Measure M	34,426	381,016	381,000	16	34,442
237	Road Maint. & Rehab. Acct.	-	431,120	431,000	120	120
239	Measure W	-	260,000	254,229	5,771	5,771
245	Bike & Pedestrian Paths	17,730	19,396	19,000	396	18,126
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	369,060	62,000	-	62,000	431,060
260	CDBG	(439)	163,000	41,315	121,685	121,246
272	Police Grants - State (COPS)	216,023	100,000	155,424	(55,424)	160,599
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	460,586	75,000	100,000	(25,000)	435,586
277	HSIP Grant	(927)	-	-	-	(927)
295	Arroyo Seco Golf Course	776,501	1,381,195	1,139,824	241,371	1,017,872
310	Sewer Capital Projects	154,500	-	-	-	154,500
327	2000 Tax Allocation Bonds	(776,103)	7,000	-	7,000	(769,103)
500	Water	2,449,313	16,911,172	13,993,610	2,917,562	5,366,875
503	Water Efficiency Fund	-	207,155	462,091	(254,936)	(254,936)
505	2016 Water Revenue Bonds	-	1,564,238	1,566,738	(2,500)	(2,500)
510	Water & Sewer Impact Fees	-	270,000	-	270,000	270,000
550	Public Financing Authority	3,653	166,788	166,788	-	3,653
927	Redev. Obligations Trust Fund	-	200,000	-	200,000	200,000
	City Total	21,572,829	57,883,648	54,025,064	3,858,585	25,431,413
227	Successor Agency to CRA	262,378	-	-	-	262,378
	Successor Agency Total	262,378	-	-	-	262,378
	TOTAL CITY & CRA	21,835,207	57,883,648	54,025,064	3,858,585	25,693,791

CITY COUNCIL Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	23,362	22,969	22,486	23,479	11,176	22,519	22,519
Operations & Maintenance	30,637	19,226	20,363	34,950	4,193	23,166	34,750
Capital Outlay	-	-	-	-	-	-	-
Total Expenses by Category	53,999	42,195	42,850	58,429	15,369	45,685	57,269
[101-1011] City Council	53,999	42,195	42,850	58,429	15,369	45,685	57,269
Total Expenses by Program	53,999	42,195	42,850	58,429	15,369	45,685	57,269

CITY COUNCIL
Department Description and Authorized Positions

Marina Khubesrian, M.D., Mayor
Robert S. Joe, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Diana Mahmud, Councilmember
Richard D. Schneider M.D., Councilmember

The City Council is the elected legislative body of the City. The City Council consists of a Mayor and four Councilmembers, each elected at large for four overlapping terms. The City Council represents the City's citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget, and directs the administration of the City government through the City Manager.

CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	21,731	21,840	21,840	-	10,920	21,840	21,840
7010	Salaries - Temp / Part	-	-	-	22,800	-	-	-
7110	Workers Compensation	1,292	812	330	349	98	349	349
7170	FICA - Medicare	339	317	317	330	158	330	330
<WAGES & BENEFITS>		23,362	22,969	22,486	23,479	11,176	22,519	22,519
8000	Office Supplies	49	(48)	70	200	-	200	-
8010	Postage	204	5	20	250	98	200	250
8020	Special Department Expense	958	2,831	1,036	8,000	808	8,266	4,000
8021	Discretionary Fund Program	12,233	7,699	4,416	20,000	250	10,000	20,000
8060	Dues & Memberships	7,631	2,231	7,784	500	-	500	500
8090	Conference & Meeting Expense	9,562	6,508	7,037	6,000	3,037	4,000	10,000
<OPERATIONS & MAINTENANCE>		30,637	19,226	20,963	34,950	4,193	23,166	34,750
101-1011 City Council Total		53,999	42,195	42,850	58,429	15,369	45,685	57,269

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postage meter charges and postage for mailing City Council mail (\$250).
- 8020 Special Department Expense
Provides funds (\$500) for annual Image Awards and associated costs. Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$2,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$1,000).
- 8021 Discretionary Fund Program
Provides \$4,000 in discretionary funds for each Councilmember per City Council action (\$20,000 total).
- 8060 Dues/Memberships/Subscriptions
Provides funds for individual councilmember memberships in organizations (\$500); ~~includes membership dues for the Arroyo Verdugo Communities Joint Powers Authority (\$3,775), and California Contract Cities Association (\$3,309).~~
- 8090 Conference and Meeting Expense
Provides funds for City Council to attend conferences and meetings, including parking and mileage (\$2,500). Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions (\$3,200). Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording and all other expenses except cost of professional consultant (\$2,000). Provides funds for travel and business meals for meetings with key officials, strategists, special counsel, and others (\$2,000). Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$300).



MANAGEMENT SERVICES FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

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

Notable Changes- Wages and Benefits

Staffing was reduced to 10 FTEs due to rearrangement of positions with other departments in the organization. Other increases attributed to an increase in retirement and health benefits. It should also be noted that wages and benefits for all divisions within the department have been consolidated.

Notable Changes- Operations and Maintenance

The Human Resources Division will commence a Job Classification Study for all positions in the City. FY 2019-20 Budget also includes funds to strengthen communications, branding and market, which have been identified as priority goals in the strategic plan. The Transportation Planning account has been removed as many projects are captured in the CIP and will be management by the Public Works Department. Water Conservation/Environmental Services has also been moved under the Public Works Department.

Capital Outlay

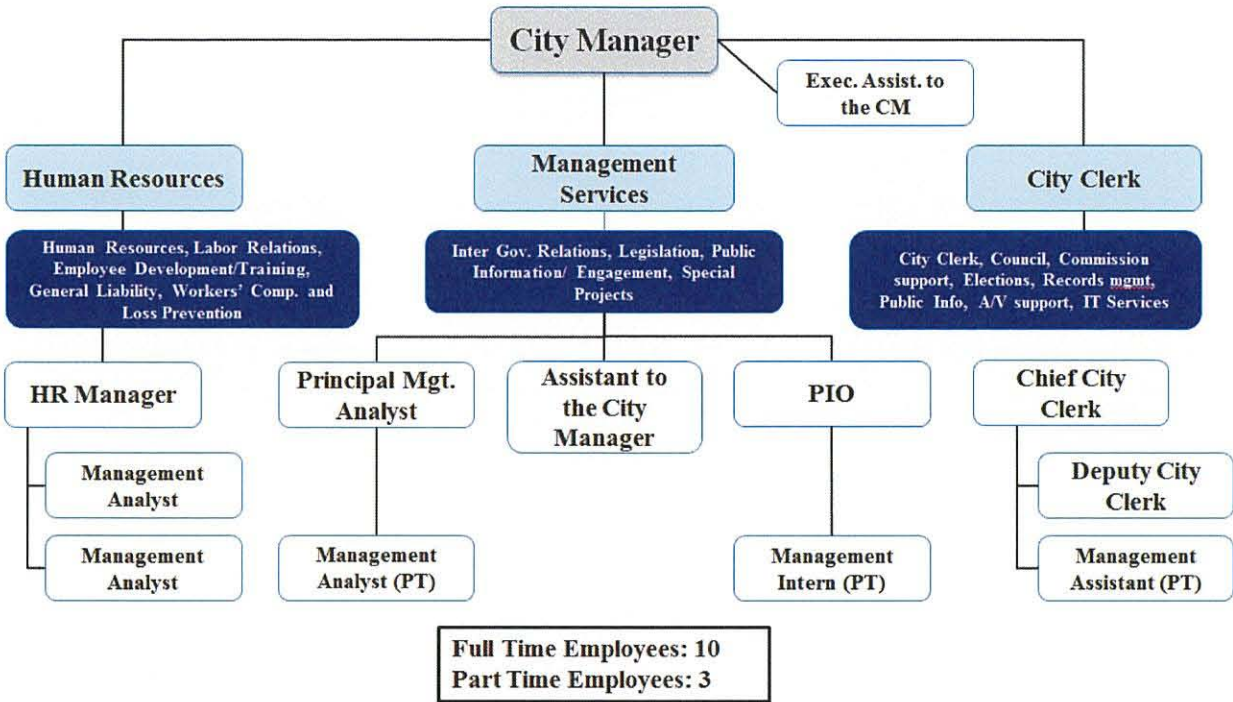
Information Technology- Voice over Internet Proctor (VoIP) telecommunications system upgrade- see CIP
Information Technology- Replacement IT equipment- see CIP

MANAGEMENT SERVICES
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Budget	Estimated	Mid-Year	Proposed	Proposed
	2015/16	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	1,359,536	1,692,257	1,158,812	1,077,084	544,207	1,189,488	1,529,818
Operations & Maintenance	1,373,981	1,427,379	1,833,077	1,642,800	754,797	1,654,539	1,612,950
Capital Outlay	205,672	131,195	74,875	87,600	-	84,000	283,600
Total Expenses by Category	2,939,189	3,250,831	3,066,764	2,807,484	1,299,003	2,928,027	3,426,368
[101-2011] City Manager	743,916	918,114	845,476	817,000	466,939	1,026,042	1,677,068
[101-1021] City Clerk	393,222	444,655	431,612	478,184	169,492	349,371	110,800
[101-1022] Elections	64,149	19,457	63,733	65,050	5,518	58,280	65,500
[101-2013] Human Resources	113,228	247,127	408,161	284,950	124,710	360,950	343,600
[101-2021] Transportation Planning	205,599	54,926	70,535	90,000	59,629	106,635	-
[101-2032] Information Services	-	-	458,391	464,800	152,853	511,178	514,900
[101-3032] Information Services	407,339	487,296	-	-	-	-	-
[101-2501] Legal Services	261,455	257,586	292,772	265,000	151,683	290,000	280,000
[103-2501] Insurance Fund	45,830	82,305	229,942	95,000	70,096	65,102	95,000
[105-3032] Facilities & Equipment Replacement	203,032	-	-	-	-	-	200,000
[211-2011] CTC Traffic Improvement	-	270	164	-	-	-	-
[218-2270] Clean Air Act	-	41,982	48,977	15,000	10,459	10,469	15,000
[220-2301] Community Promotion	138,000	185,000	164,550	139,500	81,300	139,500	109,500
[226-2029] Mission Meridian Public Garage	18,938	15,432	11,321	93,000	6,324	10,499	15,000
[248-2011] BTA	187	55,639	-	-	-	-	-
[249-2011] Golden Street	344,294	441,042	41,131	-	-	-	-
Total Expenses by Program	2,939,189	3,250,831	3,066,764	2,807,484	1,299,003	2,928,027	3,426,368

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

MANAGEMENT SERVICES
Department Description and Authorized Positions



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

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

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MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	486,533	568,768	548,342	442,740	278,769	578,099	1,029,138
7010	Salaries - Temp / Part	41,844	40,549	45,976	70,000	55,501	143,523	115,000
7015	Salaries - Golden Streets	31	-	-	-	-	-	-
7020	Overtime	3,884	3,644	121	-	-	-	-
7055	IOD - Non Safety	-	-	271	-	-	-	-
7070	Leave Buyback	2,477	22,701	1,859	6,000	3,024	3,024	-
7100	Retirement	90,114	111,169	114,421	122,547	30,268	120,630	259,905
7108	Deferred Compensation	3,407	3,944	2,262	4,427	2,129	4,415	6,150
7110	Workers Compensation	14,833	20,780	9,173	6,841	4,378	9,078	19,371
7120	Disability Insurance	-	8,792	329	-	-	-	-
7130	Group Health Insurance	43,915	41,983	40,847	38,899	25,012	51,869	70,618
7140	Vision Insurance	1,329	1,284	1,091	796	597	1,237	2,153
7150	Dental Insurance	4,721	4,739	3,851	2,988	2,057	4,266	8,073
7160	Life Insurance	573	566	456	328	240	498	888
7170	FICA - Medicare	7,866	9,035	10,913	7,434	5,644	11,705	14,923
7180	Car/Uniform Allowance	6,600	5,081	4,020	6,000	3,000	4,650	-
<WAGES & BENEFITS>		708,127	843,035	783,932	709,000	410,618	932,924	1,529,818
8000	Office Supplies	5,725	4,603	5,231	7,000	4,317	7,800	10,000
8010	Postage	336	555	245	1,500	241	289	300
8020	Special Department Expense	3,002	6,062	3,374	3,500	1,032	1,900	6,000
8050	Printing/Duplicating	541	60	693	2,000	1,155	2,700	2,000
8060	Dues & Memberships	2,622	1,414	1,539	2,000	1,130	1,500	2,000
8090	Conference & Meeting Expense	6,487	7,824	1,869	10,000	2,118	4,500	8,000
8100	Vehicle Maintenance	2,199	1,639	1,742	2,000	754	1,049	2,000
8110	Equipment Maintenance	1,169	196	698	1,000	-	695	700
8170	Professional Services	11,166	16,160	42,059	65,000	28,958	46,000	70,000
8180	Contract Services	906	10,946	3,793	4,000	16,615	16,615	3,000
8200	Training Expense	-	2,184	300	-	-	-	-
8220	Communications Spec. Dept Expense	-	-	-	-	-	-	4,850
8230	Communications Prof Services	-	-	-	-	-	-	28,400
8272	CM Emergency	1,636	23,436	-	10,000	-	10,000	10,000
<OPERATIONS & MAINTENANCE>		35,789	75,079	61,544	108,000	56,320	93,048	147,250
101-2011 City Manager Total		743,916	918,114	845,476	817,000	466,939	1,026,042	1,677,068

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Chief City Clerk, Principal Management Analyst, and Public Information Officer, Executive Assistant to the City Manager, Deputy City Clerk, and 2 Management Analysts. Refer to the Appendix for a detailed allocation list.

- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees (Management Analyst, Management Assistant, and Management Intern).

- 7011 Salaries – Part Time/Stipend
Provides compensation for elected City Clerk.

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
~~Provides funds for the purchase of copy paper (\$1,000) and Ordinary~~ office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments (~~\$3,000~~). (\$10,000)

- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (~~\$1,500~~). (\$300)

- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (~~\$1,500~~), including beverage and kitchen equipment and supplies (~~\$2,000~~), and copier paper (for City Hall second floor). (\$6,000).

- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).

- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager’s Association dues, International City Manager’s Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).

- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities

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City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference (~~\$10,000~~). (\$8,000)

8100 Vehicle Maintenance and Operations

Provides funds for fuel, repair and maintenance of City-owned vehicles (\$2,000).

8110 Equipment Maintenance

Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (~~\$1,000~~). (\$700) (Workstation hardware/software upgrades now in IS budget).

8170 Professional Services

Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000), Legislative consulting firm (\$30,000). Funds for professional services related to City Manager's Office and citywide operations (\$20,000); ~~Funds for Public Art Programs (\$25,000)~~

8180 Contract Services

Provides funds for ~~contract service Constant Contact citywide email marketing tool (\$1,000)~~, maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).

~~8200 Training~~

~~Provides funds for employee training program (\$3,000).~~

~~8220 Communications Special Department Expense~~

~~Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000), Stock photo subscription for web and newsletter (\$350), Video production equipment purchase (\$1,500), Promotional items for distribution at community events (\$2,000).~~

~~8230 Communications Professional Services~~

~~Provides funds for professional services such as Media monitoring Services (\$10,000), Graphic design services (\$10,000), Still photography services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements.~~

8272 City Manager Emergency Fund

Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

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CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	201,440	259,306	231,233	252,781	94,367	163,572	-
7010	Salaries - Temp / Part	35,553	4,560	4,757	18,600	2,280	4,560	-
7020	Overtime	2,914	4,056	6,082	-	3,348	5,348	-
7070	Leave Buyback	702	1,156	15,755	3,000	14,539	14,539	-
7100	Retirement	34,575	42,895	44,151	56,861	9,173	31,232	-
7108	Deferred Compensation	787	1,192	532	1,230	578	1,230	-
7110	Workers Compensation	5,187	8,234	3,886	4,157	1,317	4,157	-
7130	Group Health Insurance	19,588	22,053	20,879	23,580	5,550	24,000	-
7140	Vision Insurance	537	569	496	720	162	700	-
7150	Dental Insurance	1,546	2,120	1,544	2,700	404	2,700	-
7160	Life Insurance	234	299	248	297	50	297	-
7170	FICA - Medicare	3,865	4,080	3,956	4,158	1,820	4,158	-
<WAGES & BENEFITS>		300,923	350,520	333,517	368,084	133,588	256,493	-
8000	Office Supplies	792	981	251	-	-	-	-
8010	Postage	508	472	204	1,000	111	172	1,000
8020	Special Department Expense	2,469	1,393	2,377	1,500	572	1,450	1,500
8040	Advertising	2,396	3,176	2,472	4,000	1,203	2,500	4,000
8050	Printing/Duplicating	44	370	26	1,000	-	-	1,000
8060	Dues & Memberships	735	2,464	1,079	1,500	548	1,000	1,000
8070	Mileage/Auto Allowance	877	817	316	500	-	-	500
8090	Conference & Meeting Expense	3,601	6,131	4,527	3,000	893	3,256	3,000
8095	Commissioners Congress	-	-	-	-	-	-	5,000
8110	Equipment Maintenance	1,932	609	595	3,000	-	500	2,000
8170	Professional Services	62,259	17,691	6,400	-	-	-	-
8180	Contract Services	-	53,579	71,236	90,000	32,577	83,000	85,000
8200	Training Expense	5,167	5,625	6,971	1,000	-	1,000	3,200
8300	Lease Payment	3,104	397	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		83,884	93,705	96,454	106,500	35,904	92,878	107,200
8520	Machinery & Equipment	2,410	430	1,641	3,600	-	-	3,600
<CAPITAL OUTLAYS>		2,410	430	1,641	3,600	-	-	3,600
[101-1021] City Clerk Total		393,222	444,655	431,612	478,184	169,492	349,371	110,800

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

~~7000 — Regular Salaries~~

~~Provides compensation for full-time Chief City Clerk, Deputy City Clerk, and Management Assistant.~~

~~7010 — Temp/Part Time Salaries~~

~~Provides funding for stipend for elected City Clerk (\$3,600)~~

~~7020 — Overtime~~

OPERATIONS & MAINTENANCE

~~8000 — Office Supplies~~

8010 Postage

Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (1,000).

8020 Special Department Expense

Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).

8040 Advertising

Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$3,200).

8050 Printing and Duplication

Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$1,000)

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses, (\$1,500).

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- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (~~\$23~~,000).
- 8095 Commissioners Congress
Provides funds for annual Commissioners Congress (\$5,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for document scanning services (~~\$105~~,000) and City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); additional funding for out-of-the-ordinary changes to municipal code such as adopting new building and related codes (\$1,000). Provides funds for professional minute preparation as needed (\$3,000). Provides funds for automated Form 700 filing software system (\$3,500).
- 8200 Training Expense
Provides funds for training and workshops, ~~including mandatory training for commissioners (\$500) and City Clerk's division staff, including~~ Technical Training for Clerks (TTC) for City Clerk's Division staff ~~City Clerk training (\$3,000)~~, Notary Public, Brown Act, or related seminars (~~\$25~~00).

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ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8010	Postage	7	-	-	50	-	-	500
8020	Special Department Expense	880	675	322	5,000	-	-	5,000
8040	Advertising	3,027	756	11,335	5,000	4,543	4,543	5,000
8170	Professional Services	60,235	18,026	52,076	55,000	975	53,737	55,000
OPERATIONS & MAINTENANCE		64,149	19,457	63,733	65,050	5,518	58,280	65,500
[101-1022] Elections Total		64,149	19,457	63,733	65,050	5,518	58,280	65,500

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ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

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

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

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

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

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HUMAN RESOURCES							
Budget Detail						101-2013	

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8000	Office Supplies	70	(48)	56	-	-	-	-
8010	Postage	467	843	554	350	332	750	500
8020	Special Department Expense	11,857	12,827	8,144	12,000	4,932	12,000	12,000
8040	Advertising	4,906	6,789	4,321	7,000	3,766	7,000	7,000
8050	Printing/Duplicating	227	227	241	1,100	-	1,000	1,100
8060	Dues & Memberships	2,940	2,875	3,050	3,600	3,000	3,000	3,600
8090	Conference & Meeting Expense	6,100	6,530	4,569	8,000	1,451	4,000	8,000
8110	Equipment Maintenance	151	174	409	200	-	200	200
8160	Legal Service	49,826	157,892	246,635	200,000	51,662	200,000	200,000
8170	Professional Services	32,965	52,175	133,756	46,700	58,497	130,000	105,200
8200	Training Expense	3,719	6,843	6,425	6,000	1,070	3,000	6,000
<OPERATIONS & MAINTENANCE>		113,228	247,127	408,161	284,950	124,710	360,950	343,600
[101-2013] Human Resources Total		113,228	247,127	408,161	284,950	124,710	360,950	343,600

PERSONNEL

Moved under Management Services Account

~~7000 Salaries Regular Employees~~

~~Provides the partial compensation for the Human Resources Manager and two Management Analysts and Management Assistant. Refer to the Appendix for a detailed allocation list.~~

~~7010 Salaries Part Time~~

~~Provides compensation for non-salaried part-time employees.~~

~~7070 Leave Buyback~~

~~Provides funds to employees who opt to sell back hours of their leave balances.~~

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postal expenses related to personnel activities (~~\$500,350~~).

8020 Special Department Expense

Provides funds for special department expenses including holiday celebration (~~\$6,000,500~~) and employee appreciation luncheon (~~\$1,500,2,000~~), city employee identification cards, recruitment expenses, ~~flu shots~~ and employee wellness program (\$3,500).

8040 Advertising

Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).

8050 Printing and Duplication

Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,100).

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,600).

8090 Conference and Meeting Expense

Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$8,000).

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- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$200,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$7,000), Fitness for Duty medical examinations (\$3,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Plan Consulting contract (\$~~11,000~~9,500), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$~~147,000~~), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$2,000), ~~and~~ ADA Sign Language & other ADA accommodation services (\$1,500) and other project based consulting contracts (\$50,000).
- 8200 Employee Training
Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

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TRANSPORTATION PLANNING	101-2021
Budget Detail	

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
8010	Postage	304	224	89	500	249	350	-
8020	Special Department Expense	27	-	14	-	-	-	-
8050	Printing/Duplicating	65	-	-	1,000	-	-	-
8060	Dues & Memberships	170	-	1,085	1,000	85	85	-
8090	Conference & Meeting Expense	2,566	486	2,672	2,500	-	1,200	-
8160	Legal Service	85,856	14,716	15,741	-	2,439	15,000	-
8170	Professional Services	116,611	39,500	50,935	85,000	56,856	90,000	-
OPERATIONS & MAINTENANCE		205,599	54,926	70,535	90,000	59,629	106,635	-
101-2021 Transportation Planning Total		205,599	54,926	70,535	90,000	59,629	106,635	-

TRANSPORTATION PLANNING

Budget Detail

101-2021

OPERATIONS & MAINTENANCE

~~8010 — Postage~~

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

~~8050 — Printing and Duplication~~

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

~~8060 — Dues and Membership~~

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

~~8090 — Conference and Meeting Expense~~

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

~~8170 — Professional Services~~

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

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

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Budget Detail **LEGAL SERVICES** **101-2501**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8160	Legal Service	261,455	257,586	292,772	265,000	151,683	290,000	280,000
8161	Settlements	-	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		261,455	257,586	292,772	265,000	151,683	290,000	280,000
[101-2501] Legal Services Total		261,455	257,586	292,772	265,000	151,683	290,000	280,000

Budget Detail	LEGAL SERVICES	101-2501
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OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (~~\$255~~270,000). City mediation services (\$10,000).

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INFORMATION SERVICES

Budget Detail

101-2032

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	-	-	58	1,000	-	-	1,000
8060	Dues & Memberships	-	-	-	200	-	-	200
8110	Equipment Maintenance	-	-	211	2,000	6,788	7,206	2,000
8150	Telephone	-	-	136,086	164,000	81,796	184,000	185,000
8170	Professional Services	-	-	144,325	126,000	37,390	145,000	150,000
8180	Contract Services	-	-	99,290	65,000	11,089	65,000	61,400
8300	Lease Payment	-	-	42,913	22,600	10,777	25,972	22,600
8301	Copier Usage Charges	-	-	-	-	5,012	-	12,700
<OPERATIONS & MAINTENANCE>				422,834	380,600	152,853	427,178	34,900
8530	Computer Equipment	-	-	35,507	84,000	-	84,000	80,000
<CAPITAL OUTLAYS>				35,507	84,000	-	84,000	80,000
[101-2032] Information Services Total				458,391	464,800	152,853	511,178	514,900
8020	Special Department Expense	720	1,850	-	-	-	-	-
8060	Dues & Memberships	-	160	-	-	-	-	-
8110	Equipment Maintenance	195	83	-	-	-	-	-
8150	Telephone	107,771	143,601	-	-	-	-	-
8170	Professional Services	190,387	103,407	-	-	-	-	-
8180	Contract Services	92,981	108,159	-	-	-	-	-
8300	Lease Payment	15,055	39,502	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		407,109	396,602	-	-	-	-	-
8530	Computer Equipment	230	61,290	-	-	-	-	-
8531	Computer Equip.-Cy Pres Grant	-	29,244	-	-	-	-	-
<CAPITAL OUTLAYS>		230	90,534	-	-	-	-	-
[101-3032] Information Services Total		407,339	487,296	-	-	-	-	-

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).

- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).

- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$2,000).

- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (~~\$164~~185,000). Includes funds for upgrade to PD/LASD network connection and upgrade for Senior Center public internet connection.

- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (~~\$126~~50,000).

- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$400), Vision Internet ~~website redesign 2nd installment (\$10,000) and Vision~~ hosting/support services (~~\$7,98,300~~), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,500).

- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$22,600).

- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$12,700).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (~~\$4460~~,000), mobile device replacements (\$7,000), ~~City Hall WiFi upgrade project (\$20,000)~~ and Network equipment upgrades (\$13,000).

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INSURANCE FUND

Budget Detail **103-2501**

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
8020	Special Department Expense	15,667	19,237	34,094	20,000	70,096	65,102	20,000
8161	Settlements	30,163	63,068	195,848	75,000	-	-	75,000
	<OPERATIONS & MAINTENANCE>	45,830	82,305	229,942	95,000	70,096	65,102	95,000
103 - INSURANCE FUND TOTAL		45,830	82,305	229,942	95,000	70,096	65,102	95,000

INSURANCE FUND

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Budget Detail

103-2501

OPERATIONS & MAINTENANCE

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

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

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

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
8530	Computer Equipment	203,032	-	-	-	-	-	-
8500	Building & Improvements			-	-	-	-	200,000
105 - FACILITIES & EQUIP. REPLACEMENT		264,518	1,506,092	517,258	225,000	148,339	360,084	200,000

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FACILITIES & EQUIPMENT REPLACEMENT FUND

Budget Detail

105-3032

CAPITAL OUTLAY

8500 Building & Improvements

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

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CLEAN AIR ACT - AB 2766						
Budget Detail				218-2270		

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7080	Rideshare	-	1,751	65	-	-	-	-
7110	Workers Compensation	-	-	1	-	-	-	-
7150	Dental Insurance	-	-	1	-	-	-	-
7170	FICA - Medicare	-	-	1	-	-	-	-
<WAGES & BENEFITS>			1,751	68				
8261	Rideshare	-	-	11,182	15,000	10,459	10,469	15,000
<OPERATIONS & MAINTENANCE>				11,182	15,000	10,459	10,469	15,000
8540	Automotive Equipment	-	40,231	37,727	-	-	-	-
<CAPITAL OUTLAYS>			40,231	37,727				
[218-2270] Clean Air Act Total		-	41,982	48,977	15,000	10,459	10,469	15,000

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CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8540 Rideshare

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

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8060	Dues & Memberships	-	-	-	1,500	1,500	1,500	1,500
8185	Chamber of Commerce	135,500	135,500	162,050	135,500	77,300	135,500	105,500
8255	Public Events Promotion	2,500	49,500	2,500	2,500	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	138,000	185,000	164,550	139,500	81,300	139,500	109,500
[220-2301] Community Promotion Total		138,000	185,000	164,550	139,500	81,300	139,500	109,500

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COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

- 8060 Dues and Memberships
Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).
- 8185 Chamber of Commerce
Funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$1305,500).
- 8255 Public Events Promotion
Provides funds to support the Public Safety Open House in conjunction with South Pasadena Tournament of Roses' Cruz'n for Roses Classic Car Show (\$2,500).

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MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	1,776	4,432	875	83,000	1,499	1,499	5,000
8060	Dues & Memberships	15,276	9,650	8,845	10,000	4,825	9,000	10,000
8170	Professional Services	1,886	1,350	1,600	-	-	-	-
	<OPERATIONS & MAINTENANCE>	18,938	15,432	11,321	93,000	6,324	10,499	15,000
8520	Machinery & Equipment	-	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-	-
[226-2029] Mission Meridian Public Garage 1		18,938	15,432	11,321	93,000	6,324	10,499	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
~~Provides funds for a onetime installation of a replacement electrical generator (\$80,000) and additional f~~Funds for supplies and maintenance of the Mission Meridian Parking Garage (\$35,000).

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

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BTA GRANT

Budget Detail

248-2011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	187	60	-	-	-	-	-
8170	Professional Services	-	55,579	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	187	55,639	-	-	-	-	-
9387	Bikeway Improvement	-	-	106,590	-	101,377	101,377	-
9388	Bicycle Parking	-	-	-	-	4,834	9,789	-
	<CAPITAL PROJECTS>	-	-	106,590	-	106,211	111,166	-
	[248-9000s] CIP Total	187	55,639	106,590	-	106,211	111,166	-
	248 - BTA GRANTS TOTAL	187	55,639	106,590	-	106,211	111,166	-



FINANCE DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Finance Department accounts for all City and Agency expenditures, administers business licensing through a third-party vendor, manages several competitive grants in collaboration with other departments, processes the biweekly payroll through a third-party vendor, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City's Comprehensive Annual Financial Report (CAFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function by utilizing a third-party vendor for the City's approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer and the Finance Commission with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

Notable Changes- Wages and Benefits

Although there are decreases due to reorganization of the department decreasing the staffs from 9 to 5, these were offset by contracts with ADP and HdL. There will be an addition of a part-time Management Aide that will help cover the front desk which will be split between Finance and (Water) Utility Billing Fund.

Notable Changes- Operations and Maintenance

The Finance Department has an increase in Professional Services from the transition to ADP for payroll processing and HdL for auditing property, sales, and business license taxes. There will be an Indirect Cost Allocation Plan study done in FY 2019-20. There are plans for a citywide Point-of-Sale (POS) upgrade to streamline transactions across multiple departments in the near future.

Capital Outlay

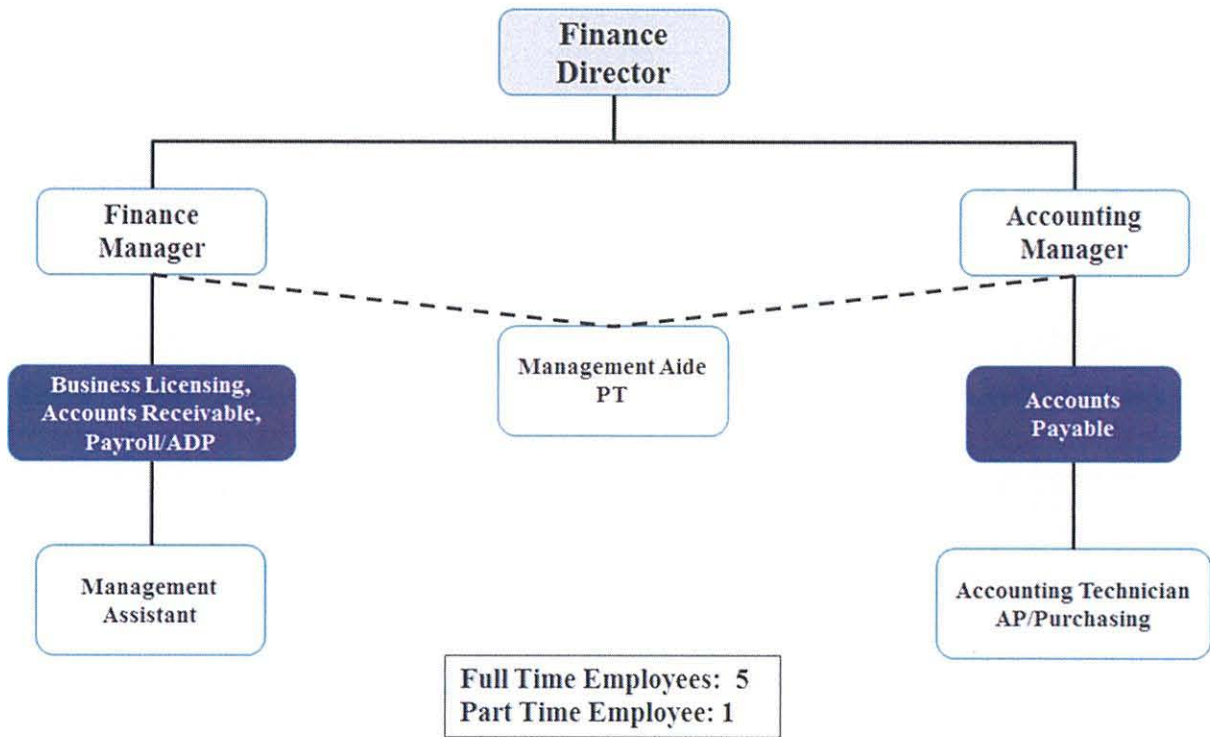
NA.

FINANCE
Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	1,307,829	1,472,113	1,517,371	1,638,008	713,746	1,333,968	1,168,536
Operations & Maintenance	1,139,864	1,165,461	1,078,176	1,325,560	835,602	1,288,353	1,345,109
Capital Outlay	-	-	-	-	-	-	-
Total Expenses by Category	2,447,693	2,637,574	2,595,547	2,963,568	1,549,348	2,622,321	2,513,645
[101-3011] Finance	619,109	643,953	795,481	834,879	534,395	828,989	709,728
[101-3041] Non-Dept/Overhead	886,536	947,865	961,054	918,290	668,848	912,727	944,111
[500-3012] Utility Billing	942,048	1,045,756	839,013	1,210,399	346,105	880,605	859,805
Total Expenses by Program	2,447,693	2,637,574	2,595,547	2,963,568	1,549,348	2,622,321	2,513,645

Finance Director	1
Assistant Finance Director Accounting Manager	1
Principal Management Analyst Finance Manager	1
Payroll Coordinator	+
Filming Liaison	+
Accounting Technician	1
Management Assistant	1
Senior Account Clerk	2
Total	95

FINANCE
Department Description and Authorized Positions



FINANCE	101-3011
Budget Detail	

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
7000	Salaries - Permanent	383,963	418,181	468,771	512,473	227,290	395,808	335,459
7010	Salaries - Temp / Part	-	-	2,658	-	5,113	11,228	11,856
7020	Overtime	1,386	2,516	6,387	1,200	1,535	2,500	1,200
7040	Holiday	176	-	45	-	-	-	-
7070	Leave Buyback	6,043	10,760	6,936	7,500	20,702	40,000	4,193
7100	Retirement	67,271	76,976	80,834	106,572	18,246	68,253	23,724
7108	Deferred Compensation	739	1,078	783	1,121	865	1,507	2,808
7110	Workers Compensation	8,520	13,276	7,459	7,851	3,026	5,270	6,024
7120	Disability Insurance	-	-	-	-	4,180	7,280	-
7130	Group Health Insurance	45,288	42,827	53,293	58,981	24,687	42,990	33,743
7140	Vision Insurance	1,446	1,345	1,472	1,394	643	1,120	842
7150	Dental Insurance	4,986	4,384	4,487	5,229	1,726	3,005	3,159
7160	Life Insurance	590	537	640	575	282	491	347
7170	FICA - Medicare	5,394	5,710	6,905	7,448	3,915	6,818	4,864
<WAGES & BENEFITS>		525,802	577,590	640,670	710,344	312,210	586,270	428,220
8000	Office Supplies	3,890	5,132	5,052	4,500	2,191	4,382	4,500
8010	Postage	6,201	4,213	9,311	6,000	734	1,468	3,000
8020	Special Department Expense	40,965	14,660	14,800	20,260	4,987	9,973	20,260
8050	Printing/Duplicating	2,849	3,805	2,961	2,500	1,341	2,683	2,500
8060	Dues & Memberships	1,045	1,045	855	745	935	935	2,500
8070	Mileage/Auto Allowance	59	139	78	100	-	100	100
8090	Conference & Meeting Expense	1,622	2,264	555	2,480	-	1,000	2,480
8110	Equipment Maintenance	1,798	1,019	841	950	181	363	950
8170	Professional Services	34,860	22,451	87,597	26,000	50,423	50,423	174,218
8180	Contract Services	-	11,635	32,759	57,000	161,393	171,393	67,000
8200	Training Expense	18	-	-	4,000	-	-	4,000
<OPERATIONS & MAINTENANCE>		93,307	66,363	154,810	124,535	222,184	242,719	281,508
[101-3011] Finance Total		619,109	643,953	795,481	834,879	534,395	828,989	709,728

PERSONNEL SERVICES

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

- 7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Aide (\$11,856).

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

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

OPERATIONS & MAINTENANCE

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

- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (~~\$6,000~~ 3,000).

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

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

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, ~~\$220,660~~), the Government Finance Officers Association (GFOA, ~~\$225,675~~), and Film Liaisons in California (FLICS, \$300), and other financial associations (\$1,165).

- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Film Liaison’s use of private vehicle to

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conduct City business. Reimbursement is at current IRS reimbursement rate (\$100).

- 8090 Conference and Meeting Expense
Provides funds for attendance at luncheon meetings of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director ~~and Assistant Director, Accounting Manager, and Finance Manager~~ (\$480), 50% share of the annual CSMFO conference for the Finance Director (\$1,000), and annual Diehl Evans tax seminar for the Director, ~~Assistant Director~~ Accounting Manager and Payroll Coordinator ~~Finance Manager~~ (\$1,000). Actual attendance costs will be determined by location and date.
- 8110 Equipment Maintenance
Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200), ~~typewriters, currency counter~~
- 8170 Professional Services
Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL Sales sales tax, business license tax, and property tax audits (\$15,000 ~~39,000~~), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (~~\$8,000~~ 1,000).
- 8180 Contract Services
Provides funds for OpenGov contract (\$7,000) ~~Contract to provide services for a Master Fee Study and revenue enhancement opportunities. (\$50,000)~~ Contract to provide services for an Indirect Cost Allocation Plan (\$45,000), temp services for payroll transition to ADP and other contracted services (\$15,000).
- 8200 Employee Training
Provides funds for department training opportunities (\$4000).

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	232,497	220,115	203,127	293,086	94,586	164,084	181,011
7010	Salaries - Temp / Part	21,667	22,132	1,111	29,640	-	-	11,856
7020	Overtime	2,645	226	1,136	200	341	800	200
7040	Holiday	-	-	-	-	498	498	-
7070	Leave Buyback	9,588	5,297	3,531	3,000	7,654	14,000	3,000
7100	Retirement	992	38,637	74,733	69,777	7,505	60,369	27,993
7108	Deferred Compensation	1,249	1,223	578	1,521	576	999	1,530
7110	Workers Compensation	6,060	7,832	3,233	4,526	1,244	2,158	3,376
7120	Disability Insurance	-	567	2,301	-	-	-	-
7130	Group Health Insurance	20,737	14,858	17,803	27,256	9,515	16,507	16,494
7140	Vision Insurance	619	516	480	770	205	356	432
7150	Dental Insurance	2,006	1,489	1,654	2,889	616	1,068	1,620
7160	Life Insurance	275	182	218	317	82	142	178
7170	FICA - Medicare	5,074	3,560	3,046	4,682	1,450	2,516	2,625
	<WAGES & BENEFITS>	303,409	316,634	312,950	437,664	124,272	263,497	250,315
8000	Office Supplies	48	(48)	-	-	-	-	-
8010	Postage	299	312	149	1,750	25	25	750
8020	Special Department Expense	160,912	158,776	166,483	160,000	39,106	113,400	160,000
8032	Water Efficiency Fee Projects	43,028	104,247	42,017	150,000	13,629	50,000	-
8060	Dues & Memberships	255	262	-	700	-	-	-
8070	Mileage/Auto Allowance	-	222	19	200	-	-	-
8090	Conference & Meeting Expense	485	2,753	1,425	3,000	-	-	1,000
8110	Equipment Maintenance	12,831	16,777	14,838	18,150	-	-	18,150
8170	Professional Services	328,800	337,899	291,276	337,454	163,843	350,835	328,610
8180	Contract Services	-	10,058	9,857	9,000	5,229	10,869	9,000
8200	Training Expense	-	-	-	500	-	-	-
8350	Bad Debt Expense	-	5,883	-	-	-	-	-
8400	Overhead Allocation	91,981	91,981	-	91,981	-	91,980	91,980
	<OPERATIONS & MAINTENANCE>	638,639	729,122	526,063	772,735	221,832	617,109	609,490
	[500-3012] Utility Billing Total	942,048	1,045,756	839,013	1,210,399	346,105	880,605	859,805

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

7000 Regular Salaries

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

7010 Salaries – Temp/Part-time

~~Provides for compensation for the Management Intern.~~Provide partial compensation for a part-time Management Aide (\$11,856).

OPERATIONS & MAINTENANCE

8010 Postage

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

8020 Special Department Expense

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

~~8032 Water Efficiency Fee Projects~~

~~Provides funds for water conservation and efficiency programs such as residential water audits, efficiency rebates, etc. (\$150,000).~~

~~8060 Dues, Memberships, Subscriptions, and Books~~

~~Provides funds for membership in the American Water Works Association, as well as other various water related associations (\$700).~~

~~8070 Mileage Reimbursement~~

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

8090 Conference and Meeting Expense

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

8110 Equipment Maintenance

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

8170 Professional Services

Provides (\$312,000) toward contractual support service with ~~Global Water~~~~Fathom~~, the company that provides the Finance Department's utility billing processing. Also provides

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forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200), ~~and a share of Morgan Stanley/Western Asset investment management services (\$13,800).~~

8180 Contract Services

Provides funds for share of bank armored courier services (\$9,000).

8200 Training

Provides funds for training seminars for Finance Department staff (\$500).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD	101-3041
Budget Detail	

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7131	Retiree Health Insurance	478,618	577,889	563,751	490,000	277,263	484,202	490,000
	<WAGES & BENEFITS>	478,618	577,889	563,751	490,000	277,263	484,202	490,000
8020	Special Department Expense	-	-	-	-	-	-	-
8060	Dues & Memberships	22,602	24,311	24,787	37,000	44,122	54,492	27,821
8150	Telephone	9,512	-	-	-	-	-	-
8170	Professional Services	64,005	56,401	56,436	84,040	1,750	20,000	84,040
8180	Contract Services	-	11,306	12,680	12,250	7,014	15,335	12,250
8191	Liability & Surety Bonds	122,426	144,772	157,811	145,000	179,308	179,308	180,000
8300	Lease Payment	61,309	-	-	-	-	-	-
8335	Property Tax Admin. Fee	128,064	133,186	145,589	150,000	159,390	159,390	150,000
	<OPERATIONS & MAINTENANCE>	407,918	369,976	397,303	428,290	391,585	428,525	454,111
[101-3041] Non-Dept/Overhead Total		886,536	947,865	961,054	918,290	668,848	912,727	944,111

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$490,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (~~\$9,907,10,390~~), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments* (\$9,240), Contract Cities* (~~\$3,000~~) and the Southern CA Association of Governments* (\$2,810) **partially paid by other funds.*

8170 Professional Services

Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000).

8180 Contract Services

Provides funds for share of bank armored courier services (\$12,250).

8191 Liability & Surety Bonds

General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is ~~\$217,000~~300,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$150,000).

PLANNING AND BUILDING DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Planning & Building Department provides staff services to the Planning, Cultural Heritage Commissions, Design Review Board and Public Art Commission. The planning staff administers land use and development regulations, processes land use permits, and undertakes long range land use planning. In addition, the Department is responsible for the planning and development review of the built environment in South Pasadena. The building staff enforces construction standards to safeguard life, health, and property by issuing permits, reviewing building plans for code compliance, and performing construction inspections. The code enforcement staff works with property owners to develop and secure compliance with the municipal codes regarding property maintenance and operations. The long range planning and economic development division focuses on developing policies and implementing strategies to improve the economic vitality of the City.

Notable Changes- Wages and Benefits

While there were no salary increases per the approved Memorandum of Understanding (MOU) there is an increase in Wages and Benefits due to increase in retirement and health insurance. The Principal Management Analyst position from the Management Services Department was moved to the Planning and Building Department to establish the Manager of Long Range Planning and Economic Development. In addition, the Film Liaison position from the Finance Department has been moved to the Long Range Planning and Economic Division of the Planning and Building Department to assist in economic development efforts.

Notable Changes- Operations and Maintenance

There is a significant increase in contract services due to an extensive work plan including:

- Affordable housing
- Tenant protections
- Housing Element update
- Hospitality feasibility study
- Retail market study
- City-owned property opportunity study
- Parking management study
- Soft-story ordinance

The Public Art Program was also moved from the Management Services Department to the Planning and Building Department to compliment economic development efforts.

Capital Outlay

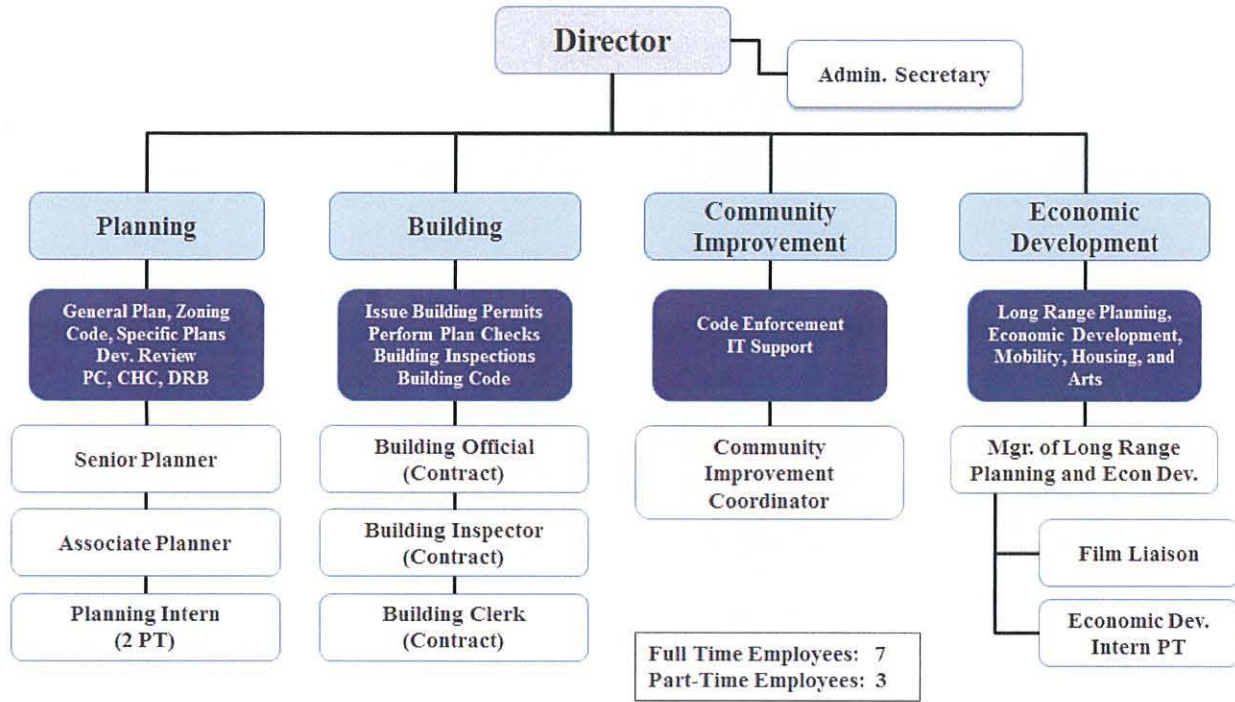
N/A.

PLANNING & BUILDING
Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	579,934	612,523	587,716	680,773	288,758	558,296	1,003,115
Operations & Maintenance	422,606	545,573	567,751	645,180	144,022	409,309	744,950
Capital Outlay	-	-	-	-	-	-	-
Total Expenses by Category	1,002,540	1,158,096	1,155,467	1,325,953	432,780	967,605	1,748,065
[101-7011] Planning & Building	1,002,540	1,158,096	1,033,506	1,225,953	432,780	958,291	1,748,065
[105-7011] Facilities & Equipment Replacement	-	-	121,961	100,000	-	9,314	-
[260-2120] Residential Rehabilitation	-	-	-	-	-	-	-
[276-7101] Historic Preservation Grant	-	-	-	-	-	-	-
Total Expenses by Program	1,002,540	1,158,096	1,155,467	1,325,953	432,780	967,605	1,748,065

Planning & Building Director	1
<u>Principal Management Analyst</u>	<u>1</u>
Senior Planner	1
Assistant Planner	1
<u>Film Liaison</u>	<u>1</u>
Community Improvement Coordinator	1
Administrative Secretary	1
Total	<u>7</u>

PLANNING & BUILDING
Department Description and Authorized Positions



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PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	392,724	417,552	353,018	414,526	185,637	320,000	631,644
7010	Salaries - Temp / Part	48,322	46,353	84,748	90,000	54,121	110,000	90,000
7020	Overtime	1,403	3,386	12,689	7,500	4,350	7,100	7,500
7070	Leave Buyback	294	1,579	6,855	7,000	1,774	3,059	7,000
7100	Retirement	75,175	85,666	82,277	100,787	17,609	74,582	167,968
7108	Deferred Compensation	1,296	1,355	730	1,346	477	823	2,626
7110	Workers Compensation	22,244	16,855	7,155	6,515	3,069	5,290	13,985
7120	Disability Insurance	48	-	-	-	-	-	-
7130	Group Health Insurance	26,579	27,766	28,516	39,480	16,447	28,351	64,560
7140	Vision Insurance	1,146	1,066	838	1,200	412	710	1,680
7150	Dental Insurance	3,462	2,781	2,898	4,500	1,087	1,873	6,300
7160	Life Insurance	518	449	412	495	165	284	693
7170	FICA - Medicare	6,723	7,715	7,581	7,424	3,610	6,223	9,159
<WAGES & BENEFITS>		579,934	612,523	587,716	680,773	288,758	558,296	1,003,115
8000	Office Supplies	3,107	3,702	3,764	2,750	1,252	2,700	2,750
8010	Postage	6,206	5,519	7,265	6,000	2,397	5,000	6,000
8020	Special Department Expense	15,280	8,016	307	5,000	76	100	8,500
8040	Advertising	6,451	4,844	9,987	6,500	5,847	6,500	6,500
8050	Printing/Duplicating	3,243	4,415	3,080	3,000	4,568	7,500	3,000
8060	Dues & Memberships	2,516	1,593	373	1,850	-	500	5,000
8090	Conference & Meeting Expense	885	1,673	38	500	795	795	5,000
8100	Vehicle Maintenance	1,259	1,211	1,659	1,200	754	1,200	1,200
8110	Equipment Maintenance	1,783	2,015	753	750	115	200	1,500
8170	Professional Services	62,078	54,990	42,870	91,630	33,611	50,000	250,000
8180	Contract Services	319,798	456,595	375,119	425,000	94,607	325,000	425,000
8200	Training Expense	-	1,000	-	500	-	-	5,000
8257	Boards & Commissions	-	-	575	500	-	500	500
8260	Public Art	-	-	-	-	-	-	25,000
<OPERATIONS & MAINTENANCE>		422,606	545,573	445,790	545,180	144,022	399,995	744,950
[101-7011] Planning & Building Total		1,002,540	1,158,096	1,033,506	1,225,953	432,780	958,291	1,748,065

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PLANNING & BUILDING

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Building Director, one Senior Planner, one Assistant Planner, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$500), materials and supplies relating to the General Plan/Downtown Specific Plan update as well as for public outreach for other planning projects (\$8,000).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan update and facilitating and encouraging public engagement in other planning projects and programs (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials (\$3,000).

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- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Planning & Development Report ~~(\$300)~~. ~~Also memberships in the~~ American Planning Association ~~(\$750)~~, ~~the~~ California Association of Code Enforcement ~~(\$100)~~, International Council of Building Officials ~~(\$500)~~ and ~~the~~ California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide ~~(\$200)~~(\$5,000).
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$5,0~~500~~).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
~~Provides funding for consultant services and other services related to planning and building; including: Provides funding for the balance of the General Plan/Downtown Specific Plan contract (\$36,630); court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); and GIS vendor (\$25,000). Increase due to a slightly higher expected volume of plan check applications and their related fees. Also provides funds for d~~Housing Element Update, Housing Initiatives, Tenant Protections, Retail Market Study, Hospitality Feasibility Study, and "Soft-Story" Building Program (\$250,000)~~developing an ordinance to remediate the earthquake hazards of "soft story" buildings. (\$25,000)~~
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees ~~(\$400,000)~~; and GIS vendor ~~(\$425,000)~~. ~~Increase due to a slightly higher expected volume of plan check applications and their related fees. Also provides funds for developing an ordinance to remediate the earthquake hazards of "soft story" buildings (\$25,000)~~
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$5,0~~000~~).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).



FIRE DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Fire Department provides for the protection of life, property, and the environment from the adverse effects of fires, medical emergencies, and hazardous conditions through progressive resource deployment. The Department offers Fire prevention programs and community education activities. The Fire Department provides emergency fire and life safety response services around the clock every day of the year.

For Fiscal Years 2019-20 we will be on track to complete the EOC remodel to optimized capability, host a total of three CERT courses for the community, and implement a CPR program with the local High School to teach the students the skillset.

During the current Fiscal Year (FY18-19) the Fire department overtime increased by approximately \$366,000 due to decrease in full time staff. This was offset by the unfilled full time positions within the department and reimbursements from the state totaling \$106,837 for our participation in four major brush fires.

Notable Changes- Wages and Benefits

Increases in wages are associated with increased retirement costs and health benefit costs.

Notable Changes- Operations and Maintenance

No significant increases in Operations and Maintenance.

Capital Outlay

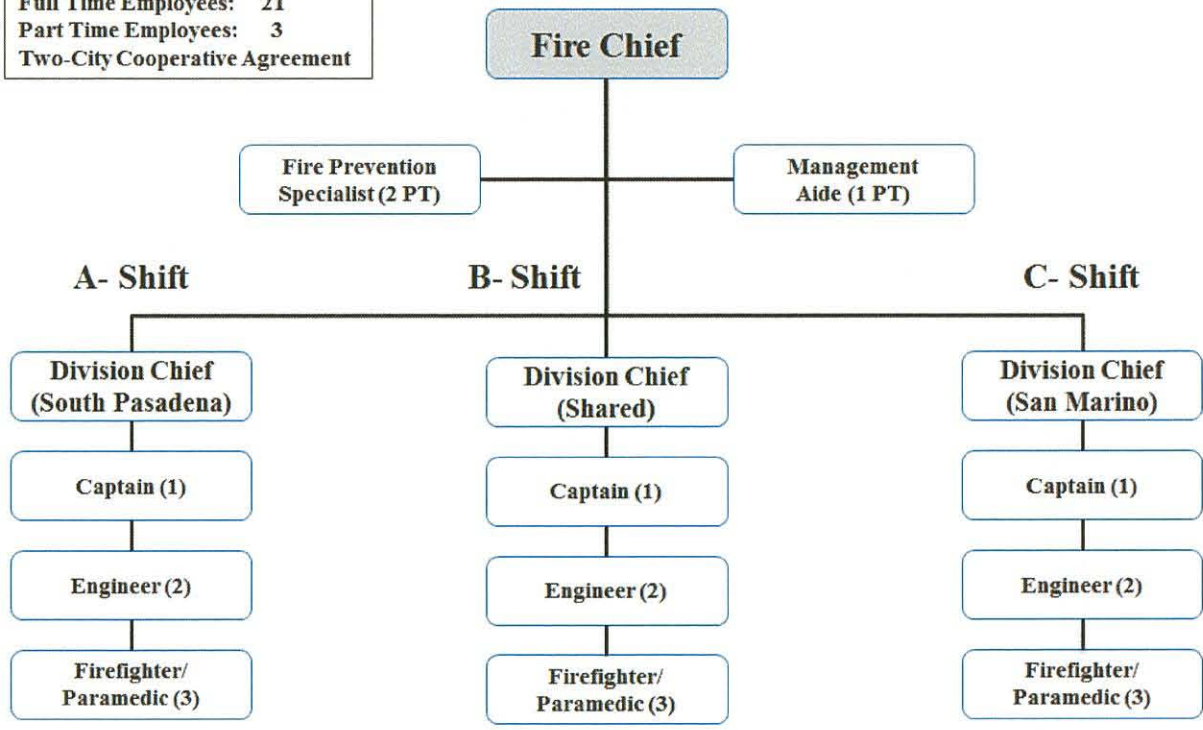
<h2 style="margin: 0;">FIRE</h2> <h3 style="margin: 0;">Department Summary</h3>

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	3,703,997	4,153,646	4,329,665	4,456,550	2,045,517	4,260,012	4,620,466
Operations & Maintenance	875,182	863,595	485,294	646,620	343,642	653,168	503,500
Capital Outlay	84,384	981,038	10,271	285,000	38,251	14,890	15,000
Total Expenses by Category	4,663,563	5,998,279	4,825,230	5,388,170	2,427,410	4,928,070	5,138,966
[101-5011] Fire	4,626,740	5,031,694	4,720,830	4,948,250	2,251,813	4,756,672	5,103,966
[101-5012] Emergency Preparedness	36,516	23,505	104,400	439,920	140,046	171,398	35,000
[105-5011] Facilities & Equipment Replacement	-	943,080	-	-	35,551	-	-
[274-5019] Fire Grant	307	-	-	-	-	-	-
Total Expenses by Program	4,663,563	5,998,279	4,825,230	5,388,170	2,427,410	4,928,070	5,138,966

Fire Chief	1
Fire Division Chief	2
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Total	21

FIRE
Department Description and Authorized Positions

Full Time Employees: 21
Part Time Employees: 3
Two-City Cooperative Agreement



Budget Detail

FIRE

101-5011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	1,601,238	1,658,037	1,699,779	2,065,534	914,534	1,726,144	2,162,091
7010	Salaries - Temp / Part	48,663	42,559	47,596	60,000	20,812	39,922	60,000
7020	Overtime	525,404	763,523	995,727	530,000	503,793	896,000	432,418
7030	Overtime - FLSA	101,920	90,241	39,333	125,000	15,778	89,000	82,159
7040	Holiday	63,820	63,900	63,151	65,000	44,379	65,000	59,458
7045	Overtime - Special Detail	179,725	150,412	189,871	140,000	59,660	145,000	140,000
7060	IOD - Safety	46,890	22,880	46,421	-	9,673	45,000	-
7065	Fitness	7,500	5,700	3,100	9,000	5,700	5,700	9,000
7070	Leave Buyback	71,048	86,089	82,949	77,000	28,448	53,694	27,026
7100	Retirement	540,400	580,976	666,259	878,357	168,318	676,593	1,032,418
7108	Deferred Compensation	1,596	1,660	2,046	4,030	2,526	4,767	4,173
7110	Workers Compensation	304,017	498,017	253,118	176,780	120,457	227,358	294,564
7122	Unemployment Insurance	-	32	75	-	-	-	-
7130	Group Health Insurance	141,838	120,171	166,325	243,540	104,142	196,563	244,440
7140	Vision Insurance	4,346	3,685	3,941	5,040	2,008	3,790	5,040
7150	Dental Insurance	14,657	12,432	11,449	18,900	6,339	11,965	18,900
7160	Life Insurance	1,827	1,614	1,427	2,079	869	1,641	2,079
7170	FICA - Medicare	36,971	39,018	44,872	43,290	24,118	45,522	31,350
7180	Car/Uniform Allowance	12,137	12,700	12,226	13,000	13,962	26,353	15,350
<WAGES & BENEFITS>		3,703,997	4,153,646	4,839,665	4,456,550	2,045,517	4,260,012	4,620,466
8000	Office Supplies	4,074	3,725	3,695	3,700	1,673	3,650	3,700
8010	Postage	892	965	911	1,000	354	950	1,000
8020	Special Department Expense	40,330	45,757	43,157	44,000	16,029	43,500	44,000
8025	Medical Supplies	21,801	27,304	25,784	48,000	15,824	34,000	33,000
8026	Hazardous Materials	2,018	1,327	-	700	-	-	500
8050	Printing/Duplicating	952	1,685	1,753	1,000	740	1,000	1,000
8060	Dues & Memberships	818	75	985	800	1,740	1,890	800
8080	Books & Periodicals	807	1,305	802	2,000	171	2,000	2,000
8090	Conference & Meeting Expense	-	79	1,500	1,500	482	482	1,500
8100	Vehicle Maintenance	47,867	52,789	39,019	37,500	25,152	38,000	37,500
8105	Fuel	-	-	18,302	13,500	10,234	15,000	16,000
8110	Equipment Maintenance	7,908	12,745	11,108	11,000	412	10,500	11,000
8120	Building Maintenance	10,889	10,523	10,000	77,000	6,694	10,000	10,000
8132	Uniform Expense/Cleaning	-	307	-	-	-	-	-
8134	Safety Clothing/Equipment	26,159	26,820	49,237	28,000	14,033	30,000	28,000
8150	Telephone	633	-	-	-	-	-	-
8170	Professional Services	22,819	33,546	36,505	36,000	9,930	36,000	38,500
8180	Contract Services	121,232	127,116	134,008	150,000	85,543	149,708	155,000
8183	Contract Services - Command Sharing	529,159	499,062	4,725	26,000	9,125	110,000	90,000
8200	Training Expense	11,354	9,195	9,249	10,000	8,160	9,980	10,000
<OPERATIONS & MAINTENANCE>		849,712	854,325	390,739	491,700	206,296	496,660	483,500
8520	Machinery & Equipment	73,031	23,723	426	-	-	-	-
<CAPITAL OUTLAYS>		73,031	23,723	426	-	-	-	-
[101-5011] Fire Total		4,626,740	5,031,694	4,720,830	4,948,250	2,251,813	4,756,672	5,103,966

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Provides funds for three part-time employees to perform fire prevention services and secretarial duties.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department bulk mailing and postal expenses (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$3,200); cleaning supplies (\$4,500); linen services (\$7,000); department identification cards (\$300); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment, and reimbursement that does not fall within one of the other accounts (\$8,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500).

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- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$18,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (~~\$10,000~~~~8,000~~); and other medical supplies (\$5,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (~~\$700~~~~500~~) to maintain the department's Participating Agency inspections status Notices.
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$1,500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$~~97~~,000 Diesel fuel) and (~~\$6,57~~,000 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000).

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- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (\$16,000). Provides funds to purchase safety turn out gear (\$12,000).
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (~~\$28,850~~31,350), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (~~\$135~~140,000); and Black Board Connect Mass Notification System (\$15,000).
- 8183 Contract Services – San Marino
Provides funds for comprehensive shared Fire Command Staff with the City of San Marino (~~\$100~~90,000).
- 8200 Training Expense
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

Budget Detail	EMERGENCY PREPAREDNESS	101-5012
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Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	25,470	9,270	94,555	154,920	137,346	156,508	20,000
<OPERATIONS & MAINTENANCE>		25,470	9,270	94,555	154,920	137,346	156,508	20,000
8520	Machinery & Equipment	11,046	14,235	9,845	15,000	2,700	14,890	15,000
8523	EOC Equipment	-	-	-	270,000	-	-	-
<CAPITAL OUTLAY>		11,046	14,235	9,845	285,000	2,700	14,890	15,000
[101-5012] Emergency Preparedness Total		36,516	23,505	104,400	439,920	140,046	171,398	35,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), EOC supplies and operations and disaster preparedness supplies (\$15,000), EOC training for Department Directors (5,000).

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment (\$15,000).

POLICE DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Police Department provides a full range of law enforcement and crime deterrence services. Services include street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program. Support services for sworn officers include training, records, property evidence, dispatch center, and administrative support.

In Fiscal Year 2018-19 the Police Department had an increase in overtime due to unfilled vacancies, community events, and community training programs such as the Citizen Academy, Teen Academy and Women's Self-Defense classes. The Police Department will implement the Narcan program in FY 2019-20, providing the public emergency treatment to suspected opioid overdoses, and continue to provide a response time of less than five minutes, which is twice as fast as the county rate.

Notable Changes- Wages and Benefits

The increase for wages and benefits is mainly attributed to an increase in retirement and health benefits.

Notable Changes- Operations and Maintenance

Implementation of the "Project Life Saver" program providing officers the ability to locate individuals wearing a bracelet containing a homing device suffering from cognitive disorders or are prone to life-threatening behaviors. Also, the addition of the "Safe Deal Zone" program allowing residents to conduct on-line purchases face-to-face transactions in the police station lobby.

Capital Outlay

COPS Grant to fund the new Computer Aided Dispatch and Records Management System, and new police motorcycle.

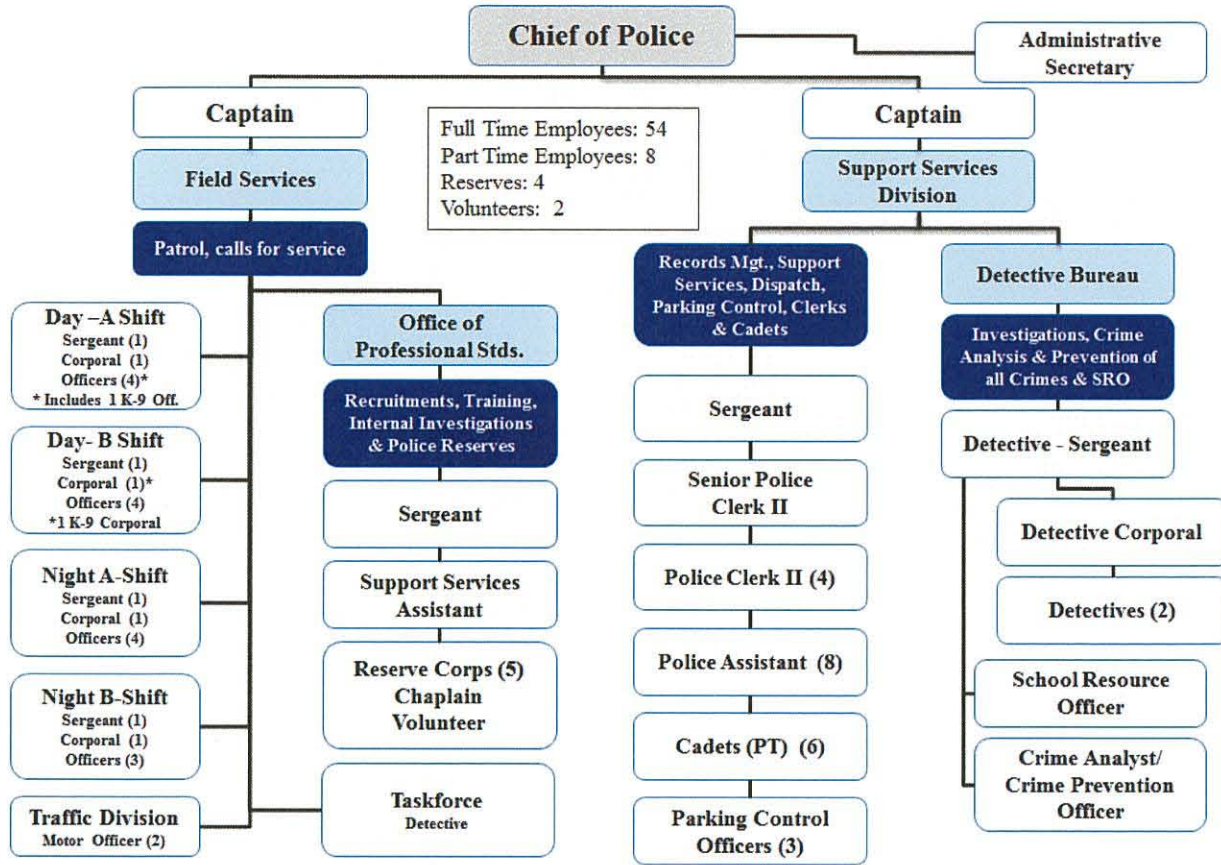
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POLICE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
Wages & Benefits	6,571,263	7,425,871	7,381,070	7,905,897	3,450,514	7,385,002	8,401,377
Operations & Maintenance	949,021	1,011,418	1,027,347	1,052,919	544,277	931,640	1,030,428
Capital Outlay	179,620	280,190	195,161	100,000	55,969	164,317	50,630
Total Expenses by Category	7,699,904	8,717,479	8,603,578	9,058,816	4,050,759	8,480,959	9,482,435
[101-4011] Police	7,529,818	8,419,495	8,408,728	8,958,816	3,994,791	8,316,642	9,327,011
[105-4011] Facilities & Equipment Replacement	57,386	100,079	110,973	25,000	55,969	111,937	-
[270-4015] Police Asset Forfeiture	-	13,407	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	112,700	170,090	83,877	75,000	-	52,380	155,424
[273-4019] Police Grant	-	5,241	-	-	-	-	-
[274-4019] Police Grant	-	9,167	-	-	-	-	-
Total Expenses by Program	7,699,904	8,717,479	8,603,578	9,058,816	4,050,759	8,480,959	9,482,435

Police Chief	1
Police Captain	2
Police Sergeant	7
Corporal	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Police Assistant	8
Administrative Secretary	1
Parking Control Officer	3
Total	54

POLICE
Department Description and Authorized Positions



The South Pasadena Police Department is comprised of 36 sworn officers, including captains, sergeants, corporals and chief of police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets.. The department is augmented with an additional 4 reserve officers and a volunteer chaplain.

Field Services	Detective Bureau	Administrative Support Unit
Internal Affairs Reserve Program Recruitment Backgrounds Projects Emergency Operations Area C Mutual Aid	Investigations Case filings with District Attorney Warrant Service Crime Analysis Crime Prevention School Programs Parolee/Probation Compliance Checks Sex/Arson/Narcotic/Gang Registrations Arson Investigations	Dispatch Center Records Parking Enforcement Contract Crossing Guard Contract Fleet Management Facilities Management Information Technology Projects Property/Evidence Court Liaison

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POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	3,519,131	4,015,167	3,917,833	4,413,859	1,989,842	3,900,000	4,581,992
7010	Salaries - Temp / Part	173,552	165,996	163,791	140,000	65,019	125,000	140,000
7020	Overtime	665,799	695,077	634,930	500,000	327,350	605,000	549,839
7040	Holiday	133,843	157,030	171,694	168,000	105,629	180,000	126,005
7045	Overtime - Special Detail	218,155	222,618	272,195	210,000	96,145	200,000	210,000
7050	Overtime - DUI Checkpoint	-	-	23,490	30,000	16,564	20,000	20,000
7055	IOD - Non Safety	128	-	-	-	-	-	-
7060	IOD - Safety	1,025	26,012	15,840	-	1,244	9,000	10,000
7070	Leave Buyback	63,530	65,597	66,213	65,000	82,211	161,131	57,275
7100	Retirement	1,034,607	1,214,600	1,333,426	1,520,944	328,992	1,327,356	1,808,878
7108	Deferred Compensation	4,615	4,603	2,492	4,485	1,788	3,504	4,575
7110	Workers Compensation	215,699	359,614	190,851	161,282	96,605	189,342	199,909
7120	Disability Insurance	59,386	7,305	17,759	-	-	-	-
7122	Unemployment Insurance	1,978	5,066	18,409	-	-	-	-
7130	Group Health Insurance	315,198	320,796	382,396	501,660	232,334	455,363	514,560
7140	Vision Insurance	10,647	10,446	10,175	12,960	5,289	10,367	12,960
7150	Dental Insurance	32,876	33,423	31,639	48,600	15,779	30,926	48,600
7160	Life Insurance	4,572	4,569	4,331	5,346	2,228	4,366	5,346
7170	FICA - Medicare	75,730	74,250	69,596	78,761	37,479	73,457	66,439
7180	Car/Uniform Allowance	40,792	43,702	54,008	45,000	46,017	90,190	45,000
<WAGES & BENEFITS>		6,571,263	7,425,871	7,381,070	7,905,857	3,450,514	7,585,002	8,401,377
8000	Office Supplies	41,504	46,283	18,985	26,000	7,584	21,088	26,000
8010	Postage	5,601	4,064	4,408	4,000	2,696	5,102	5,000
8020	Special Department Expense	90,387	89,511	86,077	76,500	31,325	76,000	80,000
8034	K9 Expenses	2,040	6,927	3,050	6,500	3,036	5,050	6,500
8035	Narco K9 Expenses	2,997	8,843	3,329	10,000	3,290	7,000	10,000
8050	Printing/Duplicating	6,795	6,416	8,918	12,000	8,533	13,100	13,500
8060	Dues & Memberships	4,972	2,685	5,092	3,700	1,873	4,000	3,700
8090	Conference & Meeting Expense	8,720	6,247	2,373	8,000	760	6,000	8,000
8100	Vehicle Maintenance	92,373	107,803	102,367	95,000	40,480	98,000	100,000
8105	Fuel	42,296	52,512	59,003	65,000	32,764	63,500	65,000
8110	Equipment Maintenance	29,069	15,368	28,310	20,000	7,655	20,000	20,000
8120	Building Maintenance	21,554	7,996	15	-	415	-	-
8134	Safety Clothing/Equipment	30,682	34,371	38,270	30,000	9,561	27,800	30,000
8150	Telephone	126	207	299	-	450	-	-
8170	Professional Services	190,028	145,392	142,588	131,816	32,230	130,000	131,816
8180	Contract Services	339,984	418,050	477,660	504,403	327,360	395,000	366,118
8200	Training Expense	18,159	15,695	24,271	35,000	23,108	32,000	30,000
8210	Training Expense - POST Reimb.	21,734	25,226	22,333	25,000	11,157	28,000	30,000
<OPERATIONS & MAINTENANCE>		949,021	993,596	1,027,347	1,052,919	544,277	931,640	925,634
8520	Machinery & Equipment	123	-	311	-	-	-	-
8540	Automotive Equipment	9,411	28	-	-	-	-	-
<CAPITAL OUTLAY>		9,534	28	311	-	-	-	-
101-4011 Police Total		7,529,818	8,419,495	8,408,728	8,958,816	3,994,791	8,316,642	9,327,011

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees ~~(\$4,413,859)~~.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$140,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers’ association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$~~54~~,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, and training for Reserves (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); community education programs (Teen Academy, Coffee with a Cop, Women’s Self Defense, Citizen’s Academy, Crime

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Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); and other miscellaneous expenditures (~~\$28,000~~7,500).

- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,~~000~~500); parking, traffic citations, and parking permits (\$108,000).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (~~\$605,000~~); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$65,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).

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- 8134 Safety Equipment and Supplies
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); tech support, maintenance (\$28,816).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$~~128,893~~~~25,139~~); All City Management Crossing Guards (\$120,667); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$~~29,842~~~~8,989~~); predictive policing (\$29,851).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).



LIBRARY DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Library Department provides a community hub for lifelong learning, recreation, and professional development, seven days a week. It provides material in a variety of formats for reading, viewing and listening as well as reference services that connect people to information. Cultural and literary events for all ages are presented in the Community Room throughout the year. The Children's Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

During the current Fiscal Year (2018-2019) the Library has met many goals, including the launch of a new library catalog, installation of a new public service desk, new public computers and public workstation furniture, and the implementation of due date reminder email notifications.

For Fiscal Year 2019-2020 we will continue to expand on the way we use technology to meet customer needs and improve the efficiency of internal processes and procedures. A Library app will be implemented and equipment will be acquired and deployed to allow us to complete library transactions, like issuing library cards, at remote locations.

Notable Changes- Wages and Benefits

The Library's organizational chart reflects a realignment of full-time positions made possible by current vacancies. The vacant Clerk II position in the Support Services area has been converted to a Children's Librarian and the vacant Digital Services Manager position has been converted to an Adult Services Librarian with a focus on digital services. Increases in wages are associated with increased retirement costs and health benefit costs. The Library's part-time staffing budget has been increased to reflect actual needs as well as the rising minimum wage which has increased annually since January 1, 2017.

Notable Changes- Operations and Maintenance

Funds have been designated for a "One City One Story" city-wide reading program.

Capital Outlay

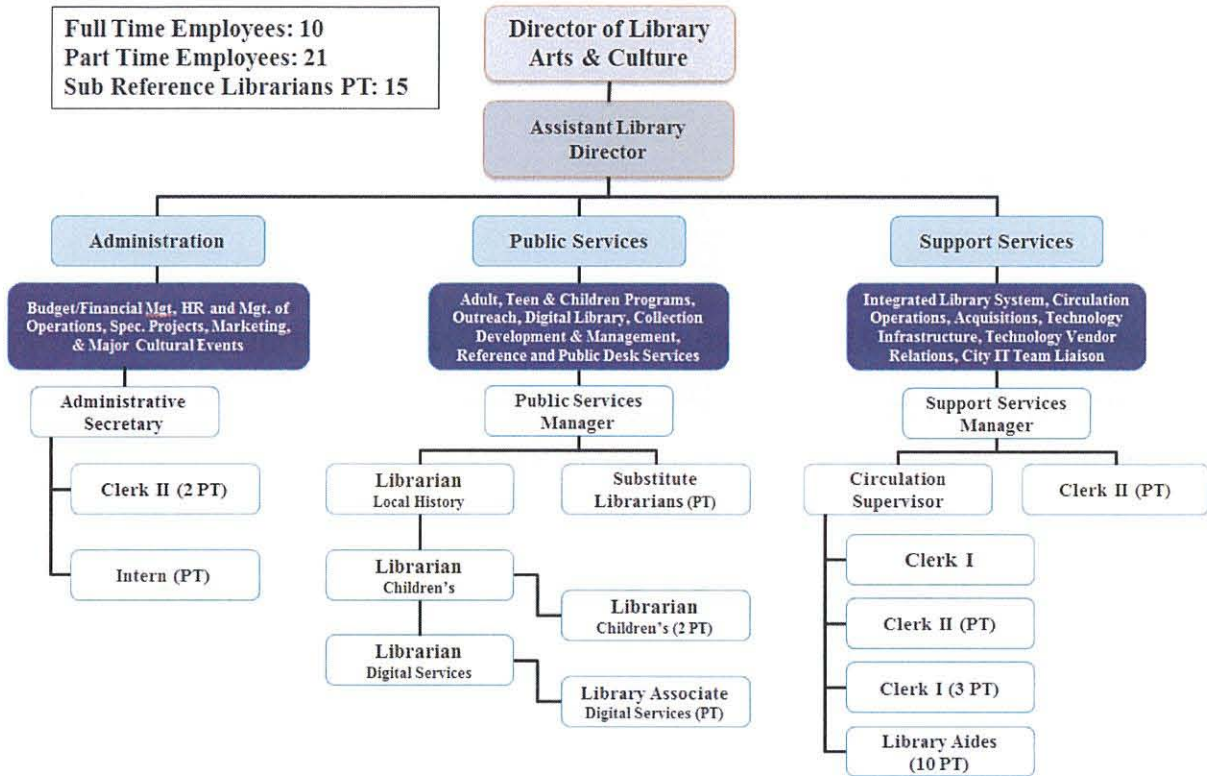
Funds have been designated to replace the Library's aging emergency lighting system and security alarm system control panel. (\$18,500)

LIBRARY
Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	1,125,498	1,129,928	1,276,561	1,341,939	561,471	1,156,708	1,459,641
Operations & Maintenance	354,395	381,375	381,796	373,350	146,877	284,718	375,850
Capital Outlay	-	14,166	78,463	87,151	-	45,000	35,000
Total Expenses by Category	1,479,893	1,525,469	1,736,821	1,802,440	708,348	1,486,426	1,870,491
[101-8011] Library	1,473,447	1,525,469	1,736,821	1,802,440	708,348	-	1,870,491
[280-8016] Public Library Fund Grant	6,446	-	-	-	-	-	-
Total Expenses by Program	1,479,893	1,525,469	1,736,821	1,802,440	708,348	-	1,870,491

Director of- Library, Arts, and Culture	1
Assistant Library Director	1
<u>Library Public Services Manager</u>	<u>1</u>
Senior Librarian <u>Library Support</u>	2 <u>1</u>
<u>Services Manager</u>	
Administrative Secretary	1
Librarian	<u>3</u> 2
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
Total	10

LIBRARY
Department Description and Authorized Positions



Our Purpose

To remember the past, equip the present, and envision the future.

Our Vision

A welcoming gathering place in our community to build connections,
 support creativity, and encourage learning.

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LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	578,300	585,331	662,096	761,345	315,305	584,629	787,939
7010	Salaries - Temp / Part	273,318	284,022	308,437	230,000	141,514	302,928	260,000
7020	Overtime	1,845	571	1,261	1,500	33	100	1,500
7040	Holiday	144	421	507	500	-	-	500
7070	Leave Buyback	19,297	3,350	8,581	10,000	7,491	13,890	10,000
7100	Retirement	132,119	139,245	154,902	202,021	33,281	136,778	253,918
7108	Deferred Compensation	1,309	1,282	1,199	2,356	1,188	2,203	2,459
7110	Workers Compensation	19,469	26,950	15,103	11,664	6,346	11,766	14,149
7120	Disability Insurance	-	-	11,242	-	-	-	-
7122	Unemployment Insurance	5,043	495	7	-	-	-	-
7130	Group Health Insurance	62,517	55,894	77,862	95,760	39,316	72,899	105,360
7140	Vision Insurance	1,999	1,769	1,854	2,400	827	1,533	2,400
7150	Dental Insurance	6,645	6,040	6,045	9,000	2,773	5,142	9,000
7160	Life Insurance	882	798	800	990	381	706	990
7170	FICA - Medicare	22,611	23,760	26,665	14,403	13,015	24,133	11,425
	<WAGES & BENEFITS>	1,125,498	1,129,928	1,276,561	1,341,939	561,471	1,156,708	1,459,641
8000	Office Supplies	10,659	12,064	11,029	10,000	3,388	8,500	10,000
8010	Postage	3,924	4,905	3,544	2,500	1,824	2,000	3,000
8020	Special Department Expense	27,029	30,630	25,670	30,000	7,764	20,000	28,000
8030	Library Periodicals	14,722	14,449	14,874	12,500	2,294	13,000	12,500
8031	Digital Resources	25,908	32,796	39,852	31,000	16,017	32,000	30,000
8040	Advertising	3,196	3,556	2,981	4,000	898	3,000	4,000
8050	Printing/Duplicating	6,140	4,765	4,139	5,000	1,302	4,000	3,150
8060	Dues & Memberships	1,887	1,357	1,990	2,000	610	2,000	5,000
8070	Mileage/Auto Allowance	53	126	131	350	18	18	200
8080	Books & Periodicals	119,796	133,429	133,491	125,000	33,470	80,000	128,000
8083	E-Books	-	-	-	10,000	5,707	10,000	14,000
8085	City-wide Reading Program	-	2,217	-	-	-	-	5,000
8090	Conference & Meeting Expense	1,213	398	913	3,000	-	-	2,000
8110	Equipment Maintenance	52,562	37,278	4,763	4,000	1,659	4,000	5,000
8120	Building Maintenance	13,124	21,536	15,669	15,000	5,062	8,500	15,000
8140	Utilities	41,331	34,755	34,479	-	18,046	30,000	-
8151	CENIC WiFi Expenses	-	-	16,333	16,500	(10,313)	(6,000)	16,500
8155	Rental/Lease	1,229	303	305	-	-	-	-
8170	Professional Services	5,724	11,718	7,640	10,000	2,625	12,000	8,000
8180	Contract Services	18,198	30,880	59,238	87,000	56,465	60,000	82,000
8200	Training Expense	450	2,125	1,825	3,000	-	-	2,000
8257	Boards & Commissions	804	2,088	2,933	2,500	40	1,700	2,500
	<OPERATIONS & MAINTENANCE>	347,949	381,375	381,796	373,350	146,877	284,718	375,850
8520	Machinery & Equipment	-	-	46,375	-	-	-	1,000
8521	Mach. & Equip. - Library Ops. Study	-	-	12,349	77,651	-	45,000	27,000
8530	Computer Equipment	-	14,166	19,740	9,500	-	-	7,000
	<CAPITAL OUTLAY>	-	14,166	78,463	87,151	-	45,000	35,000
[101-8011] Library Total		1,473,447	1,525,469	1,736,821	1,802,440	708,348	1,486,426	1,870,491

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Director of Library, Arts, and Culture; 1 Assistant Library Director, 1 Public Services Manager, 1 Support Services Manager, 1 Digital Services Manager, 1 Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 2 Library Clerks.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$10,000)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (~~\$23,500~~)
- 8020 Special Department Expense
~~\$26,000~~ Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children’s programs, book trucks, archival supplies, book jackets, “date due” slips, ~~book trucks~~, mending tape, display racks, and other miscellaneous provisions. Also provides funds for special event insurance for Library programs. Includes \$1,000 for the rebinding of important, out-of-print books and other materials, and \$3,000 for off-site storage unit rental, \$800 for security software related to public Wi-Fi, and \$2,000 for the continuation of the Library of Things program. (\$28,000) for off-site storage. (\$30,000)
- 8030 Periodicals
Provides funds for the renewal of approximately ~~135-115~~ hard copy magazine and newspaper subscriptions (including the *South Pasadena Review*, *Pasadena Weekly*, *Star-News*, *Los Angeles Times*, *LA Weekly*, and many others), as well as for updates of annual materials, such ~~as as motor vehicle price guides and~~ investment newsletters. (\$12,500)
- 8031 Digital Resources
Provides funds for the purchase of or subscription to electronic information databases used both inside and outside the Library digital resources, the majority of which are

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remotely available 24/7. Many of them are also available to the public via our website which means these can be accessed to users from home, office, and personal computers, tablets, laptops, and smartphones. The Library subscribes to electronic databases offering a broad range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, encyclopedias, an authoritative dictionary, and others. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job search assistance, streaming films, advice for readers, digital magazines, comics and manga, and more. (\$3430,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. Also covers artwork and graphic design for special project materials. (\$4,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, promotional magnets, posters, library card applications ~~(in English, Chinese, and Spanish languages)~~, and a host of other printed materials for the public. (~~\$53,000~~150)
- 8060 Dues and Memberships
Supports membership(s) to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Public-Library Association Advocates, Book Club of California, and other professional organizations. organizations for the professional growth of staff and the Board of Trustees. These provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for ~~the~~ state and national organizations and associations advocating and lobbying for libraries. (\$25,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (~~\$350~~200)
- 8080 Books/CDs/DVDs Books and Media
Provides funds for the purchase and outsourced physical processing of ~~circulating~~ books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (~~\$125~~128,000)
- 8083 eE-Books/eAudiobooks
Provides funds for the purchase of circulating digital books and digital audiobooks. Annual circulation of digital books and audiobooks exceeds ~~121~~13,000. (~~\$10~~14,000)
- 8085 City-wide Reading Program
Supports a 'One City, One Story' city-wide reading project to include a variety of related events and programs to be filmed and broadcast on Channel 19 and made available for streaming from the City website. (\$5,000)

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- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (~~\$32,000~~)
- 8110 Equipment Maintenance
~~For Covers~~ technical support, repair and maintenance of ~~the~~ computer system hardware and software, public computers and copiers, and ~~support for public workstations~~ assistance with special library technology projects. Includes Library's portion for digital postage meter and postal scale. Also includes funds for telephone repair and maintenance. (\$54,000)
- 8120 Building Maintenance
Provides ~~\$8,000~~ for janitorial supplies, ~~\$4,000 for miscellaneous~~ emergency janitorial ~~service, miscellaneous~~ plumbing, electrical ~~service~~, and other repairs and supplies for the Library building. Includes ~~\$3,000~~ for exterior steam cleaning and carpet cleaning, ~~\$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,500 for miscellaneous repairs, \$3,000 for Community Room repairs.~~ (\$15,000)
- 8151 CENIC Wi-Fi Expenses
Provides ~~funding~~ for ~~the~~ out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount ~~the following fiscal year.~~ (\$16,500)
- 8170 Professional Services
~~Includes \$3,500 Among other costs, provides funds for institutional membership in the Southern California Library Cooperative at \$2,600; \$2,625 fee for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax, \$1,500-625 for CSAC Excess Insurance Authority, and \$32,050 for marketing-graphic design services, and \$275-375 for other miscellaneous services.~~ (\$~~108,000~~)
- 8180 Contract Services
~~Provides \$615 for Among other costs, provides funds for security alarm maintenance, security camera, \$960 for fire alarm system maintenance, \$1,323 for and emergency lighting system maintenance, services, and \$800 for EnvisionWare computer reservation and print management services. Includes \$21,000 funds for cataloging records subscription, \$4,000 for theft detection system maintenance, \$2,000 for and self-check kiosk machine maintenance, \$2,700 for debt collection library asset recovery service, as well as \$1,995 for a book/CD/DVD ordering platform, and \$46,000 for Integrated Library System product licensing, off-site hosting, -and services.~~ (\$~~8782,000~~)
- 8200 Employee Training Expense
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (~~\$32,000~~)
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at ~~the~~ annual California Public Library Advocates workshops and the California Library Association Annual Conference ~~in Riverside~~, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$2,500)

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CAPITAL OUTLAY

8520 Machinery & Equipment

For two handheld microphones to be used with the Library Community Room's audiovisual system. (\$1,000)

8521 Machinery & Equip –Library Operations Study (LOS)

Includes 8,500 funds for new chairs, -tables and other miscellaneous furnishings for public areas. Also includes \$16,000 for emergency lighting system replacement and \$2,500 for alarm system control panel replacement. for public computer workstations, display shelving for new materials and reconfiguration of reference shelving area. (\$27,030,000)

8530 Computer Equipment

Includes \$32,7000 for e-reader devices for public training and demonstration, \$2,400 for thermal receipt printers, and \$2,600 for "all-in-one" computers for the new public service desk. (\$7,000)mobile devices for customer and staff training and demonstration: 2 iPads, 2 Kindle, 2 Android. Also includes \$750 for a laptop and accessories for off-site and Community Room presentations, \$2,500 for a flat screen display for Library announcements, and \$1,800 for Bluetooth mobile scanners and printers for making library cards and checking out materials wirelessly at off-site locations, and \$750 for other miscellaneous computer equipment. (\$9,500)



COMMUNITY SERVICES FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Community Services Department is pleased to submit the Fiscal year 2019-20 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation and Youth Division, Community Transit and Community Services Division.

The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services as well as city special events such as the Memorial Day Celebration.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, building and park reservation, and city events such as Concerts in the Park and Eggstravaganza.

The Community Transit operates the Dial a Ride Program.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stable, All Star Batting Cages, Ironworks Museum and cell sites. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission

Notable Changes- Wages and Benefits

Increase in Wages and Benefits due to increase in retirement and health insurance.

Notable Changes- Operations and Maintenance

N/A

Capital Outlay

Design of Berkshire and Grevelia Pocket Parks -see CIP
Purchase Electric Transit Van

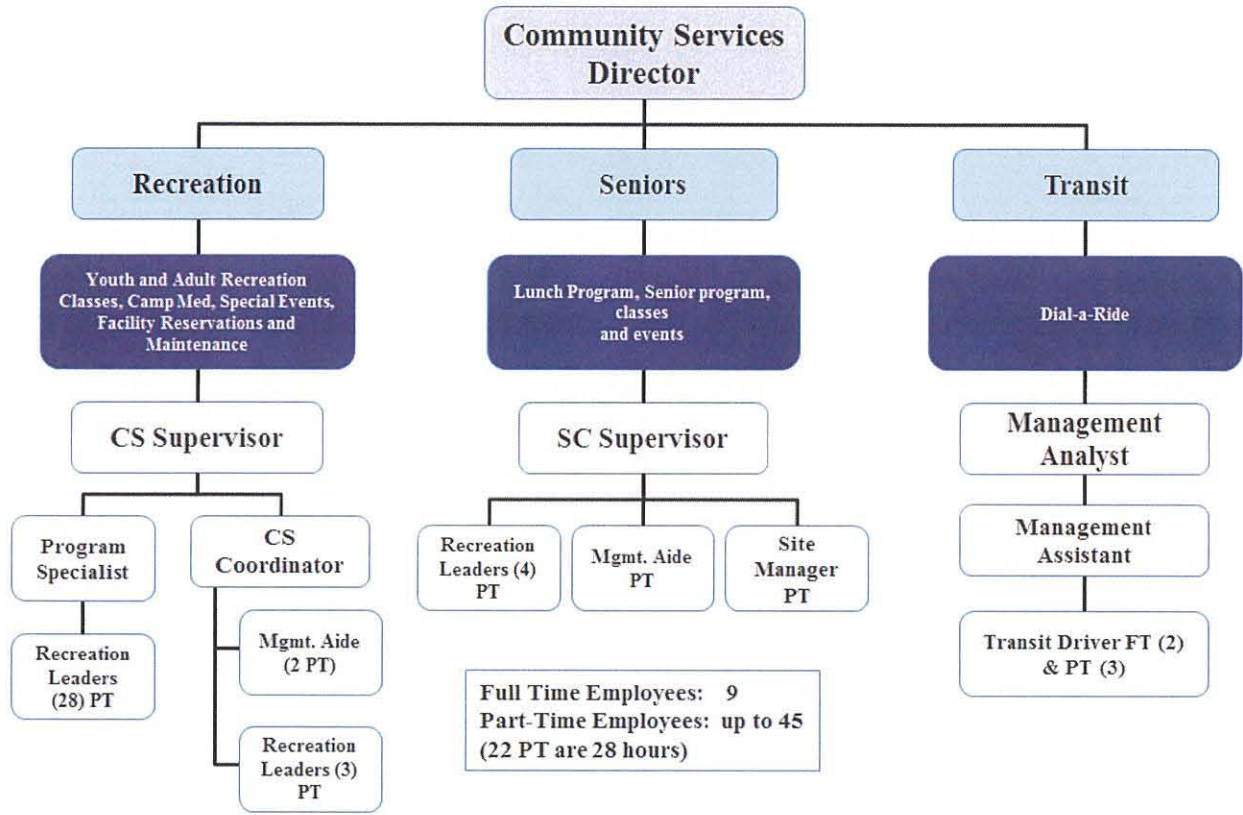
COMMUNITY SERVICES

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
Wages & Benefits	1,164,033	1,258,294	1,342,599	1,452,971	658,574	1,245,437	1,473,585
Operations & Maintenance	1,559,449	1,658,367	1,723,620	1,850,077	791,817	1,581,307	1,958,663
Capital Outlay	150,942	175,067	12,997	234,000	-	-	-
Total Expenses by Category	2,874,424	3,091,728	3,079,215	3,537,048	1,450,391	2,826,744	3,432,248
[101-8021] Senior Services	244,462	291,590	309,118	354,820	132,117	294,356	353,510
[101-8031] Community Services	280,051	285,448	192,458	208,098	75,956	181,852	220,113
[101-8032] Recreation and Youth Services	660,451	679,960	827,801	859,109	409,839	734,993	858,399
[105-8031] Facilities & Equipment Replacement	-	26,018	72,710	100,000	-	-	-
[205-2210] Prop "A" Administration	33,034	16,224	14,492	13,680	888	9,797	14,908
[205-8022] Gold Link	-	-	-	-	-	-	-
[205-8024] Transit Planning	-	255,121	127,763	335,331	41,579	91,121	190,788
[205-8025] Dial-A-Ride	330,628	256,245	193,567	238,271	98,358	196,285	231,774
[207-2260] Prop "C" Administration	80,478	6,818	4,529	5,860	722	2,615	6,389
[207-8025] Dial-A-Ride	213,679	160,780	209,982	294,502	98,872	196,177	275,228
[260-8023] CDBG Senior Nutrition Prog	37,339	47,486	45,654	39,000	43,340	48,000	41,315
[275-6410] Park Maintenance	45,478	72,116	19,200	-	-	-	100,000
[295-8041] General Administration	307,367	309,244	369,851	357,548	221,135	391,152	382,652
[295-8042] Golf Course Maintenance	369,858	383,431	395,987	415,383	166,615	393,850	421,203
[295-8043] Range	50,159	57,188	40,636	36,014	9,669	20,920	37,783
[295-8044] Golf Shop	78,518	89,265	111,531	112,707	71,076	113,500	125,948
[295-8045] Food Service	142,922	154,794	143,937	166,725	80,224	152,125	172,238
Total Expenses by Program	2,874,424	3,091,728	3,079,215	3,537,048	1,450,391	2,826,744	3,432,248

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Management Analyst	1
Community Services Coordinator	1
Program Specialist	1
Management Aide	1
Transit Driver	2
Total	9

COMMUNITY SERVICES
 Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	33,849	79,199	79,593	76,316	40,558	76,100	77,842
7010	Salaries - Temp / Part	88,784	79,836	97,645	132,764	49,147	80,000	132,000
7070	Leave Buyback	-	-	-	2,100	-	-	2,100
7100	Retirement	15,963	18,997	25,644	29,322	6,423	24,518	26,713
7108	Deferred Compensation	400	766	413	763	384	720	778
7110	Workers Compensation	4,664	5,156	2,725	1,169	1,119	2,100	1,398
7122	Unemployment Insurance	-	2,223	-	-	-	-	-
7130	Group Health Insurance	5,005	8,580	11,180	13,380	6,690	12,553	13,380
7140	Vision Insurance	140	240	240	240	120	225	240
7150	Dental Insurance	525	900	900	900	450	844	900
7160	Life Insurance	54	100	99	99	50	93	99
7170	FICA - Medicare	4,580	6,095	4,023	9,337	2,157	4,047	1,129
<WAGES & BENEFITS>		153,964	202,092	222,463	266,390	107,097	201,200	256,580
8000	Office Supplies	3,570	3,584	2,388	3,000	1,178	3,000	3,000
8010	Postage	3,876	1,466	925	2,000	900	2,000	2,000
8020	Special Department Expense	14,926	14,978	13,861	14,000	4,697	14,000	15,000
8040	Advertising	620	-	252	400	-	-	400
8050	Printing/Duplicating	3,144	3,637	3,359	4,200	1,374	4,450	4,450
8060	Dues & Memberships	180	180	180	200	-	180	200
8090	Conference & Meeting Expense	767	38	455	-	-	-	-
8110	Equipment Maintenance	2,757	2,474	2,590	3,500	1,778	3,200	3,500
8120	Building Maintenance	3,841	1,682	2,270	3,200	684	2,800	3,200
8140	Utilities	12,404	13,778	0	-	-	-	-
8170	Professional Services	1,750	3,500	1,755	3,000	25	2,976	-
8180	Contract Services	22,987	18,977	36,280	29,150	5,487	36,000	39,650
8200	Training Expense	298	239	199	500	-	-	250
8264	Special Events	3,536	2,971	2,756	5,000	1,493	4,500	5,000
8267	Classes	15,189	21,802	19,193	19,500	7,342	19,500	19,500
8300	Lease Payment	653	192	192	780	63	550	780
<OPERATIONS & MAINTENANCE>		90,498	89,498	86,656	88,430	25,020	93,156	96,930
[101-8021] Senior Services Total		244,462	291,590	309,118	354,820	132,117	294,356	353,510

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide, Site Manager, and Recreation Leaders (4) (\$132,~~000~~764).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,100)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
~~Provides funds for the purchase of~~ office paper, computer supplies, ~~meeting supplies,~~ and miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200). (~~\$2,000~~)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,~~500~~800), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,~~400~~700), Home Delivery meal program supplies (\$2,~~400~~550) mileage reimbursement for volunteers (\$1,080) coffee service (\$2,~~400~~700), and cleaning supplies (~~\$12,000~~) and health fair (~~\$1,500~~). (~~\$15,000~~)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds ~~for printing of the to print~~ monthly senior newsletter six times a year (\$3,000), business envelopes (~~\$85600~~), printing events flyers (\$600). (~~\$4,450~~)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400). (~~\$3,500~~)

- 8120 Building Maintenance
 Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure washing of center entry (\$500), ~~HVAC maintenance (\$500)~~ cleaning of stainless steel surfaces in kitchen 3 times a year (~~\$700~~1,000) cleaning of drapes (\$500) and Fire Extinguishers (\$200). (\$3,200)
- ~~8170 Professional Services
 Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).~~
- 8180 Contract Services
 Provide funds for fire and security system (\$1,1650), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (~~\$2536~~,000). (\$39,650) (due to increase rate for meal program contract)
- 8200 Employee Training
 Provides funds for staff training ~~seminars, materials, and job-related training sessions.~~ (\$25500).
- 8264 Excursions/ Special Events
 Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$5,000).
- 8267 Classes
 Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members. It is estimated that leisure classes will generate \$28,000 next year. Instructors are generally reimbursed 80% of their total class revenue. Payments to instructor for classes vary either 65/35 or 80/20. The City retains 20%. (\$19,500).
- 8300 Lease Payment
 Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	169,296	171,747	121,349	107,265	57,549	105,000	109,411
7010	Salaries - Temp / Part	5,052	1,439	(177)	10,500	(526)	200	10,500
7020	Overtime	(1,941)	(1,013)	(2,322)	-	(720)	(1,200)	1,500
7040	Holiday	-	154	-	-	-	-	-
7070	Leave Buyback	783	847	-	3,000	-	-	2,000
7100	Retirement	31,384	32,868	23,745	28,418	5,844	20,546	37,547
7108	Deferred Compensation	1,230	1,086	648	1,072	576	1,050	1,094
7110	Workers Compensation	8,589	6,445	2,010	1,693	645	1,178	2,730
7130	Group Health Insurance	15,728	13,778	6,616	6,435	4,691	8,560	6,435
7140	Vision Insurance	340	288	131	180	95	173	180
7150	Dental Insurance	1,261	1,069	487	675	351	640	675
7160	Life Insurance	205	175	80	74	38	69	74
7170	FICA - Medicare	3,108	3,134	2,149	2,206	979	1,786	1,586
<WAGES & BENEFITS>		235,035	232,017	154,717	161,518	69,523	138,002	173,733
8000	Office Supplies	1,447	1,433	494	1,000	198	700	1,000
8010	Postage	864	394	1,034	650	-	650	650
8020	Special Department Expense	10,175	8,127	12,655	11,830	1,861	11,800	13,830
8040	Advertising	2,125	500	96	150	-	-	150
8050	Printing/Duplicating	375	-	202	200	-	-	200
8060	Dues & Memberships	1,105	875	650	650	-	650	650
8090	Conference & Meeting Expense	839	2,726	373	1,000	-	1,000	800
8110	Equipment Maintenance	6,509	6,205	6,006	7,035	90	6,800	7,035
8120	Building Maintenance	10,168	11,608	11,269	14,450	353	15,000	14,450
8140	Utilities	1,981	1,238	(70)	-	-	-	-
8180	Contract Services	6,689	19,817	4,760	9,065	3,868	6,800	7,065
8200	Training Expense	398	261	79	250	-	150	250
8264	Special Events	1,990	-	-	-	-	-	-
8267	Classes	94	-	-	-	-	-	-
8300	Lease Payment	257	247	192	300	63	300	300
<OPERATIONS & MAINTENANCE>		45,016	53,431	37,741	46,580	6,434	43,850	46,380
[101-8031] Community Services Total		280,051	285,448	192,458	208,098	75,956	181,852	220,113

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations (\$10,500)
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances
(~~\$3,000~~2,000)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), War Memorial Building Sports Mats (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for ~~Orange Grove~~Lower level of War Memorial (\$1,000) electrical cord covers for events (\$250), spider box for events (\$750) portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355), Holiday décor (\$1,000) and Projection Screen (\$1,000).~~(\$13,830)~~
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (~~\$400~~200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (~~\$170~~175) (\$650).

- 8090 Conference & Meetings Expenses
 Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March ~~2018-2020~~ (Southern California) ~~(\$1,0800)-~~ (\$800)
- 8110 Equipment Maintenance
 Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), ~~refrigerator and microwave replacement for Teen Center and Orange Grove lower level (\$2,000) furniture and table games for Recreation (\$2,000),~~ War Memorial Building semi-annual range hood cleaning (\$735) ~~Department Camera Maintenance Service (\$150), Utility carts for War Memorial Building (\$500), replacement of picnic benches at Arroyo Park (\$2,800) and exterior benches for War Memorial (\$3,450)~~ (\$7,035)
- 8120 Building Maintenance
 Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750). (\$14,450)
- 8180 Contract Services
 Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), ~~fire and security system onetime cost for installation at Eddie Park House (\$2,000)~~ Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170). (\$7,065)
- 8200 Training Expense
 Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment
 Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	98,014	134,906	200,654	194,398	100,868	172,000	196,334
7010	Salaries - Temp / Part	202,696	225,294	272,369	267,562	160,273	270,000	280,000
7020	Overtime	143	252	3,983	4,500	952	1,000	4,500
7055	IOD - Non Safety	42	-	-	-	-	-	-
7070	Leave Buyback	-	-	964	1,500	964	1,643	1,500
7100	Retirement	30,545	28,099	49,676	59,693	12,787	42,582	53,099
7108	Deferred Compensation	796	822	442	784	415	708	800
7110	Workers Compensation	15,244	12,823	7,459	4,814	3,059	5,215	4,752
7120	Disability Insurance	2,028	-	-	-	-	-	-
7122	Unemployment Insurance	12,676	2,383	(258)	-	-	-	-
7130	Group Health Insurance	10,834	10,336	18,362	18,600	9,700	16,540	18,600
7140	Vision Insurance	520	480	645	720	322	550	720
7150	Dental Insurance	1,950	1,800	2,410	2,700	1,205	2,055	2,700
7160	Life Insurance	216	200	297	297	149	253	297
7170	FICA - Medicare	14,464	16,079	18,696	19,686	11,068	18,873	2,847
	<WAGES & BENEFITS>	390,168	433,474	575,699	575,254	301,761	531,419	566,149
8000	Office Supplies	2,500	3,090	2,955	2,500	515	2,500	2,500
8010	Postage	506	-	500	500	-	-	500
8020	Special Department Expense	10,523	9,587	7,884	5,050	971	2,000	5,050
8040	Advertising	474	561	725	1,150	-	500	1,150
8050	Printing/Duplicating	-	57	-	250	-	-	250
8060	Dues & Memberships	315	315	480	555	-	500	555
8090	Conference & Meeting Expense	2,245	4,002	2,867	4,385	-	3,500	1,800
8110	Equipment Maintenance	1,217	248	-	850	275	275	850
8120	Building Maintenance	7,055	6,458	17,575	20,550	18	18,000	20,550
8180	Contract Services	19,609	19,983	13,037	20,150	2,739	6,000	20,180
8200	Training Expense	324	299	113	300	23	173	300
8264	Special Events	41,343	44,621	50,765	56,700	23,983	45,000	55,950
8267	Classes	136,759	112,905	114,658	123,500	60,326	95,000	130,000
8268	Camp Services	47,156	44,167	40,349	47,155	19,165	30,000	47,355
8269	Teen Center	-	-	-	-	-	-	5,000
8300	Lease Payment	257	193	192	260	63	126	260
	<OPERATIONS & MAINTENANCE>	270,283	246,486	252,102	283,855	108,077	203,574	292,250
[101-8032] Recreation and Youth Services To		660,451	679,960	827,801	859,109	409,839	734,993	858,399

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Recreation Division Recreation Leaders and Management Aide (~~\$267,562~~80,000).
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250). (~~\$500~~)
- 8020 Special Department Expense
Cleaning supplies (~~\$300~~450), Youth Commission activities (~~\$1,000~~500), mileage reimbursement (~~\$250~~500), and replacement of basketball court nets (\$100), staff shirts (~~\$500~~600), and replenishment of first aid kits for special events (\$100), special event equipment (\$2,800). (~~\$5,050~~)
- 8040 Advertising
Provides funds to promote recreation programs and events, ~~staff recruitments (\$150)~~, and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park (\$1,000~~150~~).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in ~~Northern-Southern~~ California for Community Services Supervisor, Community

Services Coordinator, and Program Specialist (~~\$3,000~~1,800), ~~and annual Maintenance Management School (\$1,385)~~.

8110 Equipment Maintenance

Provides funds for office equipment maintenance including ~~credit card (\$250)~~, copy (~~\$350~~) ~~and/~~ fax machine and printer (~~\$250~~850).

8120 Building Maintenance

Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), and replacement ~~four drinking fountains on~~ of trash receptacles at Arroyo Park (\$7,650) , replacement of drinking fountain at Garfield Park (\$4,600) and maintenance of tennis courts (\$5,000)~~parks (20,550)~~ (~~\$17,250~~).

8180 Contract Services

Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,~~170~~200).(~~\$20,180~~)

8200 Training Expense

Provides funds for staff training (\$300).

8264 Special Events

Provides funds for ~~South Pasadena Doggy Day (\$750)~~, Spring Eggstravaganza (\$5,000), Community Baseball Night (\$2,500), two Movies in the Park (\$6,000), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$1,450), Halloween (\$3,500), Breakfast with Santa (\$3,000), Snow Day (\$12,000), and National Night Out (\$1,500). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Five Summer Concerts in the Park Series (\$18,000). (~~\$55,950~~)

8267 Classes

Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate ~~\$190,200~~,000 next year. 65% of which is paid to the contracted instructors (~~\$123,500~~130,000).

8268 Camp Med

Provides funds for Camp Med school year and summer program supplies and trips; field trips (~~\$10,900~~11,500). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$4,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Purchase new compartment storage units (\$1,500), Provides funds for required First Aid/CPR training for staff (\$1,~~200~~800), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,000), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$600), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteen Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational

software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300). (\$47,355)

8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)

8300 Lease Payment

Provides for a portion of postage machine (\$260).

PROP "A" – LOCAL TRANSIT ADMINISTRATION
Budget Detail **205-2210**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	9,758	12,626	8,295	10,011	756	7,500	10,212
7020	Overtime	1		-	-	-	-	-
7070	Leave Buyback	-	18	-	-	-	-	-
7100	Retirement	1,618	2,180	1,939	2,581	77	1,753	3,504
7108	Deferred Compensation	92	99	37	100	8	75	102
7110	Workers Compensation	524	454	130	158	8	81	255
7130	Group Health Insurance	571	597	478	600	25	247	601
7131	Retiree Health Insurance	10,140	-	-	-	-	-	-
7140	Vision Insurance	13	16	9	16	1	5	17
7150	Dental Insurance	43	44	35	63	2	19	63
7160	Life Insurance	8	7	7	6	1	8	7
7170	FICA - Medicare	141	183	120	145	11	109	148
	<WAGES & BENEFITS>	22,909	16,224	11,051	13,680	888	9,797	14,908
8060	Dues & Memberships	3,000	-	1,550	-	-	-	-
8250	Bus Pass Subsidy	7,125	-	1,891	-	-	-	-
	<OPERATIONS & MAINTENANCE>	10,125	-	3,441	-	-	-	-
[205-2210] Prop "A" Administration Total		33,034	16,224	14,492	13,680	888	9,797	14,908

PROP "A" – LOCAL TRANSIT ADMINISTRATION
Budget Detail 205-2210

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	-	22,090	16,966	21,453	1,306	7,000	21,882
7100	Retirement	-	4,153	4,051	5,531	133	1,671	7,509
7108	Deferred Compensation	-	211	74	214	13	69.92	219
7110	Workers Compensation	-	808	267	338	14	75.71	546
7130	Group Health Insurance	-	1,222	1,018	1,287	25	131.60	1,287
7140	Vision Insurance	-	24	20	36	1	2.68	36
7150	Dental Insurance	-	90	75	135	2	9.91	135
7160	Life Insurance	-	15	12	14	2	8.84	15
7170	FICA - Medicare	-	315	246	311	19	101.48	317
	<WAGES & BENEFITS>	-	28,928	22,728	29,319	1,514	9,071	31,947
8020	Misc. Supplies - Parking	-	3,377	1,089	7,100	1,650	2,500	11,200
8060	Dues & Memberships	-	4,550	3,000	-	-	-	8,500
8061	HOA Dues	-	20,762	19,032	32,041	10,381	32,000	32,041
8132	Uniform Expense/Cleaning	-	-	-	-	-	-	3,000
8140	Utilities	-	-	-	-	-	-	5,500
8170	Professional Services	-	-	-	-	-	-	10,000
8180	Contract Services	-	56,670	65,835	79,871	27,004	45,000	78,600
8250	Bus Pass Subsidy	-	6,910	3,081	10,000	1,030	2,550	10,000
	<OPERATIONS & MAINTENANCE>	-	92,269	92,037	129,012	40,065	82,050	158,841
8520	Machinery & Equipment	-	-	12,997	137,000	-	-	-
8540	Automotive Equipment	-	133,924	-	40,000	-	-	100,000
	<CAPITAL OUTLA Y>	-	133,924	12,997	177,000	-	-	100,000
[205-8024] Transit Planning Total		-	255,121	127,763	335,331	41,579	91,121	290,788

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense-Misc. Supplies - Parking
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100) ~~additional funding is in the Mission Meridian Public Garage account and maintenance of parking permit machine (\$4,100)~~ (\$11,200)
- 8060 Dues & Memberships
~~Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$2,000) San Gabriel Valley COG (\$3,500)~~ (\$8,500)
- 8061 Property Owners' Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041).
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000).
- 8140 Utilities
Electricity (\$5,500).
- 8170 Professional Services
Consultant Fees (\$10,000).
- 8180 Contract Services
Buses for City excursions. Increase in funds due to additional excursions (\$~~35,871~~34,600). Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000). Provide funds for bus stops maintenance costs (\$35,000). (~~\$78,600~~)
- 8250 Bus Pass Subsidy
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000).

CAPITAL OUTLAY

- 8540 Automotive Equipment
Provides funds for the purchase of a Plug-in Electric Vehicle (\$100,000).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	34,873	90,371	88,090	92,616	45,952	87,000	94,468
7010	Salaries - Temp / Part	68,262	45,924	56,194	90,000	32,063	61,000	90,000
7020	Overtime	-	187	367	2,000	-	-	2,000
7040	Holiday	-	117	100	-	356	-	-
7055	IOD - Non Safety	-	179	-	-	-	-	-
7070	Leave Buyback	-	267	-	-	-	-	-
7100	Retirement	19,432	17,140	22,973	21,521	5,995	22,688	19,550
7108	Deferred Compensation	372	-	-	-	-	-	-
7110	Workers Compensation	5,044	9,584	4,607	4,610	2,048	3,878	3,908
7120	Disability Insurance	-	-	3,562	-	-	-	-
7130	Group Health Insurance	4,290	11,086	14,075	18,000	9,000	17,040	18,000
7140	Vision Insurance	120	405	442	480	240	454	480
7150	Dental Insurance	450	610	755	1,800	450	852	1,800
7160	Life Insurance	54	199	198	198	99	187	198
7170	FICA - Medicare	1,504	2,016	2,740	7,046	1,682	3,185	1,370
<WAGES & BENEFITS>		134,401	178,085	194,103	238,271	97,886	196,285	231,774
8000	Office Supplies	2,800	1,998	-	-	-	-	-
8010	Postage	371	110	-	-	-	-	-
8020	Special Department Expense	5,716	4,643	-	-	-	-	-
8040	Advertising	849	150	-	-	-	-	-
8050	Printing/Duplicating	1,841	582	-	-	-	-	-
8060	Dues & Memberships	-	625	-	-	-	-	-
8090	Conference & Meeting Expense	-	-	-	-	-	-	-
8100	Vehicle Maintenance	33,138	23,670	(0)	-	-	-	-
8105	Fuel	3,436	2,198	-	-	-	-	-
8132	Uniform Expense/Cleaning	1,269	750	0	-	-	-	-
8180	Contract Services	26,634	7,030	(472)	-	472	-	-
8200	Training Expense	2,361	1,004	-	-	-	-	-
8300	Lease Payment	855	366	(64)	-	-	-	-
<OPERATIONS & MAINTENANCE>		79,270	43,126	(536)	-	472	-	-
8530	Computer Equipment	28,194	35,034	-	-	-	-	-
8540	Automotive Equipment	88,763	-	-	-	-	-	-
<CAPITAL OUTLAY>		116,957	35,034	-	-	-	-	-
[205-8025] Dial-A-Ride Total		330,628	256,245	193,567	238,271	98,358	196,285	231,774

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

7000 Full Time Salaries

Provide funds for two (2) full time Transit Drivers.

7010 Regular Salaries Part Time

Provides funds for four (4) part time Transit Drivers and Program Specialist and Management Intern (\$90,000).

7020 Overtime

Provides overtime pay for after-hours relating to transit (\$2,000).

PROP "C" – LOCAL TRANSIT ADMINISTRATION
Budget Detail **207-2260**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	4,398	5,147	3,393	4,290	619	2,000	4,376
7020	Overtime	1	-	-	-	-	-	-
7070	Leave Buyback	-	18	-	-	-	-	-
7100	Retirement	738	951	821	1,106	63	484	1,502
7108	Deferred Compensation	40	40	15	42	6	20	44
7110	Workers Compensation	229	185	52	67	7	22	109
7130	Group Health Insurance	255	248	179	257	17	53	257
7131	Retiree Health Insurance	8,124	-	-	-	-	-	-
7140	Vision Insurance	6	8	6	7	0	1	7
7150	Dental Insurance	19	19	13	27	1	4	27
7160	Life Insurance	3	3	2	2	1	2	3
7170	FICA - Medicare	64	75	48	62	9	29	63
<WAGES & BENEFITS>		13,877	6,694	4,529	5,860	722	2,615	6,389
8020	Misc. Supplies - Parking	981	124	-	-	-	-	-
8060	Dues & Memberships	3,000	-	-	-	-	-	-
8061	HOA Dues	20,089	-	-	-	-	-	-
8180	Contract Services	8,546	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		32,616	124	-	-	-	-	-
8540	Automotive Equipment	33,985	-	-	-	-	-	-
<CAPITAL OUTLAY>		33,985	-	-	-	-	-	-
[207-2260] Prop "C" Administration Total		80,478	6,818	4,529	5,860	722	2,615	6,389

PROP “C” – LOCAL TRANSIT ADMINISTRATION
Budget Detail 207-2260

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the ~~Management Analyst and~~ Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	152,368	118,439	123,557	128,400	63,994	124,000	139,322
7010	Salaries - Temp / Part	181	-	-	-	-	-	-
7020	Overtime	3,216	3,756	2,360	3,000	552	1,500	3,000
7040	Holiday	97	-	74	75	497	497	-
7070	Leave Buyback	583	-	205	-	205	397.13	1,500
7100	Retirement	22,964	19,052	14,248	9,329	5,496	14,299	26,922
7110	Workers Compensation	8,007	3,777	1,982	6,391	927	1,796.57	5,763
7130	Group Health Insurance	22,024	12,165	11,018	11,100	5,491	10,640.74	11,100
7140	Vision Insurance	709	405	405	480	202	392.03	480
7150	Dental Insurance	966	1,220	1,389	1,800	755	1,462.92	1,800
7160	Life Insurance	189	190	198	198	99	191.83	198
7170	FICA - Medicare	2,375	1,776	1,874	1,906	965	1,869.91	2,020
<WAGES & BENEFITS>		213,679	160,780	157,309	162,679	79,184	157,047	192,105
8000	Office Supplies	-	-	1,848	2,000	450	1,500	2,000
8010	Postage	-	-	323	650	-	-	650
8020	Special Department Expense	-	-	2,871	7,000	170	1,300	7,000
8040	Advertising	-	-	360	500	-	-	500
8050	Printing/Duplicating	-	-	650	2,000	126	800	2,000
8060	Dues & Memberships	-	-	625	700	-	-	1,000
8090	Conference & Meeting Expense	-	-	-	1,000	35	200	1,000
8100	Vehicle Maintenance	-	-	29,504	36,000	8,608	20,000	41,000
8105	Fuel	-	-	1,327	3,000	1,077	2,000	3,000
8132	Uniform Expense/Cleaning	-	-	1,374	2,000	-	-	2,000
8140	Utilities	-	-	-	-	-	-	3,000
8180	Contract Services	-	-	11,686	16,275	9,159	13,000	16,275
8200	Training Expense	-	-	1,800	1,800	-	200	1,800
8300	Lease Payment	-	-	306	1,898	63	130	1,898
<OPERATIONS & MAINTENANCE>		-	-	52,673	74,823	19,688	39,130	83,123
8520	Machinery & Equipment	-	-	-	57,000	-	-	-
<CAPITAL OUTLAY>		-	-	-	57,000	-	-	-
[207-8025] Dial-A-Ride Total		213,679	160,780	209,982	294,502	98,872	196,177	275,228

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

- 7000 Full time Salaries
Provides funds for Management Analyst and Management Assistant.
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$3,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. ~~Increase due to promotional mailers~~ (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200). ~~(\$7,000)~~
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. ~~Increase due to additional promotional materials~~ (\$2,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) ~~and California Park and Recreation Society (\$300).~~ ~~(\$1,000)~~
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (~~\$510,000~~) and van and vehicle cleaning (\$4,000). ~~(\$41,000)~~
- 8105 Fuel

Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

8132 Uniform Maintenance

Provides for the purchase and replacement of uniforms and jackets (\$2,000).

8140 Utilities

Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).

8180 Contract Services

Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon WiFi JetPack data plan (\$1,000). (\$16,275)

8200 Employee Training

Provides funds for training seminars, materials, and job-related training sessions (\$1,800).

8300 Lease Payment

Provides funds for postage machine lease (\$648) and Copier (\$1,250). (\$1,898)

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8180	Contract Services	37,339	47,486	45,654	39,000	43,340	48,000	41,315
	<OPERATIONS & MAINTENANCE>	37,339	47,486	45,654	39,000	43,340	48,000	41,315
[260-8023] CDBG Senior Nutrition Prog Totals		37,339	47,486	45,654	39,000	43,340	48,000	41,315

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

~~Provides about 15% of the funds for contract catering of hot lunch/nutrition program. This number varies year to year dependent on the actual Block Grant allocation, and number of meals served (\$39,000).~~

~~Provides funds for contract catering of senior nutrition program (\$41,315)~~

~~Community Development Block Grant provides \$19,561.00 in grant funds while the General Fund provides \$36,500 through the Senior Center budget. -Revenue estimate is just over \$40,000 from serving approximately 18,500 meals. Overall, City subsidizes \$36,500 for the nutrition program~~

Park Maintenance Impact Fees

Budget Detail

275-6410

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
8170	Professional Services	45,478	66,007	19,200	-	-	-	100,000
8180	Contract Services	-	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	45,478	66,007	19,200	-	-	-	100,000
8500	Building & Improvements	-	6,109	-	-	-	-	-
	<CAPITAL OUTLAY>	-	6,109	-	-	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail			21,465	-	87,302	90,827	-
9190	Dog Park	6,005	125,060	-	-	-	-	-
	<CAPITAL PROJECTS>	6,005	125,060	21,465	-	87,302	90,827	-
[275-6410] Park Impact Fees Total		51,483	197,176	40,665	-	87,302	90,827	100,000

Park Maintenance Impact Fees

Budget Detail

275-6410

OPERATIONS & MAINTENANCE

8170 Professional Services

Provide funds for design and construction document for the Berkshire and Grevelia
Pocket Parks (\$100,000)

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8000	Office Supplies	5,132	3,268	3,711	3,800	2,243	3,800	3,800
8010	Postage	28	33	-	-	4	-	-
8020	Special Department Expense	46,681	43,850	77,898	46,013	32,196	49,000	49,427
8040	Advertising	135	1,854	1,956	3,420	265	2,500	3,420
8120	Building Maintenance	10,323	4,690	8,808	18,504	8,771	16,000	27,304
8140	Utilities	8,032	9,856	8,002	10,950	3,934	9,150	9,150
8150	Telephone	9,857	9,752	10,702	9,900	5,894	10,157	11,700
8160	Legal Service	-	550	-	-	38,300	38,300	-
8170	Professional Services	103,878	102,500	105,900	101,996	50,000	101,000	101,996
8180	Contract Services	114,053	119,761	116,870	126,640	54,952	125,000	127,842
8191	Liability & Surety Bonds	3,537	7,352	30,116	30,120	20,898	30,120	41,808
8229	Taxes	505	861	750	925	745	925	925
8300	Lease Payment	5,206	4,917	5,138	5,280	2,933	5,200	5,280
<OPERATIONS & MAINTENANCE>		307,367	309,244	369,851	357,548	221,135	391,152	382,652
[295-8041] General Administration Total		307,367	309,244	369,851	357,548	221,135	391,152	382,652

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,800).
- 8020 Special Department Expense
Credit card and bank fees & charges (~~\$27,786~~31,200), computer services (\$14,412), membership dues (\$565) and licensing fee (\$750), donations (\$2,500). (~~\$49,427~~)
- 8040 Advertising
Promotions and ads for Golf Course (\$3,420).
- 8120 Building Maintenance
Maintenance (~~\$1218,000~~) and Janitorial Supplies (~~\$6,000~~8,800) Burglar alarm (\$504). (~~\$27,304~~)
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (~~\$7,800~~6,000). (~~\$9,150~~)
- 8150 Telephone
Telephone and Internet services (~~\$9,900~~)-(~~\$11,700~~)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year). (~~\$101,996~~)
- 8180 Contract Services
Compensation for Manager and Starter (~~\$126,640~~\$127,842)-
- 8191 Liabilities and Surety Bonds
Liability Insurances (~~\$30,120~~ 41,808)-
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Arroyo Seco Golf Course – Course Maintenance

Budget Detail

295-8042

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	23,423	21,762	31,478	6,300	13,941	6,300	6,300
8100	Vehicle Maintenance	10,316	8,293	5,916	15,600	3,303	1,500	15,600
8120	Building Maintenance	29,852	38,300	27,026	41,900	5,251	38,600	44,900
8130	Small Tools	35	5,634	2,441	2,400	169	2,400	2,400
8132	Uniform Expense/Cleaning	5,459	5,619	6,434	6,000	3,524	6,000	6,000
8140	Utilities	53,240	56,159	56,718	59,900	24,133	58,000	59,900
8150	Telephone	2,068	1,198	1,033	1,200	497	1,050	1,200
8180	Contract Services	245,465	246,466	264,940	282,083	115,798	280,000	284,903
<OPERATIONS & MAINTENANCE>		369,858	383,431	395,987	415,383	166,615	393,850	421,203
[295-8042] Golf Course Maintenance Total		369,858	383,431	395,987	415,383	166,615	393,850	421,203

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies (\$4,800), and license and permits (\$1,500). (\$6,300)

8100 Vehicle Maintenance

Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800). (\$15,600)

8120 Building Maintenance

Maintenance (\$15,700), fertilizer seed and chemicals (\$~~1720~~,000), sand, gravel and top soil (\$6,800) and course irrigation repairs (\$2,400). (\$44,900)

8130 Small Tools

Purchase for tools for repairs (\$2,400).

8132 Uniform Maintenance

Uniform cleaning (\$6,000).

8140 Utilities

Funds for electricity (\$54,900) and water (\$5,000). (\$59,900)

8150 Telephone

Funds for telephone (\$1,200).

8180 Contract Services

Compensation for maintenance staff (~~\$282,083~~284,903).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	7,204	6,448	14,546	14,400	8,852	15,100	16,200
8120	Building Maintenance	217	9,841	6,768	6,000	817	5,820	6,000
8180	Contract Services	42,738	40,899	19,322	15,614	-	-	15,583
	<OPERATIONS & MAINTENANCE>	50,159	57,188	40,636	36,014	9,669	20,920	37,783
	[295-8043] Range Total	50,159	57,188	40,636	36,014	9,669	20,920	37,783

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Range balls and mats (~~\$13,200~~15,000) and supplies (\$1,200). (\$16,200)

8120 Building Maintenance

Maintenance of range, netting, and irrigation (\$6,000).

8180 Contract Services

Compensation for maintenance staff and starter (\$15,614583).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	1,383	2,141	2,662	6,000	2,388	3,500	6,000
8132	Uniform Expense/Cleaning	-	-	75	-	176	-	-
8180	Contract Services	77,135	87,124	108,794	106,707	68,512	110,000	119,948
	<OPERATIONS & MAINTENANCE>	78,518	89,265	111,531	112,707	71,076	113,500	125,948
[295-8044]	Golf Shop Total	78,518	89,265	111,531	112,707	71,076	113,500	125,948

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Clothing, gloves, and other supplies (\$6,000).

8180 Contract Services
Compensation for Starter (\$~~106,707~~119,948).

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	15,985	24,006	17,340	25,745	12,142	24,025	25,091
8120	Building Maintenance	4,479	4,660	5,670	6,000	4,669	6,000	9,600
8130	Small Tools	362	398	4,265	2,100	246	2,100	2,100
8132	Uniform Expense/Cleaning	1,997	-	1	-	-	-	-
8180	Contract Services	120,099	125,730	116,661	132,880	63,166	120,000	135,447
<OPERATIONS & MAINTENANCE>		142,922	154,794	143,937	166,725	80,224	152,125	172,238
[295-8045] Food Service Total		142,922	154,794	143,937	166,725	80,224	152,125	172,238

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$600), paper products (~~\$2,115~~1,870), linens (\$4,745336), rental equipment for events (\$1,800), license and permits (\$1,625), and supplies (\$7,660) and Music and Entertainment (\$7,200). (~~\$25~~091)

8120 Building Maintenance

Maintenance (~~\$6,000~~9,600).

8130 Small Tools

Purchase of tools for repairs (\$2,100).

8180 Contract Services

Compensation for restaurant staff (\$132,8805,447).

PUBLIC WORKS DEPARTMENT

FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Public Works department is pleased to submit the Fiscal Year 2019-20 budget proposal. Public Works Administration coordinates all activities of the Department, including Environmental Programs, citywide Lighting and Landscape Maintenance District, solid waste and street sweeping contract and the graffiti abatement contract.

The Engineering Division reviews plans, issues permits, manages capital improvement projects, and provides inspections for private construction projects involving grading or public right-of-way work.

The Parks Maintenance Division maintains the City's parks, playgrounds and medians in a safe and aesthetically pleasing manner. It also maintains the urban forestry in the public right-of-way.

The Facilities Maintenance Division provides routine maintenance, repairs, and minor modifications of all City buildings. Facilities Maintenance Division also maintains City owned street lights and traffic signals.

The Streets and Sewers Division oversees maintenance and repair of streets, storm drains, sidewalks and sewers.

The Water and Sustainability Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City. In addition, the Water and Sustainability Division implements Water Conservation programs and sustainability initiatives.

Notable Changes- Wages and Benefits

Increase in Wages and Benefits due to increase in retirement and health insurance.

1 FTE (Water Conservation & Sustainability Analyst) moved to Public Works from Management Services.

1 FTE (Deputy Director of Public Works - Water & Sustainability) added to Public Works

Notable Changes- Operations and Maintenance

Decrease in Public Works Administration account due to new Measure W funding.

Establish a budget for Stormwater related Operations & Maintenance expenditures based on Measure W funding.

Increase in Contract Services due to annual increases and minimum wage increase, including landscape maintenance, HVAC, graffiti removal, and tree maintenance contracts.

Decrease in janitorial services contract after issuing a competitive Request for Proposal (RFP).

Decrease in Water Division budget for returning to use of well water and reducing the purchase of MWD water.

Increase in electric utility costs to account for 100% green energy through the Clean Power Alliance.

Water Efficiency Projects and Rebates moved under Public Works Department budget from Utility Billing.

Capital Outlay

\$75,000 for Tree Removal and Replacement

Citywide Street Improvements – see CIP

Neighborhood Traffic Management Program – see CIP

Municipal Building and Facilities Maintenance Projects – see CIP

Master Plans for Water and Sewer Utilities – see CIP

Stormwater Project Concepts, Feasibility and Strategy Development for Grants – see CIP

PUBLIC WORKS

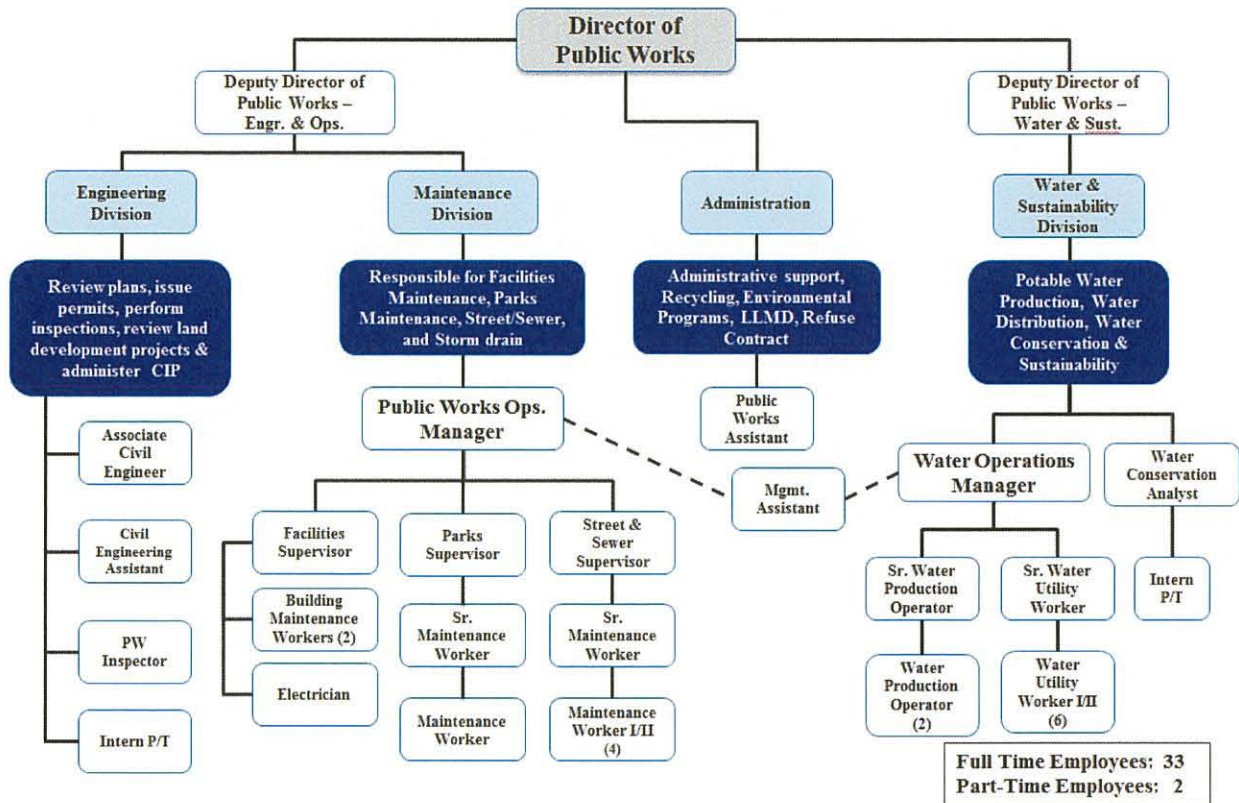
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
Wages & Benefits	3,162,216	3,173,443	3,403,252	3,306,051	1,381,671	2,954,553	3,798,148
Operations & Maintenance	4,453,849	5,249,453	4,115,196	6,831,098	2,442,522	7,041,587	5,727,178
Capital Outlay	152,790	175,400	250,314	98,000	104,664	113,236	216,500
Other Expenses	33,512	-	-	-	-	-	-
Total Expenses by Category	7,802,367	8,598,296	7,768,762	10,235,149	3,928,857	10,109,376	9,741,826
[101-6015] Environmental Services	176,958	210,595	207,645	-	24,433	44,976	-
[101-6011] PW Admin & Engineering	485,049	372,784	419,153	781,588	235,821	676,789	613,565
[101-6410] Park Maintenance	409,997	414,864	493,446	547,550	216,850	552,457	631,921
[101-6601] Facilities Maintenance	654,372	683,017	705,483	820,003	248,993	747,702	895,092
[105-6116] Street Maintenance	-	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	2,536	103	3,246	-	-	-	-
[210-6501] Sewer Operations	535,646	524,547	463,217	748,921	198,870	625,993	753,275
[215-6115] Traffic Signals	123,759	152,864	128,544	180,900	32,756	186,900	186,900
[215-6118] Sidewalk Maintenance	11,232	3,909	2,717	-	-	-	-
[215-6201] Street Lighting	260,207	210,086	196,338	233,100	101,348	275,923	250,100
[215-6310] Street Trees	535,130	483,591	516,446	544,283	254,947	565,771	561,597
[215-6416] Median Strips	32,462	42,922	53,668	64,000	22,463	67,500	64,000
[230-6116] Street Maintenance	549,729	516,301	706,375	614,252	256,418	619,581	638,506
[232-6301] Street Trees	177	-	-	-	-	-	-
[232-6417] Prop "A" Park Maintenance	39,341	120,562	47,096	63,500	16,291	50,690	63,500
[238-6501] Sewer Operations	-	30,000	-	-	-	-	-
[277-6011] PW Admin & Engineering	22,824	5,045	19,520	-	3,050	5,528	-
[310-6501] Sewer Operations	316,718	335,655	87,580	-	24,901	26,746	-
[500-6710] Water Distribution	1,018,512	1,073,479	1,162,253	1,169,148	490,240	1,244,765	1,299,812
[500-6711] Water Production	2,594,206	3,417,972	2,556,035	4,467,904	1,801,476	4,418,054	3,352,967
[500-9990] Unfunded Liabilities	3,913	-	-	-	-	-	-
Total Expenses by Program	7,802,367	8,598,296	7,768,762	10,235,149	3,928,857	10,109,376	9,311,235

Public Works Director	1
Deputy Public Works Director – <u>Engineering & Operations</u>	<u>14</u>
<u>Deputy Public Works Director – Water & Sustainability</u>	<u>14</u>
<u>Public Works Operations Manager</u>	<u>1</u>
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	<u>1</u>
Management Assistant	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	<u>24</u>
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	2
Water Production Operator	2
Maintenance Worker I/II	<u>56</u>
Senior Water Utility Worker	1
Senior Water Production Operator	1
<u>Water Conservation & Sustainability Analyst</u>	<u>1</u>
Water Utility Worker I/II	5
Total	<u>332</u>

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	248,637	246,619	277,776	353,821	132,155	241,406	285,609
7010	Salaries - Temp / Part	-	9,919	17,847	20,000	-	-	20,000
7020	Overtime	206	195	623	-	1,035	-	-
7070	Leave Buyback	9,382	2,787	10,505	3,500	9,105	-	-
7100	Retirement	43,523	45,404	52,355	76,340	11,619	45,500	74,579
7108	Deferred Compensation	1,099	488	419	1,296	411	594	825
7110	Workers Compensation	15,083	14,576	7,542	7,859	2,902	5,624	7,890
7130	Group Health Insurance	23,264	18,847	24,107	34,275	14,614	29,228	26,373
7140	Vision Insurance	626	580	627	936	336	672	756
7150	Dental Insurance	2,259	1,969	2,208	3,510	1,114	2,227	2,835
7160	Life Insurance	290	243	261	386	134	267	312
7170	FICA - Medicare	3,785	4,178	5,465	5,420	2,033	4,066	4,141
<WAGES & BENEFITS>		343,154	345,805	399,786	507,343	175,456	329,584	423,320
8000	Office Supplies	697	905	1,553	1,000	570	1,000	1,000
8010	Postage	2,160	1,223	1,265	2,000	550	2,000	2,000
8020	Special Department Expense	9,031	8,524	11,102	134,040	3,066	90,000	60,040
8040	Advertising	3,092	812	1,915	4,300	252	4,300	4,300
8050	Printing/Duplicating	4,105	5,090	1,182	7,500	768	7,500	7,500
8060	Dues & Memberships	794	408	463	1,915	-	1,915	1,915
8090	Conference & Meeting Expense	-	1,224	1,073	3,700	50	3,700	3,700
8100	Vehicle Maintenance	1,749	1,519	2,536	1,500	754	1,500	1,500
8110	Equipment Maintenance	839	261	409	290	-	290	290
8170	Professional Services	111,384	6,616	(2,357)	108,000	54,355	225,000	108,000
8180	Contract Services	-	-	276	10,000	-	10,000	-
8300	Lease Payment	3,044	397	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		186,895	26,979	19,410	274,245	60,865	347,205	190,245
[101-6011] PW Admin & Engineering Total		485,049	372,784	419,153	781,588	235,821	676,789	613,565

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy Public Works Director – Engineering & Operations~~Deputy Public Works Director~~, Public Works Operations Mgr., Public Works Assistant, Associate Engineer, Public Works Inspector, Civil Engineering Assistant, Management Assistant, and Water Conservation & Sustainability Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Realquest Assessor Parcel Map software subscription (\$3,600); Annual Autocad Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); ~~Provides funds for annual NPDES storm drain permit (\$9,000)~~; State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); ~~Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL)~~; Annual AQMD Generator permit fee (\$600); ~~Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL)~~; Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); ~~LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000)~~; ~~Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance~~; Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).

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- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations~~Deputy Public Works Director~~. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer's license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for APWA meeting (\$600); San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300); City & County Engineers Association (\$300) and other seminars (\$500). Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
Public Works share of postage machine rental (\$290).
- 8170 Professional Services
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$25,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Update the Pavement Management Program (PMP) which is valid through 2020 (\$45,000). ~~Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services (\$45,000).~~
- ~~8180 Contract Services
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.~~

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	92,835	71,521	94,330	97,374	46,529	77,143	138,739
7020	Overtime	3,180	1,218	430	2,000	628	2,000	2,000
7040	Holiday	132	108	-	-	785	-	-
7055	IOD - Non Safety	-	194	-	-	-	-	-
7070	Leave Buyback	2,098	4,618	588	-	1,086	-	-
7100	Retirement	15,084	15,520	18,121	17,692	3,903	14,016	25,141
7108	Deferred Compensation	226	213	142	276	131	217	519
7110	Workers Compensation	8,341	6,773	3,902	3,476	1,904	3,156	4,399
7120	Disability Insurance	-	-	-	-	-	-	-
7130	Group Health Insurance	9,378	6,834	12,230	16,320	7,325	12,144	19,767
7140	Vision Insurance	350	232	311	324	160	265	396
7150	Dental Insurance	1,006	800	829	1,215	571	947	1,485
7160	Life Insurance	120	93	92	133	67	111	163
7170	FICA - Medicare	1,487	1,096	1,322	1,440	698	1,158	2,012
<WAGES & BENEFITS>		134,237	109,220	132,299	140,250	63,786	111,157	194,621
8000	Office Supplies	391	641	706	800	98	800	800
8020	Special Department Expense	21,552	29,050	26,590	25,500	4,631	25,500	25,500
8100	Vehicle Maintenance	2,522	1,032	919	1,500	-	1,500	1,500
8110	Equipment Maintenance	915	1,027	1,626	2,500	298	2,500	2,500
8140	Utilities	37,096	38,043	36,684	40,000	20,404	44,000	40,000
8170	Professional Services	-	9,115	7,777	15,000	-	15,000	15,000
8180	Contract Services	202,583	216,093	275,521	310,500	122,976	335,500	335,500
8200	Training Expense	122	-	456	1,500	345	1,500	1,500
8262	Graffiti Removal	10,579	10,643	10,868	10,000	4,312	15,000	15,000
<OPERATIONS & MAINTENANCE>		275,760	305,644	361,148	407,500	153,064	441,200	437,900
[101-6410] Park Maintenance Total		409,997	414,864	493,446	547,550	216,850	552,457	631,921

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for a Sr. Maintenance Worker, Parks Supervisor, Management Assistant, Public Works Operations Manager and Deputy Public Works Director – Engineering & Operations~~Deputy PW Director~~. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$400) and miscellaneous expenses (\$400).
- 8020 Special Department Expense
Provides for special and miscellaneous division supplies and materials (~~\$3,000~~) including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (~~\$25,500~~), and humane bee control service (\$2,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$1,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$2,500).
- 8140 Electricity
Provides funds for electrical service by Southern California Edison to City park facilities (\$40,000).
- 8170 Professional Services
Provides funds for the use of professionals such as landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$15,000), such as soil and tissue sampling services, arborists reports, and sports field consulting.

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8180 Contract Services

Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$22~~5~~0,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$~~6~~4,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$~~35~~28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000).

8200 Training Expense

Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).

8262 Graffiti Removal

Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$1~~0~~5,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	206,211	243,886	237,790	235,382	93,355	194,355	284,183
7020	Overtime	1,874	2,912	2,254	2,500	911	2,500	2,500
7040	Holiday	-	-	-	-	780	-	-
7070	Leave Buyback	2,262	3,555	8,897	1,500	3,781	-	1,500
7100	Retirement	33,113	40,753	43,707	51,069	8,263	35,724	72,886
7108	Deferred Compensation	163	213	141	276	131	272	519
7110	Workers Compensation	19,615	25,076	11,641	10,778	4,178	8,697	10,715
7130	Group Health Insurance	25,173	26,449	30,727	35,265	12,901	26,858	38,712
7140	Vision Insurance	766	769	698	888	267	557	960
7150	Dental Insurance	2,772	3,805	2,539	3,330	968	2,016	3,600
7160	Life Insurance	353	362	348	366	133	277	396
7170	FICA - Medicare	3,024	3,412	3,469	3,449	1,415	2,946	4,121
<WAGES & BENEFITS>		295,326	351,192	342,212	344,803	127,033	374,202	420,092
8000	Office Supplies	1,440	820	841	1,200	543	1,200	1,200
8020	Special Department Expense	39,411	17,693	48,242	45,000	9,034	45,000	45,000
8060	Dues & Memberships	138	-	-	700	-	700	700
8100	Vehicle Maintenance	1,403	1,491	734	1,500	-	1,500	1,500
8110	Equipment Maintenance	2,400	810	248	1,500	-	1,500	1,500
8120	Building Maintenance	75,110	79,708	53,875	70,000	9,601	80,000	80,000
8130	Small Tools	2,108	370	1,239	3,000	-	3,000	3,000
8132	Uniform Expense/Cleaning	1,559	1,171	2,031	2,000	317	2,000	2,000
8134	Safety Clothing/Equipment	1,279	1,211	397	1,200	221	1,200	1,200
8140	Utilities	83,646	83,705	107,435	144,600	49,642	160,000	160,000
8180	Contract Services	144,218	141,363	148,229	203,000	52,552	177,400	177,400
8200	Training Expense	1,333	-	-	1,500	-	-	1,500
<OPERATIONS & MAINTENANCE>		354,045	328,342	363,271	475,200	121,910	473,500	473,000
8520	Machinery & Equipment	5,001	3,483	-	-	-	-	-
<CAPITAL OUTLAYS>		5,001	3,483	-	-	-	-	-
101-6601 Facilities Maintenance Total		654,372	683,017	705,483	820,003	248,993	747,702	895,092

Budget Detail	FACILITIES MAINTENANCE	101-6601
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for ~~atwo~~ full time ~~Maintenance Worker II and a Building Maintenance Workers~~ and partial compensation for the Electrician, Facility Maintenance Supervisor, Public Works Operations Manager, ~~and Deputy Public Works Director – Engineering & Operations~~ ~~Deputy PW Director~~. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600) and miscellaneous expenses (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300).
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles (\$1,250) and smog certifications (\$250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (~~\$245,000~~), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700).

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- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$1,200).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$~~144160,0600~~).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$1850,000). Annual fees for the Civic Center Facility access system (\$4,400). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	293,965	280,881	255,030	317,396	129,183	241,516	330,842
7010	Salaries - Temp / Part	-	-	333	-	-	-	-
7020	Overtime	(362)	3,762	2,948	3,000	1,565	3,000	3,000
7040	Holiday	-	662	652	-	1,375	1,375	-
7070	Leave Buyback	7,135	10,267	8,323	-	6,172	11,539	-
7100	Retirement	456	50,199	97,938	75,446	10,353	92,749	75,477
7108	Deferred Compensation	1,068	962	421	1,077	302	565	1,167
7110	Workers Compensation	21,059	21,293	8,842	10,348	3,872	7,239	10,542
7120	Disability Insurance	-	397	-	-	-	-	-
7130	Group Health Insurance	29,300	26,010	24,140	34,174	12,361	23,110	37,475
7131	Retiree Health Insurance	40,885	-	-	16,800	-	-	-
7140	Vision Insurance	888	734	645	1,058	319	596	1,037
7150	Dental Insurance	3,083	2,592	2,270	3,969	1,035	1,935	3,888
7160	Life Insurance	396	370	305	436	139	259	428
7170	FICA - Medicare	4,360	4,234	3,819	4,645	1,976	3,694	4,797
9990	Pension Expense	29,599	-	-	-	-	-	-
<WAGES & BENEFITS>		431,832	402,363	405,667	468,349	168,650	387,576	468,653
8000	Office Supplies	600	338	564	600	53	600	600
8010	Postage	-	-	-	600	-	600	600
8020	Special Department Expense	18,123	12,541	10,021	27,000	2,093	27,000	27,000
8050	Printing/Duplicating	-	-	-	200	-	200	200
8060	Dues & Memberships	-	255	-	500	-	500	500
8090	Conference & Meeting Expense	-	220	-	800	-	800	800
8100	Vehicle Maintenance	17,559	6,090	1,304	15,000	-	15,000	15,000
8110	Equipment Maintenance	-	1,795	-	5,000	-	5,000	5,000
8120	Building Maintenance	1,200	-	-	1,200	-	1,200	1,200
8130	Small Tools	-	-	-	1,500	-	1,500	1,500
8132	Uniform Expense/Cleaning	539	570	909	1,200	264	1,200	1,200
8134	Safety Clothing/Equipment	646	644	448	1,000	221	1,000	1,000
8170	Professional Services	-	-	1,740	30,000	-	30,000	30,000
8180	Contract Services	15,486	18,112	16,302	100,000	2,803	50,000	100,000
8191	Liability & Surety Bonds	9,768	11,947	25,950	25,950	16,622	25,950	30,000
8200	Training Expense	470	-	312	1,000	320	1,000	1,000
8400	Overhead Allocation	69,022	69,022	-	69,022	-	69,022	69,022
<OPERATIONS & MAINTENANCE>		133,413	121,534	57,549	280,572	22,375	230,572	284,622
8540	Automotive Equipment	-	650	-	-	7,845	7,845	-
<CAPITAL OUTLAY>			650			7,845	7,845	
[210-6501] Sewer Operations Total		565,245	524,547	463,217	748,921	198,870	625,993	753,275

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Maintenance Worker II (2), Maintenance Worker I (3), Sr. Maintenance Worker, Management Assistant, Streets Supervisor, Deputy Public Works Director – Engineering & Operations~~Deputy Public Works Director~~, Assistant Finance Director, City Manager, Asst. to the City Manager, Public Works Operations Manager, Civil Engineering Assistant, Public Works Director, Public Works Inspector, Public Works Assistant, Director of Finance, Associate Engineer and partial compensation for Account Clerk, Accounting Technician. Refer to the Appendix for a detailed allocation list. Additional 2% incentive for obtaining California Water Environment Association certification.

- 7020 Overtime
Provides for overtime pay for afterhours emergency response to sewer main stoppages and repairs.

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).

- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartegraph software annual subscription (\$2,100). Cellular phone monthly service charge (\$2,200) and this account also pays a 25% share of City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).

- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).

- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).

- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).

- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).

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- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

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TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	24,538	9,040	1,884	30,900	-	30,900	30,900
8140	Utilities	37,764	43,963	36,327	60,000	21,951	66,000	66,000
8180	Contract Services	50,148	87,966	58,151	70,000	10,805	70,000	70,000
OPERATIONS & MAINTENANCE		112,450	140,969	96,362	160,900	32,756	166,900	166,900
8520	Machinery & Equipment	11,309	11,895	32,183	20,000	-	20,000	20,000
CAPITAL OUTLAY		11,309	11,895	32,183	20,000	-	20,000	20,000
[215-6115] Traffic Signals Total		123,759	152,864	128,544	180,900	32,756	186,900	186,900

TRAFFIC SIGNALS**Budget Detail****215-6115****OPERATIONS & MAINTENANCE**8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$660,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

CAPITAL OUTLAY8520 Machinery & Equipment

Provides funds for traffic cabinet replacements or upgrades (\$20,000).

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STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8000	Office Supplies	1,288	380	403	600	260	600	600
8020	Special Department Expense	40,093	14,325	23,401	45,500	13,748	45,500	45,500
8100	Vehicle Maintenance	4,843	4,397	3,478	7,500	1,150	7,500	7,500
8110	Equipment Maintenance	-	1,050	-	3,000	910	3,000	3,000
8130	Small Tools	904	1,268	77	1,000	351	1,000	1,000
8132	Uniform Expense/Cleaning	1,258	921	1,384	1,500	274	1,500	1,500
8134	Safety Clothing/Equipment	1,109	336	224	800	221	800	800
8140	Utilities	167,575	140,334	154,366	165,000	56,022	182,000	182,000
8170	Professional Services	23,600	23,181	13,006	7,400	2,590	7,400	7,400
8191	Liability & Surety Bonds	19,537	23,894	-	-	25,823	25,823	-
8200	Training Expense	-	-	-	800	-	800	800
<OPERATIONS & MAINTENANCE>		260,207	210,086	196,338	233,100	101,348	275,923	250,100
[215-6201] Street Lighting Total		260,207	210,086	196,338	233,100	101,348	275,923	250,100

Budget Detail	STREET LIGHTING	215-6201
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OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600).

- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500).

- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).

- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$165182,000).

- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	187,703	116,227	125,909	117,784	60,256	105,000	125,772
7020	Overtime	5,900	2,355	1,640	3,000	571	3,000	3,000
7040	Holiday	132	260	86	-	531	531	-
7055	IOD - Non Safety	-	324	-	-	-	-	-
7070	Leave Buyback	3,099	3,569	3,038	-	1,683	2,933	-
7100	Retirement	32,107	19,762	21,563	15,832	4,982	17,982	24,742
7108	Deferred Compensation	127	100	54	106	53	93	106
7110	Workers Compensation	17,292	10,517	5,487	4,962	2,478	4,319	4,616
7120	Disability Insurance	-	-	-	-	-	-	-
7130	Group Health Insurance	21,905	11,218	14,326	16,818	8,268	14,408	17,508
7131	Retiree Health Insurance	14,783	-	-	-	-	-	-
7140	Vision Insurance	673	377	413	432	200	348	432
7150	Dental Insurance	2,395	1,321	1,336	1,620	706	1,231	1,620
7160	Life Insurance	305	176	168	178	88	153	178
7170	FICA - Medicare	2,857	1,710	1,865	1,751	908	1,582	1,824
<WAGES & BENEFITS>		289,278	167,916	175,885	162,483	80,725	151,530	172,757
8000	Office Supplies	246	115	240	500	48	500	500
8020	Special Department Expense	5,609	938	2,722	25,000	1,723	25,000	25,000
8040	Advertising	-	-	200	200	-	200	200
8060	Dues & Memberships	-	-	135	400	135	400	400
8090	Conference & Meeting Expense	-	-	-	200	200	200	200
8100	Vehicle Maintenance	7,346	1,458	3,409	15,000	965	11,000	11,000
8110	Equipment Maintenance	102	164	100	3,000	1,088	5,000	5,000
8130	Small Tools	1,509	591	1,785	3,000	1,158	5,000	5,000
8132	Uniform Expense/Cleaning	1,783	1,614	1,692	2,100	376	2,100	2,100
8134	Safety Clothing/Equipment	219	352	454	1,600	221	1,600	1,600
8170	Professional Services	10,000	4,365	220	15,000	880	15,000	15,000
8180	Contract Services	210,703	215,473	239,099	230,000	119,080	230,000	230,000
8181	In-Lieu Tree Planting	8,235	475	20,428	10,000	-	10,000	10,000
8184	Annual Tree Planting	-	-	-	-	(9,150)	25,000	25,000
8200	Training Expense	100	75	94	800	-	800	800
<OPERATIONS & MAINTENANCES>		245,852	225,620	270,578	306,800	116,722	331,800	331,800
9181	Removal/Replacement Tree Program	-	90,055	69,982	75,000	57,500	82,391	50,000
<CAPITAL OUTLAY>			90,055	69,982	75,000	57,500	82,391	50,000
215-6310 Street Trees Total		535,130	483,591	516,446	544,283	254,947	565,771	561,597

STREET TREE MAINTENANCE

Budget Detail	215-6310
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Sr. Maintenance Worker, Parks Supervisor, Maintenance Worker I, Public Works Operations Manager, Public Works Assistant, and Facilities Maintenance Supervisor. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$7,000), ropes, sling, and pulleys (\$3,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$115,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$35,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$53,000).
- 8132 Uniforms and Equipment

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Provides for the purchase and service of City supplied uniforms (\$2,100).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).

8170 Professional Services

Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800).

8180 Contract Services

Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).

8181 In-Lieu Tree Planting

Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.

8184 Annual Tree Planting

Annual Citywide tree planting (\$25,000).

8200 Training

Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

CAPITAL OUTLAY

9181 Capital Outlay

Remove aged/distressed trees and plant replacement trees (\$750,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	2,388	542	204	3,500	1,725	3,500	3,500
8180	Contract Services	30,074	42,380	53,464	60,500	20,738	64,000	60,500
<OPERATIONS & MAINTENANCE>		32,462	42,922	53,668	64,000	22,463	67,500	64,000
[215-6416] Median Strips Total		32,462	42,922	53,668	64,000	22,463	67,500	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides for department supplies including sprinklers, valves, fittings and plumbing (\$3,500).

- 8180 Contract Services
Provides partial cost of services rendered by contract with LandCare for landscape maintenance of street medians (\$60,500). The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180).

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	233,870	276,843	296,963	299,292	157,795	304,872	317,921
7020	Overtime	5,183	4,428	5,399	4,000	3,208	4,500	5,000
7040	Holiday	-	831	1,042	1,500	2,624	3,000	2,000
7055	IOD - Non Safety	-	129	-	-	-	-	-
7070	Leave Buyback	3,655	3,005	7,682	3,000	4,650	8,984.37	-
7100	Retirement	37,729	48,731	53,529	55,092	13,179	54,955	65,071
7108	Deferred Compensation	341	312	196	382	184	356	454
7110	Workers Compensation	21,113	26,008	13,738	12,049	6,809	13,155	11,556
7130	Group Health Insurance	32,533	29,878	31,975	33,288	21,212	40,984	36,663
7131	Retiree Health Insurance	17,672	-	-	-	-	-	-
7140	Vision Insurance	1,022	1,030	1,059	1,236	625	1,208	1,236
7150	Dental Insurance	3,306	3,254	3,736	4,635	1,837	3,550	4,635
7160	Life Insurance	439	421	493	509	235	454	510
7170	FICA - Medicare	3,504	4,078	4,519	4,419	2,440	4,714	4,610
<WAGES & BENEFITS>		360,367	398,948	420,931	419,402	214,759	440,781	449,656
8000	Office Supplies	1,000	610	565	1,000	116	1,000	1,000
8020	Special Department Expense	81,766	66,004	66,329	80,000	24,645	70,000	80,000
8060	Dues & Memberships	-	419	-	300	-	300	300
8100	Vehicle Maintenance	24,984	13,157	9,237	20,000	8,968	20,000	20,000
8110	Equipment Maintenance	1,943	442	3,202	6,400	-	6,400	6,400
8130	Small Tools	380	260	3,000	-	-	3,000	3,000
8132	Uniform Expense/Cleaning	2,400	3,665	3,192	3,000	1,437	3,000	3,000
8134	Safety Clothing/Equipment	1,617	866	828	1,750	221	1,750	1,750
8170	Professional Services	-	2,100	-	2,000	-	2,000	2,000
8180	Contract Services	75,095	29,830	52,881	80,000	6,233	71,000	46,000
8200	Training Expense	177	-	172	400	-	400	400
<OPERATIONS & MAINTENANCE>		189,362	117,353	139,405	194,850	41,620	178,850	163,850
8540	Automotive Equipment	-	-	146,640	-	-	-	25,000
9203	Street Repairs	-	-	-	-	-	-	-
<CAPITAL OUTLAY>		-	-	146,640	-	-	-	25,000
[230-6116] Street Maintenance Total		549,729	516,301	706,375	614,252	256,418	619,581	638,506

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Management Assistant, Street Supervisor, Senior Maintenance Worker (2), Public Works Operations Manager, Public Works Inspector, Engineering Assistant, and a Deputy Public Works Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for ~~after hours~~afterhours emergency response.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500).
- 8020 Special Department Expense
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), and concrete, base sand and backfill soil (\$40,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000).
- 8060 Dues, Memberships, Subscriptions, and Books
This account provides funding for construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas (\$13,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$6,400).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trowler and demo hammer (\$3,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$3,000).

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- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000) ~~and weed abatement (\$9,000)~~. Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$~~36~~11,000).
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Replace the compressor used for concrete repairs within the City (\$25,000).

Budget Detail	PROP A PARK MAINTENANCE	232-6417
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Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
8020	Special Department Expense	15,385	94,042	10,537	25,000	2,152	20,000	25,000
8110	Equipment Maintenance	-	5,541	8,279	5,000	-	2,500	5,000
8140	Utilities	1,101	1,119	1,202	3,500	510	1,300	3,500
8170	Professional Services	7,603	-	-	-	-	-	-
8180	Contract Services	15,252	19,860	27,079	30,000	13,629	26,890	30,000
<OPERATIONS & MAINTENANCE>		39,341	120,562	47,096	63,500	16,291	50,690	63,500
[232-6417] Prop "A" Park Maintenance Total		39,341	120,562	47,096	63,500	16,291	50,690	63,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000).

8140 Equipment Maintenance

Garfield, Orange Grove and Eddie Park playground equipment maintenance (\$5,000).

8140 Utilities

Provides funds for utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$3,500).

8180 Contract Services

Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$20,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$10,000).

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
7000	Salaries - Permanent	-	-	-	-	-	-	29,787
7100	Retirement	-	-	-	-	-	-	2,107
7108	Deferred Compensation	-	-	-	-	-	-	260
7110	Workers Compensation	-	-	-	-	-	-	743
7130	Group Health Insurance	-	-	-	-	-	-	2,091
7140	Vision Insurance	-	-	-	-	-	-	60
7150	Dental Insurance	-	-	-	-	-	-	225
7160	Life Insurance	-	-	-	-	-	-	25
7170	FICA - Medicare	-	-	-	-	-	-	432
	<WAGES & BENEFITS>	-	-	-	-	-	-	35,729
8020	Special Department Expense	-	-	-	-	-	-	73,500
8170	Professional Services	-	-	-	-	-	-	35,000
8180	Contract Services	-	-	-	-	-	-	10,000
	<CAPITAL OUTLAY>	-	-	-	-	-	-	118,500
	[239-6011] Measure W Total	-	-	-	-	-	-	154,229

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides partial salary of Deputy Public Works Director – Engineering & Operations and Civil Engineering Assistant.

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance.

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES including NPDES consultant services (\$345,000).

8180 Contract Services

Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	491,433	519,985	530,157	455,663	246,548	482,885	503,764
7020	Overtime	28,311	24,624	31,544	30,000	9,833	30,000	30,000
7040	Holiday	-	592	665	-	2,102	-	-
7055	IOD - Non Safety	-	-	747	-	-	-	-
7070	Leave Buyback	5,642	12,183	11,815	3,000	6,415	-	-
7100	Retirement	2,691	94,024	197,835	105,591	20,895	180,195	143,689
7108	Deferred Compensation	1,836	1,911	865	1,658	606	1,187	2,014
7110	Workers Compensation	41,112	43,391	22,222	16,593	9,282	18,180	16,857
7120	Disability Insurance	-	851	-	-	-	-	-
7130	Group Health Insurance	52,215	45,227	53,517	44,874	25,492	49,928	55,016
7131	Retiree Health Insurance	89,914	-	-	28,000	-	-	30,956
7140	Vision Insurance	1,785	1,580	1,652	1,620	766	1,501	1,675
7150	Dental Insurance	5,014	4,971	4,429	6,075	2,414	4,729	6,282
7160	Life Insurance	723	725	651	668	371	726	691
7170	FICA - Medicare	7,891	7,986	8,278	7,042	3,812	7,466	7,305
<WAGES & BENEFITS>		728,567	758,050	864,377	700,784	328,535	776,796	798,248
8000	Office Supplies	577	590	1,676	3,700	1,668	4,100	3,700
8010	Postage	-	-	88	200	-	200	200
8020	Special Department Expense	37,949	43,075	116,041	120,000	45,763	120,000	120,000
8050	Printing/Duplicating	311	540	1,103	2,000	-	2,830	2,500
8060	Dues & Memberships	-	-	-	700	-	700	700
8070	Mileage/Auto Allowance	1,065	1,446	1,321	1,500	397	1,000	1,500
8090	Conference & Meeting Expense	-	75	-	200	-	200	200
8100	Vehicle Maintenance	17,263	14,130	9,115	12,250	2,603	12,250	12,250
8110	Equipment Maintenance	2,620	4,166	5,966	10,000	7,362	10,000	10,000
8120	Building Maintenance	-	-	-	1,500	71	14,687	20,400
8130	Small Tools	2,415	4,128	956	10,000	1,033	10,000	10,000
8132	Uniform Expense/Cleaning	3,303	4,751	4,629	4,500	990	4,500	4,500
8134	Safety Clothing/Equipment	4,964	763	1,997	2,500	1,222	2,500	2,500
8140	Utilities	8,819	7,598	24,559	11,000	15,071	11,000	11,000
8150	Telephone	9,487	16,039	4,254	20,200	4,916	20,200	20,200
8170	Professional Services	-	-	22,562	20,000	-	20,000	20,000
8180	Contract Services	15,594	14,693	22,246	46,000	1,567	34,000	34,000
8191	Liability & Surety Bonds	48,842	59,735	77,851	78,000	75,688	75,688	103,800
8200	Training Expense	230	788	-	2,000	200	2,000	2,000
8229	Taxes	3,417	3,481	3,512	5,000	3,155	5,000	5,000
8400	Overhead Allocation	117,114	117,114	-	117,114	-	117,114	117,114
<OPERATIONS & MAINTENANCE>		273,970	293,112	297,876	468,364	161,706	467,969	501,564
8530	Computer Equipment	-	8,164	-	-	-	-	-
8540	Automotive Equipment	-	-	-	-	-	-	-
8572	Meters	3,903	11,524	-	-	-	-	-
8573	Fire Hydrants	11,012	-	-	-	-	-	-
8574	Valves	1,060	2,629	-	-	-	-	-
<CAPITAL OUTLAY>		15,975	22,317	-	-	-	-	-
[500-6710] Water Distribution Total		1,018,512	1,073,479	1,162,253	1,169,148	490,240	1,244,765	1,299,812

Budget Detail	WATER DISTRIBUTION	500-6710
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for ~~five~~ full-time employees and partial salary of Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Inspector, Civil Engineering Associate, Public Works Assistant and Management Assistant.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).

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- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including elevator maintenance at Garfield Reservoir (~~\$44,4500~~) and Garfield Reservoir janitorial services (\$11,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), ~~and Garfield Water Distribution Facility janitorial services (\$12,000)~~ and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection

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training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

8229 Taxes

Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (\$5,000).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$117,114).

CAPITAL OUTLAY

8540 Vehicles and Equipment

Purchase a Forklift for shipments of water supplies received at Garfield Reservoir (\$50,000)

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	316,501	360,519	313,593	359,049	146,111	266,112	426,072
7020	Overtime	26,986	31,602	31,227	25,000	19,580	25,000	25,000
7040	Holiday	3,468	4,269	4,503	-	3,127	4,228	-
7070	Leave Buyback	3,569	7,475	10,679	-	12,493	22,754	15,000
7100	Retirement	1,547	67,512	135,954	83,337	12,738	115,369	132,694
7108	Deferred Compensation	981	1,049	373	1,003	274	499	1,504
7110	Workers Compensation	31,636	37,564	16,082	14,691	6,320	11,511	14,969
7130	Group Health Insurance	27,026	29,531	28,189	39,609	14,103	25,686	45,337
7131	Retiree Health Insurance	89,914	-	-	28,000	-	-	33,227
7140	Vision Insurance	952	943	790	1,236	351	639	1,325
7150	Dental Insurance	3,555	3,777	3,238	4,635	1,450	2,640	4,968
7160	Life Insurance	464	485	395	509	174	317	546
7170	FICA - Medicare	5,178	5,767	5,055	5,568	2,514	4,580	6,178
<WAGES & BENEFITS>		511,577	550,453	550,073	562,637	219,235	479,935	706,820
8000	Office Supplies	1,826	1,108	3,967	1,500	933	1,500	1,500
8010	Postage	51	-	126	200	-	200	200
8020	Special Department Expense	29,744	26,723	29,013	22,500	13,436	18,400	27,500
8050	Printing/Duplicating	570	1,182	517	2,000	1,425	2,000	2,000
8060	Dues & Memberships	2,565	2,118	2,108	2,600	55	2,600	2,600
8070	Mileage/Auto Allowance	198	116	176	200	40	200	200
8080	Books & Periodicals	700	234	448	500	-	500	500
8100	Vehicle Maintenance	5,634	7,323	4,870	6,000	491	6,000	6,000
8110	Equipment Maintenance	23,777	13,343	23,618	32,000	3,499	21,500	32,000
8120	Building Maintenance	2,108	-	12,848	9,000	6,705	9,000	9,000
8130	Small Tools	2,803	786	-	1,000	-	1,000	1,000
8132	Uniform Expense/Cleaning	1,547	2,194	2,061	2,000	604	2,000	2,000
8134	Safety Clothing/Equipment	549	450	423	800	221	800	800
8140	Utilities	3,039	2,985	5,643	7,000	4,944	7,000	7,000
8150	Telephone	464	2,416	826	1,200	-	1,200	1,200
8152	Pumping Power	552,643	544,220	449,722	650,000	132,449	550,000	935,000
8170	Professional Services	301,143	230,556	153,917	247,000	78,789	227,000	197,880
8180	Contract Services	4,765	154,460	9,403	10,000	6,269	-	110,000
8200	Training Expense	2,926	60	505	1,500	-	1,500	1,500
8231	Water Purchases - Resale	29,745	43,134	1,304,254	2,300,000	446,053	1,800,000	100,000
8233	Watermaster Charges	789,861	1,628,804	-	400,000	847,007	1,078,052	1,000,000
8400	Overhead Allocation	205,266	205,267	-	205,267	-	205,267	205,267
<OPERATIONS & MAINTENANCE>		1,961,924	2,867,479	2,004,446	3,902,267	1,542,921	3,935,719	2,643,147
8520	Machinery & Equipment	119,800	-	1,510	-	-	-	-
8530	Computer Equipment	705	-	-	3,000	-	3,000	3,000
8540	Automotive Equipment	-	-	-	-	39,319	-	-
<CAPITAL OUTLAYS>		120,505	-	1,510	3,000	39,319	3,000	3,000
[500-6711] Water Production Total		2,594,206	3,417,972	2,556,035	4,467,904	1,801,476	4,418,054	3,352,967

Budget Detail	WATER PRODUCTION	500-6711
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PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 4-four full time employees and partial salary for Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Assistant and Electrician.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Provides funds to employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves and Garfield Reservoir (\$105,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).

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- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).
- 8120 Building Maintenance
Replace cracked & falling block wall and gate at Kolle pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone
Provides telephone service to water system facilities (\$1,200).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (~~\$650,935~~,000).
- 8170 Professional Services
Provides for professional services such as water quality testing including water quality monitoring of the Wilson Wellhead treatment system (\$~~323~~,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (~~\$35,700~~~~46,380~~), consultant services for preparation of the annual Consumer Confidence Report (\$~~54~~,500), Consulting Water Project Manager (~~\$150~~~~30,080~~), and a Rate Study analysis (\$10,000), SCADA system maintenance (\$10,000), 2020 Urban Water Management Plan (\$30,000), and as needed Water consulting services (\$20,000)-
- 8180 Contract Services
Granular activated carbon media replacement for Wilson Wellhead Treatment systemProvides for the rehabilitation of well #2 and well #4 (\$~~110~~,000).

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- 8200 Training Expense
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).
- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (~~\$2,300~~100,000). ~~Additional MWD water purchase required to blend and meet the new State 1,2,3 TCP regulation.~~
- 8233 Watermaster Charges
This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$1,0400,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

- 8530 Computer Equipment
Provide computer equipment for the water division (\$3,000)

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
7000	Salaries - Permanent	-	-	-	-	-	-	90,835
7010	Salaries - Temp / Part	-	-	-	-	-	-	25,000
7100	Retirement	-	-	-	-	-	-	31,172
7108	Deferred Compensation	-	-	-	-	-	-	257
7110	Workers Compensation	-	-	-	-	-	-	2,222
7130	Group Health Insurance	-	-	-	-	-	-	5,022
7140	Vision Insurance	-	-	-	-	-	-	216
7150	Dental Insurance	-	-	-	-	-	-	810
7160	Life Insurance	-	-	-	-	-	-	89
7170	FICA - Medicare	-	-	-	-	-	-	1,317
	<WAGES & BENEFITS>	-	-	-	-	-	-	156,941
8000	Office Supplies	-	-	-	-	-	-	500
8010	Postage	-	-	-	-	-	-	1,750
8020	Special Department Expense	-	-	-	-	-	-	25,000
8032	Water Efficiency Fee Projects	-	-	-	-	-	-	125,000
8060	Dues & Memberships	-	-	-	-	-	-	700
8070	Mileage/Auto Allowance	-	-	-	-	-	-	200
8090	Conference & Meeting Expense	-	-	-	-	-	-	2,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	-	155,150
	[503-6713] Water Efficiency Total	-	-	-	-	-	-	312,091

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides partial salary of Deputy Public Works Director – Sustainability & Water, Water Conservation & Sustainability Analyst, and Public Information Officer.

7010 Salaries – Part-Time

Provides compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Provides funds for department office supplies (\$500).

8010 Postage

Provides funds for postal related expenses for environmental newsletters and documents (\$1,750).

8020 Special Department Expense

Provides funds for promoting water conservation and sustainability initiatives such as buckets, low flow nozzles, tree watering aids, water conservation brochures/pamphlets, newsletters, and other printed media (\$25,000). In addition, funds can also be used for events, programs, outreach, and community classes related to water conservation education.

8032 Water Efficiency Fee Projects

Provides funds for water conservation and efficiency programs such as residential and commercial water audits, contributing matching funds towards Metropolitan Water District rebate programs and establishing City water rebate programs (\$125,000).

8060 Dues, Memberships, Subscriptions, and Books

Provide funds for memberships in American Water Works Association, as well as other various water related associations (\$700).

8070 Mileage Reimbursement

Provides funds for mileage reimbursement to water conservation, environmental and sustainability events (\$200).

8090 Conference and Meeting Expense


Provides funds for attending conferences and meetings related to water conservation, environmental and sustainability (\$2,000).




City Council Agenda Report

ITEM NO. 21

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: David Bergman, Interim Planning and Building Director 
Margaret Lin, Manager of Long Range Planning and Economic Development *M.L.*

SUBJECT: **Discussion of Potential Economic Vitality Strategies**

Recommendation

It is recommended that the City Council discuss and provide feedback regarding proposed strategies for economic vitality.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Community Outreach

On April 16, 2019, a series of public workshops were conducted to solicit public input regarding the proposed strategies. Key stakeholders such as the South Pasadena Chamber of Commerce, Women Involved in South Pasadena Political Action, South Pasadena Unified School District/South Pasadena Education Foundation, Property Owners/Investors, and City Council were invited to attend. The workshops provided a general overview of the City's current demographic and economic disposition, and potential sustainable economic vitality strategies.

Discussion/Analysis

An economic vitality strategy is needed to address the competitiveness of the City's commercial districts and to leverage the latent economic value that these areas have for the City, while supporting the City's historic character and scale. At present South Pasadena residents need to leave the community to purchase many of the goods and services they desire. Having a fuller array of retail goods, dining, and entertainment opportunities would be an amenity for the community. In addition a more diverse and robust range of commercial activities in the downtown core could help support and enhance the economic viability of the district. As an indicator of the need for an economic sustainability and vitality strategy, the City has experienced lower rates of growth in retail sales tax receipts than either Los Angeles County or the State. According to the latest data from Hinderliter, de Llamas and Associates (HdL), the City's sales tax processing vendor, the City's sales tax receipts has decreased and is projected to continue to decrease in the most recent quarter while the County and State increased.

Staff engaged in an evaluation of economic and demographic data, reviewed prior work associated with economic development, and talked to stakeholders to identify potential strategies to improve the economic vitality of the City. Staff has preliminarily concluded that the following strategies are feasible, affordable, and provide a good return on investment:

Strategy	Description
1. Address Retail Leakage	Provide a greater mix of uses, goods, and services to allow resident to shop locally.
2. Attract New Uses	Diversify economic activities, including, but not limited to: hospitality uses, new retail opportunities, and entertainment activities to create a more vibrant commercial core.
3. Leverage City Resources	City-owned properties, such as City Hall, Arroyo Seco Golf Course, or parking lots are potential catalyst sites that can be enhanced through Public-Private Partnerships to provide new amenities for residents. This may include hospitality or mixed use developments.
4. Market and Promote	The City’s strong community identity is an asset that can be marketed and promoted to attract new investments. The City’s declaration as a Creative and Innovative City can also be used to stimulate additional investments in those sectors.
5. Align Plans and Codes	Improving the regulatory structure and approval process can help support local businesses and attract new businesses. Augmentations to the General Plan, Downtown Specific Plan, and Municipal Code may be warranted to help provide guidance towards maintaining the community character while providing community-scaled investment opportunities.

Each strategy will be discussed in greater detail during the presentation.

Next Steps

1. Finalize Sustainable Economic Vitality Strategy and present to the City Council for adoption.
2. Include specific strategies in the Budget and Strategic Plan for implementation.

Background

In 2010, a market analysis to assess retail opportunities and provide data on current retail activity and resident preferences. The main objectives of the study included policy initiatives to address retail gaps, increase retail synergy, encourage pedestrian friendly development, maintaining the City’s identity, and preserving sales tax growth. In 2017, a real estate market analysis was conducted in association with the General Plan Update efforts. The analysis reaffirmed the City’

Discussion of Potential Economic Vitality Strategies

May 15, 2019

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understanding that the majority of residents are renters and the strong demand for housing which has resulted in a premium for rent and sale prices. In addition, the market demand for new development is likely to exceed the capacity of all available vacant and underutilized locations. In 2018, the City commissioned a Planning and Building Department management study. The study outlined specific strategies to help streamline the entitlement and building permit process to increase local economic activity in the City.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Implementation of the Sustainable Economic Vitality will provide enhanced revenue opportunities for the City.

Public Notification of Agenda Item

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


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City Council Agenda Report

ITEM NO. 22

DATE: May 15, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: John Pope, Public Information Officer
Craig Koehler, Finance Director
Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Review of Draft Long-term Financial Sustainability Strategies**

Recommendation

It is recommended that Council review the Draft Long-term Financial Sustainability Strategies outlined in this report before forwarding to the Finance Commission for further consideration. A final plan will be presented to Council for adoption in June along with the annual budget.

Commission Review and Recommendation

With Council's direction, staff will present to the Finance Commission for comment and include their recommendations in the final report to Council.

Executive Summary

The City faces significant challenges in both short- and long-term financial sustainability. With expenses increasing every year, but flat or declining revenues, the current structure of services is not sustainable. The costs of staffing rise every year along with the costs of materials and professional services. However, revenue sources are not rising at an equal rate, creating a structural deficit in the future. Property tax increases are minimal, UUT revenues are declining, and sales tax revenue is flat or declining. Without new revenue sources, the City will be forced to function with significantly less staff, requiring the downsizing or elimination of programs and services. Expense reduction strategies alone would require additional cuts every year, creating a compounding impact. Several revenue enhancement alternatives scored high in popularity in a recent community survey, including redevelopment of city properties, the facilitation of a small hotel and implementation of a hotel tax, and the consideration of a local sales tax measure. Staff is requesting concept approval from City Council before finalizing a financial sustainability strategy.

Discussion/Analysis

Internal and external economic forecasting show that we can expect little or no growth in any of the City's primary revenue sources in the near future. At the same time, costs of providing services to the community are increasing significantly. If current levels of infrastructure investment are maintained and necessary investments in personnel are implemented, expenses

will exceed revenue beginning in the new fiscal year. Financial sustainability of the City requires identification of new revenue sources for both short- and long term viability. The current structure of services is not sustainable with current revenue sources. The alternative is to downsize the organization, reducing both programs and staffing. However, additional downsizing will be required every year to keep pace with inflation and ultimately will not be sustainable.

Revenue

Property Tax

The city's primary source of revenue is property taxes at 54% of General Fund dollars. While property values are strong in South Pasadena, increases in revenue to the City are only realized when properties are sold and reassessed. The City has seen increases of only 4-6% in property tax in recent years, a lower-than-average rate due in part to the relatively low turnover rate of properties in South Pasadena. With housing prices flattening this year, this increase may be less in future years than in recent history.

Utility User Tax

Utility User Tax (UUT) is the second largest source of revenue to the General Fund at roughly 12% or \$3.4 million. UUT is a diminishing resource as the public continues to reduce the amount of utilities that are taxed. For example, many households no longer subscribe to cable television, have reduced their water usage through conservation, and use only cell phones instead of landlines. All of these lifestyle changes result in less tax revenue to the City. UUT once constituted 15% of the General Fund, has fallen to 13%, and is projected to continue to decline in the future. The UUT will sunset in 2022 unless renewed by voters on the ballot in 2020. The loss of these dollars would require a significant reduction in staffing and elimination of services on top of the existing budget deficit.

Sales Tax

Sales tax is the third largest source of revenue to the General Fund at approximately 8%. South Pasadena's business districts have struggled to sustain a vibrant mix of businesses and a full range of services and amenities to serve local residents. As a result, residents often travel to neighboring cities for dining, shopping and entertainment, leaving sales tax revenue to the City flat in most years. Economic development programs can serve to strengthen the City's business districts and enhance sales tax revenue through branding and marketing, business recruitment outreach, tenant mix strategies, streetscape improvements, parking and signage strategies, and overall visioning for the districts. In addition, the City currently does not levy a local sales tax, but receives an allocated portion of taxes levied by the State and County. The City could levy a local sales tax through a ballot measure of up to $\frac{3}{4}$ of a cent. Revenue from this new tax would return 100% to the City.

User Fees

User fees are another significant source of revenue to the General Fund at roughly 4%. Until last year when a CPI increase was adopted, the City's fees had not increased in almost a decade. While tax revenue pays for core services that are not directly charged, such as law enforcement,

infrastructure, and city administration, user fees pay for services selected by individual residents. For example, user fees are charged for land use applications and recreation programs, services that directly benefit the user. State law allows municipal governments to charge the full cost of the service, but not more. User fees are updated and approved by City Council annually through the adoption of the Fee Schedule. The City is currently reviewing all user fees to ensure the City is recovering an appropriate, if not full, amount of costs from users. While the additional revenue will help reduce the deficit somewhat, fee increases alone cannot offset the significant budget shortfall.

Expenses

The single largest cost to any city is the cost of personnel. People are the City's greatest asset and make the delivery of high quality services possible. Costs for personnel include salary, medical benefits, pension costs, and training.

Employee Compensation

South Pasadena employees have not received salary increases over the last two years and received only marginal increases in prior years. A current survey of compensation among comparable small cities in the San Gabriel Valley revealed that most South Pasadena employees are currently paid 10% - 30% below average. The impact of poor compensation has been reflected in high turnover rates and positions going unfilled due to lack of applicants. Staffing has had to be adjusted to reduce services in many areas, including the Police Department, as a result. The high costs of turnover include loss of institutional knowledge, work stoppage, reduced quality of customer service, and larger investments in recruitment, background checks and training of new employees. Further, in some cases the City has had to use contract employees at a much higher rate than an adequately compensated regular employee. The City must negotiate new contracts with all labor groups for the period beginning July 1, 2019, and compensation has been raised as a significant issue that must be addressed. Not only must current salaries and benefits be adjusted to recruit and retain qualified staff, a financial sustainability model must include annual consideration of inflation in order to maintain a reasonable market position.

State Pension Obligations

Increased demands from CalPERS have also added significant costs. The State's pension fund lost almost 35% of its value during the recession and has been unable to achieve return rates assumed in the pro forma. As with pension programs across the Country, PERS has also found other fundamental assumptions to be unsustainable. For example, retirees are living much longer than originally planned and are pulling benefits for at least a decade longer than anticipated. This is the same issue faced by Social Security and most State pension plans created in the early 20th Century. Currently funded at just under 70%, PERS is aiming to bring fund balances closer to 90-95%. With few other options, PERS has mandated huge payments from member cities to cover unfunded liability. Pension reforms have been enacted at the State level to reduce future liability, but those changes will not be fully realized for another 20 years. In the meantime, nearly every city in the State is struggling to fund the increases, with experts estimating many small cities will go bankrupt as a result.

South Pasadena offers the lowest possible pension formula (2% at 55) which has kept the City's liability low compared to Cities who pay 2.5%, 2.7% or even 3.0% at 55. Nonetheless, the City must bear the cost of increased payments to PERS over the next five years at least. Further, it remains unclear how PERS management decisions will impact the City in the future. Investment funds continue to perform far below projected returns and actuarial reports from PERS are several years behind. Many cities are hiring independent actuarial consultants to better analyze future impacts and plan appropriate strategies.

Streets and Infrastructure

Maintenance of City infrastructure is a significant cost burden to the City as well. Since 2012, the City has invested \$2 million or more each year in General Fund revenues to repair streets and roads. The uncharacteristically large General Fund infusion came after many years of deferred maintenance and strong demands from residents to better maintain the roads. Continuing this high rate of funding has had a significant impact to the General Fund. However, much deferred maintenance remains, and it continues to be one of the top priorities of residents. Further capital expenses must be made in city buildings, parks, and facilities, many of which are aging and in need of repair. A Capital Improvement Program, first prepared last year and updated this year, lists more than \$150 million in capital needs, with funding available for less than half. While only a portion of funding will need to come from the General Fund (the majority paid through grants), it remains a significant cost factor in future budgets.

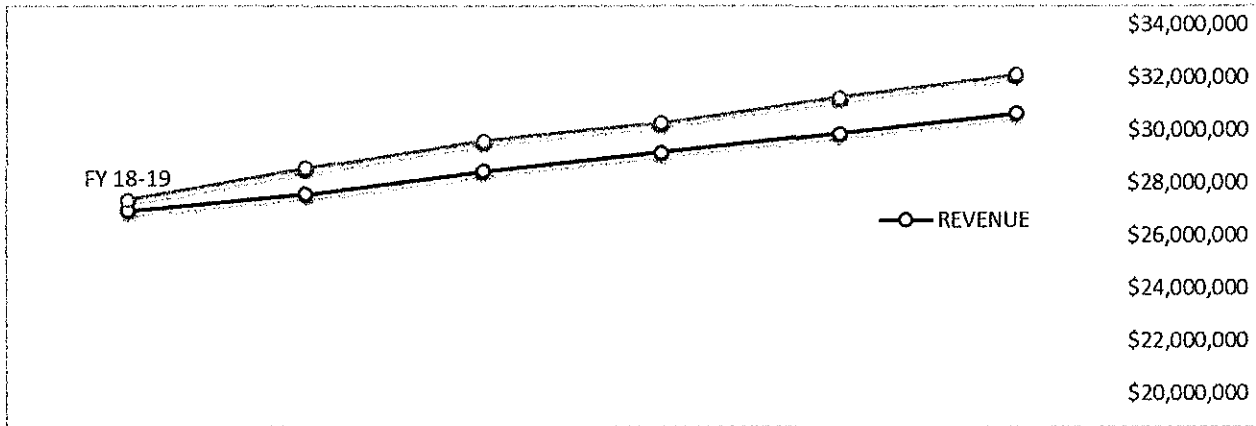
Technology and Advancement

Finally, the City must also plan for the evolution of technology, services and amenities. To remain relevant and meet the demands of its customers, an organization must keep pace with trends in customer service. This often requires investments in technology and/or new programs and services. For example, many cities now have a customer service smartphone application that allows residents to snap a photo of an issue or concern and send it to the City with one click. This streamlines the service request process for residents and creates a clear tracking systems for staff to ensure timely response. Customers consistently ask for such an app, frequently citing the benefits after having seen one in a neighboring city. While the benefits are undeniable, the costs of developing and maintaining this kind of new technology are considerable and must be factored into future budgets.

Budget Shortfall

A five-year forecast incorporating estimates for the four expense categories described above identifies a budget shortfall of over \$1 million in FY19-20 increasing to almost \$2 million in five years. This estimate includes minimal increases in compensation for personnel and maintains the \$2 million in General Fund revenue directed to capital projects, as well as limited funding for new initiatives such as economic development. It does not include the results of labor negotiations (pending) or additional undefined increases in PERS mandates. The chart below illustrates structural budget issues with expenses exceeding revenue for the next five years:

Five Year Revenue and Expense Trend



This model assumes that the UUT remains at same rate but does not account for any of the potential revenue enhancement options identified in this report.

Options

While budget reductions may be considered as part of a final strategy, budget reductions alone cannot resolve future sustainability issues. Additional revenue sources must be identified to maintain city services.

In anticipation of community conversation regarding potential revenue enhancements, staff assembled a list of frequently discussed options. During the months of March and April, seven meetings were held with residents and three with staff to present the budget forecast and obtain feedback on potential solutions. The options presented to residents included land use considerations and new taxes.

Budget cuts were also discussed. However, during the discussion of repeal of the UUT earlier this year, residents made clear that revenue enhancements were preferred to elimination of services and personnel. As such, staff focused largely on revenue enhancements when looking at future sustainability. Further, budget cuts would only delay the inevitable. Costs will continue to increase over time due to inflation, regardless of flat or declining revenue. The City could not continue cutting services year after year and still provide a full range of services and State mandates.

The following potential revenue sources were presented to the community for discussion along with rough estimates and timing for revenue generation:

Land Use and Administrative Options

FY	19-20	20-21	21-22	22-23	23-24
BUSINESS DISTRICT PARKING METERS	\$245K	\$245K	\$245K	\$245K	\$245K
RETAIL CANNABIS STORE	\$0	\$48K	\$48K	\$48K	\$48K
SHORT-TERM RENTALS	\$0	\$50K	\$50K	\$50K	\$50K
SMALL HOTEL	\$0	\$0	\$0	\$0	\$700K
USER FEE STUDY	\$150K	\$152K	\$155K	\$158K	\$161K

Citywide Taxes

FY	19-20	20-21	21-22	22-23	23-24
Increase City Sales Tax (by ¾ of a cent)	\$0	\$1.5 M	\$1.5 M	\$1.5 M	\$1.5 M
Public Safety Parcel Tax (\$24-384 per parcel)	\$0	\$957K	\$957K	\$957K	\$957K

Approximately 350 residents responded to an informal survey via a website or completed hard copies at a community meeting. Several solutions were shown to be more popular:

Redevelopment of City Properties

The redevelopment of city properties (Arroyo & city parking lots) received the highest support rating, both with over 87%. During meetings, residents expressed concern with the current facilities in the Arroyo and were supportive of the possibility of creating better amenities that would also generate more revenue to the City. Likewise, residents voiced support for developing city-owned parking lots as long as the parking was replaced. A determination of how much revenue could be generated through these projects requires further study by experts in real estate and recreational amenities. While staff has completed preliminary inquiries into feasibility with positive results, a formal RFP could be issued to recruit interested parties and determine the field of possible partners and projects.

Development of a Small Hotel

The second most popular option, with just over 83% support, is the development and taxation of a small hotel. South Pasadena currently has several Bed & Breakfast Inns, but does not offer any hotels. Residents verbalized the need for a local hotel to serve both business and personal/family needs, citing their frustration in sending people to Pasadena or other surrounding cities when necessary. The revenue to the City from a hotel would include sales tax on restaurant and bar services, as well as hotel rooms, plus the revenue from the hotel tax. Hotel taxes are levied by most cities including Pasadena and Los Angeles. Depending on the room rate and number of rooms, the hotel tax could generate more than \$500,000 annually once rates and occupancy reach peak. The City could encourage the development of a hotel by completing a

hospitality study and marketing the City's interest in partnering with a quality hotel flag. A hotel tax would then be placed on the ballot for approval by residents.

Short-term Rentals

Coming in third place was the legalization and taxation of short-term rentals, with just over 71% support. Short-term rentals are currently prohibited in South Pasadena, however as with most cities who chose to prohibit them, they proliferate anyway. It is extremely difficult and expensive to enforce against them and most cities do not have the resources to do so. A quick search on a given day may reveal more than 50 sites in South Pasadena just on AirBnB. There are many other short-term rental sites now operating, so the total available in the City is difficult to estimate. If legalized, a hotel tax could also be applied to these rentals. A conservative estimate of revenue for 50 properties with a limited number of room nights is about \$50,000 annually. To effect this revenue, the Zoning Code would have to be changed to permit short-term rentals and the hotel tax would have to be approved on a ballot.

Retail Cannabis & Parking Meters

The legalization and taxation of cannabis and the installation of parking meters both scored significantly lower at 43% and 40% respectively. Residents strongly expressed their reservations about both of these initiatives during public forums.

Tax Measures

Of the two tax measures, the sales tax measure received considerably more support, at almost 65%, while the public safety parcel tax received just under 45% support. Similar sales tax

measures have been adopted, or are being proposed, by many cities in the San Gabriel Valley. HdL, the City's sales tax manager, has estimated a return of approximately \$1.5 million in annual revenues from this tax. With the County and AQMD considering additional sales tax measures in the near future, and only $\frac{3}{4}$ cent available before reaching the allowable cap, it makes sense for cities to collect this revenue and keep it local before it is lost to the County. The City is currently conducting an annual survey which will help to determine if there is broad community support for this measure.

Economic Development

Investment in economic development is also a critical strategy to increase sales tax revenue. Recent data show the City has experienced lower rates of sales tax growth than either Los Angeles County or the State, and lower than many surrounding communities. Further, studies show that the city has opportunities to capture business that is currently being diverted to other shopping areas. Investments in more vibrant business districts would engender better sustainability for small businesses that characterize South Pasadena, would create more local amenities for residents, and would ultimately result in more revenue to support City services. This item was not included in the survey as a specific initiative, but was raised by many community members and local businesses as a high priority.

Financial Sustainability Strategies

The following implementation measures are proposed for discussion:

1. Local Sales Tax Measure

Pending the results of the current community survey, staff anticipates recommending Council action to place a measure on the November 2019 ballot for the levy of a local sales tax measure of $\frac{3}{4}$ cent. Once survey data is complete, staff will return with a full analysis and recommendation. If approved on the ballot in November, revenues would begin to accrue in January, 2020.

This revenue stream would close the budget gap for the next several years by supporting increased investment in human capital, and allowing current service levels and infrastructure investment to continue, along with limited investment in strategic initiatives such as technology. It is not sufficient to maintain services in the long term unless it increase over time due to expansion of tax generating businesses.

If the tax is not passed by residents, there would be no funding for adequate compensation in the short term and the City would be faced with significant challenges in filling critical positions such as police officer and firefighter/paramedic. Service reductions and personnel restructuring have already begun as a result of unfilled vacancies and would continue as additional positions became vacant.

2. Investment in Economic Development

Per the current Strategic Plan, City staff have been reorganized to create a focus team working to develop an economic development strategy to guide future investment. A number of economic

development initiatives were also recently identified and adopted in the City's 2019-20 Strategic Plan, including: a branding/marketing plan, a parking management plan, a promotional video, and a permit streamlining guide. All of these items have been included in the proposed FY19-20 Annual Budget for City Council review and approval in June.

3. Redevelopment of City Properties

Pursuing the redevelopment of City properties would require issuing an RFP for public-private partners and contracting with industry expertise to evaluate proposals and revenue to the City. While it is unclear how much revenue would be generated and when, it is worthwhile to begin the process of engaging potential partners now to ensure the best return in future years. Funding for support of this process has been included in the proposed FY19-20 Annual Budget for City Council review and approval in June.

4. Hotel Development

A professional hospitality market study would aid staff in recruiting potential hotel developers to partner with local land owners on a project that would be compatible with South Pasadena's historic, walkable character. Funding for this study has been included in the proposed FY19-20 Annual Budget for City Council review and approval in June.

5. PERS Actuarial Consultant

Because of the uncertainties of future PERS actions and impacts to the City, the professional services of an independent actuarial will provide the City with more clarity in planning for the future. A multitude of consultants are available to provide expert services in analyzing potential future impacts and future funding strategies such as Section 115 Trusts, and pre-funding through loans. Staff anticipates issuing a Request for Proposals to solicit appropriate services. Funding for this work is available in City reserves set aside for this purpose.

6. Utility User Tax

To maintain current service levels, the City will need to maintain the UUT past the sunset date of 2022. However, with the projected decline in UUT revenue, the City will still have a structural deficit in future years, even if combined with the proposed new sales tax. The City will need to consider how to approach the renewal of the UUT on the November 2020 ballot and review alternatives that will generate a more sustainable revenue source. As with past financial issues, a Council subcommittee could be established to begin consideration of this important issue in conjunction with the Finance Commission. In addition to revenue alternatives, a robust community engagement program will be necessary on this critical issue.

7. Items Not Recommended

Staff does not recommend pursuing the legalization of short-term rentals at this time due to the large amount of staff work required and the relatively small amount of revenue. The Planning Department work plan is already overburdened and cannot accommodate this task in FY19-20. This could be further considered in future years when there are not pressing housing issues and a pending General Plan. In addition, staff does not recommend pursuing parking meters or retail cannabis as a result of the lower levels of community support.

Next Steps

1. Staff will review the draft long-term financial sustainability strategies with the Finance Commission and incorporate their feedback;
2. Staff will finalize a strategy and return to City Council for approval;
3. Implementation of initiatives adopted in the FY19-20 Annual Budget will begin immediately upon the beginning of the new fiscal year;
4. Staff will return to Council with further contracts and recommendations in accordance with Council direction.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funding has been identified for all proposed action items, either in the proposed FY19-20 Annual Budget or in appropriate reserve accounts. Pursuit of these initiatives will support future financial sustainability of the City and therefore the continuation of critical city services such as public safety, street maintenance, and library and community services.

Environmental Analysis

This item is exempt from any California Environmental Quality Act.

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*.