



**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, June 19, 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. Human Resources Mnager Mariam Lee Ko, Steve Berliner, Esq, Liebert Cassidy Whitmore

**B. Anticipated Litigation**

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

Number of Potential Cases: 1

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

06/13/2019

Date



Debbie A. Lee  
Interim Chief City Clerk



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

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**June 19, 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. Merchant Minute – Mission Gardens**
- 3. South Pasadena Preservation Foundation – Annual Report of Historical Covenants for Caltrans Surplus Properties in June 2019**
- 4. Animal Adoption**
- 5. South Pasadena Tournament of Roses Presentation of Award and Float Rendering**
- 6. Joint Presentation Regarding School District Development Site**

**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.

**7. 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.

**8. City Manager Communications**

**9. 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**

**10. Prepaid Warrants, General City Warrants, and Payroll**

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 307268 – 307352 in the amount of \$247,738.29; General City Warrants Nos. 307353 – 307429 in the amount of \$147,129.61; Payroll dated May 17, 2019 in the amount of \$582,811.21; Wire Transfers (LAIF) in the amount of \$2,000,000.00; Wire Transfers (Acct #2413) in the amount of \$19,000.00; and Wire Transfers (Acct #1936) in the amount of \$7,000.00.

**11. Monthly Investment Reports**

Recommendation

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



**12. Second Reading of Ordinance to Modify the Charge of the Public Safety Commission**

Recommendation

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance amending Chapter 2 (Administration), Article IVB, Section 2.43 of the South Pasadena Municipal Code (SPMC) regarding the charge and duties of the Public Safety Commission (PSC).

**13. Approval of a Contract for Communications and Community Relations Services**

Recommendation

It is recommended that the City Council approve a contract with Circlepoint for Communications and Community Relations Services – Housing Feasibility Outreach in a not to exceed amount of \$29,500 in grant funds.

**14. Adoption of the Long-Term Financial Sustainability Strategy**

Recommendation

It is recommended that the City Council adopt the Long-Term Financial Sustainability Strategy.

**15. Award of Construction Contract for Bike Lockers, Shelters and Hitches at Various Locations**

Recommendation

It is recommended that the City Council:

1. Accept a bid dated May 28, 2019 from E C Construction Company to install bike lockers, shelters and hitches at various locations (Project);
2. Authorize the City Manager to enter into a contract with E C Construction Company for an amount not-to-exceed \$244,580 for the Project to be funded with grant dollars; and
3. Authorize a construction contingency of approximately ten percent in the amount of \$25,420 for a total amount of \$270,000.

**16. Adoption of Resolution Approving the Reclassification of the Planning and Building Director, Including a Proposed New Job Description and Salary Range**

Recommendation

It is recommended that the City Council adopt a Resolution approving the reclassification of the Planning and Building Director, including a proposed new job description and salary range.

**17. Discretionary Fund Request from Councilmember Mahmud for \$350 to Plant a Tree on Library Grounds to Commemorate 13 Years of Service to the City of South Pasadena for Retiring Library Director Steve Fjelsted**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for \$350 to plant a tree on the library grounds to commemorate retiring library director Steve Fjelsted.

**18. Discretionary Fund Request from Councilmember Mahmud for up to \$300 for a Plaque to Reflect Dedication of Exceptionally Large Tree in City Median**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for up to \$300 for a plaque to reflect dedication of exceptionally large tree in City median.

**PUBLIC HEARING ITEMS**

**19. Continued Public Hearing for Adoption of Resolution Amending the Master Schedule of Fees**

Recommendation

It is recommended that the City Council:

1. Resume the Public Hearing (continued from May 1, 2019) to review proposed fee adjustments;
2. Adopt a Resolution amending the Master Schedule of Fees for Service (Fee Schedule) commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI); and
3. Authorize the City Manager to allow for a grace period of 30 days for certain recreational fees to allow for appropriate notification to consumers.

**20. Appeal of a Planning Commission Decision – 817 Orange Grove Place (APN: 5315-018-064)**

Recommendation

It is recommended that the City Council continue this item to a future meeting.

**ACTION/DISCUSSION**

**21. Presentation on Community Opinion Survey Results; Approval of Resolution Declaring a Fiscal Emergency; and Resolution Calling for a Special Municipal Election on November 5, 2019**

Recommendation

It is recommended that the City Council:

1. Receive and file a report on the recent Community Opinion Survey conducted by True North Research; and
2. Adopt a Resolution declaring a fiscal emergency by a unanimous vote of the City Council in order to call and give notice of a Special Municipal Election, Tuesday, November 5, 2019, and submitted to the qualified voters a proposed Ordinance to establish a three-quarters percent transaction and use tax, to be administered by the California Department of Tax and Fee Administration.

**22. Formation of an Ad Hoc Commission Committee Merger of the Freeway and Transportation Commission and Public Works Commission**

Recommendation

It is recommended that the City Council:

1. Form a City Council Ad Hoc Commission Committee (Committee); and
2. Appoint two Councilmembers to work with City Staff and the Chairs of the Freeway and Transportation Commission (FTC) and Public Works Commission (PWC) to develop a strategy to sunset the FTC and PWC and create a new Commission that focuses on the Capital Improvement Program (CIP) and mobility initiatives.

<b>ADJOURNMENT</b>
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**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

July 3, 2019 CANCELED  
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](http://www.southpasadenaca.gov/agendas)

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

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

**AGENDA NOTIFICATION SUBSCRIPTION**

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

**ACCOMMODATIONS**



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

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

6/13/19

Date

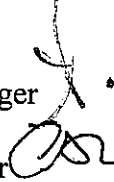
Debbie A. Lee  
Interim Chief City Clerk




# City Council Agenda Report

ITEM NO. 10

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager 

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

**SUBJECT:** **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$2,273,738.29 General City Warrants in the Amount of \$147,129.61 and Payroll in the Amount of \$582,811.21**

### Recommendation Action

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

### Fiscal Impact

Prepaid Warrants:		
Warrant # 307268-307352		\$ 247,738.29
General City Warrants:		
Warrant # 307353-307429		\$ 147,129.61
Payroll 05-17-19		\$ 582,811.21
Wire Transfers (LAIF)		\$ 2,000,000.00
Wire Transfers (Acct # 2413)		\$ 19,000.00
Wire Transfers (Acct # 1936)		\$ 7,000.00
RSA:		
Prepaid Warrants		\$ -
General City Warrants		\$ -
Total		<u>\$ 3,003,679.11</u>

### Commission Review and Recommendation

This matter was not reviewed by a Commission.

### Legal Review

The City Attorney has not reviewed this item.

### Public Notification of Agenda Item

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

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 05-31-19
5. Redevelopment Successor Agency Check Summary Total

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

**Demand/Warrant Register  
Recap by fund**

**Fund No.**

Date 06.19.19

**Amounts**

		<b>Prepaid</b>	<b>Written</b>	<b>Payroll</b>
General Fund	101	153,508.36	51,440.37	282,179.82
Insurance Fund	103	4,413.00	729.00	
Street Improvement Program	104			
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205	4,765.97	2,670.17	9,861.07
Local Transit Return "C"	207	686.36	4,202.87	6,736.02
TEA/Metro	208			
Sewer Fund	210	142.70	4,731.66	12,961.65
CTC Traffic Improvement	211			
Street Lighting Fund	215	5,881.87	56,273.53	5,370.92
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	1,244.45		
State Gas Tax	230	3,552.65	2,629.62	18,292.79
County Park Bond Fund	232	70.24	240.90	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248			
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			
HSIP Grant	277		2,100.00	
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	52,066.98	21,307.36	47,042.46
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550	3,500.00		
Payroll Clearing Fund	700	17,905.71		
Wire Transfer - LAIF		2,000,000.00		200,366.48
Wire Transfer - Acct # 2413		19,000.00		
Wire Transfer - Acct # 1936		7,000.00		
<b>Column Totals</b>		<b>2,273,738.29</b>	<b>147,129.61</b>	<b>582,811.21</b>
<b>City Report Totals</b>			<b>3,003,679.11</b>	

**Recap by fund**

**Fund No.**

**Amounts**

		<b>Prepaid</b>	<b>Written</b>	<b>Payroll</b>
RSA	227		-	-
<b>Column Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>RSA Report Totals</b>			<b>-</b>	

**Amounts**

	<b>Prepaid</b>	<b>Written</b>	<b>Payroll</b>
<b>Grand Report Total</b>	<b>2,273,738.29</b>	<b>147,129.61</b>	<b>582,811.21</b>
		<b>3,003,679.11</b>	

Marina Khubesrian M.D., Mayor

Craig Koehler, Finance Director

Evelyn G. Zneimer, City Clerk



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

**Voided Checks**

**307331          \$75.00**

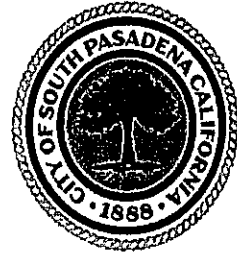
**Wire Transfers**

<b>LAIF Transfer</b>	<b>\$2,000,000.00</b>
<b>ACCT # 2413</b>	<b>\$19,000.00</b>
<b>ACCT # 1936</b>	<b>\$7,000.00</b>

# Accounts Payable

## Check Detail

User: ealvarez  
Printed: 06/11/2019 - 4:52PM



Check Number	Check Date	Amount
<b>ACTM3010 - Accountemps</b>		
307268	05/30/2019	
Inv 53531043		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Finance Temp Svcs. Somin Kang w/e 5/24/19	1,856.25
Inv 53531043 Total		1,856.25
307268 Total:		1,856.25
307312	06/06/2019	
Inv 53591167		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Finance Temp Svcs. Somin Kang w/e 5/31/19	1,485.00
Inv 53591167 Total		1,485.00
307312 Total:		1,485.00
<b>ACTM3010 - Accountemps Total:</b>		3,341.25
<b>ACHG2013 - A-Check Global</b>		
307269	05/30/2019	
Inv 59-0581875		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Payment for Electronic Background Services Rendered	92.00
Inv 59-0581875 Total		92.00
307269 Total:		92.00
<b>ACHG2013 - A-Check Global Total:</b>		92.00
<b>AFLA7010 - AFLAC</b>		
307344	06/06/2019	
Inv 981562		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2019	Optional Insurance 5/19 Account # J5D65	1,378.29

Check Number	Check Date	Amount
Inv 981562 Total		1,378.29
307344 Total:		1,378.29
AFLA7010 - AFLAC Total:		1,378.29
<b>ASPE4018 - All State Police Equipment Co.</b>		
307313	06/06/2019	
Inv 0107490-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2019	PD Fire Arms Supplies	3,317.86
Inv 0107490-IN Total		3,317.86
Inv 0107562-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	PD Fire Arms Supplies	11,190.90
Inv 0107562-IN Total		11,190.90
307313 Total:		14,508.76
ASPE4018 - All State Police Equipment Co. Total:		14,508.76
<b>AME0229 - Ameritas</b>		
307345	06/06/2019	
Inv P/R/E 5/26/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Vision Ins. June 2019 ( 010-19062 City of South Pasadena)	3,111.36
Inv P/R/E 5/26/19 Total		3,111.36
307345 Total:		3,111.36
AME0229 - Ameritas Total:		3,111.36
<b>ACSS6712 - Arbitrage Compliance Specialists</b>		
307314	06/06/2019	
Inv G6292		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	2009 Water Revenue Bond Arbitrage Rebate Collection 10th Year	3,500.00
Inv G6292 Total		3,500.00
307314 Total:		3,500.00

Check Number	Check Date	Amount
<b>ACSS6712 - Arbitrage Compliance Specialists Total:</b>		3,500.00
<b>ATCN9011 - AT &amp; T</b>		
307270	05/30/2019	
Inv	000013078487	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2019	9391062308 04/20-05/19/19	5,639.52
Inv 000013078487 Total		5,639.52
307270 Total:		5,639.52
307315	06/06/2019	
Inv	000013097342	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2019	9391036942 04/27-05/26/19	238.21
Inv 000013097342 Total		238.21
Inv	000013097343	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2019	9391036943 04/27-05/26/19	238.40
Inv 000013097343 Total		238.40
Inv	000013097693	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2019	CLAPDSOPAS 04/27-05/26/19	317.56
Inv 000013097693 Total		317.56
307315 Total:		794.17
<b>ATCN9011 - AT &amp; T Total:</b>		6,433.69
<b>AT&amp;T5006 - AT &amp; T U-Verse</b>		
307316	06/06/2019	
Inv	130464796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	05/18-06/17/19	75.00
Inv 130464796 Total		75.00
Inv	284743823	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2019	04/26-05/25/19	74.25
Inv 284743823 Total		74.25

Check Number	Check Date	Amount
307316 Total:		149.25
AT&T5006 - AT & T U-Verse Total:		149.25
AT&T5011 - AT&T		
307271	05/30/2019	
Inv	331 841-0756	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Monthly Service 05/07-06/06/19	33.03
Inv 331 841-0756 Total		33.03
Inv	626 405-0051	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2019	Monthly Service 05/11-06/10/19	732.52
Inv 626 405-0051 Total		732.52
Inv	626 441-6497	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Monthly Service 05/13-06/12/19	267.67
Inv 626 441-6497 Total		267.67
Inv	626 577-6657	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Monthly Service 05/13-06/12/19	53.91
Inv 626 577-6657 Total		53.91
307271 Total:		1,087.13
AT&T5011 - AT&T Total:		1,087.13
CIN4011 - AT&T --Cingular Wireless		
307272	05/30/2019	
Inv	287014917916x05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2019	City Mobile Devices 04/09/19-05/08/19	201.92
Inv 287014917916x05 Total		201.92
Inv	28728806612x05	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2019	PW Phone Charges 04/03/19-05/02/19	337.41
05/02/2019	PW Phone Charges 04/03/19-05/02/19	852.83
05/02/2019	PW Phone Charges 04/03/19-05/02/19	232.04
Inv 28728806612x05 Total		1,422.28

Check Number	Check Date	Amount
307272 Total:		1,624.20
CIN4011 - AT&T --Cingular Wireless Total:		1,624.20
<b>ATSS6010 - Athens Services</b>		
307273	05/30/2019	
Inv	6605952	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Bus Stop Barrel Pickup April 2019	2,079.41
Inv 6605952 Total		2,079.41
307273 Total:		2,079.41
ATSS6010 - Athens Services Total:		2,079.41
<b>BLPA5270 - Balasubramian, Padmavathy</b>		
307274	05/30/2019	
Inv	R99989/101939	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Refund Summer Camp Med-Parent Cancellation	319.00
Inv R99989/101939 Total		319.00
307274 Total:		319.00
BLPA5270 - Balasubramian, Padmavathy Total:		319.00
<b>BLBA8010 - Bibliotheca, LLC</b>		
307317	06/06/2019	
Inv	SI0050942-US	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2019	Deinstallation of Model 3801 DM SN 3813960	575.00
Inv SI0050942-US Total		575.00
307317 Total:		575.00
BLBA8010 - Bibliotheca, LLC Total:		575.00
<b>CSD3014 - Ca. State Disbursement Unit</b>		
307275	05/30/2019	
Inv	P/R/E 5/26/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Garnishment Case # 2000 0000 1609 311	814.15

Check Number	Check Date	Amount
Inv P/R/E 5/26/19 Total		814.15
307275 Total:		814.15
CSD3014 - Ca. State Disbursement Unit Total:		814.15
<b>CAL8012 - Califa Group</b>		
307318	06/06/2019	
Inv 2240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	CENIC - Broadband Jan-Mar 2019	4,178.93
Inv 2240 Total		4,178.93
307318 Total:		4,178.93
CAL8012 - Califa Group Total:		4,178.93
<b>CAN0607 - Cantu Graphics</b>		
307276	05/30/2019	
Inv 5480		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2019	24x36 Coroplast Signs	59.13
Inv 5480 Total		59.13
Inv 5505		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/05/2019	Pre-Post Inspection Sheet Pad Transit Division	131.40
Inv 5505 Total		131.40
Inv 5511		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2019	24x36 Coroplast Signs	59.13
Inv 5511 Total		59.13
Inv 5518		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2019	43x43 Matte Poster Fire Dept.	91.82
Inv 5518 Total		91.82
Inv 5572		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2019	250 Business Cards for Esteban, Albert, Armine, Stephanie	196.88

Check Number	Check Date	Amount
Inv 5572 Total		196.88
307276 Total:		538.36
<b>CAN0607 - Cantu Graphics Total:</b>		538.36
<b>CDW5246 - CDW Government Inc</b>		
307319	06/06/2019	
Inv	SKV1525	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	MS MBC Access 2019	119.69
Inv SKV1525 Total		119.69
307319 Total:		119.69
<b>CDW5246 - CDW Government Inc Total:</b>		119.69
<b>SOU5402 - City of South Pasadena PD Petty Cash</b>		
307320	06/06/2019	
Inv	06.04.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2019	Reimb. Petty Cash	12.15
06/04/2019	Reimb. Petty Cash	52.42
06/04/2019	Reimb. Petty Cash	25.00
06/04/2019	Reimb. Petty Cash	3.18
06/04/2019	Reimb. Petty Cash	20.18
06/04/2019	Reimb. Petty Cash	4.36
06/04/2019	Reimb. Petty Cash	38.16
Inv 06.04.2019 Total		155.45
307320 Total:		155.45
<b>SOU5402 - City of South Pasadena PD Petty Cash Total:</b>		155.45
<b>SOU5343 - City of South Pasadena-Recreation</b>		
307277	05/30/2019	
Inv	05.30.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Reimb. Petty Cash	19.82
05/30/2019	Reimb. Petty Cash	157.88
05/30/2019	Reimb. Petty Cash	15.00
Inv 05.30.19 Total		192.70
307277 Total:		192.70



**SOU5343 - City of South Pasadena-Recreation Total:** 192.70

**CLSB5270 - Columa, Sebastian**

307278            05/30/2019

Inv    R101803/101938

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Refund Summer Camp Med-Parent Cancellation w/o 5/27/19	83.00

Inv R101803/101938 Total 83.00

307278 Total: 83.00

**CLSB5270 - Columa, Sebastian Total:** 83.00

**INSVDP50 - County of Los Angeles, Internal Services Department**

307279            05/30/2019

Inv    99421041901

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	LA County ISD Map Development (EOC)	690.29

Inv 99421041901 Total 690.29

307279 Total: 690.29

**INSVDP50 - County of Los Angeles, Internal Services Department Total:** 690.29

**CPR0551 - CPRS District XIII**

307280            05/30/2019

Inv    0007

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	CPRS D13 Rec Leader Training 6/1/19	360.00

Inv 0007 Total 360.00

307280 Total: 360.00

**CPR0551 - CPRS District XIII Total:** 360.00

**CPSH2013 - CPS HR Consulting**

307346            06/06/2019

Inv    SOP49037

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Testing Materials & Processing for Fire Engineering Recruitment	344.30

Inv SOP49037 Total 344.30

Check Number	Check Date	Amount
307346 Total:		344.30
<b>CPSH2013 - CPS HR Consulting Total:</b>		<b>344.30</b>
<b>DEL4000 - Dell Marketing L.P.</b>		
307281	05/30/2019	
Inv	10317496220	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Dell 34 inch Monitor	733.55
Inv 10317496220 Total		733.55
307281 Total:		733.55
<b>DEL4000 - Dell Marketing L.P. Total:</b>		<b>733.55</b>
<b>DEL0771 - Delta Dental</b>		
307347	06/06/2019	
Inv	BE003425968	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Dental Ins. June 2019 Acct# 05-1063400000	9,802.00
Inv BE003425968 Total		9,802.00
307347 Total:		9,802.00
<b>DEL0771 - Delta Dental Total:</b>		<b>9,802.00</b>
<b>DOJ4011 - Dept of Justice</b>		
307282	05/30/2019	
Inv	355352	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2019	Application Fingerprinting 1/19	192.00
Inv 355352 Total		192.00
307282 Total:		192.00
<b>DOJ4011 - Dept of Justice Total:</b>		<b>192.00</b>
<b>DIG0800 - Digital Telecommunications Corp</b>		
307321	06/06/2019	
Inv	34916	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	IT Phones 07/01-07/31/19	900.00

Check Number	Check Date	Amount
Inv 34916 Total		900.00
307321 Total:		900.00
<b>DIG0800 - Digital Telecommunications Corp Total:</b>		900.00
<b>DTV5012 - DIRECTV</b>		
307322	06/06/2019	
Inv	36325697348	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/17/2019	PD EOC Communications 05/28/19-06/27/19	60.65
Inv 36325697348 Total		60.65
307322 Total:		60.65
<b>DTV5012 - DIRECTV Total:</b>		60.65
<b>DDL8010 - Dr. Detail Ph.D</b>		
307323	06/06/2019	
Inv	1855	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Pressure Wash of Community Room, Small Childrens Chairs, & Fir	1,844.50
Inv 1855 Total		1,844.50
307323 Total:		1,844.50
<b>DDL8010 - Dr. Detail Ph.D Total:</b>		1,844.50
<b>ELL1017 - Ellen's Silkscreening</b>		
307283	05/30/2019	
Inv	S 71022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	2019 Summer Camp Med T-Shirts	818.24
Inv S 71022 Total		818.24
307283 Total:		818.24
<b>ELL1017 - Ellen's Silkscreening Total:</b>		818.24
<b>EJAS2010 - Emanuels Jones &amp; Associates</b>		
307324	06/06/2019	
Inv	F19-04-11	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/01/2019	Legislative Representative Svcs April 2019	2,000.00
Inv F19-04-11 Total		2,000.00
Inv F19-06-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Legislative Representative Svcs June 2019	2,000.00
Inv F19-06-12 Total		2,000.00
307324 Total:		4,000.00
<b>EJAS2010 - Emanuels Jones &amp; Associates Total:</b>		4,000.00
<b>EURO6710 - Eurofins Eaton Analytical</b>		
307325	06/06/2019	
Inv L0428739		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2018	Lab Svcs	127.00
Inv L0428739 Total		127.00
Inv L0428923		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2018	Lab Svcs	60.00
Inv L0428923 Total		60.00
Inv L0435442		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2019	Lab Svcs	127.00
Inv L0435442 Total		127.00
Inv L0436058		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2019	Lab Svcs	60.00
Inv L0436058 Total		60.00
Inv L0437737		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2019	Lab Svcs	60.00
Inv L0437737 Total		60.00
Inv L0438037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2019	Lab Svcs	127.00

Check Number	Check Date	Amount
Inv L0438037 Total		127.00
Inv L0441734		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Lab Svcs	60.00
Inv L0441734 Total		60.00
Inv L0445645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Lab Svcs	300.00
Inv L0445645 Total		300.00
307325 Total:		921.00
<b>EURO6710 - Eurofins Eaton Analytical Total:</b>		921.00
<b>FDBC8025 - Fast Deer Bus Charter Inc.</b>		
307326	06/06/2019	
Inv 144017		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Summer Camp Med Excursion Week 2	2,686.56
Inv 144017 Total		2,686.56
307326 Total:		2,686.56
<b>FDBC8025 - Fast Deer Bus Charter Inc. Total:</b>		2,686.56
<b>FED1109 - FedEx</b>		
307327	06/06/2019	
Inv 6-569-93381		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Finance Overnight Shipping	31.38
Inv 6-569-93381 Total		31.38
307327 Total:		31.38
<b>FED1109 - FedEx Total:</b>		31.38
<b>COBR7131 - Flex Advantage</b>		
307348	06/06/2019	
Inv 111375		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2019	Reimb. Retirees Invoice 111375 May Admin Fees	66.00

Check Number	Check Date	Amount
Inv 111375 Total		66.00
Inv P/R/E 5/26/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Reimb. Retirees Batch ID: 984856	1,626.49
Inv P/R/E 5/26/19 Total		1,626.49
307348 Total:		1,692.49
<b>COBR7131 - Flex Advantage Total:</b>		1,692.49
<b>VKGL2920 - Gleason, Vicky</b>		
307284	05/30/2019	
Inv R97384/102007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Refund Deposit for WMB 5/11/19	500.00
Inv R97384/102007 Total		500.00
307284 Total:		500.00
<b>VKGL2920 - Gleason, Vicky Total:</b>		500.00
<b>GCMG8031 - Good Citizen Media Group</b>		
307328	06/06/2019	
Inv SoPas_AB2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Print Ready 4 Color Brochure w/ Illustration Map	1,050.00
05/24/2019	Print Ready 4 Color Brochure w/ Illustration Map	450.00
Inv SoPas_AB2019 Total		1,500.00
307328 Total:		1,500.00
<b>GCMG8031 - Good Citizen Media Group Total:</b>		1,500.00
<b>GRE6116 - Great Match Consulting</b>		
307285	05/30/2019	
Inv 1690003972		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2019	Parks Temporary Staff	823.20
Inv 1690003972 Total		823.20

Check Number	Check Date	Amount
Inv 1690003975		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Parks Temporary Staff	740.88
Inv 1690003975 Total		740.88
307285 Total:		1,564.08
<b>GRE6116 - Great Match Consulting Total:</b>		1,564.08
<b>HIFX5011 - H.I. Fire Extinguisher Co. Inc.</b>		
307329	06/06/2019	
Inv 94740		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Fire Department Fire Extinguisher Maint.	569.35
Inv 94740 Total		569.35
307329 Total:		569.35
<b>HIFX5011 - H.I. Fire Extinguisher Co. Inc. Total:</b>		569.35
<b>HIST7000 - Historic Resources Group</b>		
307286	05/30/2019	
Inv 10583		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2019	Historic Preservation Consulting Svcs	6,200.00
Inv 10583 Total		6,200.00
307286 Total:		6,200.00
<b>HIST7000 - Historic Resources Group Total:</b>		6,200.00
<b>HRCS2011 - Housing Rights Center</b>		
307330	06/06/2019	
Inv 08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Fair Housing Services Program	632.08
Inv 08 Total		632.08
Inv 09		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Fair Housing Services Program	612.37
Inv 09 Total		612.37

Check Number	Check Date	Amount
307330 Total:		1,244.45
<b>HRCS2011 - Housing Rights Center Total:</b>		1,244.45
<b>ITCR2501 - Intercare Holdings Insurance Svcs</b>		
307287	05/30/2019	
Inv 76-005613		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Workers Comp. Claims Admin. 3/19	1,581.00
Inv 76-005613 Total		1,581.00
Inv 76-005673		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Workers Comp. Claims Admin. 4/19	2,832.00
Inv 76-005673 Total		2,832.00
307287 Total:		4,413.00
<b>ITCR2501 - Intercare Holdings Insurance Svcs Total:</b>		4,413.00
<b>JHMS8020 - JHM Supply</b>		
307288	05/30/2019	
Inv 113243/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Citywide Irrigation Supplies	8.76
Inv 113243/1 Total		8.76
Inv 113332/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Citywide Irrigation Supplies	46.13
Inv 113332/1 Total		46.13
307288 Total:		54.89
<b>JHMS8020 - JHM Supply Total:</b>		54.89
<b>KAR1897 - Karbelnig, Dr. Alan</b>		
307289	05/30/2019	
Inv 05.01.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Pre-Employment Psychological Exam for Firefighter / Paramedic	400.00



Check Number	Check Date	Amount
Inv 05.01.19 Total		400.00
307289 Total:		400.00
<b>KAR1897 - Karbelnig, Dr. Alan Total:</b>		400.00
<b>KWKL2920 - Kwan, Kelly</b>		
307290	05/30/2019	
Inv R98127/102008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Refund Deposit GP Youth House 5/11/19	250.00
Inv R98127/102008 Total		250.00
307290 Total:		250.00
<b>KWKL2920 - Kwan, Kelly Total:</b>		250.00
<b>LOS2226 - L.A.C. Registrar-Recorder</b>		
307331	06/06/2019	
Inv 06.05.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Negative Declaration 1532 Indiana Ave.	75.00
Inv 06.05.19 Total		75.00
307331 Total:		75.00
<b>LOS2226 - L.A.C. Registrar-Recorder Total:</b>		75.00
<b>LCW7456 - Liebert Cassidy Whimore</b>		
307349	06/06/2019	
Inv 1478345		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	74.00
Inv 1478345 Total		74.00
Inv 1478346		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	2,368.00
Inv 1478346 Total		2,368.00
Inv 1478347		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	296.00

Check Number	Check Date	Amount
Inv 1478347 Total		296.00
Inv 1478348		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	814.00
Inv 1478348 Total		814.00
Inv 1478349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	1,480.00
Inv 1478349 Total		1,480.00
Inv 1478350		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	370.00
Inv 1478350 Total		370.00
Inv 1478351		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	962.00
Inv 1478351 Total		962.00
Inv 1478352		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	5,994.00
Inv 1478352 Total		5,994.00
Inv 1478353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Personnel Matters 4/19	32,765.50
Inv 1478353 Total		32,765.50
307349 Total:		45,123.50
LCW7456 - Liebert Cassidy Whimore Total:		45,123.50
LUYNS270 - Lu, Yun		
307291	05/30/2019	
Inv R100432/102010		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Refund Clinet Cancellation - Minecraft Summer Spec Camp fro Zha	149.00
Inv R100432/102010 Total		149.00

Check Number	Check Date	Amount
307291 Total:		149.00
LUYN5270 - Lu, Yun Total:		149.00
<b>MGDN5270 - Magallanes, Daniel</b>		
307292	05/30/2019	
Inv	R100374/102011	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Refund Rental of Garfield Park Gazebo	150.00
Inv R100374/102011 Total		150.00
307292 Total:		150.00
<b>MGDN5270 - Magallanes, Daniel Total:</b>		150.00
<b>MJRI2950 - Magic Jump Rentals Inc.</b>		
307293	05/30/2019	
Inv	253451	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Camp Med in-house activities rental week # 1	402.30
Inv 253451 Total		402.30
307293 Total:		402.30
<b>MJRI2950 - Magic Jump Rentals Inc. Total:</b>		402.30
<b>MER4010 - Meridian Medical Technologies</b>		
307294	05/30/2019	
Inv	00026993	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Duodote Auto-Injector for Intramuscular Use Nerve, Poison, Insec	1,667.70
Inv 00026993 Total		1,667.70
307294 Total:		1,667.70
<b>MER4010 - Meridian Medical Technologies Total:</b>		1,667.70
<b>MER2145 - Merit Oil Company</b>		
307332	06/06/2019	
Inv	519465	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	General Publice Works Vehicle Maint.	154.11

Check Number	Check Date	Amount
05/29/2019	General P & B Vehicle Maint.	154.11
05/29/2019	General Police - Fuel	6,626.81
05/29/2019	Management Services - Vehicle Maint.	154.11
05/29/2019	General Fire Fuel	616.45
Inv 519465 Total		7,705.59
307332 Total:		7,705.59
<b>MER2145 - Merit Oil Company Total:</b>		7,705.59
<b>CPRT8032 - Morant, John</b>		
307295	05/30/2019	
Inv	06.05.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	On-Site Pediatric CPR/ First Aid Training for Staff (Qty:14)	952.00
Inv 06.05.19 Total		952.00
307295 Total:		952.00
<b>CPRT8032 - Morant, John Total:</b>		952.00
<b>VRMZ7000 - Munoz, Valerie</b>		
307296	05/30/2019	
Inv	P/R/E 5/26/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Garnishment	750.00
Inv P/R/E 5/26/19 Total		750.00
307296 Total:		750.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>		750.00
<b>NV5R9266 - NV5</b>		
307297	05/30/2019	
Inv	111217A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/29/2019	Construction Mgmt & Inspections Svcs - Graves Reservoir Replacm	12,871.00
Inv 111217A Total		12,871.00
307297 Total:		12,871.00
<b>NV5R9266 - NV5 Total:</b>		12,871.00

**OREI6711 - O' Reilly Automotive Inc.**

307298                      05/30/2019

Inv    3213-121925

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Emergency Purchase of batter for van # 79	124.42

Inv 3213-121925 Total		124.42
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307298 Total:		124.42
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**OREI6711 - O' Reilly Automotive Inc. Total:**

124.42

**OSSS3010 - Olympic Staffing Services**

307299                      05/30/2019

Inv    208431

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Temporary Staffing Svcs. Yesenia Flores w/o 04/21/19	644.80

Inv 208431 Total		644.80
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Inv    208524

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Temporary Staffing Svcs. Yesenia Flores w/o 04/28/19	644.80

Inv 208524 Total		644.80
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Inv    208614

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2019	Temporary Staffing Svcs. Yesenia Flores w/o 5/05/19	235.60

Inv 208614 Total		235.60
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Inv    208705

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Temporary Staffing Svcs. Yesenia Flores w/o 5/12/19	632.40

Inv 208705 Total		632.40
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307299 Total:		2,157.60
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307350                      06/06/2019

Inv    208797

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Temporary Staffing Svcs. Yesenia Flores w/o 5/19/19	483.60

Inv 208797 Total		483.60
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Check Number	Check Date	Amount
Inv 208890		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Temporary Staffing Svcs. Yesenia Flores w/o 5/26/19	372.00
Inv 208890 Total		372.00
307350 Total:		855.60
<b>OSSS3010 - Olympic Staffing Services Total:</b>		<b>3,013.20</b>
<b>PATC3011 - PayTech</b>		
307300	05/30/2019	
Inv SIN016856		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Contract for Implementation Svcs. for ADP Setup	2,250.00
Inv SIN016856 Total		2,250.00
Inv SIN016990		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2019	Contract for Implementation Svcs. for ADP Setup	2,700.00
Inv SIN016990 Total		2,700.00
Inv SIN017049		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2019	Contract for Implementation Svcs. for ADP Setup	2,700.00
Inv SIN017049 Total		2,700.00
307300 Total:		7,650.00
<b>PATC3011 - PayTech Total:</b>		<b>7,650.00</b>
<b>PBGF8031 - Pitney Bowes Global Fin. Svc LLC</b>		
307333	06/06/2019	
Inv 3103162554		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	194.20
05/30/2019	Postage Meter Lease	48.56
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	194.20
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	48.55
05/30/2019	Postage Meter Lease	194.20

Inv 3103162554 Total		971.01
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307333 Total:		971.01
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<b>PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:</b>		971.01
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**PIT8031 - Pitney Bowes-Reserve Account**

307334	06/06/2019	
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Inv	34133033	
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<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2019	Reimb. Postage Meter	446.25
06/04/2019	Reimb. Postage Meter	697.45
06/04/2019	Reimb. Postage Meter	94.10
06/04/2019	Reimb. Postage Meter	511.16
06/04/2019	Reimb. Postage Meter	5.00
06/04/2019	Reimb. Postage Meter	70.75
06/04/2019	Reimb. Postage Meter	54.85
06/04/2019	Reimb. Postage Meter	0.50
06/04/2019	Reimb. Postage Meter	8.20
06/04/2019	Reimb. Postage Meter	802.20
06/04/2019	Reimb. Postage Meter	47.10

Inv 34133033 Total		2,737.56
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307334 Total:		2,737.56
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<b>PIT8031 - Pitney Bowes-Reserve Account Total:</b>		2,737.56
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**PUWA8020 - Pure Water**

307335	06/06/2019	
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Inv	201814457	
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<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	FD Dept. Supplies June 2019	87.39

Inv 201814457 Total		87.39
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307335 Total:		87.39
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<b>PUWA8020 - Pure Water Total:</b>		87.39
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**RCSI2013 - RCS Investigations & Consult. LLC**

307301	05/30/2019	
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Inv	4256	
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<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2019	Background Check Police Chief Candidate	1,650.00

Inv 4256 Total		1,650.00
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Check Number	Check Date	Amount
307301 Total:		1,650.00
<b>RCSI2013 - RCS Investigations &amp; Consult. LLC Total:</b>		1,650.00
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP</b>		
307302	05/30/2019	
Inv	60896	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	RAMS Services and Government Auditing for City of South Pasade:	8,810.00
Inv 60896 Total		8,810.00
307302 Total:		8,810.00
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP Total:</b>		8,810.00
<b>SSDV2018 - Sandoval, Sheila</b>		
307303	05/30/2019	
Inv	P/R/E 5/26/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Garnishment	423.74
05/30/2019	Garnishment	876.92
Inv P/R/E 5/26/19 Total		1,300.66
307303 Total:		1,300.66
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,300.66
<b>SDSI0107 - Security Design Systems, Inc.</b>		
307304	05/30/2019	
Inv	222108	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Maintenance on Cameras	65.18
Inv 222108 Total		65.18
307304 Total:		65.18
<b>SDSI0107 - Security Design Systems, Inc. Total:</b>		65.18
<b>EDSI7010 - Sissi, Edwar</b>		
307336	06/06/2019	
Inv	04.07.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2019	Reimb. Edwar Sissi Training Conferenc Expense	180.00



Check Number	Check Date	Amount
Inv 04.07.19 Total		180.00
Inv 04.30.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Reimb. Edwar Sissi Training Conferene Expense	100.00
Inv 04.30.19 Total		100.00
307336 Total:		280.00
EDSI7010 - Sissi, Edwar Total:		280.00
SCAE9000 - So. CA Edison		
307305	05/30/2019	
Inv 7590209966		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2019	630 Stoney Drive CNG Station Electrical Services	272.80
Inv 7590209966 Total		272.80
307305 Total:		272.80
SCAE9000 - So. CA Edison Total:		272.80
SOU6666 - So. CA Edison Co.		
307337	06/06/2019	
Inv 3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	1/16/19- 2/15/19	-43.92
06/10/2019	2/15/19-3/19/19	-46.74
Inv 3-000-5677-90 Total		-90.66
Inv 3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/22/19-5/21/19	11.96
Inv 3-000-5950-21 Total		11.96
Inv 3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	7.56
Inv 3-000-5950-22 Total		7.56
Inv 3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	10.56

Check Number	Check Date	Amount
Inv 3-000-7125-63 Total		10.56
Inv 3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	19.73
Inv 3-000-7125-66 Total		19.73
Inv 3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/28/19-4/29/19	11.57
Inv 3-000-7152-57 Total		11.57
Inv 3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	29.53
Inv 3-000-8455-69 Total		29.53
Inv 3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/22/19-5/21/19	5.37
06/10/2019	4/22/19-5/21/19	5.36
Inv 3-000-9969-52 Total		10.73
Inv 3-001-1810-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	29.34
Inv 3-001-1810-93 Total		29.34
Inv 3-001-1810-94		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	20.27
Inv 3-001-1810-94 Total		20.27
Inv 3-001-1810-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/17/19-5/17/19	32,797.63
Inv 3-001-1810-98 Total		32,797.63
Inv 3-001-1811-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	3,168.26
Inv 3-001-1811-29 Total		3,168.26

Check Number	Check Date		Amount
Inv	3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	4/22/19-5/21/19		30.49
06/10/2019	4/22/19-5/21/19		30.49
Inv 3-001-1811-44 Total			60.98
Inv	3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	4/22/19-5/21/19		37.27
06/10/2019	4/22/19-5/21/19		37.26
Inv 3-001-1811-45 Total			74.53
Inv	3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	3/25/19-4/24/19		31.12
Inv 3-001-1811-48 Total			31.12
Inv	3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	3/26/19-4/25/19		41.78
Inv 3-001-1811-56 Total			41.78
Inv	3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	4/1/19-5/1/19		28.15
Inv 3-001-1811-58 Total			28.15
Inv	3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	3/25/19-4/24/19		29.22
Inv 3-001-1811-59 Total			29.22
Inv	3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	3/26/19-4/25/19		10.92
Inv 3-001-1811-63 Total			10.92
Inv	3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	3/25/19-4/24/19		29.40
Inv 3-001-1811-67 Total			29.40

Check Number	Check Date	Amount
Inv 3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	71.61
Inv 3-001-1811-68 Total		71.61
Inv 3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	21.13
Inv 3-001-1811-69 Total		21.13
Inv 3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	51.26
Inv 3-001-1811-75 Total		51.26
Inv 3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	36.52
Inv 3-001-1811-76 Total		36.52
Inv 3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	28.31
Inv 3-001-1811-77 Total		28.31
Inv 3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	27.10
Inv 3-001-1811-79 Total		27.10
Inv 3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	27.08
Inv 3-001-1811-80 Total		27.08
Inv 3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	10.54
Inv 3-001-1811-86 Total		10.54
Inv 3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	15.63

Check Number	Check Date	Amount
Inv 3-001-1811-87 Total		15.63
Inv 3-001-1811-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	14.08
06/10/2019	4/1/19-5/1/19	14.07
Inv 3-001-1811-89 Total		28.15
Inv 3-001-1811-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	26.61
Inv 3-001-1811-90 Total		26.61
Inv 3-001-1811-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	47.30
Inv 3-001-1811-91 Total		47.30
Inv 3-001-1811-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	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>	
06/10/2019	3/27/19-4/26/19	31.97
Inv 3-001-1811-93 Total		31.97
Inv 3-001-1811-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	11.62
Inv 3-001-1811-95 Total		11.62
Inv 3-001-1811-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	13.39
Inv 3-001-1811-98 Total		13.39
Inv 3-001-1812-06		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	19.12
Inv 3-001-1812-06 Total		19.12

Check Number	Check Date	Amount
Inv	3-001-1812-07	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/22/19-5/21/19	12.54
Inv 3-001-1812-07 Total		12.54
Inv	3-001-1812-08	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	42.13
Inv 3-001-1812-08 Total		42.13
Inv	3-001-1812-09	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	256.15
Inv 3-001-1812-09 Total		256.15
Inv	3-001-1812-10	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	38.55
Inv 3-001-1812-10 Total		38.55
Inv	3-001-1812-11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	23.67
Inv 3-001-1812-11 Total		23.67
Inv	3-001-1812-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	13.90
Inv 3-001-1812-12 Total		13.90
Inv	3-001-1812-25	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/28/19-4/29/19	11.81
Inv 3-001-1812-25 Total		11.81
Inv	3-001-1812-26	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/28/19-4/29/19	451.73
Inv 3-001-1812-26 Total		451.73
Inv	3-001-1812-27	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/28/19-4/29/19	34.06

Check Number	Check Date	Amount
Inv 3-001-1812-27 Total		34.06
Inv 3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/29/19-4/30/19	28.26
Inv 3-001-1812-31 Total		28.26
Inv 3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	12.58
Inv 3-001-1812-32 Total		12.58
Inv 3-001-1812-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	13.65
Inv 3-001-1812-35 Total		13.65
Inv 3-001-1812-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/29/19-4/30/19	37.35
Inv 3-001-1812-36 Total		37.35
Inv 3-001-1812-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	10.66
Inv 3-001-1812-38 Total		10.66
Inv 3-001-1812-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	34.59
Inv 3-001-1812-39 Total		34.59
Inv 3-001-9413-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	1,776.25
Inv 3-001-9413-97 Total		1,776.25
Inv 3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	39.57
Inv 3-002-4372-43 Total		39.57

Check Number	Check Date	Amount
Inv 3-002-4473-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	10.54
Inv 3-002-4473-12 Total		10.54
Inv 3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	10.55
Inv 3-003-7341-83 Total		10.55
Inv 3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	18.85
Inv 3-004-3214-58 Total		18.85
Inv 3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	35.25
Inv 3-004-4562-56 Total		35.25
Inv 3-016-0678-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	48.97
Inv 3-016-0678-82 Total		48.97
Inv 3-022-6051-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	4/1/19-5/1/19	47.71
Inv 3-022-6051-15 Total		47.71
Inv 3-022-6897-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	11.88
Inv 3-022-6897-57 Total		11.88
Inv 3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	10.16
Inv 3-022-6897-72 Total		10.16
Inv 3-022-6897-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	11.03



Check Number	Check Date	Amount
Inv 3-022-6897-89 Total		11.03
Inv 3-022-6897-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/25/19-4/24/19	11.29
Inv 3-022-6897-99 Total		11.29
Inv 3-022-6898-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	10.80
Inv 3-022-6898-05 Total		10.80
Inv 3-022-6898-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/29/19-4/30/19	12.37
Inv 3-022-6898-17 Total		12.37
Inv 3-023-7462-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	03/25/19-04/24/19	60.21
06/19/2019	02/22/19/03/05/19	54.00
06/19/2019	04/24/19-5/23/19	54.40
Inv 3-023-7462-29 Total		168.61
Inv 3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	27.73
Inv 3-032-0513-93 Total		27.73
Inv 3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	16.98
Inv 3-032-2521-62 Total		16.98
Inv 3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/22/19-05/21/19	171.88
Inv 3-033-3452-62 Total		171.88
Inv 3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	468.23
Inv 3-035-6502-21 Total		468.23

Check Number	Check Date	Amount
Inv 3-037-6075-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	28.92
Inv 3-037-6075-39 Total		28.92
Inv 3-045-8045-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	10.57
Inv 3-045-8045-41 Total		10.57
Inv 3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	1,171.88
Inv 3-046-7147-27 Total		1,171.88
Inv 3-048-3503-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	0.28
Inv 3-048-3503-18 Total		0.28
Inv 3-048-3503-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	5.88
Inv 3-048-3503-31 Total		5.88
Inv 3-048-3504-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/26/19-04/25/19	0.34
Inv 3-048-3504-12 Total		0.34
Inv 3-048-3504-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-4/25/19	6.58
Inv 3-048-3504-73 Total		6.58
Inv 3-048-3505-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	5.90
Inv 3-048-3505-86 Total		5.90
Inv 3-048-3506-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/10/2019	3/26/19-04/25/19	3.60
Inv 3-048-3506-21 Total		3.60
Inv 3-048-3506-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	6.91
Inv 3-048-3506-72 Total		6.91
Inv 3-048-3507-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	9.89
Inv 3-048-3507-28 Total		9.89
Inv 3-048-3515-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	0.17
Inv 3-048-3515-02 Total		0.17
Inv 3-048-3515-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/26/19-04/25/19	24.43
Inv 3-048-3515-19 Total		24.43
Inv 3-048-3515-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	9.86
Inv 3-048-3515-96 Total		9.86
Inv 3-048-3520-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	1.05
Inv 3-048-3520-99 Total		1.05
Inv 3-048-3524-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	20.48
Inv 3-048-3524-22 Total		20.48
Inv 3-048-3528-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	15.74
Inv 3-048-3528-66 Total		15.74

Check Number	Check Date	Amount
Inv 3-048-3529-42		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	20.81
Inv 3-048-3529-42 Total		20.81
Inv 3-048-3530-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/26/19-04/25/19	0.39
Inv 3-048-3530-52 Total		0.39
Inv 3-048-3587-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	7.49
Inv 3-048-3587-48 Total		7.49
Inv 3-048-3587-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	3/27/19-4/26/19	0.76
Inv 3-048-3587-62 Total		0.76
Inv 3-048-3593-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	13.47
Inv 3-048-3593-95 Total		13.47
Inv 3-048-3593-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	19.08
Inv 3-048-3593-98 Total		19.08
Inv 3-048-3594-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	2.53
Inv 3-048-3594-36 Total		2.53
Inv 3-048-3599-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	1,904.54
Inv 3-048-3599-01 Total		1,904.54
Inv 3-048-3599-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	21.12

Check Number	Check Date	Amount
Inv 3-048-3599-97 Total		21.12
Inv 3-048-3600-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	11.68
Inv 3-048-3600-65 Total		11.68
Inv 3-048-3601-53		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/27/19-04/26/19	985.95
Inv 3-048-3601-53 Total		985.95
Inv 3-048-3659-74		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/28/19-04/29/19	169.14
Inv 3-048-3659-74 Total		169.14
Inv 3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/28/19-04/29/19	14.50
Inv 3-048-3662-71 Total		14.50
Inv 3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/28/19-04/29/19	0.40
Inv 3-048-3664-38 Total		0.40
Inv 3-048-3670-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/28/19-04/29/19	0.23
Inv 3-048-3670-65 Total		0.23
Inv 3-048-3735-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/29/19-04/30/19	14.44
Inv 3-048-3735-77 Total		14.44
Inv 3-048-3750-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/29/19-04/30/19	0.84
06/10/2019	03/29/19-04/30/19	19.00
Inv 3-048-3750-12 Total		19.84

Check Number	Check Date	Amount
Inv	3-048-3807-64	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	15.80
Inv 3-048-3807-64 Total		15.80
Inv	3-048-3810-70	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	0.30
Inv 3-048-3810-70 Total		0.30
Inv	3-048-3817-68	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	0.20
Inv 3-048-3817-68 Total		0.20
Inv	3-048-3819-71	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	9.87
Inv 3-048-3819-71 Total		9.87
Inv	3-048-3823-92	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-05/01/19	25.54
Inv 3-048-3823-92 Total		25.54
Inv	3-048-4948-55	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/22/19-05/21/19	120.03
Inv 3-048-4948-55 Total		120.03
Inv	3-048-4954-40	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/21/19-04/22/19	50.11
06/10/2019	03/21/19-04/22/19	50.10
Inv 3-048-4954-40 Total		100.21
Inv	3-048-4960-02	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/21/19-04/22/19	1.56
Inv 3-048-4960-02 Total		1.56
Inv	3-048-4960-34	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/10/2019	03/21/19-04/22/19	45.29
06/10/2019	03/21/19-04/22/19	45.30
Inv 3-048-4960-34 Total		90.59
Inv 3-048-4961-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/21/19-04/22/19	2.15
Inv 3-048-4961-25 Total		2.15
Inv 3-048-5123-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	13.34
Inv 3-048-5123-18 Total		13.34
Inv 3-048-5123-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	6.12
Inv 3-048-5123-44 Total		6.12
Inv 3-048-5125-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	30.56
Inv 3-048-5125-68 Total		30.56
Inv 3-048-5125-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	20.59
Inv 3-048-5125-73 Total		20.59
Inv 3-048-5126-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	0.24
Inv 3-048-5126-22 Total		0.24
Inv 3-048-5127-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	11.35
Inv 3-048-5127-24 Total		11.35
Inv 3-048-5129-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	0.88
Inv 3-048-5129-43 Total		0.88

Inv 3-048-5129-59

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	11.44

Inv 3-048-5129-59 Total 11.44

Inv 3-048-5131-46

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	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>	
06/10/2019	03/25/19-04/24/19	10.67

Inv 3-048-5131-47 Total 10.67

Inv 3-048-5132-96

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	13.71

Inv 3-048-5132-96 Total 13.71

Inv 3-048-5135-05

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	27.19

Inv 3-048-5135-05 Total 27.19

Inv 3-048-5135-50

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	04/24/19-05/23/19	186.75

Inv 3-048-5135-50 Total 186.75

Inv 3-048-5135-90

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	02/22/19-03/25/19	95.23
06/19/2019	03/25/19-04/24/19	81.81
06/19/2019	04/24/19-05/23/19	78.24

Inv 3-048-5135-90 Total 255.28

Inv 3-048-5136-08

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	16.62

Inv 3-048-5136-08 Total 16.62



Check Number	Check Date	Amount
Inv	3-048-5142-29	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	03/25/19-04/24/19	12.69
Inv 3-048-5142-29 Total		12.69
Inv	3-048-7577-55	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	02/15/19-03/19/19	3.97
Inv 3-048-7577-55 Total		3.97
Inv	3-048-7780-74	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/04/19-05/01/19	1.63
06/10/2019	04/01/19-04/04/19	0.17
Inv 3-048-7780-74 Total		1.80
Inv	3-048-7781-02	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	0.72
06/10/2019	04/04/19-05/01/19	6.87
Inv 3-048-7781-02 Total		7.59
Inv	3-048-7781-59	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	6.02
06/10/2019	04/04/19-05/01/19	57.90
Inv 3-048-7781-59 Total		63.92
Inv	3-048-7782-47	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	1.06
06/10/2019	04/05/19-05/01/19	10.21
Inv 3-048-7782-47 Total		11.27
Inv	3-048-7782-87	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	0.17
06/10/2019	04/04/19-05/01/19	1.63
Inv 3-048-7782-87 Total		1.80
Inv	3-048-7783-35	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	0.34
06/10/2019	04/04/19-05/01/19	3.27

Check Number	Check Date	Amount
Inv 3-048-7783-35 Total		3.61
Inv 3-048-7786-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	04/01/19-04/04/19	3.44
06/10/2019	04/04/19-05/01/19	0.36
06/10/2019	04/01/19-04/04/19	3.43
06/10/2019	04/04/19-05/01/19	0.36
Inv 3-048-7786-19 Total		7.59
307337 Total:		46,358.77
<b>SOU6666 - So. CA Edison Co. Total:</b>		46,358.77
<b>SPFB1011 - South Pasadena Festival of Ballons</b>		
307306	05/30/2019	
Inv 03.20.2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2019	Festival of Ballons Commission	3,500.00
Inv 03.20.2019 Total		3,500.00
307306 Total:		3,500.00
<b>SPFB1011 - South Pasadena Festival of Ballons Total:</b>		3,500.00
<b>SGMC2013 - St. George's Medical Clinic</b>		
307351	06/06/2019	
Inv 120065.0		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Medical Exam Acct # 120065.0	650.00
Inv 120065.0 Total		650.00
Inv 120100.0		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Medical Exam Acct # 120100.0	370.00
Inv 120100.0 Total		370.00
Inv 120109.0		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Medical Exam Acct # 120109.0	175.00
Inv 120109.0 Total		175.00
Inv 120256.0		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/06/2019		Medical Exam Acct # 120256.0	650.00
		Inv 120256.0 Total	650.00
		Inv 120386.0	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		Medical Exam Acct # 120386.0	175.00
		Inv 120386.0 Total	175.00
		Inv 120418.0	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		Medical Exam Acct # 120418.0	110.00
		Inv 120418.0 Total	110.00
		Inv 120829.0	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		Medical Exam Acct # 120829.0	175.00
		Inv 120829.0 Total	175.00
		Inv 120836.0	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		Medical Exam Acct # 120836.0	110.00
		Inv 120836.0 Total	110.00
307351 Total:			2,415.00
<b>SGMC2013 - St. George's Medical Clinic Total:</b>			2,415.00
<b>STA5219 - Staples Business Advantage</b>			
307307	05/30/2019		
		Inv 3413911307	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/15/2019		Finance Office Supplies	171.10
05/15/2019		P&B Office Supplies	122.09
		Inv 3413911307 Total	293.19
307307 Total:			293.19
307338	06/06/2019		
		Inv 3413911303	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/15/2019		MS Office Supplies	13.68
		Inv 3413911303 Total	13.68

Check Number	Check Date		Amount
Inv	3414518466		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/23/2019	MS Office Supplies		71.55
Inv 3414518466 Total			71.55
Inv	3414585301		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	MS Office Supplies		484.63
Inv 3414585301 Total			484.63
Inv	3414585302		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	MS Office Supplies		35.04
Inv 3414585302 Total			35.04
Inv	3414830611		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/25/2019	Finance Office Supplies		49.15
Inv 3414830611 Total			49.15
307338 Total:			654.05
<b>STA5219 - Staples Business Advantage Total:</b>			947.24
<b>STE64174 - Sternberg Vintage Lighting</b>			
307308	05/30/2019		
Inv	50470		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2019	Supply Replacement Street Light Pole & Fixture		3,730.00
Inv 50470 Total			3,730.00
307308 Total:			3,730.00
<b>STE64174 - Sternberg Vintage Lighting Total:</b>			3,730.00
<b>STSM1020 - Studio Spectrum</b>			
307309	05/30/2019		
Inv	1247		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/08/2019	Filming of 6/7/19 Event Horror Freeway Fighters		900.00
Inv 1247 Total			900.00

Check Number	Check Date	Amount
307309 Total:		900.00
<b>STSM1020 - Studio Spectrum Total:</b>		900.00
<b>SUN8556 - Sun Badge Company</b>		
307339	06/06/2019	
Inv	389032	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2019	Slimline Badges & Wallets Fire Department	859.44
Inv 389032 Total		859.44
307339 Total:		859.44
<b>SUN8556 - Sun Badge Company Total:</b>		859.44
<b>TECH8025 - Tech Air of California</b>		
307340	06/06/2019	
Inv	04870322	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	FD Oxygen Cylinder Rental	157.50
Inv 04870322 Total		157.50
307340 Total:		157.50
<b>TECH8025 - Tech Air of California Total:</b>		157.50
<b>SOGA6501 - The Gas Company</b>		
307310	05/30/2019	
Inv	196-493-8529 1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	CNG Fuel for Vehicles	142.70
05/06/2019	CNG Fuel for Vehicles	142.70
05/06/2019	CNG Fuel for Vehicles	142.74
05/06/2019	CNG Fuel for Vehicles	142.70
05/06/2019	CNG Fuel for Vehicles	142.70
Inv 196-493-8529 1 Total		713.54
307310 Total:		713.54
<b>SOGA6501 - The Gas Company Total:</b>		713.54
<b>HAFR7000 - The Hartford</b>		
307352	06/06/2019	

Check Number	Check Date		Amount
Inv	086053223003		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/06/2019	Life Insurance 6/19 Inv# 086053223003		749.25
Inv 086053223003 Total			749.25
307352 Total:			749.25
<b>HAFR7000 - The Hartford Total:</b>			749.25
<b>TIM4011 - Time Warner Cable</b>			
307311	05/30/2019		
Inv	008 0269985		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2019	City Hall 2nd Modem 05/17/19-06/16/19		174.67
Inv 008 0269985 Total			174.67
Inv	899 0029763		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2019	PD Cable 05/16-06/15/19		228.79
Inv 899 0029763 Total			228.79
307311 Total:			403.46
307341	06/06/2019		
Inv	008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2019	1102 Oxley St. 05/22/19-06/21/19		212.75
Inv 008 0251967 Total			212.75
Inv	008 0345504		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2019	Water Operations 416 Garfield Ave. Internet 05/21/19-06/20/19		360.00
Inv 008 0345504 Total			360.00
307341 Total:			572.75
<b>TIM4011 - Time Warner Cable Total:</b>			976.21
<b>VERW6711 - Verizon Wireless</b>			
307342	06/06/2019		
Inv	9830772146		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2019	04/24/19-05/23/19 Act# 571839627-00001		16.03

Check Number	Check Date	Amount
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Inv 9830772146 Total		16.03
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307342 Total:		16.03
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VERW6711 - Verizon Wireless Total:		16.03
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**VUL6601 - Vulcan Materials Co. & Affiliates**

307343            06/06/2019

Inv    72217944

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Cold Mix, Crushed Aggregate Base & Concrete Sand	1,641.52
05/31/2019	Cold Mix, Crushed Aggregate Base & Concrete Sand	1,911.13

Inv 72217944 Total		3,552.65
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307343 Total:		3,552.65
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VUL6601 - Vulcan Materials Co. & Affiliates Total:		3,552.65
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Total:		247,738.29
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**ATTACHMENT 3**  
**General City Warrant List**



# Accounts Payable

## Check Detail

User: ealvarez  
 Printed: 06/12/2019 - 1:21PM



Check Number	Check Date		Amount
<b>ABCO6710 - ABCO Electric Motors Inc.</b>			
307353	06/19/2019		
		Inv 5132	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		04/09/2019	MK Walk Behind Saw Repairs
			700.00
		Inv 5132 Total	700.00
307353 Total:			700.00
<b>ABCO6710 - ABCO Electric Motors Inc. Total:</b>			<b>700.00</b>
<b>ACSV8032 - Action Surveys</b>			
307354	06/19/2019		
		Inv 1902-040119	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		04/01/2019	Topographic Surveys for City Hall Courtyard Project
			4,760.00
		Inv 1902-040119 Total	4,760.00
307354 Total:			4,760.00
<b>ACSV8032 - Action Surveys Total:</b>			<b>4,760.00</b>
<b>ADA0143 - Adamson Police Products</b>			
307355	06/19/2019		
		Inv INV298049	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		03/26/2019	3 - Pelican 7060 Rechargeable Battery Sticks
			99.04
		Inv INV298049 Total	99.04
307355 Total:			99.04
<b>ADA0143 - Adamson Police Products Total:</b>			<b>99.04</b>
<b>ALXS6711 - Alexis Oil</b>			
307356	06/19/2019		

Check Number	Check Date		Amount
Inv	293243		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2019	Oli Deep Well Turbine Pumps/Motor		395.78
Inv 293243 Total			395.78
Inv	293765		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2019	Oli for Pump & Motor @ Booster / Pump Station		315.76
Inv 293765 Total			315.76
307356 Total:			711.54
<b>ALXS6711 - Alexis Oil Total:</b>			711.54
<b>ANT0243 - Antrim's Security Co., Inc.</b>			
307357	06/19/2019		
Inv	54361		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2019	Key Duplication		52.92
Inv 54361 Total			52.92
307357 Total:			52.92
<b>ANT0243 - Antrim's Security Co., Inc. Total:</b>			52.92
<b>BAK0369 - Baker &amp; Taylor Books</b>			
307358	06/19/2019		
Inv	0003163110		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2019	Books (Credit Memo)		-9.85
Inv 0003163110 Total			-9.85
Inv	4012487285		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/12/2019	Books		1,405.22
Inv 4012487285 Total			1,405.22
Inv	4012495954		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Books		1,078.58
Inv 4012495954 Total			1,078.58

Check Number	Check Date	Amount
Inv 4012503721		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Books	548.19
Inv 4012503721 Total		548.19
Inv 4012505037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Books	390.88
Inv 4012505037 Total		390.88
Inv 4012507398		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Books	453.19
Inv 4012507398 Total		453.19
Inv 4012512300		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Books	720.85
Inv 4012512300 Total		720.85
Inv 4012513297		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2019	Books	155.35
Inv 4012513297 Total		155.35
Inv 4012514867		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Books	136.37
Inv 4012514867 Total		136.37
Inv 4012519240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2019	Books	421.93
Inv 4012519240 Total		421.93
Inv 4012520772		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Books	582.22
Inv 4012520772 Total		582.22
Inv 4012528584		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2019	Books	129.49

Check Number	Check Date	Amount
Inv 4012528584	Total	129.49
Inv 4012529681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	Books	1,174.13
Inv 4012529681	Total	1,174.13
Inv 4012531568		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2019	Books	64.34
Inv 4012531568	Total	64.34
Inv 4012534797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Books	364.82
Inv 4012534797	Total	364.82
Inv 4012539829		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2019	Books	197.22
Inv 4012539829	Total	197.22
Inv 4012540156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Books	4.58
Inv 4012540156	Total	4.58
Inv 4012542780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Books	31.59
Inv 4012542780	Total	31.59
Inv 4012545934		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Books	131.63
Inv 4012545934	Total	131.63
Inv 4012547420		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2019	Books	21.64
Inv 4012547420	Total	21.64

Check Number	Check Date		Amount
Inv	4012552204		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2019	Books		218.18
Inv 4012552204 Total			218.18
Inv	4012557885		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2019	Books		59.00
Inv 4012557885 Total			59.00
307358 Total:			8,279.55
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>			8,279.55
<b>CTBG8010 - Billings, Cathy</b>			
307359	06/19/2019		
Inv	52919		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/29/2019	Mileage Reimbursement		38.28
Inv 52919 Total			38.28
307359 Total:			38.28
<b>CTBG8010 - Billings, Cathy Total:</b>			38.28
<b>BTLF6010 - Boething Treeland Farms</b>			
307360	06/19/2019		
Inv	SI-1195985		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/03/2019	Purchase of Podocarpus Marphyllus Trees		1,412.40
Inv SI-1195985 Total			1,412.40
307360 Total:			1,412.40
<b>BTLF6010 - Boething Treeland Farms Total:</b>			1,412.40
<b>DABN8267 - Bohan, Diana</b>			
307361	06/19/2019		
Inv	May 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2019	Instruct Yoga Class for May		236.80
Inv May 2019 Total			236.80

Check Number	Check Date	Amount
307361 Total:		236.80
<hr/>		
<b>DABN8267 - Bohan, Diana Total:</b>		236.80
<hr/>		
<b>CAL5236 - CA Linen Services</b>		
307362	06/19/2019	
Inv 1639499		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2019	FD Department Supplies	85.80
Inv 1639499 Total		85.80
Inv 1641820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2019	Department Supplies	89.04
Inv 1641820 Total		89.04
Inv 1644150		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2019	Department Supplies	110.94
Inv 1644150 Total		110.94
<hr/>		
307362 Total:		285.78
<hr/>		
<b>CAL5236 - CA Linen Services Total:</b>		285.78
<hr/>		
<b>CPR8031 - CA Park &amp; Recreation Society</b>		
307363	06/19/2019	
Inv 137010		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Jessal Salas - CPRS Membership 9/1-8/31/20	150.00
Inv 137010 Total		150.00
<hr/>		
307363 Total:		150.00
<hr/>		
<b>CPR8031 - CA Park &amp; Recreation Society Total:</b>		150.00
<hr/>		
<b>CAN0607 - Cantu Graphics</b>		
307364	06/19/2019	
Inv 5567		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	CS Department Supplies	218.95

Check Number	Check Date		Amount
Inv 5567 Total			218.95
Inv 5568			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2019	FD Department Supplies		339.45
Inv 5568 Total			339.45
307364 Total:			558.40
<b>CAN0607 - Cantu Graphics Total:</b>			558.40
<b>CWNC2501 - Carl Warren &amp; Company</b>			
307365	06/19/2019		
Inv 1878660-1878678			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/30/2019	Liability Claims administration fee - 5/2019		729.00
Inv 1878660-1878678 Total			729.00
307365 Total:			729.00
<b>CWNC2501 - Carl Warren &amp; Company Total:</b>			729.00
<b>CAT0700 - Catering Systems Inc.</b>			
307366	06/19/2019		
Inv 5104			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	Sr. Center Meals w/		1,949.40
Inv 5104 Total			1,949.40
Inv 5111			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2019	Sr. Center Meals w/		1,587.60
Inv 5111 Total			1,587.60
307366 Total:			3,537.00
<b>CAT0700 - Catering Systems Inc. Total:</b>			3,537.00
<b>CBE5011 - CBE Los Angeles</b>			
307367	06/19/2019		
Inv IN2147067			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/20/2019	Contract charges 4/20-5/19/19		53.53

Check Number	Check Date	Amount
Inv IN2147067 Total		53.53
307367 Total:		53.53
<b>CBE5011 - CBE Los Angeles Total:</b>		53.53
<b>ALH4011 - City of Alhambra</b>		
307368	06/19/2019	
Inv SoPasadena 4/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2019	Inmate Housing 4/19	3,526.00
Inv SoPasadena 4/19 Total		3,526.00
307368 Total:		3,526.00
<b>ALH4011 - City of Alhambra Total:</b>		3,526.00
<b>CMME4011 - Commline Inc.</b>		
307369	06/19/2019	
Inv 0152334-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Vehicle Repairs Unit # 1201	296.17
Inv 0152334-IN Total		296.17
307369 Total:		296.17
<b>CMME4011 - Commline Inc. Total:</b>		296.17
<b>CTAA8022 - Community Transport. Assn Of America</b>		
307370	06/19/2019	
Inv 114314		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	CTAA Annual Membership	625.00
Inv 114314 Total		625.00
307370 Total:		625.00
<b>CTAA8022 - Community Transport. Assn Of America Total:</b>		625.00
<b>CRSN5011 - CrewSense, LLC</b>		
307371	06/19/2019	



Check Number	Check Date	Amount
Inv 0012697		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Contract Services-Command Sharing 6/1-6/30/19	99.99
Inv 0012697 Total		99.99
307371 Total:		99.99
CRSN5011 - CrewSense, LLC Total:		99.99
DSP0755 - D & S Printing		
307372	06/19/2019	
Inv 8291		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Printing & Duplication	262.80
Inv 8291 Total		262.80
Inv 8305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	500 Dial-A-Ride Membership Cards	148.92
Inv 8305 Total		148.92
Inv 8307		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Printing & Duplication	109.50
Inv 8307 Total		109.50
Inv 8321		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Printing & Duplication	109.50
Inv 8321 Total		109.50
Inv 8326		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Printing & Duplication	163.16
Inv 8326 Total		163.16
Inv 8328		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Printing & Duplication	109.50
Inv 8328 Total		109.50
307372 Total:		903.38

Check Number	Check Date		Amount
<b>DSP0755 - D &amp; S Printing Total:</b>			903.38
<b>EMPI5011 - Empire Cleaning Supply</b>			
307373	06/19/2019		
Inv	1114608		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/13/2019	FD Dept. Cleaning Supplies		182.82
05/10/2019	FD Dept. Cleaning Supplies		89.21
05/13/2019	FD Dept. Cleaning Supplies		566.41
Inv 1114608 Total			838.44
307373 Total:			838.44
<b>EMPI5011 - Empire Cleaning Supply Total:</b>			838.44
<b>GRVRF520 - Garvey Roofing Inc.</b>			
307374	06/19/2019		
Inv	044321		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	Refund for Issuance of Double Permit		187.60
Inv 044321 Total			187.60
307374 Total:			187.60
<b>GRVRF520 - Garvey Roofing Inc. Total:</b>			187.60
<b>GAY8856 - Gaylord Bros., Inc.</b>			
307375	06/19/2019		
Inv	2599218		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2019	Technical Services Supplies		143.43
Inv 2599218 Total			143.43
Inv	2599950		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/15/2019	Technical Services Supplies		246.87
Inv 2599950 Total			246.87
Inv	2600417		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2019	Technical Services Supplies		62.70
Inv 2600417 Total			62.70

Check Number	Check Date		Amount
Inv	2600801		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2019	Technical Services Supplies		93.81
Inv 2600801 Total			93.81
307375 Total:			546.81
<b>GAY8856 - Gaylord Bros., Inc. Total:</b>			546.81
<b>GOLD6417 - Golden Bell Products, Inc.</b>			
307376	06/19/2019		
Inv	16706		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/15/2019	Arroyo Park Sewer Lift Station Degreaser		240.90
Inv 16706 Total			240.90
307376 Total:			240.90
<b>GOLD6417 - Golden Bell Products, Inc. Total:</b>			240.90
<b>GPPT9090 - Gopher Patrol</b>			
307377	06/19/2019		
Inv	349188		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/07/2019	Gopher Patrol May 2019		250.00
Inv 349188 Total			250.00
Inv	349520		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/07/2019	Gopher Patrol @ Pasadena Median May 2019		95.00
Inv 349520 Total			95.00
307377 Total:			345.00
<b>GPPT9090 - Gopher Patrol Total:</b>			345.00
<b>RDGD2920 - Goudeau, Ronda</b>			
307378	06/19/2019		
Inv	R101615/102009		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	Refund Deposit GP Youth House on 5/18/19 (Norma Jones)		250.00

Check Number	Check Date	Amount
Inv R101615/102009 Total		250.00
307378 Total:		250.00
RDGD2920 - Goudeau, Ronda Total:		250.00
<b>GRA6601 - Grainger</b>		
307379	06/19/2019	
Inv	9139324223	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Saftey Marking Tape	102.96
Inv 9139324223 Total		102.96
Inv	9153045118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Socket with wrench adapters	82.24
Inv 9153045118 Total		82.24
307379 Total:		185.20
<b>GRA6601 - Grainger Total:</b>		185.20
<b>GRE6116 - Great Match Consulting</b>		
307380	06/19/2019	
Inv	1690003994	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Parks Temporary Staff Micah Van Zandt	905.52
05/14/2019	Parks Temporary Staff Cesar Aguirre	740.88
Inv 1690003994 Total		1,646.40
Inv	1690004000	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	Parks Temporary Staff Cesar Aguirre	515.44
05/28/2019	Parks Temporary Staff Cesar Aguirre	225.44
05/28/2019	Parks Temporary Staff Micah Van Zandt	905.52
Inv 1690004000 Total		1,646.40
307380 Total:		3,292.80
<b>GRE6116 - Great Match Consulting Total:</b>		3,292.80
<b>GRE1270 - Greg's Automotive Services</b>		
307381	06/19/2019	

Check Number	Check Date		Amount
Inv	13898		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/17/2018	Vehicle Maint. Unit # 325		127.50
Inv 13898 Total			127.50
Inv	14487		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/23/2019	Vehicle Maint. for Unit # 328		1,074.01
Inv 14487 Total			1,074.01
Inv	14504		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/30/2019	Vehicle Maint. for Unit # 330		261.14
Inv 14504 Total			261.14
307381 Total:			1,462.65
<b>GRE1270 - Greg's Automotive Services Total:</b>			1,462.65
<b>HIW6710 - Hi-Way Safety Inc</b>			
307382	06/19/2019		
Inv	88787		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/20/2019	Street Signs & Traffic Control Products for Street Dept.		765.52
Inv 88787 Total			765.52
307382 Total:			765.52
<b>HIW6710 - Hi-Way Safety Inc Total:</b>			765.52
<b>JSAR4011 - Jack's Auto Repair</b>			
307383	06/19/2019		
Inv	16,294		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/13/2019	PD Vehicle Maint. Unit # 1404		77.07
Inv 16,294 Total			77.07
Inv	16,316		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/23/2019	Transit Division Van # 78 Inspection		55.00
Inv 16,316 Total			55.00

Check Number	Check Date		Amount
Inv	16,324		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/04/2019	Transit Division FY18-19 Vehicle Maint.		55.00
Inv 16,324 Total			55.00
307383 Total:			187.07
<b>JSAR4011 - Jack's Auto Repair Total:</b>			187.07
<b>JHA307 - John L. Hunter Associates, Inc.</b>			
307384	06/19/2019		
Inv	SOPASNP0219		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/29/2019	NPEDS Consulting Svcs. / Stormwater Related		687.50
Inv SOPASNP0219 Total			687.50
Inv	SOPASNP0319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2019	NPEDS Consulting Svcs. / Stormwater Related		1,802.50
Inv SOPASNP0319 Total			1,802.50
307384 Total:			2,490.00
<b>JHA307 - John L. Hunter Associates, Inc. Total:</b>			2,490.00
<b>KOAC6010 - KOA</b>			
307385	06/19/2019		
Inv	JB73058-15		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/15/2019	Engineering Design Svcs-Fair Oaks Ave. Traffic Signal		970.00
Inv JB73058-15 Total			970.00
Inv	JB73058-15a		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/15/2019	Engineering Design Svcs-Fair Oaks Ave. Traffic Signal		2,100.00
Inv JB73058-15a Total			2,100.00
307385 Total:			3,070.00
<b>KOAC6010 - KOA Total:</b>			3,070.00
<b>LCPH6710 - L.A.C. Dept of Public Health</b>			

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Inv IN0667694

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	4,939.00

Inv IN0667694 Total 4,939.00

Inv IN0671652

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	101.00

Inv IN0671652 Total 101.00

Inv IN0671653

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	1,212.00

Inv IN0671653 Total 1,212.00

Inv IN0671654

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	101.00

Inv IN0671654 Total 101.00

Inv IN0671655

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	101.00

Inv IN0671655 Total 101.00

Inv IN0671656

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	101.00

Inv IN0671656 Total 101.00

Inv IN0671657

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2018	Testing City Owned Backflow Prevention Devices	101.00

Inv IN0671657 Total 101.00

307386 Total: 6,656.00

**LCPH6710 - L.A.C. Dept of Public Health Total:** 6,656.00

**LTAP5500 - L.A.C. M. T. A.**

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Check Number	Check Date		Amount
Inv	103754		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2019	Bus Sales May 2019		470.00
05/31/2019	Bus Sales May 2019		470.00
Inv 103754 Total			940.00
307387 Total:			940.00
<b>LTAP5500 - L.A.C. M. T. A. Total:</b>			940.00
<b>LOS2226 - L.A.C. Registrar-Recorder</b>			
307388	06/19/2019		
Inv	05.20.019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/20/2019	Notice of Exemption - Monterey Road Street Improvement Project		75.00
Inv 05.20.019 Total			75.00
307388 Total:			75.00
<b>LOS2226 - L.A.C. Registrar-Recorder Total:</b>			75.00
<b>LSLL6010 - Laser, LLC.</b>			
307389	06/19/2019		
Inv	19210		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/02/2019	Public Works Management Svcs.		6,450.00
06/02/2019	Public Works Management Svcs.		6,450.00
Inv 19210 Total			12,900.00
Inv	201905-02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/02/2019	On-Call Stormwater Mgmt.		1,500.00
Inv 201905-02 Total			1,500.00
307389 Total:			14,400.00
<b>LSLL6010 - Laser, LLC. Total:</b>			14,400.00
<b>LIFE822 - Life-Assist Inc.</b>			
307390	06/19/2019		
Inv	919467		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/14/2019	FD Medical Supplies		524.29



Check Number	Check Date	Amount
Inv 919467 Total		524.29
307390 Total:		524.29
<b>LIFE822 - Life-Assist Inc. Total:</b>		524.29
<b>CLA4010 - Los Angeles Police Department</b>		
307391	06/19/2019	
Inv 8671338		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Sgt, Matthew Ronnie Training Class	900.00
Inv 8671338 Total		900.00
307391 Total:		900.00
<b>CLA4010 - Los Angeles Police Department Total:</b>		900.00
<b>MMV9126 - Mission Meridian Village POA</b>		
307392	06/19/2019	
Inv COM001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	POA Dues - Hospital 6/19	804.13
Inv COM001 Total		804.13
Inv COM002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	POA Dues - Parking 6/19	1,730.17
Inv COM002 Total		1,730.17
307392 Total:		2,534.30
<b>MMV9126 - Mission Meridian Village POA Total:</b>		2,534.30
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc</b>		
307393	06/19/2019	
Inv AC-2-6134		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Senior Center Urgent Heating Repair	470.98
Inv AC-2-6134 Total		470.98
Inv P-5-10547		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Orange Grove Recreation Center 2nd Floor Toilet Repair	272.31

Check Number	Check Date	Amount
Inv P-5-10547 Total		272.31
Inv P-5-10549		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	After Hours Restroom Maint. at WMB	115.00
Inv P-5-10549 Total		115.00
307393 Total:		858.29
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc Total:</b>		858.29
<b>NOR6416 - Norman's Nursery</b>		
307394	06/19/2019	
Inv 679788 RI		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2019	Roses for Hunington/ Garfield Median	486.19
Inv 679788 RI Total		486.19
Inv 687992-RI		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Order for Rose Bushes for Garfield Park Rose Garden	525.60
Inv 687992-RI Total		525.60
307394 Total:		1,011.79
<b>NOR6416 - Norman's Nursery Total:</b>		1,011.79
<b>OVD8011 - OverDrive Inc.</b>		
307395	06/19/2019	
Inv 01148CO19100364		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	eBooks & eAudiobooks FY 18-19	140.95
Inv 01148CO19100364 Total		140.95
Inv 01148DA19003998		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2019	eBooks & eAudiobooks FY 18-19	55.00
Inv 01148DA19003998 Total		55.00
307395 Total:		195.95

Check Number	Check Date	Amount
<b>OVDR8011 - OverDrive Inc. Total:</b>		195.95
<b>PALM6711 - Palmieri, Lorenzo</b>		
307396	06/19/2019	
Inv	32526	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Reimbursement for D3 State Certification Renwal Fee	140.00
Inv 32526 Total		140.00
307396 Total:		140.00
<b>PALM6711 - Palmieri, Lorenzo Total:</b>		140.00
<b>PHOE4610 - Phoenix Group Information Systems</b>		
307397	06/19/2019	
Inv	042019184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2019	PD Citation & Permit Processing 4/19	1,042.10
05/16/2019	PD Citation & Permit Processing 4/19	1,891.09
Inv 042019184 Total		2,933.19
307397 Total:		2,933.19
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>		2,933.19
<b>PBGF8031 - Pitney Bowes Global Fin. Svc LLC</b>		
307398	06/19/2019	
Inv	3103163793	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Postage Meter Lcasc	305.27
Inv 3103163793 Total		305.27
307398 Total:		305.27
<b>PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:</b>		305.27
<b>TOPL8267 - Plasil, Tony</b>		
307399	06/19/2019	
Inv	May 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Instruct Ballroom Dance May 2019	40.00
Inv May 2019 Total		40.00

Check Number	Check Date	Amount
307399 Total:		40.00
<b>TOPL8267 - Plasil, Tony Total:</b>		40.00
<b>PDI417 - Plumbers Depot Inc.</b>		
307400	06/19/2019	
Inv PD-39764		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/10/2018	Sewer Maintenance Equipment, Materials & Products	4,237.65
Inv PD-39764 Total		4,237.65
307400 Total:		4,237.65
<b>PDI417 - Plumbers Depot Inc. Total:</b>		4,237.65
<b>PODV8267 - Podvoll, Candace</b>		
307401	06/19/2019	
Inv May 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Instruct Meditation (Tuesdays May 2019)	122.40
Inv May 2019 Total		122.40
307401 Total:		122.40
<b>PODV8267 - Podvoll, Candace Total:</b>		122.40
<b>PEDS6010 - Prime Electric Distributors</b>		
307402	06/19/2019	
Inv S1391114.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2019	Meridian Electrical Plug & Street Light	204.05
Inv S1391114.001 Total		204.05
Inv S1391131.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Weather Proof Electrical Cover	40.89
Inv S1391131.001 Total		40.89
Inv S1391521.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Meridian Museum Flag Lights - LED	270.47
Inv S1391521.001 Total		270.47

Check Number	Check Date		Amount
Inv	S1391574.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2019	Electrical Hand Tools		106.70
Inv S1391574.001 Total			106.70
307402 Total:			622.11
<b>PEDS6010 - Prime Electric Distributors Total:</b>			622.11
<b>POSU8132 - Prudential Overall Supply</b>			
307403	06/19/2019		
Inv	52242591		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Uniform Svcs for the Public Works Staff		27.00
04/23/2019	Uniform Svcs for the Public Works Staff		34.68
Inv 52242591 Total			61.68
Inv	52242592		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Scraper Mats for Garfield Reservoir		12.47
Inv 52242592 Total			12.47
Inv	52242593		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Scraper Mats for Service Yard		3.87
04/23/2019	Scraper Mats for Service Yard		3.87
04/23/2019	Scraper Mats for Service Yard		3.87
04/23/2019	Scraper Mats for Service Yard		3.87
04/23/2019	Scraper Mats for Service Yard		3.87
Inv 52242593 Total			19.35
Inv	52242594		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2019	Uniform Svcs for the Public Works Staff		28.57
04/23/2019	Uniform Svcs for the Public Works Staff		9.65
04/23/2019	Uniform Svcs for the Public Works Staff		9.65
04/23/2019	Uniform Svcs for the Public Works Staff		14.38
04/23/2019	Uniform Svcs for the Public Works Staff		11.45
Inv 52242594 Total			73.70
Inv	52251419		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2019	Uniform Svcs for the Public Works Staff		34.69
05/21/2019	Uniform Svcs for the Public Works Staff		26.55

Check Number	Check Date	Amount
Inv 52251419 Total		61.24
Inv 52251422		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Uniform Svcs for the Public Works Staff	9.65
05/21/2019	Uniform Svcs for the Public Works Staff	11.45
05/21/2019	Uniform Svcs for the Public Works Staff	14.38
05/21/2019	Uniform Svcs for the Public Works Staff	28.57
05/21/2019	Uniform Svcs for the Public Works Staff	9.65
Inv 52251422 Total		73.70
Inv 52256081		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2019	Uniform Svcs for the Public Works Staff	26.55
06/04/2019	Uniform Svcs for the Public Works Staff	34.69
Inv 52256081 Total		61.24
Inv 52256083		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2019	Scraper Mats for Service Yard	3.87
06/04/2019	Scraper Mats for Service Yard	3.87
06/04/2019	Scraper Mats for Service Yard	3.87
06/04/2019	Scraper Mats for Service Yard	3.87
06/04/2019	Scraper Mats for Service Yard	3.87
Inv 52256083 Total		19.35
Inv 52256084		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2019	Uniform Svcs for the Public Works Staff	14.38
06/04/2019	Uniform Svcs for the Public Works Staff	9.65
06/04/2019	Uniform Svcs for the Public Works Staff	28.57
06/04/2019	Uniform Svcs for the Public Works Staff	11.45
06/04/2019	Uniform Svcs for the Public Works Staff	9.65
Inv 52256084 Total		73.70
307403 Total:		456.43
POSU8132 - Prudential Overall Supply Total:		456.43
QUI7779 - Quinn Company		
307404 06/19/2019		
Inv PC810851820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Street Division Back Hoe Repairs	95.76
Inv PC810851820 Total		95.76

Check Number	Check Date	Amount
307404 Total:		95.76
<b>QUI7779 - Quinn Company Total:</b>		95.76
<b>RED8995 - Red Wing Shoe Store</b>		
307405	06/19/2019	
Inv 989-1-11928		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2019	Adam Herrera Saftey Boots	188.50
Inv 989-1-11928 Total		188.50
Inv 989-1-2117		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/03/2018	Richard Arriola Saftey Boots	216.79
Inv 989-1-2117 Total		216.79
Inv 989-1-3072		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2018	Safety Boots Michael Lee	216.79
Inv 989-1-3072 Total		216.79
Inv 989-1-5744		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/17/2018	Rick Hernandez Saftey Boots	216.79
Inv 989-1-5744 Total		216.79
307405 Total:		838.87
<b>RED8995 - Red Wing Shoe Store Total:</b>		838.87
<b>REF6601 - Refrigeration Supplies Distrib</b>		
307406	06/19/2019	
Inv 1501190-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Air Filter for Air Conditioning Units	144.01
Inv 1501190-00 Total		144.01
Inv 1501755-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Facilities Filters	61.89
Inv 1501755-00 Total		61.89

Check Number	Check Date	Amount
Inv 1501861-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Facilities Filters	141.56
Inv 1501861-00 Total		141.56
Inv 1501950-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Facilities Filters	20.15
Inv 1501950-00 Total		20.15
307406 Total:		367.61
<b>REF6601 - Refrigeration Supplies Distrib Total:</b>		367.61
<b>RHCC7101 - Rio Hondo College</b>		
307407	06/19/2019	
Inv S19-236-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Fee to conduct Police Dept pre-employment physical agility test	13.62
Inv S19-236-ZSPS Total		13.62
307407 Total:		13.62
<b>RHCC7101 - Rio Hondo College Total:</b>		13.62
<b>RMSF8025 - Routematch</b>		
307408	06/19/2019	
Inv 40137		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Annual Verizon Data Plan - 5 vehicles	1,680.00
Inv 40137 Total		1,680.00
307408 Total:		1,680.00
<b>RMSF8025 - Routematch Total:</b>		1,680.00
<b>BENR8021 - Rushing, Ben</b>		
307409	06/19/2019	
Inv 06142019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Provide entertainment for Fathers Day event 6/14/2019	150.00
Inv 06142019 Total		150.00



Check Number	Check Date	Amount
307409 Total:		150.00
<b>BENR8021 - Rushing, Ben Total:</b>		150.00
<b>SHO6666 - Shono, Jean</b>		
307410	06/19/2019	
Inv	May 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	May Crochet/Knitting class	28.00
Inv May 2019 Total		28.00
307410 Total:		28.00
<b>SHO6666 - Shono, Jean Total:</b>		28.00
<b>REP6115 - Siemens Mobility, Inc.</b>		
307411	06/19/2019	
Inv	5610130369	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2019	Raplacement of CMU El Centro / Fremont	1,030.12
Inv 5610130369 Total		1,030.12
Inv	5610156878	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	LTD X Walk Sinal Inspection shared w/ San Marino	2,163.63
Inv 5610156878 Total		2,163.63
Inv	5610165315	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	LTD X Walk Sinal Inspection shared w/ San Marino	2,163.63
Inv 5610165315 Total		2,163.63
Inv	5620020994	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Traffic Signal Response Call Outs for Mar. 2019	948.61
Inv 5620020994 Total		948.61
Inv	5620023731	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Traffic Signal Response Call Outs for Feb. 2019	6,393.38
Inv 5620023731 Total		6,393.38

Check Number	Check Date	Amount
Inv 5620024085		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2019	Maple & Fremont - Traffic Signal Repair	5,338.14
Inv 5620024085 Total		5,338.14
Inv 5620024088		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Fair Oaks / State / Grevalia Traffic Signal Pole Replacement	7,066.27
Inv 5620024088 Total		7,066.27
Inv 5620024089		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Huntington/Fair Oaks Pole Replacement Vehicle Accident	8,468.22
Inv 5620024089 Total		8,468.22
307411 Total:		33,572.00
<b>REP6115 - Siemens Mobility, Inc. Total:</b>		33,572.00
<b>SCMM6116 - So. Cal Mobile Maint.</b>		
307412	06/19/2019	
Inv 0016794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	CNG Tank Inspections for Vehicles #77 and #79	450.00
Inv 0016794 Total		450.00
307412 Total:		450.00
<b>SCMM6116 - So. Cal Mobile Maint. Total:</b>		450.00
<b>SPRE7011 - South Pasadena Review</b>		
307413	06/19/2019	
Inv E65876		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Print Job - Public Safety Commission Notice	105.00
Inv E65876 Total		105.00
Inv E65926		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Public Notice - LLMD Public Hearing	120.00
Inv E65926 Total		120.00

Check Number	Check Date	Amount
307413 Total:		225.00
<b>SPRE7011 - South Pasadena Review Total:</b>		225.00
<b>SLPB8011 - Southland Publishing</b>		
307414	06/19/2019	
Inv 411162		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	Advertising	245.00
Inv 411162 Total		245.00
Inv 411712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2019	Advertising	166.00
Inv 411712 Total		166.00
307414 Total:		411.00
<b>SLPB8011 - Southland Publishing Total:</b>		411.00
<b>STA5219 - Staples Business Advantage</b>		
307415	06/19/2019	
Inv 3409912116		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	184.03
Inv 3409912116 Total		184.03
Inv 3409994806		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	4.15
Inv 3409994806 Total		4.15
Inv 3409994807		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	388.80
Inv 3409994807 Total		388.80
Inv 3410674933		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	341.10
Inv 3410674933 Total		341.10

Check Number	Check Date	Amount
Inv 3410747314		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	220.00
Inv 3410747314 Total		220.00
Inv 3410820965		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	6.01
Inv 3410820965 Total		6.01
Inv 3411237631		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2019	PD Office Supplies	73.35
Inv 3411237631 Total		73.35
Inv 3411307800		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	PD Office Supplies	188.41
Inv 3411307800 Total		188.41
Inv 3411307801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	PD Office Supplies	162.55
Inv 3411307801 Total		162.55
Inv 3411677198		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	73.45
Inv 3411677198 Total		73.45
Inv 3411745237		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	142.45
Inv 3411745237 Total		142.45
Inv 3411745238		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	PD Office Supplies	488.37
Inv 3411745238 Total		488.37
Inv 3412626720		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Library Office Supplies	123.81

Check Number	Check Date	Amount
Inv 3412626720	Total	123.81
Inv 3412626721		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	Library Office Supplies	132.45
Inv 3412626721	Total	132.45
Inv 3412783372		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	FD Office Supplies	137.49
Inv 3412783372	Total	137.49
Inv 3413291007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2019	Library Office Supplies	8.31
Inv 3413291007	Total	8.31
Inv 3413291008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2019	Library Office Supplies	55.83
Inv 3413291008	Total	55.83
Inv 3413712918		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2019	Library Office Supplies	279.41
Inv 3413712918	Total	279.41
Inv 3413712920		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Library Office Supplies	2.57
Inv 3413712920	Total	2.57
Inv 3413712921		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2019	Library Office Supplies	50.80
Inv 3413712921	Total	50.80
Inv 3413911308		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Library Office Supplies	46.79
Inv 3413911308	Total	46.79

Check Number	Check Date	Amount
Inv 3413911312		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	PW Office Supplies	28.89
05/15/2019	PW Office Supplies	12.41
05/15/2019	PW Office Supplies	12.41
Inv 3413911312 Total		53.71
Inv 3414328117		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Library Office Supplies	49.24
Inv 3414328117 Total		49.24
Inv 3414518471		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	PW Office Supplies	11.33
05/23/2019	PW Office Supplies	11.33
05/23/2019	PW Office Supplies	11.33
05/23/2019	PW Office Supplies	11.33
05/23/2019	PW Office Supplies	11.33
05/23/2019	PW Office Supplies	11.33
Inv 3414518471 Total		67.98
Inv 3414585304		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	PW Office Supplies	24.52
Inv 3414585304 Total		24.52
307415 Total:		3,305.58
STA5219 - Staples Business Advantage Total:		3,305.58
TSTS8267 - T & S Piano Tuning Services		
307416	06/19/2019	
Inv 51719		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Recreation Piano Tuning	180.00
Inv 51719 Total		180.00
307416 Total:		180.00
TSTS8267 - T & S Piano Tuning Services Total:		180.00
LITG6711 - Tang, Lingqi		
307417	06/19/2019	

Inv 043697

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2019	Refund Withdrawn Permit # 042536	61.00

Inv 043697 Total 61.00

307417 Total: 61.00

**LITG6711 - Tang, Lingqi Total:** 61.00

**SPWS8020 - The Home Depot Pro**

307418            06/19/2019

Inv 491191482

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Building Maintenance Janitorial Supplies for Library	411.92

Inv 491191482 Total 411.92

Inv 493016984

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Special Department Expense Floormats	367.99

Inv 493016984 Total 367.99

Inv 493921035

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	Building Maintenance Janitorial Supplies for Library	427.96

Inv 493921035 Total 427.96

Inv 494127889

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Special Department Expense Floormats	175.20

Inv 494127889 Total 175.20

307418 Total: 1,383.07

**SPWS8020 - The Home Depot Pro Total:** 1,383.07

**TOM4455 - Tom's Clothing & Uniforms Inc**

307419            06/19/2019

Inv 1,671

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Remove & Replace Patches on Uniform	27.38

Inv 1,671 Total 27.38

Check Number	Check Date	Amount
307419 Total:		27.38
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<b>TOM4455 - Tom's Clothing &amp; Uniforms Inc Total:</b>		27.38
<hr/>		
<b>UCL6115 - UCLA Center for Prehospital Care</b>		
307420	06/19/2019	
Inv 2200		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2019	FD Education & Training	1,985.92
Inv 2200 Total		1,985.92
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307420 Total:		1,985.92
<hr/>		
<b>UCL6115 - UCLA Center for Prehospital Care Total:</b>		1,985.92
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<b>ULIN8021 - ULINE</b>		
307421	06/19/2019	
Inv 107547915		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Supplies for Home Delivery Meal Program	525.52
Inv 107547915 Total		525.52
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307421 Total:		525.52
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<b>ULIN8021 - ULINE Total:</b>		525.52
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<b>UND6710 - Underground Service Alert</b>		
307422	06/19/2019	
Inv 1220180691		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	Underground Service Alerts 1/19	155.20
Inv 1220180691 Total		155.20
Inv 18dbsfcc2346		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2019	Feed Paid to CA State Board for Regulatory Costs	101.07
Inv 18dbsfcc2346 Total		101.07
<hr/>		
307422 Total:		256.27
<hr/>		
<b>UND6710 - Underground Service Alert Total:</b>		256.27



Check Number	Check Date		Amount
<b>UQMS8010 - Unique Mgmt Svcs Inc.</b>			
307423	06/19/2019		
Inv	552527		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2019	Contract Services Recovering Agency Svcs		179.00
Inv 552527 Total			179.00
307423 Total:			179.00
<b>UQMS8010 - Unique Mgmt Svcs Inc. Total:</b>			179.00
<b>POR4707 - United Site Services, Inc.</b>			
307424	06/19/2019		
Inv	114-8513763		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2019	Portable Toilet Services for Skate Park 5/21/19-6/17/19		318.67
Inv 114-8513763 Total			318.67
307424 Total:			318.67
<b>POR4707 - United Site Services, Inc. Total:</b>			318.67
<b>VEWI8020 - Vision Electric Wholesale Inc.</b>			
307425	06/19/2019		
Inv	35037		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2019	Facility Electrical Supplies		327.24
Inv 35037 Total			327.24
Inv 35039			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2019	Facility Electrical Supplies		27.41
Inv 35039 Total			27.41
307425 Total:			354.65
<b>VEWI8020 - Vision Electric Wholesale Inc. Total:</b>			354.65
<b>WES4152 - West Coast Arborists, Inc.</b>			
307426	06/19/2019		
Inv	145166		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/15/2019	Parkway/Median & Street Tree Removal & Planning		1,978.00

Check Number	Check Date		Amount
02/15/2019		Street Tree Maintenance Professional Services	530.00
Inv 145166		Total	2,508.00
Inv 146794			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/15/2019		Park Tree Trimming, Removals and Planting	840.00
04/15/2019		Parkway/Median & Street Tree Removal & Planning	4,557.00
Inv 146794		Total	5,397.00
Inv 147658			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/30/2019		Grid Pruning	12,526.00
04/30/2019		Parkway/Median & Street Tree Removal & Planning	1,375.00
04/30/2019		Park Tree Trimming, Removals and Planting	740.00
Inv 147658		Total	14,641.00
307426 Total:			22,546.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>			22,546.00
<b>PUFG8267 - Wong, Pauline</b>			
307427	06/19/2019		
Inv	May 2019		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/31/2019		Instruct Line Dance class May 2019	172.00
Inv May 2019		Total	172.00
307427 Total:			172.00
<b>PUFG8267 - Wong, Pauline Total:</b>			172.00
<b>PAWO5260 - Wood, Paul</b>			
307428	06/19/2019		
Inv	06548		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/04/2019		Request for Refund for Lost & Paid Library Material	5.25
Inv 06548		Total	5.25
307428 Total:			5.25
<b>PAWO5260 - Wood, Paul Total:</b>			5.25
<b>EBZE5270 - Zeno, Ebony</b>			

Check Number	Check Date		Amount
307429	06/19/2019		
	Inv	102363	
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/03/2019	Cancellation for Jaden Zeno-Neal Summer 19 Middle School Progra		128.00
	Inv 102363 Total		128.00
307429 Total:			128.00
<b>EBZE5270 - Zeno, Ebony Total:</b>			128.00
Total:			147,129.61

**ATTACHMENT 4**  
**Payroll 05/31/2019**

**PAYROLL ACCOUNT RECONCILIATION**  
**City of South Pasadena**  
**for Payroll 05.31.2019**

Account Number	Account Name	06.19.19
101-0000-0000-1010-000	General Fund - Payroll cash	625,065.68
	Other Withholding Payables	\$ 342,885.86
101-0000-0000-1010-000	Net General Fund - Payroll Cash	282,179.82
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,861.07
207-0000-0000-1010-000	Prop C - Payroll Cash	6,736.02
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	12,961.65
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Aesessment - PR Ca	5,370.92
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	18,292.79
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	47,042.46
700-0000-0000-2210-000	Internal Revenue Service	55,224.50
700-0000-0000-2220-000	Employment Development Dept.	20,900.98
700-0000-0000-2230-000	Internal Revenue Service	17,070.59
700-0000-0000-2240-000	PERS Pension	94,021.68
700-0000-0000-2260-000	Deferred Comp - Empower	13,148.73
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
<b>Total Checks &amp; Direct Deposits</b>		<b>582,811.21</b>
Checks		19,360.56
Direct Deposits		363,084.17
I.R.S Payments		72,295.09
E.D.D. - State of CA		20,900.98
PERS Pension		94,021.68
Deferred Comp - Empower		13,148.73
PERS Health		
		<b>582,811.21</b>
To 700		705,970.03
Other PR Payable		342,885.86
ACH Payable		363,084.17

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

**Redevelopment Successor Agency Check Summary Total**

Agency Warrants **06.19.19**


<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 \$ -

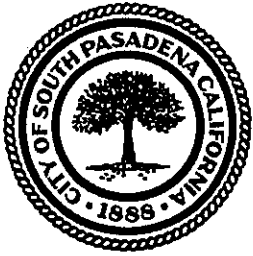
\_\_\_\_\_  
Marina Khubesrian M.D., Agency Chair

\_\_\_\_\_  
Evelyn G. Zneimer, Agency Secretary

  
\_\_\_\_\_  
Craig Koehler, Agency Treasurer

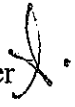

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# City Council Agenda Report

ITEM NO. 11

**DATE:** June 19, 2019  
**FROM:** Stephanie DeWolfe, City Manager   
**PREPARED BY:** Craig Koehler, Finance Director   
**SUBJECT:** Monthly Investment Reports for April 2019

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### Recommendation Action

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

Exhibit A  
City of South Pasadena  
**INVESTMENT REPORT**  
April 30, 2019

**Investment Balances at Month End**

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
<b>LOCAL AGENCY INVESTMENT FUND:</b>					
LAIF City	ON DEMAND	2.450%	49.67%	16,145,224.59	16,145,224.59
SUBTOTAL			49.67%	<u>16,145,224.59</u>	<u>16,145,224.59</u>
<b>MORGAN STANLEY SMITH BARNEY</b>					
Government Securities	See Exhibit B-1	1.32%	35.37%	11,497,039.74	11,419,623.63
Corporate Bonds	See Exhibit B-1	2.88%	14.97%	4,865,515.33	4,677,353.87
SUBTOTAL			50.33%	<u>16,362,555.07</u>	<u>16,096,977.50</u>
<b>TOTAL INVESTMENTS</b>			<b>100.00%</b>	<b><u>\$32,507,779.66</u></b>	<b><u>\$32,242,202.09</u></b>

**2016 WATER REVENUE BONDS ESCROW FUND \*\***

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

Wells Fargo Govt. Securities	See Exhibit B-2	1.750%	40,088,000.00	39,968,938.64
Wells Fargo Uninvested Cash Balance			1,092.52	1,092.52

**BANK ACCOUNTS:**

Bank of the West Account Balance:	\$7,095,103.77
Morgan Stanley Uninvested Cash Balance:	\$506,275.75
Morgan Stanley Unsettled Transactions	(7,114.20)
BNY Mellon Uninvested Cash Balance	888.13

Required Disclosures:

Average weighted maturity of the portfolio 231 DAYS

Average weighted total yield to maturity of the portfolio 2.112%

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**  
**April 30, 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	912828G95	822,000.00	100.080	822,661.47	817,380.36	1.640%	(5,281.11)
2 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	163,078.32	1.640%	(563.01)
3 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	256,713.03	1.270%	1,699.30
4 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,690.95	1.270%	(157.29)
5 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,867.55	1.270%	(119.57)
6 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.238	97,230.93	96,143.49	1.270%	(1,087.44)
7 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	246,787.50	1.410%	186.00
8 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.462	74,341.89	73,049.10	1.410%	(1,292.79)
9 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.459	330,508.94	324,772.35	1.410%	(5,736.59)
10 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	490,041.96	1.420%	(5,312.66)
11 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.498	150,746.63	147,603.00	1.420%	(3,143.63)
12 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.511	281,429.86	275,525.60	1.420%	(5,904.26)
13 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.324	738,386.45	732,091.84	2.030%	(6,294.61)
14 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.198	494,977.81	491,011.30	2.050%	(3,966.51)
15 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	486,901.22	1.810%	(6,519.81)
16 Gov't. Securities	U.S. Treasury Note	912828WZ9	279,000.00	95.836	267,382.16	274,990.77	1.810%	7,608.61
17 Gov't. Securities	U.S. Treasury Note	9128282P4	413,000.00	99.816	412,241.73	408,192.68	1.940%	(4,049.05)
18 Gov't. Securities	U.S. Treasury Note	9128282P4	579,000.00	99.211	574,431.11	572,260.44	1.940%	(2,170.67)
19 Gov't. Securities	U.S. Treasury Note	9128282P4	25,000.00	97.887	24,471.68	24,709.00	1.940%	237.32
20 Gov't. Securities	U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	713,665.02	2.125%	647.10
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.008	309,025.11	308,060.64	1.260%	(964.47)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.069	309,213.47	308,060.64	1.260%	(1,152.83)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.111	20,022.24	19,939.20	1.260%	(83.04)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.068	345,234.24	343,951.20	1.260%	(1,283.04)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.121	480,579.67	477,571.20	1.260%	(3,008.47)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.324	501,618.52	494,750.00	1.400%	(6,868.52)
26 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	647,956.05	1.180%	(12,422.20)
27 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.026	568,144.82	564,722.64	1.640%	(3,422.18)
28 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	101.675	407,715.48	398,128.84	1.910%	(9,586.64)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0U43	225,000.00	101.115	227,507.65	230,127.75	2.875%	2,620.10
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0U43	140,000.00	102.163	143,028.34	143,190.60	2.875%	162.26
31 Gov't. Securities	Fed. National Mtg. Assn.	3135GOV34	833,000.00	100.705	838,875.80	838,689.39	2.500%	(186.41)

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Exhibit B-1

Funds and Investments  
Held by Contracted (Third) Parties  
April 30, 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			11,507,000.00		11,497,039.74	11,419,623.63	1.320%	(77,416.11)	
32	Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.097	78,075.58	77,952.42	2.110%	(123.16)
33	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	32,000.00	100.060	32,019.30	31,957.44	2.000%	(61.86)
34	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.037	8,002.92	7,989.36	2.000%	(13.56)
35	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.061	2,001.22	1,997.34	2.000%	(3.88)
36	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.101	38,038.28	37,949.46	2.000%	(88.82)
37	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.084	111,092.73	110,807.97	2.000%	(284.76)
38	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.125	7,008.78	6,987.89	2.000%	(20.89)
39	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.143	45,064.29	44,922.15	2.000%	(142.14)
40	Corporate Bond	Honeywell International	438516BJ4	82,000.00	99.468	81,563.76	81,530.96	1.420%	(32.80)
41	Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.158	105,166.03	104,635.65	1.920%	(530.38)
42	Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.139	13,018.05	12,954.89	1.920%	(63.16)
43	Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.211	3,006.32	2,989.59	1.920%	(16.73)
44	Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	100.401	40,160.59	39,861.20	1.920%	(299.39)
45	Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.369	81,299.29	80,549.64	1.720%	(749.65)
46	Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.379	81,306.59	80,845.29	2.470%	(461.30)
47	Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	101.208	79,954.08	79,983.55	4.340%	29.47
48	Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	102.134	103,155.03	102,845.27	4.970%	(309.76)
49	Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	102.182	6,130.89	6,109.62	4.970%	(21.27)
50	Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	102.193	2,043.86	2,036.54	4.970%	(7.32)
51	Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	102.469	34,839.42	34,621.18	4.970%	(218.24)
52	Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	102.312	100,265.32	99,982.54	4.990%	(282.78)
53	Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	102.563	8,205.04	8,161.84	4.990%	(43.20)
54	Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	102.648	2,052.96	2,040.46	4.990%	(12.50)
55	Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	102.983	39,133.52	38,768.74	4.990%	(364.78)
56	Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	102.732	5,136.58	5,101.15	4.990%	(35.43)
57	Corporate Bond	Wal-Mart	931142CU5	76,000.00	102.760	78,097.85	77,043.48	3.570%	(1,054.37)
58	Corporate Bond	Target Corp.	87612EAV8	39,000.00	102.720	40,060.80	39,620.88	3.800%	(439.92)
59	Corporate Bond	Target Corp.	87612EAV8	36,000.00	102.775	36,998.96	36,573.12	3.800%	(425.84)
60	Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.557	53,294.95	52,990.99	2.710%	(303.96)
61	Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.645	7,045.17	6,998.81	2.710%	(46.36)
62	Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	101.280	18,230.33	17,996.94	2.710%	(233.39)
63	Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	100.997	42,418.77	41,992.86	2.710%	(425.91)
64	Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.314	56,175.78	55,954.08	2.460%	(221.70)
65	Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.416	3,012.49	2,997.54	2.460%	(14.95)
66	Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.076	20,215.25	19,983.60	2.460%	(231.65)
67	Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.110	54,599.45	53,964.90	2.570%	(634.55)
68	Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.146	24,275.04	23,984.40	2.570%	(290.64)
69	Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.212	60,126.95	59,692.20	2.190%	(434.75)
70	Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.172	20,234.45	19,897.40	2.190%	(337.05)
71	Corporate Bond	Bank of America	06051GFT1	163,000.00	100.451	163,735.54	163,105.95	2.650%	(629.59)
72	Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.468	62,290.33	61,481.68	1.910%	(808.65)
73	Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.681	19,129.44	18,841.16	1.910%	(288.28)

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**Exhibit B-1**  
**Funds and Investments**  
**Held by Contracted (Third) Parties**  
**April 30, 2019**

**Morgan Stanley Investments**

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
74 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.987	61,422.51	60,693.78	2.340%	(728.73)
75 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.527	62,326.89	61,688.76	2.340%	(638.13)
76 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.071	83,059.10	82,358.41	1.980%	(700.69)
77 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.955	55,525.04	54,924.65	2.440%	(600.39)
78 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.040	25,259.93	24,965.75	2.440%	(294.18)
79 Corporate Bond	VISA	92826CAA0	162,000.00	100.342	162,553.61	161,199.72	2.230%	(1,353.89)
80 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	103.340	77,505.37	76,332.75	4.100%	(1,172.62)
81 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	88,000.00	102.270	89,997.66	89,563.76	4.100%	(433.90)
82 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.942	163,526.06	161,083.08	2.222%	(2,442.98)
83 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	104.650	158,021.94	156,455.63	4.460%	(1,566.31)
84 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.060	65,038.95	63,672.05	1.700%	(1,366.90)
85 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,652.69	1.700%	(212.50)
86 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	161,912.28	2.060%	(856.08)
87 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.748	82,612.95	81,765.48	2.430%	(847.47)
88 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.339	164,169.23	162,014.58	2.760%	(2,154.65)
89 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.494	80,970.16	79,840.56	3.070%	(1,129.60)
90 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.763	162,821.02	160,555.20	2.740%	(2,265.82)
91 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.085	81,878.63	80,580.42	2.510%	(1,298.21)
92 Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.151	164,246.92	166,238.60	3.220%	1,991.68
93 Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44			
94 Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	168,655.20	2.930%	2,152.08
95 Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	123,796.25	2.420%	586.25
96 Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.553	165,530.58	167,045.66	3.310%	1,515.08
97 Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	82,745.88	2.200%	863.52
98 Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.717	166,984.52	166,998.86	3.510%	14.34
99 Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	104.516	83,612.88	83,587.20	3.820%	(25.68)
100 Corporate Bond	BB&T Corp.	05531FBF9	121,000.00	102.449	123,962.93	125,324.54	3.620%	1,361.61
<b>Subtotal Corporate Bonds</b>			<b>4,819,000.00</b>		<b>4,865,515.33</b>	<b>4,677,353.87</b>	<b>2.878%</b>	<b>(22,584.02)</b>
								188,161.46

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**Exhibit B-1**  
**Funds and Investments**  
**Held by Contracted (Third) Parties**  
**April 30, 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			-			499,161.55		
Accrued Interest								
<b>Subtotal Cash &amp; Cash Equivalents</b>						<b>499,161.55</b>		
<b>Grand Totals</b>			<b>16,326,000.00</b>		<b>16,362,555.07</b>	<b>16,596,139.05</b>	<b>1.720%</b>	<b>(100,000.13)</b>
<b>Unsettled Transactions</b>						<b>0.00</b>		
<b>Subtotal Unsettled Transactions</b>						<b>-</b>		
<b>Totals incl. Unsettled Transactions</b>			<b>16,326,000.00</b>		<b>16,362,555.07</b>	<b>16,596,139.05</b>		<b>(100,000.13)</b>
<b>Totals per Bank Statement</b>			<b>16,326,000.00</b>		<b>16,362,555.07</b>	<b>16,596,139.05</b>		<b>(100,000.13)</b>

16,496,138.92

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Exhibit B-2

Funds and Investments  
Held by Contracted (Third) Parties  
April 30, 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		888.13	0.010%	888.13	0.010%		1	
2	Morgan Stanley Treasury Portfolio		155,463.75	0.250%	155,463.75	0.250%		1	
Subtotal Cash & Cash Equivalents			156,351.88	0.249%	156,351.88	0.249%		1	
Total Project Fund			156,351.88	0.249%	156,351.88	0.249%		1	

Wells Fargo 2016 Water Refunding Escrow Fund -- Information Only

1	Cash		1,092.52	0.100%	1,092.52	0.100%		1	
Subtotal Cash & Cash Equivalents			1,092.52	0.100%	1,092.52	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	9/30/2014	40,088,000.00	1.750%	39,968,938.64	1.750%	9/30/2019	153	912828F39
Subtotal Securities			40,088,000.00	1.750%	39,968,938.64	1.750%		153	
Total Escrow Fund			40,089,092.52	1.750%	39,970,031.16	1.750%		153	

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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	32,242,202
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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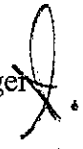
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# City Council Agenda Report

ITEM NO. 12

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Joe Ortiz, Chief of Police  
Paul Riddle, Fire Chief  
Brian Solinsky, Police Captain

**SUBJECT:** **Second Reading of an Ordinance Amending Chapter 2 (Administration), Article IVB, Section 2.43. Public Safety Commission, of the South Pasadena Municipal Code**

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### **Recommendation Action**

It is recommended that the City Council read by title only for the Second reading, waiving further reading, and adopt an Ordinance Amending Chapter 2 (Administration), Article IVB, Section 2.43 of the South Pasadena Municipal Code (SPMC) regarding the charge and duties of the Public Safety Commission (PSC).

### **Commission Review and Recommendation**

This matter was reviewed by the PSC. The PSC recommended that the City Council adopt the amendment to Chapter 2, Article IVB, Section 2.43 of the SPMC to comply with current duties and tasks as recommended by staff.

### **Discussion/Analysis**

On June 5<sup>th</sup>, 2019, City Council introduced an ordinance amending Chapter 2, Article IVB, Section 2.43 of the SPMC that would revise the duties of the Public Safety Commission. The purposed changes will create a more efficient workflow and provide greater service to the community and Council by focusing efforts on essential policy and relevant needs related to public safety.

The proposed revisions in the authority and duties of the Commission include removing language that states, "such duties as, creating and maintaining a current roster of equipment available to the city for use responding to disasters, liaison and coordination with the Los Angeles Metropolitan Transportation Authority (MTA) concerning light rail operations, reviewing the results of audits and inspections of the light rail, and conduct emergency preparedness training for the citizenry". In addition to the removal of certain duties, the proposed revisions more accurately define the commission's authority by identifying them in ten separate sub-sections rather than three overarching sections. The new duties are as follows:

A. The Commission shall serve as a conduit of information for City residents and businesses to express their concerns regarding enforcement of traffic and pedestrian safety, code enforcement, and emergency services. The Commission shall hear these concerns, communicate them to the

designated staff liaison for the Commission, and report back to citizens within a reasonable amount of time.

B. Review and analyze traffic and pedestrian safety, code enforcement, and emergency services.

C. Assist in developing traffic and pedestrian safety programs that will help reduce and/or prevent accidents, injuries and deaths on the roadways within the City.

D. The Commission shall gather additional input by maintaining an ongoing dialogue with various community organizations including, but not limited to, the Pasadena Humane Society, neighborhood watch groups, homeowners' associations, Chamber of Commerce, and the South Pasadena Unified School District.

E. Review and provide suggestions on disaster planning, preparedness and crisis management programs, and other resources for further consideration by the City Council and/or staff.

F. Recruit volunteer citizen efforts to complement the City's public safety personnel in their collective effort to anticipate and respond to a public disaster. Responsibilities would include, but not be limited to, coordinating a public information campaign urging citizens develop a home and/or business preparation plan.

G. Assuming responsibility to maintain liaison and coordination between the City, the South Pasadena Unified School District, and the South Pasadena community by conducting school safety education, distributing safety materials to members of the public, including schools, and receiving and reviewing community concerns regarding school safety issues and reporting them with recommendations as appropriate, to the city council.

H. Provide a written report to the City Manager's office on a yearly basis to be forwarded to the City Council for review.

While the Commission may propose assignments and activities, assignments and activities other than specific duties and responsibilities of the Commission shall be undertaken by direction of the City Council or the City Manager. All Commissioner communications and requests of City staff must be made via the City Manager's office including responses back through the City Manager's office to all Commissioners to allow for better tracking and follow-up on requests. Recommendations of the Commission shall be undertaken by direction of the City Council or City Manager. Commission recommendations shall be made to the City Council at the discretion of the City Manager's office.

The new language will create consistency with the PSC's charge to allow greater flexibility and workflow with neighboring commissions and public safety groups.

#### **Legal Review**

The City Attorney has reviewed this item.

#### **Fiscal Impact**

There is no direct fiscal impact associated with the proposed amendment of the PSC charge.

**Environmental Analysis**

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

**Public Notification of Agenda Item**

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

Attachment: Proposed Ordinance

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA  
AMENDING CHAPTER 2, (ADMINISTRATION), OF ARTICLE IVB  
(PUBLIC SAFETY COMMISSION) SECTION 2.43  
(POWERS AND DUTIES) OF THE SOUTH PASADENA  
MUNICIPAL CODE RELATING TO THE DUTIES AND  
RESPONCIBILITES OF THE PUBLIC SAFETY COMMISSION**

**WHEREAS**, in 2009 , the Public Safety Commission was created with the intent to provide civic engagement and insight to the City Council when addressing public safety issues affecting South Pasadena and the region; and

**WHEREAS**, When the Public Safety Commission was created, there were public safety issues affecting South Pasadena that are not relevant today; and

**WHEREAS**, The proposed changes will support the current workplan, create a more efficient work flow, and provide greater service to the community and City Council; and

**WHEREAS**, The City Council wishes to revise language concerning the authority and duties of the Public Safety Commission.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** South Pasadena Municipal Code Sections 2.43 (Powers and Duties) of Article IVB (Public Safety Commission) Chapter 2 (Administration) is hereby repealed in its entirety and replaced with the following:

**2.43 Powers and duties generally.**

A. The Commission shall serve as a conduit of information for City residents and businesses to express their concerns regarding enforcement of traffic and pedestrian safety, code enforcement, and emergency services. The Commission shall hear these concerns, communicate them to the designated staff liaison for the Commission, and report back to citizens within a reasonable amount of time.

B. Review and analyze traffic and pedestrian safety, code enforcement, and emergency services.

C. Assist in developing traffic and pedestrian safety programs that will help reduce and/or prevent accidents, injuries and deaths on the roadways within the City.

D. The Commission shall gather additional input by maintaining an ongoing dialogue with various community organizations including, but not limited to, the Pasadena Humane Society, neighborhood watch groups, homeowners' associations, Chamber of Commerce, and the South Pasadena Unified School District.

E. Review and provide suggestions on disaster planning, preparedness and crisis management programs, and other resources for further consideration by the City Council and/or staff.

F. Recruit volunteer citizen efforts to complement the City's public safety personnel in their collective effort to anticipate and respond to a public disaster. Responsibilities would include, but not be limited to, coordinating a public information campaign urging citizens develop a home and/or business preparation plan.

G. Assuming responsibility to maintain liaison and coordination between the City, the South Pasadena Unified School District, and the South Pasadena community by conducting school safety education, distributing safety materials to members of the public, including schools, and receiving and reviewing community concerns regarding school safety issues and reporting them with recommendations as appropriate, to the City Council.

H. Provide a written report to the City Manager's office on a yearly basis to be forwarded to the City Council for review.

I. While the Commission may propose additional assignments and activities, such additional assignments and activities (other than specific duties and responsibilities of the Commission) shall only be undertaken by direction of the City Council or the City Manager. All Commissioner communications and requests of City staff must be made via the City Manager's office including responses back through the City Manager's office to all Commissioners to allow for better tracking and follow-up on requests. Recommendations of the Commission shall be undertaken by direction of the City Council or City Manager. Commission recommendations shall be made to the City Council at the discretion of the City Manager's office.

**SECTION 2.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_ day of June, 2019.

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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






# City Council Agenda Report

ITEM NO. 13

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** John Pope, Principal Information Officer  
David Bergman, Interim Planning Director

**SUBJECT:** **Approval of a contract with Circlepoint for Communications and Community Relations Services – Housing Feasibility Outreach in a not to exceed amount of \$29,500**

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## **Recommendation**

It is recommended that the City Council approve a contract with Circlepoint for Communications and Community Relations Services – Housing Feasibility Outreach in a not to exceed amount of \$29,500 in grant funds.

## **Commission Review and Recommendation**

This matter was not reviewed by a commission.

## **Discussion/Analysis**

The City has an immediate need to engage residents and stakeholders on a series of housing-related matters under consideration. In April the City issued a Request for Proposals (RFP) for consultants with experience in communications and community relations. Two responses were received in May. A panel of City staff reviewed the submissions and selected Circlepoint as its top choice. The firm has extensive experience with community outreach projects on complex issues including master planning, development and transportation projects, and public education campaigns.

In the past several months the City Council has directed staff to research and conduct community outreach on four potential housing-related matters:

- Alternative Dwelling Units (ADUs)
- Inclusionary Housing
- Renter relocation fees
- Rental property inspection program

Under the terms of the contract, Circlepoint will:

- Coordinate, promote and facilitate three community meetings in the City of South Pasadena to gain stakeholder input and feedback on the housing proposals.
- Create collateral materials and key messages.

Approval of a contract with Circlepoint

June 19, 2019

Page 2 of 2

- Produce a professionally designed report based on the results of the community engagement activities.
- Produce four brochures communicating the results of the Council's actions on the housing initiatives.

The majority of the community outreach activities will be conducted in August and September, 2019. Following completion of the outreach, Circlepoint will develop the report and brochures.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

The \$29,500 contract will be paid fully through grant funds. The City has obtained a \$60,000 grant from the County of Los Angeles Measure H (Homeless Initiative), with \$30,000 allocated for an outreach study consultant for affordable housing initiatives and \$30,000 for a land assessment consultant. The Circlepoint contract will be paid with the fees allocated for the feasibility study consultant.

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

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

Attachment: Professional Services Agreement for Consultant Services

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

**(City of South Pasadena / Circlepoint)**

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered by and between the City of South Pasadena, a California municipal corporation (“City”), and **Circlepoint, a privately held California C Corporation** (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: development materials for and facilitate community engagement for public meetings relating to housing initiatives.
- 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 the attached Exhibit A Scope of Services and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **John Pope**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is twenty-nine thousand, nine hundred fifty dollars (\$29,950).
- 3.5. "Commencement Date": June 20, 2019
- 3.6. "Termination Date": Dec. 31, 2019

#### 4. TERM

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

#### 5. CONSULTANT'S DUTIES

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

Professional Services Agreement – Consultant Services

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Approved For Use 11/15/16

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. **Paulina Velasco** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or

as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## 6. SUBCONTRACTING

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

## 7. COMPENSATION

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

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

## 8. PREVAILING WAGES

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

## 9. OWNERSHIP OF WRITTEN PRODUCTS

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

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

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



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

## 12. INSURANCE

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

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

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

- 12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.

Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

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

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

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

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

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

### 13. MUTUAL COOPERATION

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

### 14. NOTICES

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

If to City

If to Consultant

John Pope  
City of South Pasadena  
Public Information Officer  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 403-7240  
Facsimile: (626) 403-7241

**Scott Steinwert**  
**Circlepoint**  
**200 Webster Street, Suite 200,**  
**Oakland, CA 94607**  
**Telephone: (510) 285-6748**

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”  
Scott Steinwert

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

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

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

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

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

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



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

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

**Attest:**

By: \_\_\_\_\_  
Debby Lee, Interim Chief City Clerk

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

**Approved as to form:**

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

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

## **EXHIBIT A**

### **SCOPE OF SERVICES**

The contractor will support City staff and administrators in developing and implementing a plan to educate and engage stakeholders on several housing-related issues the City is considering for potential adoption. The contractor will focus on delivering engagement solutions that will increase input from the community on Accessory Dwelling Units (ADUs); inclusionary housing; relocation fees for renters; and a rental inspection program.

Required services, which are subject to the approval and satisfaction of the City Manager, include:


- Develop and implement a strategic communications/community outreach plan.
- Develop key messaging for written materials.
- Create and design PowerPoint presentations, fliers, fact sheets, news releases, website page infographics.
- Coordinate, promote, and facilitate three (3) community meetings in the City of South Pasadena.
- Produce a professionally designed report based on the results of the community engagement activities.
- Develop four brochures to communicate new policies/actions on the housing issues.



# City Council Agenda Report

ITEM NO. 14

**DATE:** June 19, 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:** Adoption of the Long-Term Financial Sustainability Strategy

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### Recommendation

It is recommended that the City Council adopt the Long-Term Financial Sustainability Strategy.

### Commission Review and Recommendation

On May 23, 2019, the Financial Sustainability Strategy was presented to the Finance Commission for comment and they recommended unanimously that the City Council approve the plan.

### Executive Summary

On May 15, 2019 City staff presented a long range financial sustainability plan requesting the City Council approve in concept before finalizing a financial sustainability strategy. The Council voted unanimously to approve the plan in concept and directed staff to present the strategy to the Finance Commission for further review and recommendation. On May 23, 2019 the Finance commission recommended the City Council approve the plan.

### Discussion/Analysis

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.

## 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.

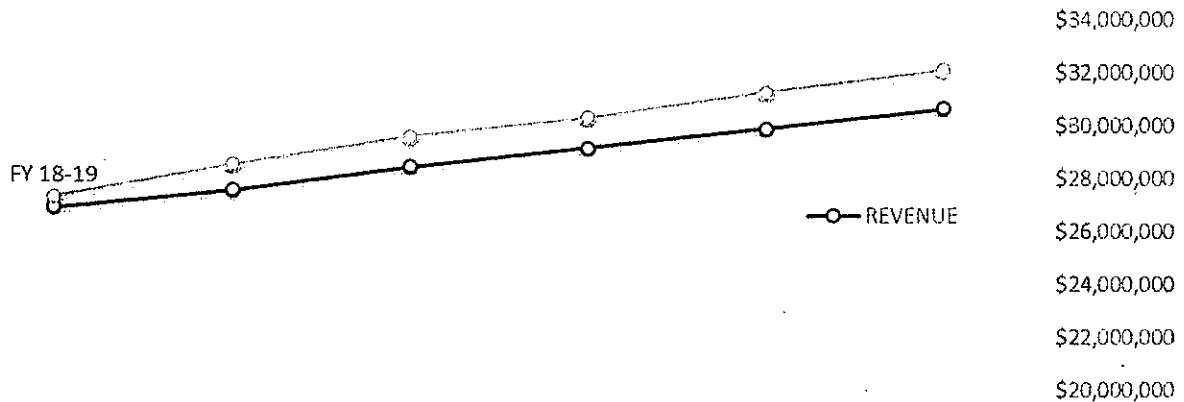
#### *Technology and Advancement*

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**

<b>FY</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
<b>BUSINESS DISTRICT PARKING METERS</b>	\$245K	\$245K	\$245K	\$245K	\$245K
RETAIL CANNABIS STORE	\$0	\$48K	\$48K	\$48K	\$48K
<b>SHORT-TERM RENTALS</b>	\$0	\$50K	\$50K	\$50K	\$50K
SMALL HOTEL	\$0	\$0	\$0	\$0	\$700K
<b>USER FEE STUDY</b>	\$150K	\$152K	\$155K	\$158K	\$161K

**Citywide Taxes**

<b>FY</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
<b>Increase City Sales Tax (by 3/4 of a cent)</b>	\$0	\$1.5 M	\$1.5 M	\$1.5 M	\$1.5 M
<b>Public Safety Parcel Tax (\$24-384 per parcel)</b>	\$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 increases 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. Implementation of initiatives adopted in the FY19-20 Annual Budget will begin immediately upon the beginning of the new fiscal year;
2. 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*.



# City Council Agenda Report

ITEM NO. 15

**DATE:** June 19, 2019

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

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

**SUBJECT:** Award of Construction Contract to E C Construction Company for the Bike Lockers, Shelters and Hitches at Various Locations; Project for an Amount Not-to-Exceed \$244,580 in Grant Funds

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## Recommendation

It is recommended that the City Council:

1. Accept a bid dated May 28, 2019 from E C Construction Company to install bike lockers, shelters and hitches at various locations (Project); and
2. Authorize the City Manager to enter into a contract with E C Construction Company for an amount not-to-exceed \$244,580 for the Project to be funded with grant dollars; and
3. Authorize a construction contingency of approximately ten percent in the amount of \$25,420 for a total amount of \$270,000

## Commission Review and Recommendation

This matter was not reviewed by a Commission.

## Background

In 2012 the City submitted a grant application for the South Pasadena Bicycle Parking project under the Caltrans Bicycle Transportation Account (BTA) fund, which was subsequently awarded. This project is part of the South Pasadena Bicycle Master Plan of 2011; and supports the City's goal to provide bicycle facilities that will encourage bicycling in the community. This project will benefit the community by providing adequate bicycle parking to support the overall bicycle network. Furthermore, by providing both short-term and all-day bicycle storage facilities, this project will encourage both recreational and commuter bicycling.

## Discussion/Analysis

On February 7, 2019, the Bike Lockers, Shelters and Hitches at Various Locations project was advertised for bid. On March 12, 2019, the date bids were due, only one bid was received from E C Construction Company of South El Monte, CA. E C Construction subsequently withdrew their bid due to a clerical error.

Contract Award to E C Construction Co. for Bike Lockers, Shelters and Hitches at Various Locations

June 19, 2019

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The Project in general consists of providing for the secure storage of bicycles at various locations. More specifically this project includes the installation of bicycle lockers, shelters and hitches at Heritage Plaza, Arroyo Seco Trail, Arroyo Park, Library Park and Garfield Park. Bicycle lockers and hitches will also be installed, along with concrete sidewalk improvements at various locations throughout the City. A total of eight bike lockers, six shelters and 70 hitches will be installed.

The Project is rather specialized in that it consists of the manufacture and installation of bicycle storage facilities. Furthermore, the project specifications call for the bike lockers, shelters and hitches to be provided by a specific manufacturer, of which the hitches are of a custom South Pasadena design. This may explain the lack of qualified bidders on this project.

Due to the specialized nature of this project and the majority of the cost being in the manufacturing of the bicycle storage facilities, staff believes that it is highly unlikely that formally re-advertising the project would yield better results.

Having already met the requirement to formally advertise the Caltrans Bicycle Transportation Account (BTA) grant funded project, staff proceeded to solicit informal bids for this project in early May 2019. Three firms submitted bids as follows:

<b>Contractor</b>	<b>Total Bid Amount</b>
E C Construction Co., So. El Monte, CA	\$244,580
Community Playgrounds, Inc., Vallejo, CA	\$321,061
Cerco Engineering, West Lake Village & Los Angeles, CA	Non-Responsive (Clerical/Math Error)

E C Construction Company is the successful low bidder with a base bid of \$244,580. Staff has checked the company's references and their work has been verified to be of good quality. E C Construction Company has satisfactorily completed similar projects for South Pasadena, Pasadena and other San Gabriel Valley cities. The Contractor's license is currently valid and in good standing. Staff's recommendation is to award the Project to E C Construction Company. The Project is expected to be completed in 60 working days.

**Next Steps**

Upon execution of the contract, the procurement of the bike lockers, shelters and custom bike hitches will begin. Installation will begin immediately upon delivery of the bike storage facilities.

**Legal Review**

The City Attorney has reviewed this item.

Contract Award to E C Construction Co. for Bike Lockers, Shelters and Hitches at Various Locations

June 19, 2019

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**Fiscal Impact**

The funding breakdown for this project is as follows: BTA grant (\$184,500), Street funds (\$20,500) and Exchange funds (\$99,500). There are sufficient funds budgeted in the above accounts to adequately fund the cost of this contract.

**Environmental Analysis**

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

**Public Notification of Agenda Item**

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

Attachment: Construction Contract Agreement with E C Construction Company

# CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT made and entered into this 19<sup>th</sup> day of June, 2019, by and between the CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and E C CONSTRUCTION COMPANY, "CONTRACTOR."

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

**1. Contract Documents.** The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**Project No. 2019-04**), Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

**2. Scope of Services.** CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: **Bike Lockers, Shelters and Hitches at Various Locations** (**Project No. 2019-04**) all in accordance with the Contract Documents, Contractor's Proposal dated May 28, 2019 and Exhibit A.

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

**3. Compensation.** CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of Two Hundred Forty-Four Thousand Five Hundred Eighty Dollars (\$244,580).

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

**4. Time for Completion.** CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice to Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within Sixty (60) working days from the date the Notice to Proceed is issued.

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E C CONSTRUCTION COMPANY  
CONTRACTOR

BY \_\_\_\_\_

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

BY \_\_\_\_\_

CITY OF SOUTH PASADENA

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

ATTEST:

APPROVED AS TO FORM:

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

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

## **Exhibit A**

### **Scope of Services**

E C Construction Company will furnish all labor, materials, equipment and transportation, and do all the work required to complete the following work in accordance with the project Plans and Specifications:


1. Mobilization
2. Traffic Control
3. Furnish and Install Two (2) Bike Shelters on the Arroyo Seco Trail
4. Furnish and Install One (1) Bike Shelter in Arroyo Park Playground
5. Furnish and Install One (1) Bike Shelter in Arroyo Park Field 3
6. Furnish and Install Three (3) Bike Hitches in Arroyo Park Nelson Field
7. Furnish and Install One (1) Bike Shelter, Five (5) Bike Lockers and Three (3) Bike Hitches in Heritage Plaza
8. Furnish and Install Ten (10) Bike Hitches in Library Park
9. Furnish and Install One (1) Bike Shelter in Garfield Park
10. Furnish and Install a Bike Locker at (3) Various Locations
11. Furnish and Install a Bike Hitch per Appendix "E" at (54) Various Locations
12. Remove and Reconstruct 4" Concrete Paving (Sidewalk) (1,000 S.F.) at Various Locations for a Bike Hitch/Locker



# City Council Agenda Report

ITEM NO. 16

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager 

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

**SUBJECT:** **Adoption of Resolution Approving the Reclassification of the Planning and Building Director, Including a Proposed New Job Description and Salary Range**

---

### **Recommendation**

It is recommended that the City Council adopt a resolution approving the reclassification of the Planning and Building Director, including a proposed new job description and salary range.

### **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

### **Discussion/Analysis**

On April 17, 2019, the City Council approved the 2018-2023 Strategic Plan Fiscal Year (FY) 2019-20 Objectives. One of the six objectives is to: “Create a Strong Economic Development Strategy to Strengthen Local Business.” Previously, the City did not have a position or classification that specifically had the role and responsibility of economic development. As such, it is proposed that the Planning and Building Director be reclassified and the new job description for the Planning and Community Development Director be approved to include expanded duties. The new responsibilities will oversee economic development as well as community development and the new City arts program. Additionally, city staff will be utilizing the strategy of connecting arts with economic and community development, so that they are complementary.

The prioritization of this strategic objective is reflected in the proposal to reclassify the existing position of Planning and Building Director. Previously, Human Resources did not have an existing job description for the Planning and Building Director and hence approval of a job description is necessary to allow for recruitment to fill the new position with a permanent employee.

As shown in the table below, provided is current salary range for the existing Planning and Building Director classification and the proposed salary range for the new Planning and Community Development Director classification.



Adoption of a Resolution approving the reclassification of the Planning and Building Director, including a proposed new job description and salary range

June 19, 2019

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	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
<b>Planning &amp; Building Director - Current</b>	\$8,376	\$8,795	\$9,234	\$9,696	\$10,181	\$10,690	\$11,224
Planning & Community Development Director - Proposed	\$9,697	\$10,208	\$10,745	\$11,310	\$11,906	\$12,532	\$13,192

### **Next Steps**

With the adoption of the resolution and approval of the reclassification and proposed new salary range, staff will begin recruitment to fill the position.

### **Background**

The City's previous Planning and Building Director, of over 20 years, retired in August 2018. Since then the City has utilized the services of an Interim Planning and Building Director until an analysis of the proposed classification, reclassification and salary survey could be completed.

In January 2019, City staff secured the services of consultant Rhonda Strout-Garcia to conduct a job match analysis and salary survey of all city classifications. The intensive salary survey and analysis of all classifications was conducted with comparison data from nine other cities of similar demographics and services. These cities included: Alhambra, Arcadia, Azusa, Covina, Monrovia, Monterey Park, San Gabriel, San Marino and Santa Fe Springs. In her more in-depth research of the Planning and Building Director job description and salary survey, Ms. Strout-Garcia found that the City's existing Planning and Building Director job title was antiquated and data gathered indicated that seven of the nine other cities utilized titles that included Economic or Community Development, only two of the nine cities surveyed still used the title of Planning & Building Director or Director of Planning. Similarly, most of the nine cities included the responsibility of economic development in the Community Development Director's job description. As such, the recommendations for approval were developed from Ms. Strout-Garcia's findings.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

The position reclassification would be effective on the first full pay period of the new fiscal year. The total estimated cost of the reclassification in Fiscal Year 2019-20 is approximately \$30,697, this estimate includes cost of benefits.

### **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*.

Adoption of a Resolution approving the reclassification of the Planning and Building Director,  
including a proposed new job description and salary range

June 19, 2019

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Attachments: Resolution approving the reclassification of the Planning and Building Director  
And proposed new job description and salary range



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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
APPROVING THE RECLASSIFICATION OF PLANNING AND  
BUILDING DIRECTOR, JOB DESCRIPTION OF THE NEW  
PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR  
AND NEW PROPOSED SALARY RANGE**

**WHEREAS**, the City Council has adopted a Strategic Plan that establishes the highest priorities for the City of South Pasadena; and

**WHEREAS**, one of the objectives of the Strategic Plan is to “Create a Strong Economic Development Strategy to Strengthen Local Business”; and

**WHEREAS**, it is with that goal in mind that the staff is recommending the reclassification of the City’s Planning and Building Director to the newly titled classification of Planning and Community Development Director with expanded duties and responsibilities relating to arts, community and economic development, all areas which were identified as priorities in the City’s Strategic Plan.

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

**SECTION 1.** The Planning and Building Director classification shall be reclassified to Planning and Community Development Director; and

**SECTION 2.** The job description for the new Planning and Community Development Director, attached hereto as Exhibit A, is approved; and

**SECTION 3.** The new salary range for the Planning and Community Development Director, as indicated below, shall become effective immediately after adoption of this resolution; and

Step A	Step B	Step C	Step D	Step E	Step F	Step G
\$9697	\$10,208	\$10,745	\$11,310	\$11,906	\$12,532	\$13,192

**SECTION 4.** The new classification of Planning and Community Development Director shall replace the classification and of Planning and Building Director and the new salary range shall be included in the next Unrepresented Management Employees’ Resolution dictating salaries and benefits; and

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

**PASSED, APPROVED AND ADOPTED ON** this 19<sup>th</sup> day of June, 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 19<sup>th</sup> day of June, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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



**PLANNING AND BUILDING DIRECTOR**  
**PLANNING & COMMUNITY DEVELOPMENT DIRECTOR**

**Purpose**

Under administrative direction of the City Manager, plans, manages, oversees, and directs the general organization, supervision, financial management, and efficient operation of the Planning and Building-Community Development Department, which includes Planning, Building, Arts & Economic Development and Code Enforcement functions; coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public; provides responsible and complex staff support to the City Manager and City Council; and performs other related duties as required.

**Distinguishing Characteristics**

This is a single-incumbent managerial and professional class in the Planning and Building series. This class is designated as “at-will” and is exempt from the classified service; the incumbent shall serve at the pleasure of the City Manager. This is the administrative department-head level class responsible for the overall operation of the Planning and Building-Community Development Department, including planning, building, arts & economic development and code enforcement functions. This classification is distinguished from the lower level classes in the job series in that this is the highest level with overall responsibility for departmental operations. ~~An employee in this class exercises supervision over two major divisions and exercises considerable discretion and independent judgment in the performance of assigned duties, based on extensive experience and training in planning, building, and code enforcement operations and activities.~~ The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent also functions as a member of the City’s executive management team and participates actively in addressing issues of concern and of a confidential nature to the Department and the City.

**Examples of Essential Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:*

Directs a wide variety of administrative and staff duties and assignments; confers with the City Manager on departmental policies and improvement programs;

Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

Accepts full responsibility for all Planning and Building-Community Department activities and services, including the management of current and long range planning, arts & economic development, filming, housing programs and initiatives, development application review, zoning



administration, code enforcement, building plan check and inspections, and permit processing; manage and administer contracted services.

Plans, directs and develops the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues. which at times may not have a direct impact on area of specialization. (1)

Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; coordinates activities with other City officials, departments, outside agencies, and the public.

Attends and participates in professional and community meetings; stays current on issues relative to the field of planning and building, community development, arts and economic development and related service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Oversees the selection, training and evaluation of programs for all Planning and Building Community Development personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.

Prepares, manages and coordinates the development of the Planning and Building Community Development Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

Consults with and advises the City Manager, and other City officials regarding formulation of and implementation of plans, policies, and procedures relating to urban land use, building development, arts & economic development strategies and programs, housing programs and initiatives, analysis of public real estate transactions and related activities within the City.

Serves as principal advisor to the City's Planning Commission, Cultural Heritage Commission, and the Design Review Board; provides leadership in recommending and implementing policies pertaining to long range planning, development application review, neighborhood revitalization, building and safety, and code enforcement issues.

Directs maintenance of a comprehensive general plan and specific plans for City development; administers coordinates housing and economic development programs; administers and enforces



land use, building construction, health, safety, and nuisance ordinances, and prepares proposed code revisions as needed.

Provides professional advice and assistance to business leaders, developers, and various community groups and agencies regarding the City's environmental, general planning, and economic and community development programs.

Directs the preparation of environmental, demographic, land use, economic indices, planning and building construction/alteration laws and related data. Ensures that all programs are administered in strict accordance with the law.

Establishes and maintains liaison with various federal, state, and local governmental agencies on building, planning, environmental and economic and community development matters. Works closely with owners and developers to ensure compatibility with City's arts, housing, economic and community development objectives.

Makes presentations to the City Council, staff, City Manager and the public.

Performs other related duties, as assigned.

### **Employment Standards**

#### Education/Experience:

~~A minimum of six years of progressively responsible administrative experience in a municipal planning department, including at least four years in a management capacity equivalent to a Planning Manager or Principal Planner; and the completion of a Bachelor's Degree from an accredited college or university in Public Administration, Urban Planning, Civil Engineering, Architecture, or a closely related field. Any combination of training and/or experience that could likely provide the desired knowledge and abilities is qualifying.~~ Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance, such as: A bachelor's degree with major course work in urban planning, public or business administration or a related field, plus five years of progressively responsible experience in municipal planning, community and economic development, or housing program administration, including two years as a top or executive level manager of a large, complex organization. A Master's Degree in a related field is highly desirable.

#### Knowledge of:

Principles and practices of Planning, Building, Community and Economic Development, ~~and Building-Housing programs and initiatives~~ management; principles of administration, organization and ~~operation~~ municipal government operations; principles, objectives, and practices of environmental and urban planning, building construction regulatory activities, and related community development activities; knowledge of laws pertaining to subdivision, annexation, and land use consistent with various building codes; knowledge of legal procedures involved in enforcement of building, and use and housing codes; knowledge of municipal budgets and revenue sources; methods and techniques of supervision, training and motivation; basic principles



of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Planning and Building-Community Development Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; generate new and creative ideas as a result of visionary and strategic thinking; develop, present and administer a program budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; operate an office computer and a variety of word processing and software applications.

Physical Demands

This is essentially a desk job. Physical demands include occasional lifting up to 25 pounds, some reaching, bending, walking, stooping, and squatting. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles.

Special Requirements

Possession of a valid Class "C" California Driver License and a satisfactory driving record.

**Working Conditions**

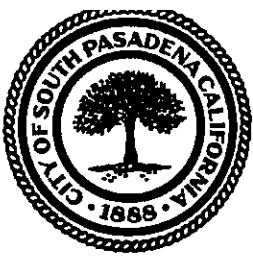
Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer is used on a daily basis. Requires traveling throughout the City and adjacent areas, and the attendance of occasional night meetings.

**FLSA Status**

Exempt

**5/27/196/19/2019**

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# City Council Agenda Report

ITEM NO. 17

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager

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

**SUBJECT:** **Discretionary Fund Request from Councilmember Mahmud for \$350 to Plant a Tree on Library Grounds to Commemorate 13 Years of Service to the City of South Pasadena for Retiring Library Director Steve Fjelsted**

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### **Recommendation**

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for \$350 to plant a tree on the library grounds to commemorate retiring library director Steve Fjelsted.

### **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

### **Discussion/Analysis**

The Discretionary Funding in the amount of \$350 will help fund the cost of the City to plant a tree at the library dedicated to the Library Director Steve Fjelsted.

### **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.

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



Discretionary Fund Request from Councilmember Mahmud for \$350 for a Tree to Commemorate Retiring Library Director  
 June 19, 2019  
 Page 2 of 2

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

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Pledged	Current Year Balance >	\$12,700	\$12,908	\$9,750	\$12,862	\$14,000
	<i>FYTD Appropriations</i>	<i>\$1,300</i>	<i>\$1,092</i>	<i>\$2,700</i>	<i>\$3,338</i>	<i>\$1,125</i>
	<b>Available at 6/19/19</b>	<b>\$12,700</b>	<b>\$12,908</b>	<b>\$9,750</b>	<b>\$12,862</b>	<b>\$12,875</b>

**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. 18

**DATE:** June 19, 2019

**FROM:** Stephanie DeWolfe, City Manager 

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

**SUBJECT:** **Discretionary Fund Request from Councilmember Mahmud for up to \$300 for a Plaque to Reflect Dedication of Exceptionally Large Tree in City Median**

---

### Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for \$300 to purchase a Plaque to Reflect Dedication of Exceptionally Large Tree in City Median

### Commission Review and Recommendation

This matter was not reviewed by a Commission.

### Discussion/Analysis

The Discretionary Funding in the amount of \$300 will help fund to purchase a Plaque to Reflect Dedication of Exceptionally Large Tree in City Median.

### 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.

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

Discretionary Fund Request from Councilmember Mahmud for up to \$300 for a Plaque to Reflect Dedication of Exceptionally Large Tree in City Meridian

June 19, 2019

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

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date		<u>Cacciotti</u>	<u>Joe Khubesian</u>	<u>Mahmud</u>	<u>Schneider</u>	
Pledged	Current Year Balance >	\$12,700	\$12,908	\$9,750	\$12,862	\$14,000
	<i>FYTD Appropriations</i>	<i>\$1,300</i>	<i>\$1,092</i>	<i>\$2,700</i>	<i>\$3,338</i>	<i>\$1,125</i>
	<b>Available at 6/19/19</b>	<b>\$12,700</b>	<b>\$12,908</b>	<b>\$9,750</b>	<b>\$12,862</b>	<b>\$12,875</b>

**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

**DATE:** June 19, 2019 (*continued from May 1, 2019*)

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Craig Koehler, Finance Director  
Lucy Demirjian, Assistant to the City Manager 

**SUBJECT:** **Continued Public Hearing for Adoption of Resolution Amending the Master Schedule of Fees**

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## **Recommendation Action**

It is recommended that the City Council

1. Resume the Public Hearing (continued from the May 1, 2019) to review proposed fee adjustments; and
2. Adopt a resolution amending the Master Schedule of Fees for Service (Fee Schedule) commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI); and
3. Authorize the City Manager to allow for a grace period of 30 days for certain recreational fees to allow for appropriate notification to consumers.

## **Commission Review and Recommendation**

The Finance Commission reviewed and provided input on this item at their May 23, 2019 meeting. The Commission recommended approval of the fees, as proposed by the Ad Hoc Council Committee. A special meeting of the Finance Commission was held on June 12, 2019, to provide additional information on planning fees as requested by the Commission.

## **Executive Summary**

As part of the 2018-19 Strategic Plan, the City engaged in a fee study to review current fees. The User Fee Study evaluates delivery methods, staffing, and overhead costs to determine the appropriate fee structures and full cost recovery potential of individual services. The study revealed that the City recovers cost of services at an average of 59%, with planning fee cost recovery at the lowest at 21%.

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



### **Discussion/Analysis**

On May 1, 2019, the City Council considered recommended increases to City fees for service based on a comprehensive fee study conducted by a consultant. The amended fees reflect the City's desire to increase fees commensurate to the cost to provide the service, to add new fees when applicable, and to eliminate fees for discontinued services.

The City Council approved the Planning and Building fees, commencing the 60 day public comment period required for certain development impact fees, and continued the public hearing for the balance of the fees. A City Council ad-hoc committee, consisting of Mayor Khubesrian and Councilmember Mahmud, was established to review the remaining fees prior to submitting to the Finance Commission for input.

The ad-hoc committee worked with staff to adjust fees to levels more consistent to full cost recovery, where appropriate. The recommended fee increases, as proposed in the attached resolution, also create consistency across departments, such as with facility rentals. The ad-hoc committee introduced a non-resident rate for similar types of fees at a higher rate than charged to residents, but still less than full cost recovery, the fees do not exceed the cost of providing the service, regardless of whether the customer is a resident or a non-resident. Property related fees were divided into new categories to create more equity so that single family, multi-family, and commercial properties have separate rates.

Fees not included in the study, such as business license fees and "Quimby" fees (development impact fees, i.e. park impact fee) remain unaltered. Additionally, water and sewer rates are set separately by Resolution pursuant to the Proposition 218 process. The current water and sewer rates were set by Resolution No. 7536 and 7537, which remain in full effect.

### **Recommended Fee Changes**

City staff considered the following criteria in making fee recommendations:

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

While the study identified the actual cost of providing services, the consultant does not recommend where to set the fees other than the fees cannot be above cost of service. The recommended fee increases are based on appropriateness of charging fees for particular services. For example, the consultant found that summer camp fees could be raised significantly but staff concluded that in order to remain competitive it is more appropriate that the fees be pegged to the market.

Brief description of proposed amendments by category below:



Community Services (Excluding Rentals)

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

Planning

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

The ad-hoc committee also found it would not be appropriate to increase the cost of fees to single family homes and small business owners because it would make these services unaffordable. In order to create more equity, new categories for single family, multifamily (based on the number of units) and commercial (based on square footage) properties were introduced and rates tiered accordingly.

The City is also proposing introducing a technology fee which is commonly assessed by many jurisdictions. The purpose of the fee is to help fund and maintain a software system to streamline the permitting process, a goal set forth in the FY 2019-20 Strategic Plan.

Fire Fees

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

Annual Inspection of Apartments has been expanded from a single category to one based on the number of multi-family units to ensure that larger complexes pay a proportionate amount.



Similarly, the new business fire inspection fee and annual fire alarm fee has been restructured to include sub categories based on square footage. The Fire department will move from 49% to 88% percent cost recovery for inspection services. The cost for Emergency services remain largely unchanged.

### Rentals

As facility and park rentals are not governed by cost recovery, rather by market rate, the ad-hoc committee worked with staff to ensure fees were close to market rate and appropriate for the type of facility and amenities included. Tiered rates were created for residents (including local businesses), non-profits, and non-residents/all others.

Rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost. The City has identified a high demand for its facilities for special event uses such as weddings, and fundraisers. The current costs associated with facility and park rentals are only representative of staff time and overhead costs.

### Building

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

## **Background**

### Methodology

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

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

Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development. Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on

cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that [1] "a levy, charge, or other exaction is not a tax; [2] that the amount is no more than necessary to recover the reasonable costs of the government activity; and [3] that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

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

#### **Alternatives**

1. Adopt Fees at full cost recovery.

#### **Next Steps**

1. Staff will provide notification to residents and lease holders of the fee increases via multiple communication channels.
2. Fees will be increased annually based on the Consumer Price Index for Los Angeles, Riverside, and Orange County Urbanized Area.
3. Staff will present a Cost Allocation Plan in FY 2019-20 to ensure overhead costs are current.

#### **Legal Review**

The City Attorney has reviewed this item.

#### **Fiscal Impact**

Fiscal impact will depend on services provided for the year. The proposed fees reflect a median cost recovery rate of 84%, which would increase projected annual revenues by \$350,000.

#### **Environmental Analysis**

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

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

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

#### **Attachments:**

1. Resolution approving Master Fee Schedule (Exhibit A: Master Schedule of Fees)
2. Fee list spreadsheet with current fee amount, full cost of service, and recommended fee



**ATTACHMENT 1**

Resolution approving Master Fee Schedule (Exhibit A:  
Master Schedule of Fees)

**RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
REVISING THE MASTER SCHEDULE OF FEES FOR SERVICE  
YEAR 2019-2020**

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

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

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

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

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

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

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

**WHEREAS**, the City Council held a public hearing on May 1, 2019 to consider and approved the updated the building, planning and development fees and continued the public hearing to consider the remaining fees at a subsequent meeting, after review by the Finance Commission; and

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

**WHEREAS**, the City Council held a continued public hearing on June 19, 2019 to consider and approve the remaining fees introduced at its May 1, 2019 public hearing and restate the building, planning and development fees previously approved at the May 1, 2019 meeting, in one Master Fee Resolution, No. XXXX.

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

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

**SECTION 2.** The Finance Director is authorized and directed to adjust the fees and services set forth in the attached Exhibit A not later than July 1 of each year beginning with 2020, based on the increase, if any, in the Consumer Price Index (CPI) for Los Angeles, Riverside, and Orange County Urbanized Area, published by the United States Department of Labor, Bureau of Labor Statistics for February of that year. City staff are thereafter authorized and directed to include such adjusted fees and service charges in the City's Master Fee Schedule. Adjustments based on the CPI shall be rounded up to the nearest dollar.

**SECTION 3.** Resolution No. 7606 and Resolution No. 7552, the precursor fee resolution, are hereby repealed and the service fees and user charges contained therein are hereby rescinded.

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

**PASSED, APPROVED AND ADOPTED ON** this 19th day of June, 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 19<sup>th</sup> day of June 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
<b>BUILDING</b>			See LA County Fee Schedule
		Building Permit & Plan Check	
<b>CITY CLERK</b>			
1	12.3	Duplication - FPPC Regulations	\$0.10
2	12.6	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$15.00
3	12.7	Duplication - Photocopy	\$0.10
4	13.1	Filing Fees - Candidates Nominations (Per CA Election Code 9292(b))	\$25
5	13.2	Filing Fees - Initiative Petition (Per CA Election Code Section 10228)	\$200
<b>COMMUNITY SERVICES</b>			
<b>CAMP MED FEES:</b>			
6	60.06	Camp Med - Five Day Rate - 1st Child - Resident	\$150
7		Camp Med - Five Day Rate - Each Additional Child - Resident	\$140
8		Camp Med - Five Day Rate - 1st Child - Non-Resident	\$169
9		Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$159
10	60.1	Camp Med - Thanksgiving Week - 1st Child	\$93
11		Camp Med - Thanksgiving Week - Each Additional Child	\$88
12	60.5	Camp Med After School - Five Day Rate - 1st Child	\$90
13		Camp Med After School - Five Day Rate - Each Additional Child	\$85
14	60.58	Camp Med - Late Fee After First 5 Minutes - per minute	\$3
<b>FIELD AND OPEN SPACE RENTAL FEES:</b>			
<b>Garfield / Arroyo Park:</b>			
15	62.08	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$51
16	62.09	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0
17	62.1	Sport Fields - Resident (per hr.)	\$40
18	62.11	Sports Field - Non-Resident (per hr)	\$51
19	62.13	Gazebo Rental - Resident (4 hr block)	\$80
20		Gazebo Rental - Non-Resident (4 hr block)	\$120
21	62.14	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$45
		Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$55
22	63.01	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$50
23	63.02	Tennis Courts -- Instructions -- OG & Garfield Parks	\$50
<b>OG Rec Center Rental Fees:</b>			
24	62.15	Security Deposit	\$250
25	62.16	Non-Profit (per hr)	\$30
26	62.17	Resident (per hr)	\$30
27	62.18	Non-Resident (per hr)	\$40
28	62.22	Youth Groups - local (up to 2 hrs)	\$10
<b>Eddie Park House Rental Fees:</b>			
29	62.04	Security Deposit	\$250
30	62.3	Non-Profit (per hr)	\$90
31	62.31	Resident (per hr)	\$80
32	62.32	Non-Resident (per hr)	\$100
33		Event (4 hr block) Resident Only	\$150
34	62.33	Youth Groups - local (up to 2 hrs)	\$10



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
<b>Garfield Youth House Rental Fees:</b>			
33	62.34	Security Deposit	<b>\$250</b>
34	62.4	Non-Profit (per hr)	<b>\$70</b>
35	62.41	Resident (per hr)	<b>\$60</b>
36	62.42	Non-Resident (per hr)	<b>\$100</b>
37	62.43	Event (4 hr block) Resident Only	<b>\$150</b>
38	62.44	Youth Groups - local (up to 2 hrs)	<b>\$10</b>
<b>War Memorial Rental Fees:</b>			
38	63.03	Security Deposit	<b>\$500</b>
39	63.04	War Memorial -- Non-Profits (per hr)	<b>\$110</b>
40	63.05	War Memorial -- Resident (per hr)	<b>\$100</b>
41	63.06	War Memorial -- Non-Resident (per hr)	<b>\$130</b>
42	63.07	War Memorial -- Non-Profits -- Prime Time	<b>\$175</b>
43	63.08	War Memorial -- Resident / Local Business (per hr) -- Prime Time	<b>\$165</b>
44	63.09	War Memorial -- Non-Resident (per hr) -- Prime Time	<b>\$195</b>
45	63.1	War Memorial -- Lower Floor -- Non-Profits (per hr)	<b>\$85</b>
46	63.11	War Memorial -- Lower Floor -- Resident (per hr)	<b>\$75</b>
47	63.12	War Memorial -- Lower Floor -- Non-Resident (per hr)	<b>\$100</b>
48		War Memorial - Use of Kitchen (per event / use)	<b>\$50</b>
49		War Memorial - Use of Kitchen - Prime Time	<b>\$150</b>
<b>Senior Center Rental Fees:</b>			
50	73.25	Security Deposit	<b>\$250</b>
51	73.01	Main Room - Non-Profits (per hr)	<b>\$90</b>
52	73.02	Main Room - Resident (per hr)	<b>\$80</b>
53	73.03	Main Room - Non-Resident (per hr)	<b>\$100</b>
54	73.13	Conference Room -- Non- Profits (per hr)	<b>\$30</b>
55	73.14	Conference Room -- Resident / Local Business (per hr)	<b>\$30</b>
56	73.15	Conference Room -- Non-Resident (per hr)	<b>\$40</b>
57		Kitchen Use (per event / use)	<b>\$50</b>
<b>Senior Center Programs:</b>			
58	74.01	Hot Meals - Senior 55 & Over / Disabled Persons	<b>\$2.75</b>
59	74.03	Hot Meals - Persons Under 55	<b>\$5.00</b>
60	74.04	Home Delivered Meals - Senior 55 & Over / Disabled Persons	<b>\$3</b>
61	70	Senior Center Membership - single person Over 55	<b>\$25</b>
62	70	Senior Center Membership - couples Over 55	<b>\$35</b>
63	71.01	Computer Lab Printing	<b>\$0</b>
64	72.01	Leisure Classes - Seniors	<b>Varies</b>
65	79.03	Coffee	<b>\$1</b>
<b>Dial-A-Ride Fees:</b>			
66	75	Senior Resident (Registered) 55>	<b>\$0.50</b>
67	75.02	Disabled Resident (Registered)	<b>\$0.50</b>
68	75.03	Caregiver	<b>\$0.00</b>
69	76.01	MTA Bus Pass - Senior 62 & Over	<b>\$10.00</b>
70	76.02	MTA Bus Pass - Disabled Persons	<b>\$10.00</b>
<b>Miscellaneous Fees:</b>			
70	65.12	Breakfast with Santa Event	<b>\$20</b>
71	65.13	Spring Family Event - Presale	<b>\$10</b>
72	65.13	Spring Family Event - Day of Event	<b>\$15</b>



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
73	66.01	Booth Rental - All Facilities - per booth	\$50
74	67	Event -Vendor/Catering Booth - per vendor/ booth	\$100
75		Snow Day - Presale	\$15
76		Snow Day - Day of the Event	\$20
77	69.01	Leisure Classes	Varies
78		Refund Processing Fee	\$19
79		Additional Staff (Cleanup and Supervision)	\$40
80		Additional Staff (Alcohol)	\$40
<b>FINANCE</b>			
<b>Film Permit Fees:</b>			
80	2-322	Still photography - Per Day	\$133
81	2-323	Motion Picture Photography - Per Day	\$530
82	2-324	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$20
83		Handheld Video Crew with less than 20 people - Per Day	\$133
<b>Location / Hourly Fees:</b>			
84	2-325	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$75
85		Student Filming On Public Right-of-way - per hour	\$15
85	2-326	Street or Lane Closure - Per Hour	\$150
86	2-327	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$150
87	2-328	City Parking Lots - Per Hour	\$150
88	2-329	City Building (Four Hour Minimum)/City Park - Per Hour	\$176
89	2-330	Police (Eight Hour Minimum) - per hour	\$70
90	2-330	Police Vehicles - per hour	\$20
91	2-330	Fire (Eight Hour Minimum) - per hour	\$70
92	2-331	Traffic Control Plan Review - per review	\$112
93	2-334	Cancellation Fee	\$100
<b>Miscellaneous Fees:</b>			
94		NSF Check Fee (CA Civil Code Section 1719)	\$25
95		Credit Card Transaction Fee (Percentage of Transaction Cost)	0.25%
<b>FIRE</b>			
<b>Fire Emergency Medical Services:</b>			
96	1.1	Advance Life Support	\$2,299
97	1.3	Basic Life support	\$1,533
98		Treat No Transport	\$547
100	1.3	Other EMS Fees	LA County Fee
101	1.6	Paramedic Program - Residential	\$80
102	1.6	Paramedic Program - Residential (6 months or less)	\$40
103	1.7	Paramedic Program - Business	\$90
104	1.8	Paramedic Program - Business (6 months or less)	\$45
<b>Standby Fees:</b>			
104	2.3	Engine Company - (Use or Standby)	\$565
105	2.4	Ambulance	\$343
106	2.5	Chief Officer Per Hr. - With 2 Hr. Min.	\$227
<b>Sprinkler Plan Check and Inspection:</b>			
<b>Residential</b>			
107	3.2	New	\$514



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
108	3.3	Remodel	\$367
	3.1	<b>Commercial</b>	
		<b>New:</b>	
109		0 - 10,000 sq ft.	\$602
110		10,000 - 25,000 sq ft.	\$794
111		25,000 - 50,000 sq ft.	\$1,263
112		50,000+ sq ft.	\$1,497
		<b>Remodel/T.I.:</b>	
113		0 - 5,000 sq ft.	\$492
114		5,000 - 10,000 sq ft.	\$690
115		10,000 - 25,000 sq ft.	\$1,028
116		25,000+ sq ft.	\$1,263
117	3.4	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$117
		<b>Fire Alarms:</b>	
	3.5	New: (# of Devices) - Commercial	
118		1 - 25 Devices	\$316
119		26-50 Devices	\$455
120		51-100 Devices	\$514
121		100+ Devices - Per Device	\$983
	2.6	Remodel/ T.I.: Commercial	
122		1-5 Systems	\$257
123		6-15 Systems	\$338
124		16-50 Systems	\$455
125		50+ Systems	\$631
126	3.71	New Residential (Single Family)*	\$198
127	3.72	Remodel Residential (Single Family)*	\$140
128	3.81	Extra Plan Check/Site Visits	\$117
129	6.3	Hydrostatic Test and Alarm Test	\$117
130	3.9	Any Plan Check Not listed	\$117
		<b>Hazmat Fees:</b>	
131	5.1	Hazmat Disclosure Level I	LA County Fee
132	5.2	Hazmat Disclosure Level II	LA County Fee
133	5.3	Hazmat Disclosure Level III	LA County Fee
134	5.4	Hazmat Placard Start Up Cost	LA County Fee
135	5.5	Hazmat Placard Updates	LA County Fee
		<b>False Alarm Fees:</b>	
136	8.3	False Alarm - 1st Repsonse	\$0
		False Alarm - 2nd and 3rd Repsonse	\$150
137	8.4	False Alarm - 4th and beyond	\$773
		<b>Inspections:</b>	
138	7.3	Any Other Inspection Not Listed	\$117
	15.22	Annual Inspection of Apartments	
139		3-8 Units	\$140
140		9-16 Units	\$176
141		17-50 Units	\$235
142		51-100 Units	\$293
143		101 Units or More	\$352
	15.23	Annual Inspection of Businesses	



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
144		less than 2,000 sq ft	\$90
145		2,001 - 10,000 sq ft	\$200
146		10,000 + sq ft	\$453
147	15.24	Additional Inspection (3rd Visit, 2nd Reinspection)	\$141
148	15.25	Inspection (4th Visit and Subsequent)	\$193
	15.26	New Business Fire Inspection	
149		less than 2,000 sq ft	\$59
150		2,001 - 10,000 sq ft	\$117
151		10,000 + sq ft	\$235
<b>Permits:</b>			
152	9.62	Permits - Event Tent	\$162
153	9.63	Permits - Special Film Fueling Truck	\$126
154	9.7	Permits - Any Other Required by Chief	\$274
155	9.8	Permits - Fireworks Display	\$526
<b>Fire Reports:</b>			
156		Redacted	\$45
157		Non-Redacted	\$8
<b>Miscellaneous Fees:</b>			
158	12.9	Investigation Cost Recovery	Actual Cost
159	14.1	Witness Fees	\$150
160	14.2	Record Research: Intensive, Interpretive - Per Half Hour	\$45
161		Records: Duplication Per Page	\$0.10
162		Underground Storage Tank Removal	\$469
163		Clean Up, 1st Responder	Actual Cost
<b>LIBRARY</b>			
<b>Library Services Fees:</b>			
164	34.292	Replacement - Processing Fee	\$15
165		Replacement of Library Item	Actual Cost
166	35.011	Inter-Library Loan (Per Title)	\$5
167	37.01	Library Asset Recovery Service	\$10
168	37.04	Test Administration	\$35
<b>Printing / Reproduction Fees:</b>			
169	38.07	Local History Collection Image - Commercial Use	\$106
170	38.08	Local History Collection Image - Private Use - Resident	\$10
171		Local History Collection Image - Private Use - Non-Resident	\$25
172		Black & White	\$0.15
173		Color Copies	\$0.50
<b>Overdue Fees</b>			
174		Any and All Materials - per item per day	\$0.25
175		Max Overdue Fee Amount:	
176	39.01	Adult Card	\$10
177	39.02	Child Card	\$5
178	39.03	Magazine, Mass Market Paperback, Board Books - per material	\$3
<b>Passport Fees:</b>			
179		Passport Photo - per photo	\$7
180		Passport Execution Fee (Per US State Department)	\$35
<b>Community Room Rental Fees:</b>			



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
181	33.04	Community Room - Non-Profit - Per Hr. (Min. 2 Hrs.)	\$100
182	33.05	Community Room - Resident- Per Hr. (Min. 2 Hrs.)	\$90
183	33.06	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$120
184		Community Room - Non-Profit - PRIME Time (Min. 2 Hrs.)	\$165
185		Community Room - Resident - PRIME Time (Min. 2 Hrs.)	\$155
186		Community Room -Non-Resident - PRIME Time (Min 2 Hrs.)	\$185
187		Library Park Event (add on to Community Room Rental) - per hr (Min. 2 hrs)	\$150
188		Community Room - Staff (Cleanup and Supervision)	\$40
189		Community Room - Staff (Alcohol)	\$40
190		Community Room - Security Deposit	\$250
<b>Equipment Rental Fees:</b>			
191		Audio/Visual Equipment Rental	\$59
192		Equipment Rental - Baldwin Piano	\$35
<b>PLANNING</b>			
<b>Use Permits:</b>			
193	80.01	Conditional Use Permit	\$3,500
		Temporary Use Permit (non-profit)	\$230
194	80.01	Temporary Use Permit	\$461
195	80.01	CUP Modification	\$2,500
196	80.02	CUP with First Variance	\$4,500
197	82.07	Parking Use Permit	\$1,764
198	82.08	Administrative Use Permit	\$1,556
<b>Maps:</b>			
198	80.03	Tentative Parcel Map	\$3,712
199	80.04	Tentative Tract Map	\$10,067
200	80.05	Final Parcel / Tract Map Review	\$5,529
<b>Design Review:</b>			
200	81.01	Single Family Residence*	\$2,000
201	81.02	Commercial - Single Sign	\$1,588
202	81.02	Commercial - Sign Program	\$2,434
<b>81.05 Multi Family:</b>			
200		3-8 Units	\$3,000
201		9-16 Units	\$4,000
202		17-50 Units	\$4,500
203		51-100 Units	\$5,000
204		101 Units or More	\$6,000
<b>Commercial:</b>			
205		less than 2,000 sq ft	\$2,000
206		2,001 - 10,000 sq ft	\$4,000
207		10,000 + sq ft	\$6,000
<b>Cultural Heritage Commission Fees:</b>			
208	82	Cultural Hert. Comm. - Landmark Review	\$1,500
		82 C.H.C. Cert. of Approp. (incl. Demo)	
209		Single-Family*	\$1,500
<b>Multi-Family:</b>			
210		3-8 Units	\$3,000



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
211		9-16 Units	\$4,000
212		17-50 Units	\$6,000
213		51-100 Units	\$7,000
214		101 Units or More	\$9,000
<b>Commercial:</b>			
215		less than 2,000 sq ft	\$3,000
216		2,001 - 10,000 sq ft	\$5,000
217		10,000 + sq ft	\$9,000
218		Chair Review	\$885
219		Historic Resource Evaluation	\$423
<b>Environmental Fees:</b>			
<b>Flat Fees:</b>			
220	83.02	Negative Declaration Filing	\$282
221	84	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
222	83	Categorical Exemption (CEQA) - Filing	\$141
<b>Deposit-Based Fees:</b>			
223	83.01	Initial Environmental Study	\$5,000
224	89	EIR	\$25,000
<b>Appeals:</b>			
225	84.041	Appeals (To Planning Commission or City Council) - Single Family*	\$1,000
226		Appeal - Other Uses**	\$2,000
227	84.042	Appeal Continuance	\$300
<b>Deposits:</b>			
228	80	Zoning Text & Map Amendments	\$10,000
229	80.08	Specific Plan Application	\$10,000
230	80.08	General Plan Amendment	\$20,000
231	80.082	Specific Plan Amendment	\$20,000
232	88.08	Development Agreement Review	\$10,000
233	88.1	Planned Development	\$10,000
<b>Other Planning Applications:</b>			
234	80	Zoning Code Admin Modification	\$1,137
235		Zoning Code Interpretation	\$918
236	84.043	Application Withdrawal	\$1,765
237	80.06	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,000
238	80.07	Hillside Development Review	\$2,000
239	80.07	Hillside Development Review with Variance	\$3,000
240	80.01	Variance - First	\$3,300
241	80.01	Variance - Each Additional	\$2,328
242	80.1	Vacation Easements, Alleys, Street	\$1,764
243	80.145	Discretionary Time Extension Request	\$2,683
244	80.15	Covenants	\$547
245	82.05	Mills Act Contract	\$2,000
<b>Miscellaneous Fees:</b>			
246	82.06	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$285
247	82.1	Garage/Yard Sale Permit	\$10
248	80.11	Temporary Banners - Per Banner, Per Permit	\$50



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
249	84.01	Zoning - Written Analysis of Conformance	\$705
250		Zoning Verification Letter	\$106
251	80.13	Zoning Clearance for Business License Review	\$62
252		Re-Review - Per hour	\$154
253		Pre-Application Meeting	\$300
254		Planning Inspection Per Hour	\$154
255		Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$500
256		Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,000
257	86.02	Administrative Citation (per Municipal Code)	\$500
<b>Surcharges:</b>			
258	85.01	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
259		Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	10%
<b>POLICE</b>			
<b>Penalties:</b>			
260	39.1	Display Vehicle for Sale	\$50
261	39.2	Parking in Red Zone	\$50
262	39.3	Parking in Yellow Zone	\$50
263	39.4	Parking in White Zone	\$50
264	39.5	Parking in Green Zone	\$50
265	39.6	Parked on Parkway	\$50
266	39.7	Parking Prohibited by Sign	\$50
267	39.8	1 HR, 2 HR, 4HR Time Limited Parking	\$50
268	39.9	Parking Outside Spaces	\$50
269	39.1	Parked Over 72 Hours	\$50
270	39.11	Parking Vehicle for Sale	\$50
271	39.12	Washing, Servicing or Repairing Vehicle	\$50
272	39.13	Selling from Motor Vehicle	\$50
273	39.14	Parking Left Side of Roadway	\$50
274	39.15	Parking Adjacent to Schools	\$50
275	39.16	Exceeding 3% Grade/ Wheels Not Curbed	\$50
276	39.17	Emergency No Parking	\$50
277	39.18	Alley Parking - Sign Posted	\$50
278	39.19	Parked on Private Property	\$50
279	39.2	Parking on Public Property	\$50
280	39.2	Parking on City Owned Off-street Facility	\$50
281	39.21	Oversized Vehicle	\$50
282	39.22	Unattended Trailer	\$50
283	39.23	Overnight Parking	\$50
284	39.24	City Parking Lot (2 HR Limit)	\$50
<b>Parking Pass Fees:</b>			
285	40.1	Parking 1 Year	\$123
286	40.2	Parking - Senior Citizens (65 Years old min.)	\$98
287		Parking - Alternate Fuel Vehicles	\$98
288	40.6	Parking - Monthly Pass	\$30
289	40.7	Parking - Replacement/ Transfer	\$16



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
290	40.9	Parking - Daily Pass	\$2
<b>All Police Reports:</b>			
291	42.5	Redacted	\$87
292	42.5	Non-Redacted - Non-Resident	\$22
293		Non-Redacted - Resident	\$22
<b>False Alarm:</b>			
294	48.4	False Alarm 1st	\$0
		False Alarm 2nd - 3rd	\$150
295	48.5	False Alarm 4th and beyond	\$551
<b>Reproduction:</b>			
296		Photo Reproduction - Per Photo	\$22
297	42.9	Video/Audio Reproduction	\$87
<b>Miscellaneous Fees:</b>			
298	41.3	DUI Emergency Response	Actual Cost
299	42.6	Records Check/ Clearance Letter	\$22
300	42.8	Special Business Background Check	\$521
301	43.1	Impound Fee - Vehicle Release	\$128
302	44.1	Juvenile Recovery	Actual Cost
303	44.2	Firearms Storage & Release	\$30
304	44.3	Citation Corrections/ Inspection Service (resident)	\$15
305	44.3	Citation Corrections/ Inspection Service (non-resident)	\$37
306	47	Fingerprint Services -- Per Three Cards	\$22
			Fee set by
307	47.2	Civil Subpoena	Courts
308	47.3	Duces Tecum Subpoena (Per CA Evidence Code)	\$15
309		Booking Fee	\$138
310		Tow Franchise Fee - per year	\$1,102
<b>PUBLIC WORKS</b>			
<b>Water Fees:</b>			
311	10.1	Water Turn Off (After Hours)	\$146
312	10.1	Water Turn On (After Hours)	\$146
313	10.8	Water 24 Hour Door Hanger Fee	\$32
314	10.9	Water Turn Off for Non-Payment***	\$64
315	55.02	Water - New/Change Account	\$100
316	56.01	Water - Discontinue Service	\$100
317	56.02	Water - Discontinue for Non-Compliance	\$193
318	56.03	Water - Unauthorized Turn on	\$193
319	56.06	Fire Flow Testing	\$516
320		Temporary Meter Rental - Move	\$100
321	56.12	Inspection of Backflow Prevention Device	\$179
322		Backflow Prevention Program Penalty	\$300
323		Water Installation Inspection Fee	\$308
<b>Deposit-Based Fees:</b>			
324	56.071	Water Service Installation	\$5,000
325	56.075	Water Meter installation	\$1,000
326	56.1	Temporary Meter Rental	\$2,500
<b>Sewer Fees:</b>			



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
327	52.06	Sewer Connection/Inspection, Existing Lateral	\$350
328	52.07	Sewer Connection/Inspection, Existing WYE	\$350
329	52.08	Sewer Connection/Inspection, Saddle Connect	\$350
330	52.09	Capping of Sewer Lateral	\$350
		Sewer Construction Fee - New Construction	\$692
331	52.15	Sewer Spill in Public ROW	Actual Cost
332	52.18	Fats, Oils, & Grease Permit Fee (one time)	\$142
333		Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
334		Fats, Oils, & Grease Mitigation Penalty (annual)	\$350
<b>PW Engineering:</b>			
335	52.01	Excavate - Utility Trenches <= 100 l.f.	\$573
336	52.02	Excavations-Utility Trenches >= 100 l.f.	\$694
337	52.031	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.55
338	52.032	Excavation-Utility Patches	\$512
339	50.01	Concrete Sidewalk / Driveway Parkway / Permit	\$181
340		Concrete Sidewalk / Driveway / Parkway Inspection	\$240
341	50.05	Curb & Gutter Permit	\$181
342	50.06	Curb & Gutter Inspection Flat Fee	\$240
343	50.07	Curb Coring Base Permit	\$200
344	50.08	Curb Coring Inspection Flat Fee	\$190
345	50.09	Pavement Street & Alley	\$404
346	50.1	Pavement Street & Alley Inspections Flat Fee	\$544
347	50.11	Street/ROW Vacation/ Abandonment	\$5,341
348	50.12	Public Improvement Inspection	\$484
349	50.13	Public Works Plan Check Fee - Single Family*	\$500
350		Public Works Plan Check Fee - Other Uses**	\$895
351	51.13	Additional Plan Check/ Reviews Beyond 2	\$149
352	51.14	Final Parcel Map Review	\$2,809
353	51.15	Final Tract Map Review	\$2,809
354	51.16	Final Map Amendment - Administrative	\$149
355	57.011	Temp Encroachment - Dumpster	\$90
356	57.06	Temp Encroachment - Southwest Hills	\$196
357	57	Temp Encroachment - All Other	\$105
<b>Deposits (Time and Material):</b>			
358	59.07	Street Renaming Processing	\$5,000
<b>Miscellaneous Fees:</b>			
359	53.01	100 foot Radius Map & Mailing Lists	\$66
360	55.011	Sidewalk Dining Permit/ Inspect, Initial	\$124
361	55.012	Sidewalk Dining Permit/ Inspect, Renewal	\$94
362	55.013	Sidewalk Rental Fee - Per Sq. Ft.	\$4
363		Sidewalk Vendor Permit	\$133
364	57.07	House Number Change	\$448
365	59.03	Oversized/Overloads Permits (Per Transportation Code)	\$16
366	59.061	Block Party Street Closure - Initial	\$266
367	59.062	Block Party Street Closure - Renewal	\$100
368	59.08	Blueprint/ Map Reproduction	Actual Cost
369	59.091	Banner Installation & Removal	\$191



City of South Pasadena, CA  
Master Fee Schedule

Proposed Fee No.	Fee No.	Fee Title	FEE
370	59.092	Banner Installation - Initial	<b>\$316</b>
371	59.11	Parade/ Special Event Staffing	<b>Hourly Rate</b>
372		No Parking Signs (temporary)	<b>\$37</b>
<b>Trees:</b>			
373		Tree Removal / Replacement Permit	<b>\$308</b>
374		Private Property Tree Removal for Developments (3+ more trees)	<b>\$428</b>
375	58.02	Tree Trimming Permit	<b>\$63</b>
376	58.03	Inspection For Trimming or Removal	<b>\$120</b>
377	58.04	Private Tree Trimming in Public ROW	<b>Actual Cost</b>
<b>Newsrack:</b>			
378	59.04	Newsrack Permit - Initial	<b>\$184</b>
379	59.051	Newsrack Permit - Annual Renewal	<b>\$63</b>
<b>TRANSPORTATION</b>			
380	16.01	Mission Meridian Village Parking (Daily)	<b>\$3</b>
381	16.02	Mission Meridian Village Parking (Monthly)	<b>\$50</b>
382	16.03	Mission Meridian Village Parking (Monthly)	<b>\$50</b>
383	16.04	Mission Meridian Village Parking (Monthly Senior)	<b>\$12</b>

**Footnotes:**

\***Single Family:** This term refers to single-family homes and duplexes (2 attached dwelling units)

\*\***Other Uses:** This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use

\*\*\***Water Turnoff for Non-Payment:** This fee has a low income cap per SB 998.

**Facility Rental Terms:**

**Non-Profit** = Registered 501c(3) organization

**Non-Profit "Contributor"** = provides in-leiu services/donations over 50% of cost of rental

**Resident** = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business

**Non-Resident** = Non-South Pasadena Based Resident or Business

**GROWTH REQUIREMENT CAPITAL FEES**

**Community Development**

Growth Mgmt, Residential Development	\$1.64	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Commercial/Industrial Development	\$1.07	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Park Impact Fee - Residential NEW	\$7.65	per Sq Ft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Residential Remodel	\$7.65	per Sq Ft > 250sqft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Senior Housing	\$2.95	per Sq Ft	<i>set by Resolution No. 7466</i>

**Other FEES:**

**Community Development**

Strong Motion Instrumentation Program – SMIP	Varies	<i>Pursuant to Section 2705, Chapter 8, Division 2 of the Public Resources Code of the State of California</i>	
Public Art Development Fee - on-site	1%	of total building valuation	<i>set by Ordinance No. 2325</i>
Public Art Development Fee - in lieu	1.5%	of total building valuation	<i>set by Ordinance No. 2325</i>



**BUSINESS LICENSE FEES**  
*Last update: Resolution No. 7105*

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
<b>Basic Business License Fees</b>					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
<b>Specialty Business License Fees</b>					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

**BUSINESS LICENSE FEES**  
*Last update: Resolution No. 7105*

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	** \$18.00	\$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	** \$27.00	\$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR	\$48.00	\$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	** \$360.00	\$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	** \$3.60	\$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	** \$45.00	\$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT	\$18.00	\$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR	\$81.00	\$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH	\$9.00	\$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR	\$180.00	\$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY	\$36.00	\$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	** \$36.00	\$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRK	\$360.00	LICENSE	YEAR	** \$135.00	\$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	** \$3.60	\$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR	\$9.00	\$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR	\$45.00	\$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	** \$18.00	\$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	** \$27.00	\$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR	\$12.00	\$44.00
MASSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUISINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

\*= Business Improvement Tax  
 set by Ordinance No. 1738

\*\*= Permit Required



Current Water and Sewer Rates set by Resolution No. 7536 and 7537  
pursuant to the Proposition 218 process

19-24

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee	\$ Change	% Change
<b>Water Rates:</b>								
1	10.4	Water Services - Tier 1	\$3.14	\$3.14	\$3.14		\$0	0%
2	10.4	Water Services - Tier 2	\$3.95	\$3.95	\$3.95		\$0	0%
3	10.4	Water Services - Tier 3	\$4.63	\$4.63	\$4.63		\$0	0%
4	10.5	Waste Water Discharge	\$2.00	\$2.00	\$2.00		\$0	0%
5	10.61	Meter Service Charges - 3/4"	\$79.15	\$79.15	\$79.15		\$0	0%
6	10.62	Meter Service Charges - 1"	\$118.98	\$118.98	\$118.98		\$0	0%
7	10.63	Meter Service Charges - 1 1/2"	\$218.56	\$218.56	\$218.56		\$0	0%
8	10.64	Meter Service Charges - 2"	\$338.06	\$338.06	\$338.06		\$0	0%
9	10.65	Meter Service Charges - 3"	\$616.88	\$616.88	\$616.88		\$0	0%
10	10.66	Meter Service Charges - 4"	\$1,015.20	\$1,015.20	\$1,015.20		\$0	0%
11	10.67	Meter Service Charges - 6"	\$2,011.00	\$2,011.00	\$2,011.00		\$0	0%
12	10.68	Meter Service Charges - 8"	\$3,604.27	\$3,604.27	\$3,604.27		\$0	0%
13	10.69	Efficiency Fee	\$0.14	\$0.14	\$0.14		\$0	0%
14	10.7	Water Delinquent Penalty	50%	50%	50%		\$0	0%
15	56.05	Water Waste	\$66	\$66	\$66		\$0	0%
<b>Sewer Rates:</b>								
16	11	Sewer Service Charges - Single Family	\$26	\$26	\$26		\$0	0%
17	11	Sewer Service Charges - Multi Family	\$18	\$18	\$18		\$0	0%
18	11	Sewer Service Charges - Commercial	\$26	\$26	\$26		\$0	0%

## **ATTACHMENT 2**

Fee list spreadsheet with current fee amount, full cost of service, and recommended fee



City of South Pasadena, CA  
Master Fee Schedule

19-26

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
<b>BUILDING</b>								
		Building Permit & Plan Check	See LA County Fee Schedule	See LA County Fee Schedule	See LA County Fee Schedule			
<b>CITY CLERK</b>								
1	12.3	Duplication - FPPC Regulations	\$0.10	\$0.10	\$0.10	\$0	0%	100%
2	12.6	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$15	\$15	\$15.00	\$0	0%	100%
3	12.7	Duplication - Photocopy	\$0.10	\$0.10	\$0.10	\$0	0%	100%
4	13.1	Filing Fees - Candidates Nominations (Per CA Election Code 9. Filing Fees - Initiative Petition (Per CA Election Code Section	\$28	\$88	\$25	-\$3	-12%	28%
5	13.2	10228)	\$221	\$479	\$200	-\$21	-11%	42%
<b>COMMUNITY SERVICES</b>								
<b>CAMP MED FEES:</b>								
6	60.06	Camp Med - Five Day Rate - 1st Child - Resident	\$138	\$169	\$150	\$12	8%	89%
7		Camp Med - Five Day Rate - Each Additional Child - Resident	\$124	\$169	\$140	\$16	11%	83%
8		Camp Med - Five Day Rate - 1st Child - Non-Resident	\$138	\$169	\$169	\$31	18%	100%
9		Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$124	\$169	\$159	\$35	22%	94%
10	60.1	Camp Med - Thanksgiving Week - 1st Child	\$102	\$93	\$93	-\$9	-10%	100%
11		Camp Med - Thanksgiving Week - Each Additional Child	\$91	\$93	\$88	-\$3	-3%	95%
12	60.5	Camp Med After School - Five Day Rate - 1st Child	\$83	\$131	\$90	\$7	8%	69%
13		Camp Med After School - Five Day Rate - Each Additional Child	\$75	\$131	\$85	\$10	12%	65%
14	60.58	Camp Med - Late Fee After First 5 Minutes - per minute	\$3	\$3	\$3	\$0	0%	100%
<b>FIELD AND OPEN SPACE RENTAL FEES:</b>								
<b>Garfield / Arroyo Park:</b>								
15	62.08	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$38	\$51	\$51	\$13	25%	100%
16	62.09	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0	\$51	\$0	\$0	0%	0%
17	62.1	Sport Fields - Resident (per hr.)	\$25	\$51	\$40	\$15	38%	78%
18	62.11	Sports Field - Non-Resident (per hr)	\$45	\$51	\$51	\$6	12%	100%
19	62.13	Gazebo Rental - Resident (4 hr block)	\$75	\$80	\$80	\$5	6%	100%
20		Gazebo Rental - Non-Resident (4 hr block)	\$75	\$80	\$120	\$45	38%	150%
21	62.14	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$55	\$50	\$45	-\$10	-22%	90%
		Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$55	\$50	\$55	\$0	0%	110%
22	63.01	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$25	\$51	\$50	\$25	50%	98%
23	63.02	Tennis Courts -- Instructions -- OG & Garfield Parks	\$38	\$51	\$50	\$12	24%	98%
<b>OG Rec Center Rental Fees:</b>								
24	62.15	Security Deposit	\$250	\$250	\$250	\$0	0%	100%
25	62.16	Non-Profit (per hr)	\$25	\$102	\$30	\$5	17%	29%
26	62.17	Resident (per hr)	\$30	\$102	\$30	\$0	0%	29%
27	62.18	Non-Resident (per hr)	\$35	\$102	\$40	\$5	13%	39%
28	62.22	Youth Groups - local (up to 2 hrs)	\$2	\$102	\$10	\$8	80%	10%
<b>Eddie Park House Rental Fees:</b>								
29	62.04	Security Deposit	\$250	\$250	\$250	\$0	0%	100%
30	62.3	Non-Profit (per hr)	\$90	\$102	\$90	\$0	0%	88%



City of South Pasadena, CA  
Master Fee Schedule

19-27

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
31	62.31	Resident (per hr)	\$100	\$102	\$80	-\$20	-25%	78%
32	62.32	Non-Resident (per hr)	\$110	\$102	\$100	-\$10	-10%	98%
33		Event (4 hr block) Resident Only		\$102	\$150	\$150	100%	147%
34	62.33	Youth Groups - local (up to 2 hrs)	\$2	\$102	\$10	\$8	80%	10%
<b>Garfield Youth House Rental Fees:</b>								
33	62.34	Security Deposit	\$250	\$250	\$250	\$0	0%	100%
34	62.4	Non-Profit (per hr)	\$40	\$102	\$70	\$30	43%	69%
35	62.41	Resident (per hr)	\$55	\$102	\$60	\$5	8%	59%
36	62.42	Non-Resident (per hr)	\$70	\$102	\$80	\$10	13%	78%
37	62.43	Event (4 hr block) Resident Only	\$120	\$132	\$150	\$30	20%	114%
38	62.44	Youth Groups - local (up to 2 hrs)	\$2	\$102	\$10	\$8	80%	10%
<b>War Memorial Rental Fees:</b>								
38	63.03	Security Deposit	\$500	\$500	\$500	\$0	0%	100%
39	63.04	War Memorial -- Non-Profits (per hr)	\$50	\$132	\$110	\$60	55%	83%
40	63.05	War Memorial -- Resident (per hr)	\$80	\$132	\$100	\$20	20%	76%
41	63.06	War Memorial -- Non-Resident (per hr)	\$100	\$132	\$130	\$30	23%	98%
42	63.07	War Memorial -- Non-Profits -- Prime Time	\$100	\$143	\$175	\$75	43%	122%
43	63.08	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$165	\$143	\$165	\$0	0%	115%
44	63.09	War Memorial -- Non-Resident (per hr) -- Prime Time	\$175	\$143	\$195	\$20	10%	136%
45	63.1	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$40	\$121	\$85	\$45	53%	70%
46	63.11	War Memorial -- Lower Floor -- Resident (per hr)	\$70	\$121	\$75	\$5	7%	62%
47	63.12	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$90	\$121	\$100	\$10	10%	83%
48		War Memorial - Use of Kitchen (per event / use)	\$50	\$45	\$50	\$0	0%	111%
49		War Memorial - Use of Kitchen - Prime Time	\$150	\$45	\$150	\$0	0%	333%
<b>Senior Center Rental Fees:</b>								
50	73.25	Security Deposit	\$250	\$250	\$250	\$0	0%	100%
51	73.01	Main Room - Non-Profits (per hr)	\$40	\$109	\$90	\$50	56%	83%
52	73.02	Main Room - Resident (per hr)	\$60	\$109	\$80	\$20	25%	74%
53	73.03	Main Room - Non-Resident (per hr)	\$75	\$109	\$100	\$25	25%	92%
54	73.13	Conference Room -- Non- Profits (per hr)	\$10	\$82	\$30	\$20	67%	37%
55	73.14	Conference Room -- Resident / Local Business (per hr)	\$20	\$82	\$30	\$10	33%	37%
56	73.15	Conference Room -- Non-Resident (per hr)	\$25	\$82	\$40	\$15	38%	49%
57		Kitchen Use (per event / use)			\$50	\$50	100%	
<b>Senior Center Programs:</b>								
58	74.01	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.25	Actual Cost	\$2.75	\$1	18%	
59	74.03	Hot Meals - Persons Under 55	Actual Cost	Actual Cost	\$5.00	\$0	0%	
60	74.04	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$2.50	\$5.00	\$3	\$1	17%	60%
61	70	Senior Center Membership - single person Over 55	\$20	\$32	\$25	\$5	20%	79%
62	70	Senior Center Membership - couples Over 55	\$30	\$32	\$35	\$5	14%	110%
63	71.01	Computer Lab Printing	\$0.20	\$0.20	\$0	\$0	0%	100%
64	72.01	Leisure Classes - Seniors	Varies	Varies	Varies	\$0	0%	
65	79.03	Coffee	\$1	\$1	\$1	\$0	0%	100%
<b>Dial-A-Ride Fees:</b>								
66	75	Senior Resident (Registered) 55>	\$0.50	\$0.50	\$0.50	\$0	0%	100%
67	75.02	Disabled Resident (Registered)	\$0.50	\$0.50	\$0.50	\$0	0%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-28

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
68	75.03	Caregiver	\$0.00	\$0.00	\$0.00	\$0	0%	
69	76.01	MTA Bus Pass - Senior 62 & Over	\$10.00	\$10.00	\$10.00	\$0	0%	100%
70	76.02	MTA Bus Pass - Disabled Persons	\$10.00	\$10.00	\$10.00	\$0	0%	100%
<b>Miscellaneous Fees:</b>								
70	65.12	Breakfast with Santa Event	\$15	\$141	\$20	\$5	25%	14%
71	65.13	Spring Family Event - Presale	\$8	\$142	\$10	\$2	20%	7%
72	65.13	Spring Family Event - Day of Event	\$8	\$142	\$15	\$7	47%	11%
73	66.01	Booth Rental - All Facilities - per booth	\$20	\$224	\$50	\$30	60%	22%
74	67	Event -Vendor/Catering Booth - per vendor/ booth	\$100	\$549	\$100	\$0	0%	18%
75		Snow Day - Presale	\$10	\$115	\$15	\$5	33%	13%
76		Snow Day - Day of the Event	\$15	\$115	\$20	\$5	25%	17%
77	69.01	Leisure Classes	Varies	Varies	Varies	\$0	0%	
78		Refund Processing Fee	\$0	\$19	\$19	\$19	100%	100%
79		Additional Staff (Cleanup and Supervision)	\$15	\$42	\$40	\$25	63%	95%
80		Additional Staff (Alcohol)		\$42	\$40	\$40	100%	95%
<b>FINANCE</b>								
<b>Film Permit Fees:</b>								
80	2-322	Still photography - Per Day	\$105	\$133	\$133	\$28	21%	100%
81	2-323	Motion Picture Photography - Per Day	\$530	\$532	\$530	\$0	0%	100%
82	2-324	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$20	\$111	\$20	\$0	0%	18%
83		Handheld Video Crew with less than 20 people - Per Day	\$105	\$133	\$133	\$28	21%	100%
<b>Location / Hourly Fees:</b>								
84	2-325	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$75	\$75	\$75	\$0	0%	100%
85		Student Filming On Public Right-of-way - per hour		\$15	\$15	\$15	100%	100%
85	2-326	Street or Lane Closure - Per Hour	\$150	\$150	\$150	\$0	0%	100%
86	2-327	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$150	\$150	\$150	\$0	0%	100%
87	2-328	City Parking Lots - Per Hour	\$150	\$150	\$150	\$0	0%	100%
88	2-329	City Building (Four Hour Minimum)/City Park - Per Hour	\$150	\$176	\$176	\$26	15%	100%
89	2-330	Police (Eight Hour Minimum) - per hour	\$70	\$138	\$70	\$0	0%	51%
90	2-330	Police Vehicles - per hour	\$15	\$20	\$20	\$5	25%	100%
91	2-330	Fire (Eight Hour Minimum) - per hour	\$70	\$174	\$70	\$0	0%	40%
92	2-331	Traffic Control Plan Review - per review	\$100	\$112	\$112	\$12	11%	100%
93	2-334	Cancellation Fee	\$100	\$100	\$100	\$0	0%	100%
<b>Miscellaneous Fees:</b>								
94		NSF Check Fee (CA Civil Code Section 1719)	\$28	\$25	\$25	-\$3	-12%	100%
95		Credit Card Transaction Fee (Percentage of Transaction Cost)	0.00%	0.25%	0.25%	\$0	100%	100%
<b>FIRE</b>								
<b>Fire Emergency Medical Services:</b>								
96	1.1	Advance Life Support	\$2,282	\$2,299	\$2,299	\$17	1%	100%
97	1.3	Basic Life support	\$1,452	\$1,533	\$1,533	\$81	5%	100%
98		Treat No Transport	\$300	\$547	\$547	\$247	45%	100%
100	1.3	Other EMS Fees	LA County Fee	LA County Fee	LA County Fee	\$0	0%	
101	1.6	Paramedic Program - Residential	\$60	\$90	\$80	\$20	25%	89%
102	1.6	Paramedic Program - Residential (6 months or less)	\$5	\$45	\$40	\$35	88%	89%



City of South Pasadena, CA  
Master Fee Schedule

19-29

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
103	1.7	Paramedic Program - Business	\$60	\$90	\$90	\$30	33%	100%
104	1.8	Paramedic Program - Business (6 months or less)	\$20	\$45	\$45	\$25	56%	100%
<b>Standby Fees:</b>								
104	2.3	Engine Company - (Use or Standby)	\$200	\$565	\$565	\$365	65%	100%
105	2.4	Ambulance	\$100	\$343	\$343	\$243	71%	100%
106	2.5	Chief Officer Per Hr. - With 2 Hr. Min.	\$50	\$227	\$227	\$177	78%	100%
<b>Sprinkler Plan Check and Inspection:</b>								
<b>Residential</b>								
107	3.2	New	\$365	\$514	\$514	\$149	29%	100%
108	3.3	Remodel	\$365	\$367	\$367	\$2	1%	100%
<b>3.1 Commercial</b>								
<b>New:</b>								
109		0 - 10,000 sq ft.	\$575	\$602	\$602	\$27	4%	100%
110		10,000 - 25,000 sq ft.	\$575	\$794	\$794	\$219	28%	100%
111		25,000 - 50,000 sq ft.	\$575	\$1,263	\$1,263	\$688	54%	100%
112		50,000+ sq ft.	\$575	\$1,497	\$1,497	\$922	62%	100%
<b>Remodel/T.I.:</b>								
113		0 - 5,000 sq ft.	\$404	\$492	\$492	\$88	18%	100%
114		5,000 - 10,000 sq ft.	\$404	\$690	\$690	\$286	41%	100%
115		10,000 - 25,000 sq ft.	\$404	\$1,028	\$1,028	\$624	61%	100%
116		25,000+ sq ft.	\$404	\$1,263	\$1,263	\$859	68%	100%
117	3.4	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$39	\$117	\$117	\$78	67%	100%
<b>Fire Alarms:</b>								
<b>3.5 New: (# of Devices) - Commercial</b>								
118		1 - 25 Devices	\$310	\$316	\$316	\$6	2%	100%
119		26-50 Devices	\$310	\$455	\$455	\$145	32%	100%
120		51-100 Devices	\$310	\$514	\$514	\$204	40%	100%
121		100+ Devices - Per Device	\$310	\$983	\$983	\$673	68%	100%
<b>2.6 Remodel/ T.I.: Commercial</b>								
122		1-5 Systems	\$232	\$257	\$257	\$25	10%	100%
123		6-15 Systems	\$232	\$338	\$338	\$106	31%	100%
124		16-50 Systems	\$232	\$455	\$455	\$223	49%	100%
125		50+ Systems	\$232	\$631	\$631	\$399	63%	100%
126	3.71	New Residential (Single Family)*	\$193	\$198	\$198	\$5	3%	100%
127	3.72	Remodel Residential (Single Family)*	\$138	\$140	\$140	\$2	1%	100%
128	3.81	Extra Plan Check/Site Visits	\$39	\$117	\$117	\$78	67%	100%
129	6.3	Hydrostatic Test and Alarm Test	\$55	\$117	\$117	\$62	53%	100%
130	3.9	Any Plan Check Not listed	\$39	\$117	\$117	\$78	67%	100%
<b>Hazmat Fees:</b>								
131	5.1	Hazmat Disclosure Level I	\$27	LA County Fee	LA County Fee			
132	5.2	Hazmat Disclosure Level II	\$116	LA County Fee	LA County Fee			
133	5.3	Hazmat Disclosure Level III	\$27	LA County Fee	LA County Fee			
134	5.4	Hazmat Placard Start Up Cost	\$55	LA County Fee	LA County Fee			
135	5.5	Hazmat Placard Updates	\$55	LA County Fee	LA County Fee			
<b>False Alarm Fees:</b>								
136	8.3	False Alarm - 1st Repsonse	\$0	\$773	\$0	\$0	0%	0%
		False Alarm - 2nd and 3rd Repsonse	\$0	\$773	\$150	\$150	100%	19%



City of South Pasadena, CA  
Master Fee Schedule

19-30

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
137	8.4	False Alarm - 4th and beyond	\$221	\$773	\$773	\$552	71%	100%
<b>Inspections:</b>								
138	7.3	Any Other Inspection Not Listed	\$39	\$117	\$117	\$78	67%	100%
15.22 Annual Inspection of Apartments								
139		3-8 Units	\$55	\$176	\$140	\$85	61%	80%
140		9-16 Units	\$55	\$176	\$176	\$121	69%	100%
141		17-50 Units	\$55	\$235	\$235	\$180	77%	100%
142		51-100 Units	\$55	\$293	\$293	\$238	81%	100%
143		101 Units or More	\$55	\$352	\$352	\$297	84%	100%
15.23 Annual Inspection of Businesses								
144		less than 2,000 sq ft	\$55	\$113	\$90	\$35	39%	79%
145		2,001 - 10,000 sq ft	\$55	\$227	\$200	\$145	73%	88%
146		10,000 + sq ft	\$55	\$453	\$453	\$398	88%	100%
147	15.24	Additional Inspection (3rd Visit, 2nd Reinspection)	\$77	\$141	\$141	\$64	45%	100%
148	15.25	Inspection (4th Visit and Subsequent)	\$155	\$193	\$193	\$38	20%	100%
15.26 New Business Fire Inspection								
149		less than 2,000 sq ft	\$39	\$59	\$59	\$20	34%	100%
150		2,001 - 10,000 sq ft	\$39	\$117	\$117	\$78	67%	100%
151		10,000 + sq ft	\$39	\$235	\$235	\$196	83%	100%
<b>Permits:</b>								
152	9.62	Permits - Event Tent	\$127	\$162	\$162	\$35	22%	100%
153	9.63	Permits - Special Film Feuling Truck	\$55	\$126	\$126	\$71	56%	100%
154	9.7	Permits - Any Other Required by Chief	\$88	\$274	\$274	\$186	68%	100%
155	9.8	Permits - Fireworks Display	\$514	\$526	\$526	\$12	2%	100%
<b>Fire Reports:</b>								
156		Redacted	\$0.50	\$45	\$45	\$45	99%	100%
157		Non-Redacted	\$0.50	\$8	\$8	\$8	94%	100%
<b>Miscellaneous Fees:</b>								
158	12.9	Investigation Cost Recovery	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
159	14.1	Witness Fees	\$166	\$150	\$150	-\$16	-11%	100%
160	14.2	Record Research: Intensive, Interpretive - Per Half Hour	\$21	\$45	\$45	\$24	53%	100%
161		Records: Duplication Per Page	\$0.10	\$0.10	\$0.10	\$0	0%	100%
162		Underground Storage Tank Removal	\$0	\$469	\$469	\$469	100%	100%
163		Clean Up, 1st Responder	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
<b>LIBRARY</b>								
<b>Library Services Fees:</b>								
164	34.292	Replacement - Processing Fee	\$11	\$57	\$15	\$4	27%	26%
165		Replacement of Library Item	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
166	35.011	Inter-Library Loan (Per Title)	\$2	\$89	\$5	\$3	60%	6%
167	37.01	Library Asset Recovery Service	\$22	\$10	\$10	-\$12	-120%	100%
168	37.04	Test Administration	\$22	\$318	\$35	\$13	37%	11%
<b>Printing / Reproduction Fees:</b>								
169	38.07	Local History Collection Image - Commercial Use	\$22	\$106	\$106	\$84	79%	100%
170	38.08	Local History Collection Image - Private Use - Resident	\$6	\$106	\$10	\$4	40%	9%
171		Local History Collection Image - Private Use - Non-Resident	\$6	\$106	\$25	\$19	76%	24%
172		Black & White	\$0.15	\$0.15	\$0.15	\$0	0%	100%
173		Color Copies	\$0.50	\$0.50	\$0.50	\$0	0%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-31

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
<b>Overdue Fees</b>								
174		Any and All Materials - per item per day	\$0.25	\$0.25	\$0.25	\$0	0%	100%
175		Max Overdue Fee Amount:						
176	39.01	Adult Card	\$10	\$10	\$10	\$0	0%	100%
177	39.02	Child Card	\$5	\$5	\$5	\$0	0%	100%
178	39.03	Magazine, Mass Market Paperback, Board Books - per material	\$3	\$3	\$3	\$0	0%	100%
<b>Passport Fees:</b>								
179		Passport Photo - per photo	\$17	\$7	\$7	-\$10	-143%	95%
180		Passport Execution Fee (Per US State Department)	\$35	\$35	\$35	\$0	0%	100%
<b>Community Room Rental Fees:</b>								
181	33.04	Community Room - Non-Profit Groups - Per Hr. (Min. 3 Hrs.)	\$55	\$74	\$100	\$45	45%	136%
182	33.05	Community Room - Resident / Local Business - Per Hr. (Min. 3 Hrs.)	\$66	\$74	\$90	\$24	27%	122%
183	33.06	Community Room -Non-Resident - Per Hr. (Min 3 Hrs.)	\$94	\$74	\$110	\$16	15%	150%
184		Library Park Event (add on to Community Room Rental) - per hr (Min. 2 hrs)	\$0	\$208	\$150	\$150	100%	72%
185		Community Room - Staff (Cleanup and Supervision)	\$0	\$56	\$40	\$40	100%	71%
186		Community Room - Staff (Alcohol)	\$0	\$56	\$40	\$40	100%	71%
187		Community Room - Security Deposit	\$0	\$250	\$250	\$250	100%	100%
<b>Equipment Rental Fees:</b>								
188		Audio/Visual Equipment Rental	\$0	\$59	\$59	\$59	100%	100%
189		Equipment Rental - Baldwin Piano	\$0	\$35	\$35	\$35	100%	100%
<b>PLANNING</b>								
<b>Use Permits:</b>								
190	80.01	Conditional Use Permit	\$1,545	\$5,330	\$3,500	\$1,955	56%	66%
		Temporary Use Permit (non-profit)	\$131	\$461	\$230	\$99	43%	50%
191	80.01	Temporary Use Permit	\$131	\$461	\$461	\$330	72%	100%
192	80.01	CUP Modification	\$775	\$3,281	\$2,500	\$1,725	69%	76%
193	80.02	CUP with First Variance	\$1,935	\$5,993	\$4,500	\$2,565	57%	75%
194	82.07	Parking Use Permit	\$857	\$1,764	\$1,764	\$907	51%	100%
195	82.08	Administrative Use Permit	\$475	\$1,556	\$1,556	\$1,081	69%	100%
<b>Maps:</b>								
195	80.03	Tentative Parcel Map	\$1,545	\$3,712	\$3,712	\$2,167	58%	100%
196	80.04	Tentative Tract Map	\$1,545	\$10,067	\$10,067	\$8,522	85%	100%
197	80.05	Final Parcel / Tract Map Review	\$5,529	\$5,529	\$5,529	\$0	0%	100%
<b>Design Review:</b>								
197	81.01	Single Family Residence*	\$885	\$4,762	\$2,000	\$1,115	56%	42%
198	81.02	Commercial - Single Sign	\$442	\$1,588	\$1,588	\$1,146	72%	100%
199	81.02	Commercial - Sign Program	\$885	\$2,434	\$2,434	\$1,549	64%	100%
<b>81.05 Multi Family:</b>								
200		3-8 Units	\$1,139	\$6,279	\$3,000	\$1,861	62%	48%
201		9-16 Units	\$1,139	\$6,279	\$4,000	\$2,861	72%	64%
202		17-50 Units	\$1,139	\$6,279	\$4,500	\$3,361	75%	72%
203		51-100 Units	\$1,139	\$6,279	\$5,000	\$3,861	77%	80%



City of South Pasadena, CA  
Master Fee Schedule

19-32

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
204	101 Units or More		\$1,139	\$6,279	\$6,000	\$4,861	81%	96%
	<b>Commercial:</b>							
205	less than 2,000 sq ft		\$1,139	\$6,279	\$2,000	\$861	43%	32%
206	2,001 - 10,000 sq ft		\$1,139	\$6,279	\$4,000	\$2,861	72%	64%
207	10,000 + sq ft		\$1,139	\$6,279	\$6,000	\$4,861	81%	96%
	<b>Cultural Heritage Commission Fees:</b>							
208	82 Cultural Hert. Comm. - Landmark Review 82 C.H.C. Cert. of Approp. (incl. Demo)		\$1,233	\$7,582	\$1,500	\$267	18%	20%
209	Single-Family*		\$885	\$4,762	\$1,500	\$615	41%	31%
	<b>Multi-Family:</b>							
210	3-8 Units							
211	9-16 Units		\$885	\$9,000	\$3,000	\$2,115	71%	33%
212	17-50 Units		\$885	\$9,000	\$5,000	\$4,115	82%	56%
213	51-100 Units		\$885	\$9,000	\$7,000	\$6,115	87%	78%
214	101 Units or More		\$885	\$9,000	\$9,000	\$8,115	90%	100%
	<b>Commercial:</b>							
215	less than 2,000 sq ft		\$885	\$9,000	\$3,000	\$2,115	71%	33%
216	2,001 - 10,000 sq ft		\$885	\$9,000	\$5,000	\$4,115	82%	56%
217	10,000 + sq ft		\$885	\$9,000	\$9,000	\$8,115	90%	100%
218	Chair Review		\$885	\$3,318	\$885	\$0	0%	27%
219	Historic Resource Evaluation		\$0	\$423	\$423	\$423	100%	100%
	<b>Environmental Fees:</b>							
	<b>Flat Fees:</b>							
220	83.02 Negative Declaration Filing		\$61	\$282	\$282	\$221	78%	100%
221	84 Mitigation Monitoring Inspection & Administrative Fee	Actual Cost		\$567	Actual Cost	\$0	0%	
222	83 Categorical Exemption (CEQA) - Filing		\$61	\$141	\$141	\$80	57%	100%
	<b>Deposit-Based Fees:</b>							
223	83.01 Initial Environmental Study		\$455	\$5,000	\$5,000	\$4,545	91%	100%
224	89 EIR		\$3,139	\$25,000	\$25,000	\$21,861	87%	100%
	<b>Appeals:</b>							
225	84.041 Appeals (To Planning Commission or City Council) - Single Family*		\$951	\$4,951	\$1,000	\$49	5%	20%
226	Appeal - Other Uses**		\$951	\$4,951	\$2,000	\$1,049	52%	40%
227	84.042 Appeal Continuance		\$254	\$2,226	\$300	\$46	15%	13%
	<b>Deposits:</b>							
228	80 Zoning Text & Map Amendments		\$4,000	\$10,000	\$10,000	\$6,000	60%	100%
229	80.08 Specific Plan Application		\$5,529	\$10,000	\$10,000	\$4,471	45%	100%
230	80.08 General Plan Amendment		\$4,423	\$20,000	\$20,000	\$15,577	78%	100%
231	80.082 Specific Plan Amendment		\$8,846	\$20,000	\$20,000	\$11,154	56%	100%
232	88.08 Development Agreement Review		\$3,317	\$10,000	\$10,000	\$6,683	67%	100%
233	88.1 Planned Development		\$3,317	\$10,000	\$10,000	\$6,683	67%	100%
	<b>Other Planning Applications:</b>							
234	80 Zoning Code Admin Modification		\$857	\$1,137	\$1,137	\$280	25%	100%
235	Zoning Code Interpretation		\$0	\$918	\$918	\$918	100%	100%
236	84.043 Application Withdrawal		\$0	\$1,765	\$1,765	\$1,765	100%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-33

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
Lot Line Adjustment / Parcel Merger / Certificate of								
237	80.06	Compliance	\$230	\$3,002	\$2,000	\$1,770	89%	67%
238	80.07	Hillside Development Review	\$1,890	\$6,598	\$2,000	\$110	6%	30%
239	80.07	Hillside Development Review with Variance	\$2,620	\$8,114	\$3,000	\$380	13%	37%
240	80.01	Variance - First	\$2,090	\$5,294	\$3,300	\$1,210	37%	62%
241	80.01	Variance - Each Additional	\$885	\$2,328	\$2,328	\$1,443	62%	100%
242	80.1	Vacation Easements, Alleys, Street	\$1,170	\$1,764	\$1,764	\$594	34%	100%
243	80.145	Discretionary Time Extension Request	\$603	\$2,683	\$2,683	\$2,080	78%	100%
244	80.15	Covenants	\$135	\$547	\$547	\$412	75%	100%
245	82.05	Mills Act Contract	\$680	\$10,821	\$2,000	\$1,320	66%	18%
<b>Miscellaneous Fees:</b>								
Public Noticing Fee (Does Not Include Material / Mailing								
246	82.06	Costs)	\$220	\$285	\$285	\$65	23%	100%
247	82.1	Garage/Yard Sale Permit	\$6	\$89	\$10	\$4	40%	11%
248	80.11	Temporary Banners - Per Banner, Per Permit	\$8	\$106	\$50	\$42	84%	47%
249	84.01	Zoning - Written Analysis of Conformance	\$426	\$705	\$705	\$279	40%	100%
250		Zoning Verification Letter	\$0	\$106	\$106	\$106	100%	100%
251	80.13	Zoning Clearance for Business License Review	\$22	\$62	\$62	\$40	65%	100%
252		Re-Review - Per hour	\$0	\$154	\$154	\$154	100%	100%
253		Pre-Application Meeting	\$0	\$308	\$300	\$300	100%	97%
254		Planning Inspection Per Hour	\$0	\$154	\$154	\$154	100%	100%
255		Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$0	\$2,839	\$500	\$500	100%	18%
256		Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$0	\$2,839	\$2,000	\$2,000	100%	70%
257	86.02	Administrative Citation (per Municipal Code)	\$500	\$500	\$500	\$0	0%	100%
<b>Surcharges:</b>								
258	85.01	General Plan Maintenance Fee (Percentage of Building Permit Fee)	10%	17%	15%			88%
259		Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	0%	10%	10%			100%
<b>POLICE</b>								
<b>Penalties:</b>								
260	39.1	Display Vehicle for Sale	\$50	\$50	\$50	\$0	0%	100%
261	39.2	Parking in Red Zone	\$50	\$50	\$50	\$0	0%	100%
262	39.3	Parking in Yellow Zone	\$50	\$50	\$50	\$0	0%	100%
263	39.4	Parking in White Zone	\$50	\$50	\$50	\$0	0%	100%
264	39.5	Parking in Green Zone	\$50	\$50	\$50	\$0	0%	100%
265	39.6	Parked on Parkway	\$50	\$50	\$50	\$0	0%	100%
266	39.7	Parking Prohibited by Sign	\$50	\$50	\$50	\$0	0%	100%
267	39.8	1 HR, 2 HR, 4HR Time Limited Parking	\$50	\$50	\$50	\$0	0%	100%
268	39.9	Parking Outside Spaces	\$50	\$50	\$50	\$0	0%	100%
269	39.1	Parked Over 72 Hours	\$50	\$50	\$50	\$0	0%	100%
270	39.11	Parking Vehicle for Sale	\$50	\$50	\$50	\$0	0%	100%
271	39.12	Washing, Servicing or Repairing Vehicle	\$50	\$50	\$50	\$0	0%	100%
272	39.13	Selling from Motor Vehicle	\$50	\$50	\$50	\$0	0%	100%
273	39.14	Parking Left Side of Roadway	\$50	\$50	\$50	\$0	0%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-34

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
274	39.15	Parking Adjacent to Schools	\$50	\$50	\$50	\$0	0%	100%
275	39.16	Exceeding 3% Grade/ Wheels Not Curbed	\$50	\$50	\$50	\$0	0%	100%
276	39.17	Emergency No Parking	\$50	\$50	\$50	\$0	0%	100%
277	39.18	Alley Parking - Sign Posted	\$50	\$50	\$50	\$0	0%	100%
278	39.19	Parked on Private Property	\$50	\$50	\$50	\$0	0%	100%
279	39.2	Parking on Public Property	\$50	\$50	\$50	\$0	0%	100%
280	39.2	Parking on City Owned Off-street Facility	\$50	\$50	\$50	\$0	0%	100%
281	39.21	Oversized Vehicle	\$50	\$50	\$50	\$0	0%	100%
282	39.22	Unattended Trailer	\$50	\$50	\$50	\$0	0%	100%
283	39.23	Overnight Parking	\$50	\$50	\$50	\$0	0%	100%
284	39.24	City Parking Lot (2 HR Limit)	\$50	\$50	\$50	\$0	0%	100%
<b>Parking Pass Fees:</b>								
285	40.1	Parking 1 Year	\$110	\$123	\$123	\$13	11%	100%
286	40.2	Parking - Senior Citizens (65 Years old min.)	\$60	\$123	\$98	\$38	39%	80%
287		Parking - Alternate Fuel Vehicles	\$60	\$123	\$98	\$38	39%	80%
288	40.6	Parking - Monthly Pass	\$28	\$30	\$30	\$2	7%	100%
289	40.7	Parking - Replacement/ Transfer	\$9	\$16	\$16	\$7	44%	99%
290	40.9	Parking - Daily Pass	\$2	\$2	\$2	\$0	0%	106%
<b>All Police Reports:</b>								
291	42.5	Redacted	\$5	\$87	\$87	\$82	94%	100%
292	42.5	Non-Redacted - Non-Resident	\$3	\$22	\$22	\$20	89%	101%
293		Non-Redacted - Resident	\$3	\$22	\$22	\$19	86%	101%
<b>False Alarm:</b>								
294	48.4	False Alarm 1st	\$0	\$413	\$0	\$0	0%	0%
		False Alarm 2nd - 3rd	\$0	\$413	\$150	\$150	100%	36%
295	48.5	False Alarm 4th and beyond	\$61	\$551	\$551	\$490	89%	100%
<b>Reproduction:</b>								
296		Photo Reproduction - Per Photo	\$18	\$22	\$22	\$4	18%	100%
297	42.9	Video/Audio Reproduction	\$28	\$87	\$87	\$59	68%	100%
<b>Miscellaneous Fees:</b>								
298	41.3	DUI Emergency Response	\$1,000	Actual Cost	Actual Cost	\$0	0%	
299	42.6	Records Check/ Clearance Letter	\$22	\$22	\$22	\$0	0%	100%
300	42.8	Special Business Background Check	\$95	\$551	\$521	\$426	82%	95%
301	43.1	Impound Fee - Vehicle Release	\$105	\$128	\$128	\$23	18%	100%
302	44.1	Juvenile Recovery	\$40	Actual Cost	Actual Cost	\$0	0%	
303	44.2	Firearms Storage & Release	\$27	\$225	\$30	\$3	10%	13%
304	44.3	Citation Corrections/ Inspection Service (resident)	\$27	\$37	\$15	-\$12	-80%	41%
305	44.3	Citation Corrections/ Inspection Service (non-resident)	\$27	\$37	\$37	\$10	27%	101%
306	47	Fingerprint Services – Per Three Cards	\$11	\$22	\$22	\$11	50%	101%
<b>Fee set by Courts</b>								
307	47.2	Civil Subpoena	Fee set by Courts	Fee set by Courts	Fee set by Courts	\$0	0%	
308	47.3	Duces Tecum Subpoena (Per CA Evidence Code)	\$15	\$15	\$15	\$0	0%	100%
309		Booking Fee	\$0	\$138	\$138	\$138	100%	100%
310		Tow Franchise Fee - per year	\$0	\$1,102	\$1,102	\$1,102	100%	100%
<b>PUBLIC WORKS</b>								
<b>Water Fees:</b>								
311	10.1	Water Turn Off (After Hours)	\$137	\$146	\$146	\$9	6%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-35

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
312	10.1	Water Turn On (After Hours)	\$137	\$146	\$146	\$9	6%	100%
313	10.8	Water 24 Hour Door Hanger Fee	\$11	\$34	\$32	\$21	66%	94%
314	10.9	Water Turn Off for Non-Payment***	\$55	\$64	\$64	\$9	14%	99%
315	55.02	Water - New/Change Account	\$17	\$193	\$100	\$83	83%	52%
316	56.01	Water - Discontinue Service	\$28	\$193	\$100	\$72	72%	52%
317	56.02	Water - Discontinue for Non-Compliance	\$66	\$193	\$193	\$127	66%	100%
318	56.03	Water - Unauthorized Turn on	\$66	\$193	\$193	\$127	66%	100%
319	56.06	Fire Flow Testing	\$216	\$516	\$516	\$300	58%	100%
320		Temporary Meter Rental - Move	\$0	\$100	\$100	\$100	100%	100%
321	56.12	Inspection of Backflow Prevention Device	\$55	\$179	\$179	\$124	69%	100%
322		Backflow Prevention Program Penalty	\$0	\$300	\$300	\$300	100%	100%
323		Water Installation Inspection Fee	\$0	\$308	\$308	\$308	100%	100%
<b>Deposit-Based Fees:</b>								
324	56.071	Water Service Installation	\$1,415	\$5,000	\$5,000	\$3,585	72%	100%
325	56.075	Water Meter installation	\$464	\$1,000	\$1,000	\$536	54%	100%
326	56.1	Temporary Meter Rental	\$1,000	\$2,500	\$2,500	\$1,500	60%	100%
<b>Sewer Fees:</b>								
327	52.06	Sewer Connection/Inspection, Existing Lateral	\$166	\$563	\$350	\$184	53%	62%
328	52.07	Sewer Connection/Inspection, Existing WYE	\$100	\$701	\$350	\$250	71%	50%
329	52.08	Sewer Connection/Inspection, Saddle Connect	\$100	\$563	\$350	\$250	71%	62%
330	52.09	Capping of Sewer Lateral	\$100	\$414	\$350	\$250	71%	85%
		Sewer Construction Fee - New Construction	\$0	\$692	\$692	\$692	100%	100%
331	52.15	Sewer Spill in Public ROW	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
332	52.18	Fats, Oils, & Grease Permit Fee (one time)	\$95	\$142	\$142	\$47	33%	100%
333		Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
334		Fats, Oils, & Grease Mitigation Penalty (annual)	\$350	\$350	\$350	\$0	0%	100%
<b>PW Engineering:</b>								
335	52.01	Excavate - Utility Trenches <= 100 l.f.	\$94	\$573	\$573	\$479	84%	100%
336	52.02	Excavations-Utility Trenches >= 100 l.f.	\$105	\$694	\$694	\$589	85%	100%
337	52.031	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.25	\$0.55	\$0.55	\$0	55%	100%
338	52.032	Excavation-Utility Patches	\$83	\$512	\$512	\$429	84%	100%
339	50.01	Concrete Sidewalk / Driveway Parkway / Permit	\$166	\$181	\$181	\$15	8%	100%
340		Concrete Sidewalk / Driveway / Parkway Inspection	\$0	\$423	\$240	\$240	100%	57%
341	50.05	Curb & Gutter Permit	\$83	\$255	\$181	\$98	54%	71%
342	50.06	Curb & Gutter Inspection Flat Fee	\$0.90	\$242	\$240	\$239	100%	99%
343	50.07	Curb Coring Base Permit	\$83	\$255	\$200	\$117	59%	78%
344	50.08	Curb Coring Inspection Flat Fee	\$8.00	\$242	\$190	\$182	96%	79%
345	50.09	Pavement Street & Alley	\$310	\$404	\$404	\$94	23%	100%
346	50.1	Pavement Street & Alley Inspections Flat Fee	\$1.00	\$544	\$544	\$543	100%	100%
347	50.11	Street/ROW Vacation/ Abandonment	\$5,341	\$5,749	\$5,341	\$0	0%	93%
348	50.12	Public Improvement Inspection	\$719	\$484	\$484	-\$235	-49%	100%
349	50.13	Public Works Plan Check Fee - Single Family*	Actual Cost	\$895	\$500	\$0	0%	56%
350		Public Works Plan Check Fee - Other Uses**	Actual Cost	\$895	\$895	\$0	0%	100%
351	51.13	Additional Plan Check/ Reviews Beyond 2	\$365	\$149	\$149	-\$216	-145%	100%
352	51.14	Final Parcel Map Review	\$1,050	\$2,809	\$2,809	\$1,759	63%	100%
353	51.15	Final Tract Map Review	\$1,050	\$2,809	\$2,809	\$1,759	63%	100%



City of South Pasadena, CA  
Master Fee Schedule

19-36

Proposed Fee No.	Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Ad Hoc Council Recommended Fee	\$ Change over current fee	% Change over current fee	Ad Hoc Council Recommended Cost Recovery
354	51.16	Final Map Amendment - Administrative	\$160	\$149	\$149	-\$11	-7%	100%
355	57.011	Temp Encroachment - Dumpster	\$77	\$135	\$90	\$13	14%	67%
356	57.06	Temp Encroachment - Southwest Hills	\$470	\$196	\$196	-\$274	-140%	100%
357	57	Temp Encroachment - All Other	\$138	\$105	\$105	-\$33	-31%	100%
<b>Deposits (Time and Material):</b>								
358	59.07	Street Renaming Processing	\$3,809	\$5,000	\$5,000	\$1,191	24%	100%
<b>Miscellaneous Fees:</b>								
359	53.01	100 foot Radius Map & Mailing Lists	\$100	\$66	\$66	-\$34	-52%	100%
360	55.011	Sidewalk Dining Permit/ Inspect, Initial	\$205	\$124	\$124	-\$81	-65%	100%
361	55.012	Sidewalk Dining Permit/ Inspect, Renewal	\$83	\$94	\$94	\$11	12%	100%
362	55.013	Sidewalk Rental Fee - Per Sq. Ft.	\$4	\$4	\$4	\$0	0%	100%
363		Sidewalk Vendor Permit	\$0	\$133	\$133	\$133	100%	100%
364	57.07	House Number Change	\$287	\$448	\$448	\$161	36%	100%
365	59.03	Oversized/Overloads Permits (Per Transportation Code)	\$16	\$16	\$16	\$0	0%	100%
366	59.061	Block Party Street Closure - Initial	\$415	\$266	\$266	-\$149	-56%	100%
367	59.062	Block Party Street Closure - Renewal	\$182	\$100	\$100	-\$82	-82%	100%
368	59.08	Blueprint/ Map Reproduction	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
369	59.091	Banner Installation & Removal	\$188	\$191	\$191	\$3	2%	100%
370	59.092	Banner Installation - Initial	\$686	\$316	\$316	-\$370	-117%	100%
371	59.11	Parade/ Special Event Staffing	Hourly Rate	Hourly Rate	Hourly Rate	\$0	0%	
372		No Parking Signs (temporary)	\$0	\$37	\$37	\$37	100%	100%
<b>Trees:</b>								
373		Tree Removal / Replacement Permit	\$276	\$308	\$308	\$32	10%	100%
374		Private Property Tree Removal for Developments (3+ more trees)	\$0	\$428	\$428	\$428	100%	100%
375	58.02	Tree Trimming Permit	\$39	\$63	\$63	\$24	38%	100%
376	58.03	Inspection For Trimming or Removal	\$28	\$120	\$120	\$92	77%	100%
377	58.04	Private Tree Trimming in Public ROW	Actual Cost	Actual Cost	Actual Cost	\$0	0%	
<b>Newsrack:</b>								
378	59.04	Newsrack Permit - Initial	\$50	\$184	\$184	\$134	73%	100%
379	59.051	Newsrack Permit - Annual Renewal	\$22	\$63	\$63	\$41	65%	100%
<b>TRANSPORTATION</b>								
380	16.01	Mission Meridian Village Parking (Daily)	\$3	\$3	\$3	\$0	0%	100%
381	16.02	Mission Meridian Village Parking (Monthly)	\$50	\$50	\$50	\$0	0%	100%
382	16.03	Mission Meridian Village Parking (Monthly)	\$50	\$50	\$50	\$0	0%	100%
383	16.04	Mission Meridian Village Parking (Monthly Senior)	\$12	\$12	\$12	\$0	0%	100%

**Footnotes:**

- \*Single Family: This term refers to single-family homes and duplexes (2 attached dwelling units)
- \*\*Other Uses: This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use
- \*\*\*Water Turnoff for Non-Payment: This fee has a low income cap per SB 998.

**Facility Rental Terms:**

- Non-Profit = Registered 501c(3) organization
- Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business
- Non-Resident = Non-South Pasadena Based Resident or Business





# City Council Agenda Report

ITEM NO. 21

**DATE:** June 19, 2019

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

**PREPARED BY:** Lucy Demirjian, Assistant to the City Manager *LD*

**SUBJECT:** **Presentation on Community Opinion Survey Results; Approval of Resolution Declaring a Fiscal Emergency, Calling and Noticing a Special Municipal Election on November 5, 2019, and Submitting a Proposed Ordinance to Establish a Three-Quarters Percent General Transactions and Use Tax Upon Approval by Voters**

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## **Recommendation Action**

It is recommended that the City Council:

1. Receive and File a report on the recent Community Opinion Survey conducted by True North Research; and
2. Adopt a resolution declaring a fiscal emergency by a unanimous vote of the City Council in order to call and give notice of a Special Municipal Election, Tuesday, November 5, 2019, and submitting to the qualified voters a proposed Ordinance to establish a three-quarters percent transaction and use tax, to be administered by the California Department of Tax and Fee Administration.

## **Executive Summary**

The City of South Pasadena is facing a budget deficit that is projected to grow larger over the next five years if no actions are taken. The City's goal is to take steps to close the budget gap using an approach that is most acceptable to the community. The City engaged the community to gain input on potential solutions to mitigate the deficit and developed a Long-Range Financial Sustainability Plan in accordance with community preferences. The sales tax measure was identified in the Plan as a preferred revenue enhancement opportunity supported by the community.

## **Commission Review and Recommendation**

The draft Financial Sustainability Plan was presented to the Finance Commission on May 23, 2019. The Commission unanimously voted to recommend the sales tax measure to address the imminent budgetary deficit and to preserve the level of municipal services currently provided.

## **Community Outreach**

During the months of March and April, seven meetings were held with residents and three with City employees to present the budget forecast and obtain feedback on potential solutions. The options presented to residents included land use considerations and new taxes.

In addition to the outreach meetings, the City undertakes an annual survey, conducted by a professional polling firm, in order to assess citizen satisfaction with City services and quality of life. The formal survey also assessed potential community support for a sales tax measure.

**Discussion/Analysis**

As with all cities in California, South Pasadena is burdened by increasing pension costs from CalPERS (the state pension fund), as well as increasing costs in major categories such as for materials, contractors, and personnel. In addition, the City has aging infrastructure that will require significant additional investment in future years. The five-year forecast demonstrates that City revenues are not projected to keep pace with these rising costs. Further, the Utility Users' Tax (UUT) will sunset in 2022 if not renewed by voters in 2020. The loss of this \$3.4 million would dangerously escalate the severity of the City's financial position.

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. Several revenue enhancement alternatives scored high in popularity in a recent informal 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. The City Council reviewed the Draft Long-Range Financial Sustainability Plan on May 15, 2019, and the Finance Commission recommended the strategies in the Plan for approval by Council.

Local Sales Tax

HdL, the City's sales tax manager, has estimated a return of approximately \$1.5 million in annual revenues from the proposed sales tax. 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.

Similar sales tax measures have been adopted, or are being proposed, by many cities in the San Gabriel Valley. With Los Angeles County and the Southern California Air Quality Maintenance District (AQMD) considering additional sales tax measures in the near future, and only ¾ cent available before reaching the allowable cap, many neighboring cities are choosing to collect this revenue and keep it local before it is lost to the County.

The City engaged True North Research to conduct a survey to determine the level of community support for a general sales tax measure. The survey also provides insight on residents' opinions, priorities, and preferences with respect to municipal services for performance measurement, planning, and budgeting purposes. Results of the survey indicate voters have an overall positive opinion of the City's performance in providing city services and indicate an increase over the prior year:

Category	2018	2019
Quality of Life is Good or Excellent	95%	96%

The survey also polled residents regarding changes to improve the quality of life. The two highest scoring categories are listed below:

Category	2018	2019
Improving and Maintaining Infrastructure, Roads, and Sidewalks	18%	19%
Reducing Traffic Congestion	10%	9%

As part of the survey, residents were polled and indicated strong support for a local sales tax measure (approximately 68%).

City Council action is required to place a measure on the November 2019 ballot for the levy of a transactions and use tax measure. In order to call and give notice of a special municipal election, the City Council will need to adopt a resolution declaring a fiscal emergency.

The Revenue and Taxation Code authorizes the City to adopt the attached tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose. If approved by the voters in November 2019, the new tax rate will be administered as of April 1, 2020.

#### **Next Steps**

1. Once the resolution has been adopted, staff will forward fully executed copies to the Los Angeles County Registrar of Voters.
2. The Notice of Election will be published in the South Pasadena Review along with the required languages of Korean, Spanish, and Chinese in The Korea Times, La Opinion, and World Journal.

#### **Background**

##### Survey

True North Research designed, conducted, and analyzed the survey. At the June 19, 2019 City Council Meeting, Dr. Timothy McLarney will present the results of the survey in a presentation highlighting some of the findings.

In addition to gauging community opinion of municipal services, the survey produced an unbiased, statistically reliable evaluation of voters' interest in supporting a general sales tax measure. The survey was administered to a random sample of 607 voters in the City of South Pasadena who are likely to participate in the November 2020 election, with subsets who are also likely to participate in the lower-turnout November 2019 and March 2020 elections. The survey followed a mixed-method design that employed multiple recruiting methods (telephone and email) and multiple data collection methods (telephone and online). Administered between April 25 and April 30, 2019, the average interview lasted 16 minutes.

##### Sales Tax Measure

A general tax is “any tax imposed for general governmental purposes” and is distinguished from a special tax in that the funds raised by a general tax are not earmarked for a specific purpose(s).

It is standard procedure to adopt a resolution for calling and conducting of an election consolidated with the County. In order to place a tax measure on a special municipal election ballot, a unanimous finding of a fiscal emergency must be made by the Council. In addition, proposed language for the ballot measure is included in the resolution.

<p><b>“SOUTH PASADENA PUBLIC SAFETY, CITY SERVICES, AND ACCOUNTNABILITY MEASURE. To maintain 9-1-1 emergency response times, including to home break-ins and thefts; neighborhood, school and park police patrols, fire/paramedic services, fire station operations, emergency preparedness; retain/attract local businesses; maintain streets/infrastructure; provide other general services and maintain City finances, shall the City of South Pasadena establish a 3/4¢ sales tax providing approximately \$1,500,000 annually until ended by voters, all funds remaining in South Pasadena?</b></p>	<p><b>YES</b></p> <p><b>NO</b></p>
--	------------------------------------

**Legal Review**

The City Attorney has reviewed this item and has contributed to the drafting of the ballot language and resolution.

**Fiscal Impact**

The Los Angeles County Registrar/Recorders’ Office will provide an estimate of the cost for the City to participate in the November 5, 2019 Local and Municipal Elections with one measure. A number of factors can impact the final cost by the County. The elections budget, account number 101-1020-1022-8170, does include funds for this purpose in the adopted Fiscal Year 2019-20 budget.

**Environmental Analysis**

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

**Public Notification of Agenda Item**

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

**Attachments:**

1. True North Survey Report
2. Resolution – Declaring Fiscal Emergency; Calling and Giving Notice of Election; Submitting a proposed Ordinance to Establish a three-quarters percent General Transactions and Use Tax Upon Approval by Voters

**ATTACHMENT 1**  
True North Survey Report

**VOTER OPINION SURVEY**  
SUMMARY REPORT

PREPARED FOR THE  
**CITY OF SOUTH PASADENA**

<http://Survey..>



MAY 8, 2019



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# INTRODUCTION

Located only six miles from downtown Los Angeles, the City of South Pasadena is currently home to an estimated 26,047 residents.<sup>1</sup> Incorporated in 1888 and known as the *City of Trees*, the City's team of full-time and part-time employees provides a full suite of services to its resident and business communities. South Pasadena is also one of the few cities of its size with its own Police and Fire Departments.

Over the past decade, the City of South Pasadena's revenues have not kept pace with the growing costs associated with providing municipal services and facilities. Although the City has been proactive in responding to this challenge by reducing its costs where feasible and through effective financial management practices, the practical reality is that existing revenues simply do not support the high quality services that residents have come to expect. To provide the funding required to maintain and improve the quality of essential city services as well as support social and economic development programs, the City of South Pasadena will need to establish a local revenue measure.

The primary purpose of the study was to produce an unbiased, statistically reliable evaluation of voters' interest in supporting a general sales tax measure to provide the funding noted above. Additionally, should the City decide to move forward with a revenue measure, the data provide guidance as to how to structure the measure so it is consistent with the community's priorities and expressed needs. Specifically, the study was designed to:

- Gauge current, *baseline* support for enacting a local sales tax to ensure adequate funding for general municipal services;
- Identify the types of services and projects that voters are most interested in funding, should the measure pass;
- Expose voters to arguments in favor of, and against, the proposed tax measure to assess how information affects support for the measure; and
- Estimate support for the measure once voters are presented with the types of information they will likely be exposed to during an election cycle.

It is important to note at the outset that voters' opinions about tax measures are often somewhat fluid, especially when the amount of information they initially have about a measure is limited. How voters think and feel about a measure today may not be the same way they think and feel once they have had a chance to hear more information about the measure during the election cycle. Accordingly, to accurately assess the feasibility of establishing a sales tax increase to fund municipal services, it was important that in addition to measuring *current* opinions about the measure (Question 4), the survey expose respondents to the types of information voters are likely to encounter during an election cycle, including arguments in favor of (Question 7) and opposed to (Question 9) the measure, and gauge how this type of information ultimately impacts their voting decision (Questions 8 & 10).

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1. Source: California Department of Finance estimate for 2018.



For a full discussion of the research methods and techniques used in this study, turn to *Methodology* on page 28. In brief, the survey was administered to a random sample of 607 voters in the City of South Pasadena who are likely to participate in the November 2020 election, with subsets who are also likely to participate in the lower-turnout November 2019 and March 2020 elections. The survey followed a mixed-method design that employed multiple recruiting methods (telephone and email) and multiple data collection methods (telephone and online). Administered between April 25 and April 30, 2019, the average interview lasted 16 minutes.

This report is designed to meet the needs of readers who prefer a summary of the findings as well as those who are interested in the details of the results. For those who seek an overview of the findings, the sections titled *Just the Facts* and *Conclusions* are for you. They provide a summary of the most important factual findings of the survey in bullet-point format and a discussion of their implications. For the interested reader, this section is followed by a more detailed question-by-question discussion of the results from the survey by topic area (see *Table of Contents*), as well as a description of the methodology employed for collecting and analyzing the data. And, for the truly ambitious reader, the questionnaire used for the interviews is contained at the back of this report (see *Questionnaire & Toplines* on page 31) and a complete set of crosstabulations for the survey results is contained in Appendix A.

True North thanks the City of South Pasadena for the opportunity to assist the City in this important effort. The collective expertise, local knowledge, and insight provided by city staff and representatives improved the overall quality of the research presented here.

The statements and conclusions in this report are those of the authors (Dr. Timothy McLarney and Richard Sarles) at True North Research, Inc. and not necessarily those of the City of South Pasadena. Any errors and omissions are the responsibility of the authors.

True North is a full-service survey research firm that is dedicated to providing public agencies with a clear understanding of the values, perceptions, priorities, and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups, and one-on-one interviews as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, performance management, establishing fiscal priorities, passing revenue measures, and developing effective public information campaigns.

During their careers, Dr. McLarney and Mr. Sarles have designed and conducted over 1,000 survey research studies for public agencies, including more than 350 revenue measure feasibility studies. Of the measures that have gone to ballot based on Dr. McLarney's recommendation, 96% have been successful. In total, the research that Dr. McLarney has conducted has led to over \$32 billion in successful local revenue measures.

## JUST THE FACTS

The following section is an outline of the main factual findings from the survey. For the reader's convenience, we have organized the findings according to the section titles used in the body of this report. Thus, if you would like to learn more about a particular finding, simply turn to the appropriate report section.

- Nearly all voters (96%) shared favorable opinions of the quality of life in South Pasadena, with 54% reporting it is excellent and 42% stating it is good. Approximately 4% of voters surveyed said the quality of life in the City is fair, whereas less than one percent used poor or very poor to describe the quality of life in South Pasadena.
- Eight-five percent (85%) of South Pasadena voters surveyed indicated that they were satisfied with the City's efforts to provide municipal services, with 36% saying they were very satisfied and 49% somewhat satisfied. Approximately 12% reported that they were dissatisfied with the City's overall performance, and 3% were unsure or unwilling to state their opinion.
- When asked what changes the City could make to improve the quality of life in South Pasadena, improving and maintaining infrastructure, roads, and sidewalks was mentioned most frequently (19%), followed by reducing traffic congestion (9%), providing affordable housing/rent control (7%), addressing parking issues (6%), improving public safety (5%), and bringing more business diversity to the City (5%). Nineteen percent (19%) of respondents could not think of any desired changes (14%) or reported that no changes are needed (5%) to make South Pasadena a better place to live.

### PROPOSED SALES TAX

- With only the information provided in the ballot language, 68% of likely November 2020 voters surveyed indicated that they would definitely or probably support the proposed three-quarter cent sales tax, whereas 24% stated that they would oppose the measure and 9% were unsure or unwilling to share their vote choice.
- Among voters who initially opposed the sales tax or were unsure, a belief that taxes are already too high was by far the most common reason for their position (42%), followed by a perception that city funds have been/will be mismanaged or misspent (21%) and a desire for additional information about the measure (11%).
- Voters most favored using the funds of the proposed sales tax measure to repair city infrastructure including sidewalks, curbs, and storm drains (91% strongly or somewhat favor), maintain streets and repair potholes (91%), maintain parks and recreation facilities (88%), and provide quick responses to 9-1-1 emergencies (87%).

When presented with arguments in favor of the measure, voters found the following arguments to be the most persuasive:

- *The funds raised by this measure will allow the City to keep up with basic repairs and maintenance to public facilities and infrastructure including streets, sidewalks, curbs, and storm drains. If we don't take care of it now, it will be a lot more expensive to repair in the future.*
  - *Most of the City's infrastructure was built nearly a century ago and needs to be replaced or rebuilt. A recent study found that to properly repair or rebuild the City's streets, sidewalks, storm drains, and water system will cost more than 100 million dollars. This measure will provide funds to start fixing our infrastructure.*
  - *South Pasadena is one of the few small cities in Los Angeles County with its own Police and Fire Departments—which guarantees that our police and fire fighters are available when needed and not diverted to service other cities.*
- After learning more about the projects and services that could be funded, as well as hearing arguments in favor of the measure, overall support for the measure increased slightly to 70%, with 40% of voters indicating that they would *definitely* vote yes on the measure. Approximately 21% of respondents opposed the measure at this point in the survey, and an additional 9% were unsure or unwilling to state their vote choice.

Of the arguments in opposition to the measure, voters found the following arguments to be the most persuasive:

- *Taxes are already too high—we can't afford another tax increase. This is especially true for seniors and others on fixed-incomes.*
  - *There are no guarantees on how funds will be spent. The City Council can use it for whatever they want. The city government can't be trusted with our tax dollars.*
- After providing respondents with the wording of the proposed measure, a list of projects and services that could be funded by the measure, as well as arguments in favor of and against the proposal, support for the three-quarter cent sales tax measure was found among 69% of likely November 2020 voters, with 39% indicating that they would *definitely* support the measure. Approximately 22% of respondents were opposed to the measure at the Final Ballot Test, and 9% were unsure or unwilling to state their vote choice.
- Voters who did not support the proposed measure at the Final Ballot Test were asked if they would support the measure at a lower sales tax rate of one-half cent. An additional 4% of voters indicated they would support the measure under this condition.

## CONCLUSIONS

The bulk of this report is devoted to conveying the details of the study findings. In this section, however, we attempt to 'see the forest through the trees' and note how the collective results of the survey answer the key questions that motivated the research. The following conclusions are based on True North's interpretations of the survey results and the firm's collective experience conducting revenue measure studies for public agencies throughout the State.

*Is it feasible to place a local sales tax measure on the ballot in 2019 or 2020?*

Yes. South Pasadena voters value the services they receive from the City of South Pasadena, have a high opinion of the City's overall performance, and wish to see the levels of service maintained and/or improved. Together, these sentiments translate into strong natural support (68%) for establishing a three-quarter cent sales tax to provide funding for essential city services including police patrols, crime prevention and investigations, fire protection, paramedic and 9-1-1 emergency response, maintaining and repairing streets, sidewalks, and infrastructure, and also support social and economic development programs.

The results of this feasibility study suggest that, if crafted appropriately and combined with an effective public education effort and independent campaign, the proposed revenue measure has a very good chance of being supported by the necessary proportion of voters if placed on a ballot in 2019 or 2020.

Having stated that the proposed sales tax measure has a good chance of being successful, it is also important to note that a recommendation to place a measure on the ballot comes with several qualifications and conditions. Indeed, although the results are promising, all tax measures must overcome challenges prior to being successful. The proposed measure is no exception. The following paragraphs discuss some of the challenges and the next steps that True North recommends.

*Which projects and services do South Pasadena voters view as priorities?*

A general tax is "any tax imposed for general governmental purposes"<sup>2</sup> and is distinguished from a special tax in that the funds raised by a general tax are not earmarked for a specific purpose(s). Thus, a general tax provides a municipality with a great deal of flexibility with respect to what is funded by the measure on a year-to-year basis.

Although City Council would have the discretion to decide how to spend the revenues, the survey results indicate that South Pasadena voters are *most* interested in using the proceeds to repair city infrastructure including sidewalks, curbs, and storm drains, maintain streets and repair potholes, maintain parks and recreation facilities, and provide quick responses to 9-1-1 emergencies.

---

2. Section 1, Article XIII C, California Constitution.

*How might a public information campaign affect support for the proposed measure?*

As noted in the body of this report, individuals' opinions about revenue measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. Thus, in addition to measuring current support for the measure, one of the goals of this study was to explore how the introduction of additional information about the measure may affect voters' opinions about the proposal.

It is clear from the survey results that voters' opinions about the proposed revenue measure are somewhat sensitive to the nature, and amount, of information they have about the measure. Information about the specific services and infrastructure improvements that could be funded by the measure, as well as arguments in favor of the measure, were found by many voters to be compelling reasons to support the proposed sales tax. However, voters were also sensitive to opposition arguments designed to reduce support for the measure. Accordingly, one of the keys to building and *sustaining* support for the proposed measure will be the presence of an effective, well-organized public outreach effort and a separate, independent campaign that focuses on the need for the measure as well as the many benefits that it will bring.

*How does the election date impact voter support for the proposed measure?*

Different election dates have different turnouts, different electorates, and—by extension—different opportunities and challenges. When compared with the November 2020 election, for example, the March 2020 and November 2019 elections will have smaller turnouts and have somewhat different demographic profiles. In many communities, these differences translate into substantially different levels of natural support for a tax measure, with support generally falling as turnout declines.

With respect to the proposed measure, however, the patterns are different. South Pasadena voters' opinions about the measure were quite consistent across the November 2019, March 2020, and November 2020 electorates, with support differing no more than three percentage points throughout the survey.

The strength of support and similarity in voters' opinions about the proposed measure between three electorates provides the City with flexibility when choosing an election date. Rather than letting differences in voters' opinions drive the selection, the City can weigh more heavily other considerations when selecting an election date, such as the other types of measures that will likely share the ballot, the time available to communicate and build consensus, and the ability to convey messages effectively given the level of noise that will likely occur during the election cycle.

*How might the economic or political climate alter support for the measure?*

A survey is a snapshot in time—which means the results of this study and the conclusions noted above must be viewed in light of the current economic and political climates. Should the economy and/or political climate improve, support for the measure could increase. Conversely, negative economic and/or political developments, especially at the local level, could dampen support for the measure below what was recorded in this study.



# QUALITY OF LIFE & CITY SERVICES

The opening section of the survey was designed to gauge voters' opinions regarding the City of South Pasadena's performance in providing municipal services, as well as their perceptions of the quality of life in the City.

At the outset of the interview, voters were asked to rate the quality of life in the City of South Pasadena using a five-point scale of excellent, good, fair, poor, or very poor. As shown in Figure 1 below, nearly all (96%) shared favorable opinions of the quality of life in South Pasadena, with 54% reporting it is excellent and 42% stating it is good. Approximately 4% of voters surveyed said the quality of life in the City is fair, whereas less than one percent used poor or very poor to describe the quality of life in South Pasadena.

**Question 1** *How would you rate the overall quality of life in South Pasadena? Would you say it is excellent, good, fair, poor or very poor?*

**FIGURE 1** QUALITY OF LIFE

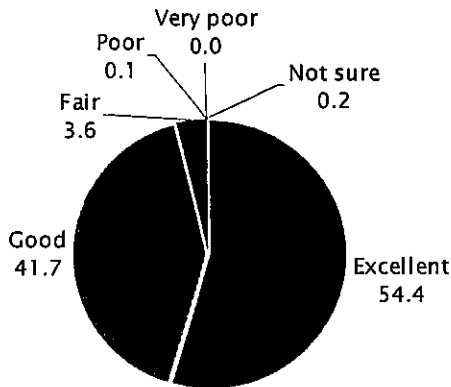
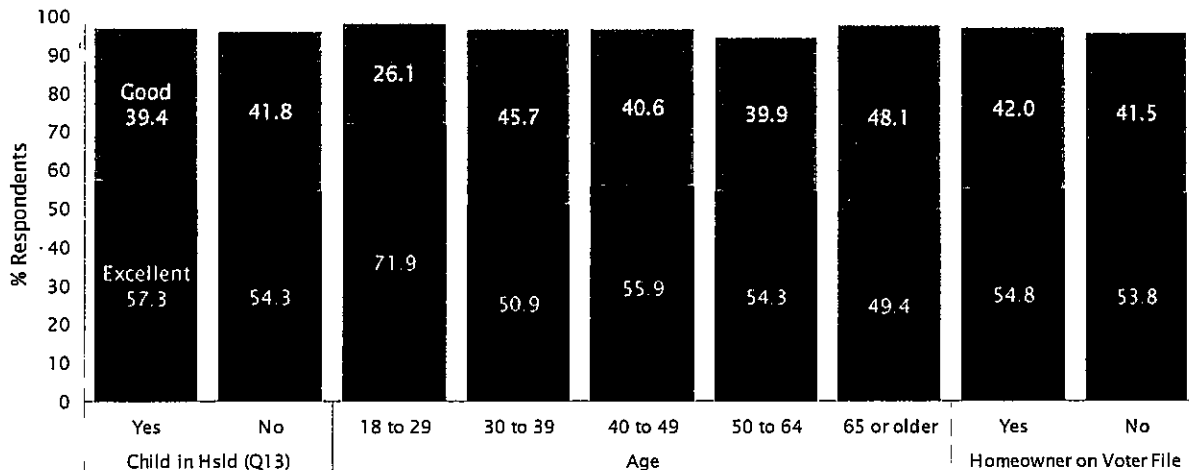


Figure 2 shows how ratings of the quality of life in South Pasadena varied according to whether a respondent had a child in the home, their age, and their home ownership status. Although certain subgroups (e.g., voters 18 to 29 years of age) were more likely than their counterparts to rate the quality of life in the City as excellent, the most striking pattern in the figure is the *consistency* of opinion. More than nine-in-ten respondents in every subgroup rated the quality of life in South Pasadena as excellent or good.

**FIGURE 2** QUALITY OF LIFE BY CHILD IN HSLD, AGE & HOMEOWNER ON VOTER FILE

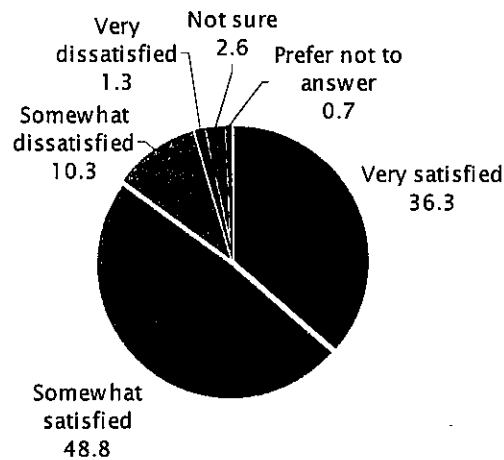


The second question in this series asked respondents to indicate if, overall, they were satisfied or dissatisfied with the job the City of South Pasadena is doing to provide city services. Because this question does not reference a specific program, facility, or service and requested that the respondent consider the City's performance in general, the findings of this question may be regarded as an *overall performance rating* for the City.

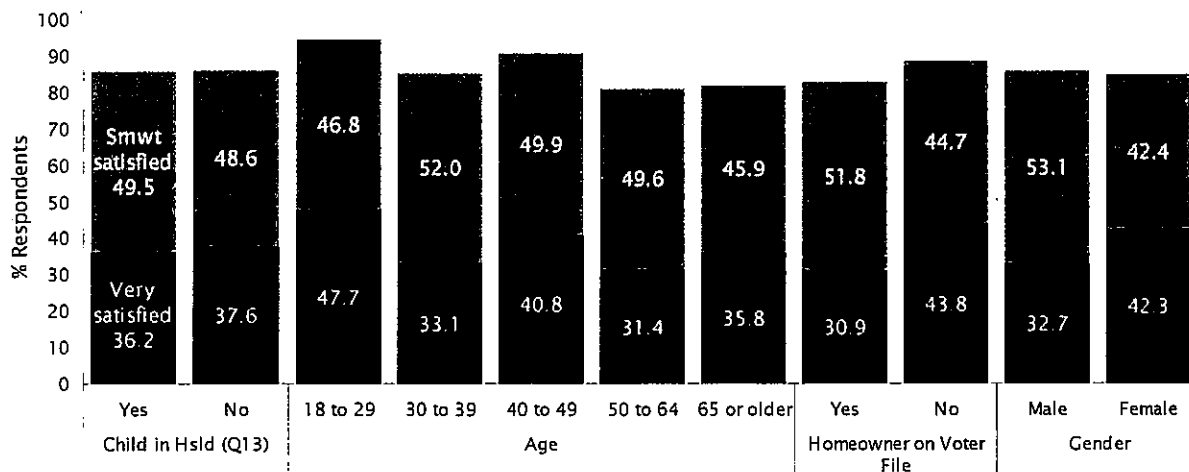
As shown in Figure 3 below, 85% of South Pasadena voters surveyed indicated that they were satisfied with the City's efforts to provide municipal services, with 36% saying they were very satisfied and 49% somewhat satisfied. Approximately 12% reported that they were dissatisfied with the City's overall performance, and 3% were unsure or unwilling to state their opinion. For the interested reader, Figure 4 displays how the percentage of respondents satisfied with the City's overall performance varied across several demographic subgroups.

**Question 2** *Generally speaking, are you satisfied or dissatisfied with the job the City of South Pasadena is doing to provide city services?*

**FIGURE 3 SATISFACTION WITH CITY**



**FIGURE 4 SATISFACTION WITH CITY BY CHILD IN HSLD, AGE, HOMEOWNER ON VOTER FILE & GENDER**

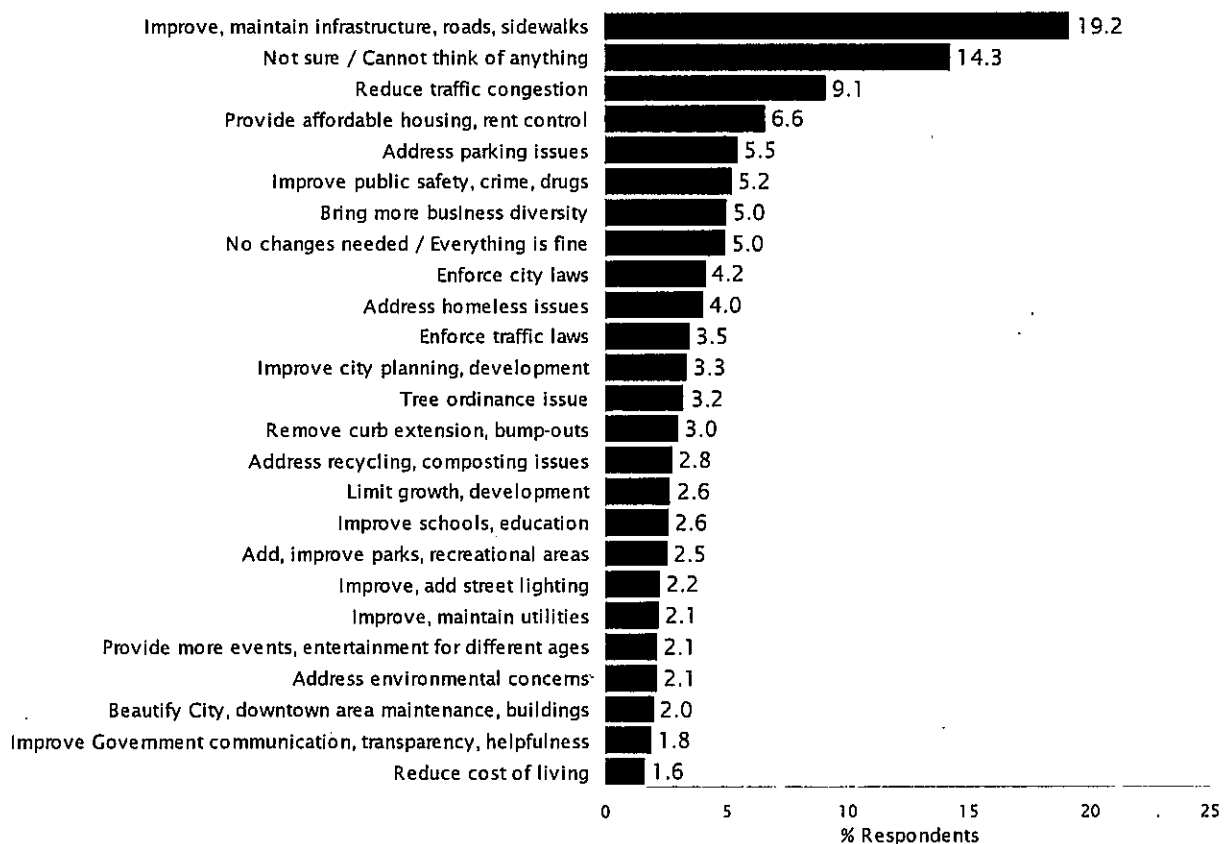


The next question in this series asked voters to indicate the one thing that city government could *change* to make South Pasadena a better place to live—now and in the future. Question 3 was posed in an open-ended manner, thereby allowing residents to mention any aspect or attribute that came to mind without being prompted by—or restricted to—a particular list of options. True North later reviewed the verbatim responses and grouped them into the categories shown in Figure 5 below.

Among specific changes desired, improving and maintaining infrastructure, roads, and sidewalks was the most common (19%), followed by reducing traffic congestion (9%), providing affordable housing/rent control (7%), addressing parking issues (6%), improving public safety (5%), and bringing more business diversity to the City (5%). Nineteen percent (19%) of respondents could not think of any desired changes (14%) or reported that no changes are needed (5%) to make South Pasadena a better place to live.

**Question 3** *If the city government could change one thing to make South Pasadena a better place to live now and in the future, what change would you like to see?*

**FIGURE 5 CHANGES TO IMPROVE SOUTH PASADENA**



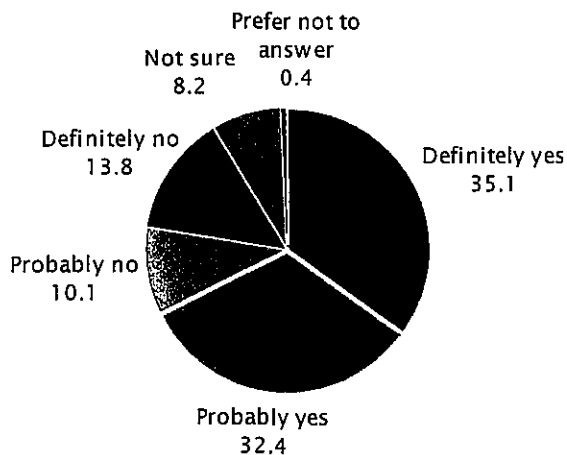
# INITIAL BALLOT TEST

The primary research objective of this survey was to estimate voters' support for establishing a three-quarter cent sales tax to provide funding for essential city services including police patrols, crime prevention and investigations, fire protection, paramedic and 9-1-1 emergency response, maintaining and repairing streets, sidewalks, and infrastructure, and also support social and economic development programs. To this end, Question 4 was designed to take an early assessment of voters' support for the proposed measure.

The motivation for placing Question 4 near the front of the survey is twofold. First, voter support for a measure can often depend on the amount of information they have about a measure. At this point in the survey, the respondent has not been provided information about the proposed measure beyond what is presented in the ballot language. This situation is analogous to a voter casting a ballot with limited knowledge about the measure, such as what might occur in the absence of an effective campaign. Question 4—also known as the Initial Ballot Test—is thus a good measure of voter support for the proposed measure *as it is today*, on the natural. Because the Initial Ballot Test provides a gauge of natural support for the measure, it also serves a second purpose in that it provides a useful baseline from which to judge the impact of various information items conveyed later in the survey on voter support for the measure.

**Question 4** *Later this year, voters in South Pasadena may be asked to vote on a local ballot measure. Let me read you a summary of the measure. To provide funding for general services and facilities in the City of South Pasadena, including police patrols, crime prevention and investigations; fire protection, paramedic and 9-1-1 emergency response; maintaining and repairing streets, sidewalks and infrastructure; and support social and economic development programs; shall the measure establishing a ¾ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally? If the election were held today, would you vote yes or no on this measure?*

FIGURE 6 INITIAL BALLOT TEST



As shown in Figure 6, 68% of likely November 2020 voters surveyed indicated that they would definitely or probably support the proposed three-quarter cent sales tax, whereas 24% stated that they would oppose the measure and 9% were unsure or unwilling to share their vote choice. For general taxes in California, the level of support recorded at the Initial Ballot Test is approximately 18 percentage points above the simple majority (50%+1) required for passage.

For the interested reader, Table 1 shows how support for the measure at the Initial Ballot Test varied by key demographic traits. The blue column (Approximate % of Universe) indicates the percentage of the electorate that each subgroup category comprises. Initial support for the proposed sales tax measure varied somewhat across voter subgroups, with the largest differences found among partisan subgroups and by voters' perceptions regarding the job the City is doing to provide services and its fiscal management. It is also worth noting that support for the measure among the subset of likely November 2019 and March 2020 voters was comparable to that found among the larger group of November 2020 voters.

**TABLE 1 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INITIAL BALLOT TEST**

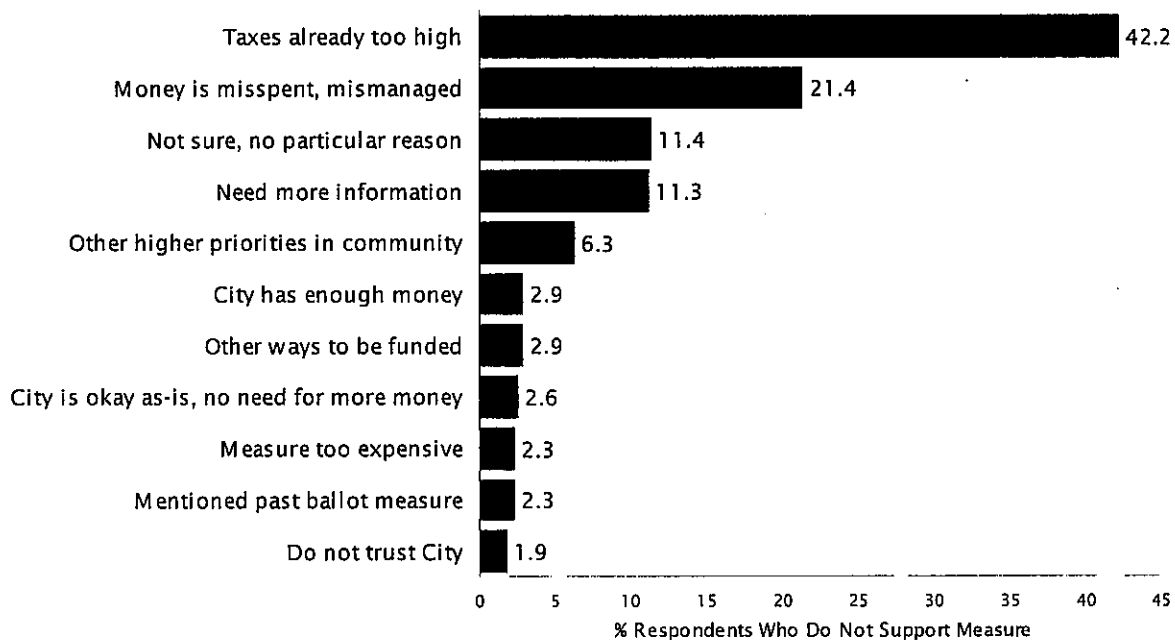
		Approximate % of Voter Universe	% Probably or Definitely Yes	% Not sure
Overall		100	67.5	8.2
Satisfaction With City (Q2)	Satisfied	88	71.2	7.7
	Dissatisfied	12	44.1	9.6
Household Party Type	Single dem	30	74.0	8.8
	Dual dem	15	78.4	7.0
	Single rep	6	56.5	8.3
	Dual rep	5	32.1	14.9
	Other	20	66.7	7.4
	Mixed	23	63.7	7.5
Age	18 to 29	8	75.7	5.0
	30 to 39	12	74.8	7.6
	40 to 49	24	71.2	8.5
	50 to 64	30	61.6	12.4
	65 or older	26	65.0	4.6
Registration Year	2019 to 2016	58	68.9	7.6
	2015 to 2010	12	73.6	4.8
	2009 to 2004	11	70.3	8.8
	Before 2004	18	57.0	12.3
Party	Democrat	56	74.4	9.3
	Republican	16	46.0	8.2
	Other / DTS	28	65.9	6.1
Fiscal Management Rating (Q12)	Excellent, good	50	81.8	5.4
	Fair	21	54.8	9.0
	Poor, very poor	10	29.9	9.2
	Not sure	19	65.0	14.5
Child in Hsld (Q13)	Yes	38	71.7	6.6
	No	62	66.4	8.8
Homeowner on Voter File	Yes	58	65.3	8.4
	No	42	70.5	7.9
Likely to Vote by Mail	Yes	65	66.5	8.3
	No	35	69.2	8.1
Likely Nov 2019 Voter	Yes	58	66.7	7.7
	No	42	68.6	8.9
Likely Mar 2020 Voter	Yes, natural	95	67.3	8.2
	Yes, GOTV	5	71.3	8.2
Gender	Male	48	68.2	6.4
	Female	52	68.4	10.2

Respondents who opposed the measure at Question 4 (or were unsure) were subsequently asked if there was a particular reason for their position. Question 5 was asked in an open-ended manner, allowing respondents to mention any reason that came to mind without being prompted by, or restricted to, a particular list of options.

Among the specific reasons offered for not supporting the measure, a belief that taxes are already too high was by far the most common (42%), followed by a perception that city funds have been/will be mismanaged or misspent (21%) and a desire for additional information about the measure (11%).

**Question 5** *Is there a particular reason why you do not support or are unsure about the measure I just described?*

**FIGURE 7 REASONS FOR NOT SUPPORTING MEASURE**



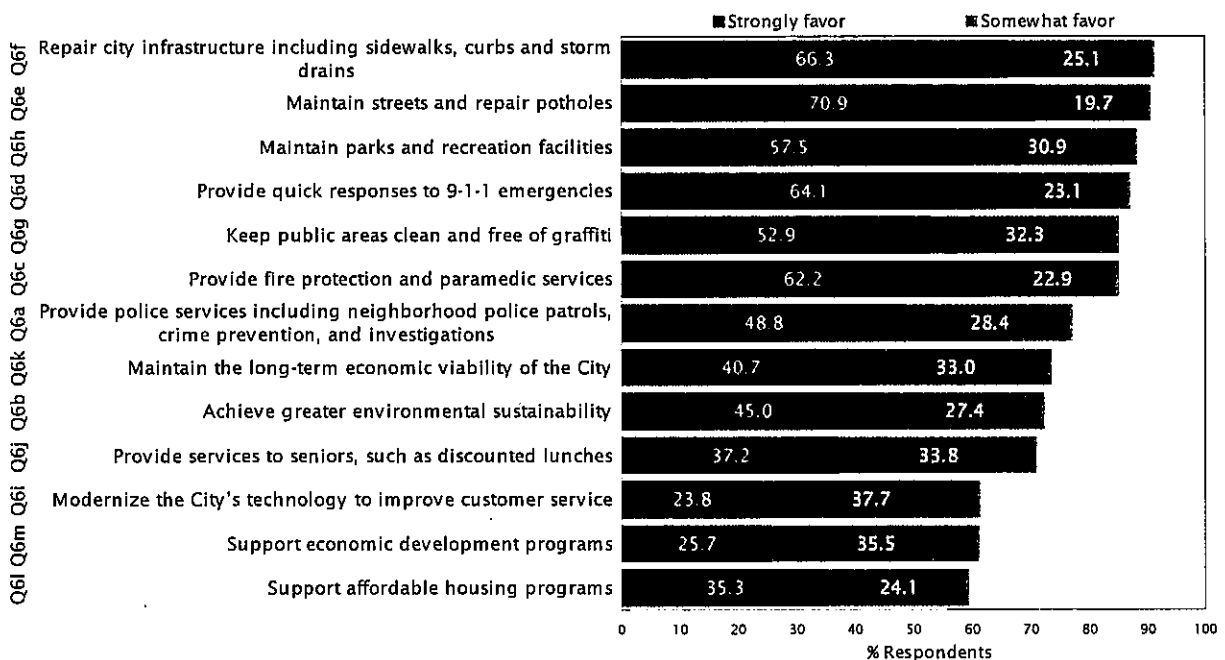
# PROJECTS & SERVICES

The ballot language presented in Question 4 indicated that the proposed measure would provide funding for essential city services including police patrols, crime prevention and investigations, fire protection, paramedic and 9-1-1 emergency response, maintaining and repairing streets, sidewalks, and infrastructure, and also support social and economic development programs. The purpose of Question 6 was to provide respondents with a full range of projects and services that may be funded by the proposed measure, as well as identify which of these services voters most favored funding with the proceeds of the measure.

After reading each project or service, respondents were asked if they would favor or oppose spending some of the money on that particular item assuming that the measure passed. Descriptions of the projects and services tested, as well as voters' responses, are shown in Figure 8 below. The order in which the projects and services were presented to respondents was randomized to avoid a systematic position bias.

**Question 6** *The measure we've been discussing will provide funding for a variety of services in your community. If the measure passes, would you favor or oppose using some of the money to: -----, or do you not have an opinion?*

**FIGURE 8 PROJECTS & SERVICES**



Overall, the projects and services that resonated with the largest percentage of respondents were repairing city infrastructure including sidewalks, curbs, and storm drains (91% strongly or somewhat favor), maintaining streets and repairing potholes (91%), maintaining parks and recreation facilities (88%), and providing quick responses to 9-1-1 emergencies (87%).



Table 2 presents the top five projects and services (showing the percentage of respondents who *strongly* favor each) by position at the Initial Ballot Test. Not surprisingly, individuals who initially opposed the measure were generally less likely to favor spending money on a given project or service when compared with supporters. Nevertheless, initial supporters, opponents, and the undecided did agree on four of the top five priorities for funding.

**TABLE 2 TOP PROJECTS & SERVICES BY POSITION AT INITIAL BALLOT TEST**

Position at Initial Ballot Test (Q4)	Item	Program or Services Summary	% Strongly Favor
Probably or Definitely Yes (n = 410)	Q6e	Maintain streets and repair potholes	78
	Q6f	Repair city infrastructure including sidewalks, curbs and storm drains	74
	Q6d	Provide quick responses to 9-1-1 emergencies	72
	Q6c	Provide fire protection and paramedic services	71
	Q6h	Maintain parks and recreation facilities	67
Probably or Definitely No (n = 145)	Q6e	Maintain streets and repair potholes	58
	Q6f	Repair city infrastructure including sidewalks, curbs and storm drains	47
	Q6d	Provide quick responses to 9-1-1 emergencies	42
	Q6c	Provide fire protection and paramedic services	40
	Q6g	Keep public areas clean and free of graffiti	39
Not Sure (n = 50)	Q6d	Provide quick responses to 9-1-1 emergencies	65
	Q6f	Repair city infrastructure including sidewalks, curbs and storm drains	62
	Q6h	Maintain parks and recreation facilities	58
	Q6c	Provide fire protection and paramedic services	56
	Q6e	Maintain streets and repair potholes	56

# POSITIVE ARGUMENTS

If the City chooses to place a measure on an upcoming ballot, voters will be exposed to various arguments about the measure in the ensuing months. Proponents of the measure will present arguments to try to persuade voters to support a measure, just as opponents may present arguments to achieve the opposite goal. For this study to be a reliable gauge of voter support for the proposed sales tax measure, it is important that the survey simulate the type of discussion and debate that will occur prior to the vote taking place and identify how this information ultimately shapes voters' opinions about the measure.

The objective of Question 7 was thus to present respondents with arguments in favor of the proposed measure and identify whether they felt the arguments were convincing reasons to support it. Arguments in opposition to the measure were also presented and are discussed later in this report (see *Negative Arguments* on page 21). Within each series, specific arguments were administered in random order to avoid a systematic position bias.

**Question 7** *What I'd like to do now is tell you what some people are saying about the measure we've been discussing. Supporters of the measure say: ----- Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?*

**FIGURE 9 POSITIVE ARGUMENTS**

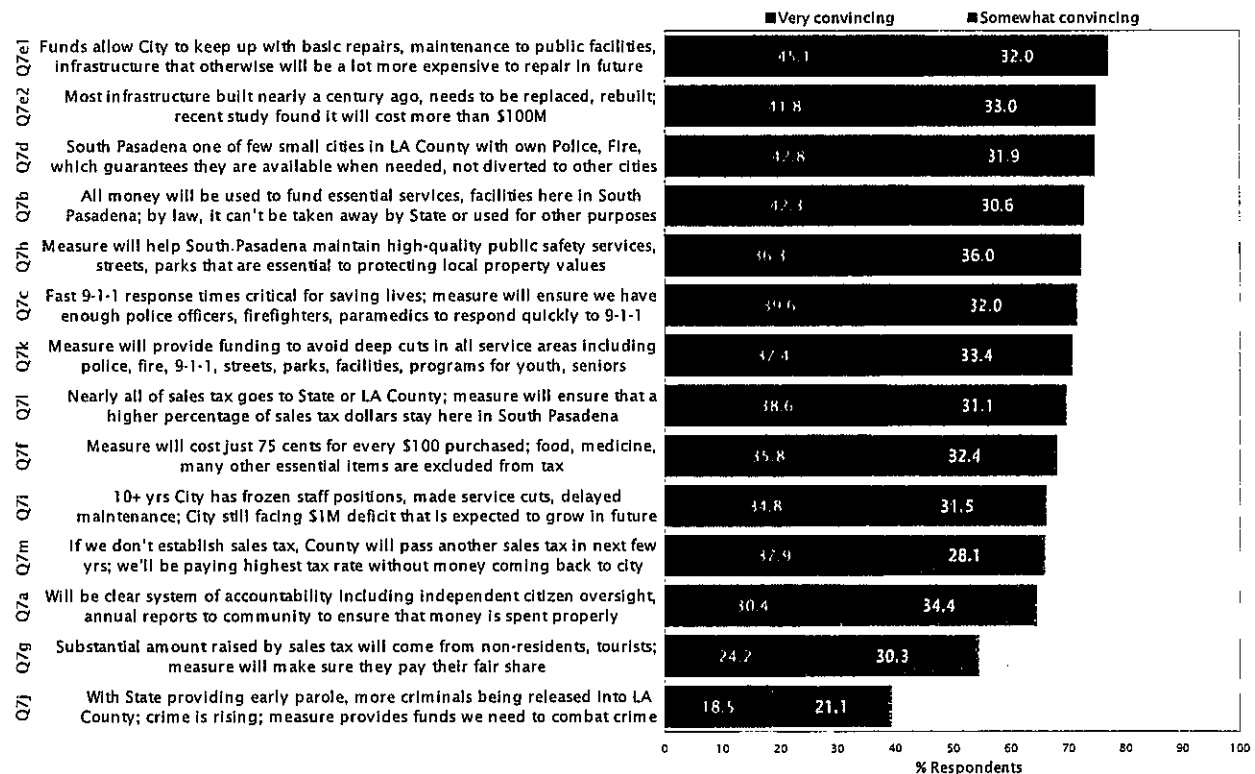


Figure 9 presents the truncated positive arguments tested, as well as voters' reactions to the arguments. The arguments are ranked from most convincing to least convincing based on the percentage of respondents who indicated that the argument was either a 'very convincing' or 'somewhat convincing' reason to support the sales tax measure. Using this methodology, the

most compelling positive arguments were: *The funds raised by this measure will allow the City to keep up with basic repairs and maintenance to public facilities and infrastructure including streets, sidewalks, curbs, and storm drains. If we don't take care of it now, it will be a lot more expensive to repair in the future (77% very or somewhat convincing), Most of the City's infrastructure was built nearly a century ago and needs to be replaced or rebuilt. A recent study found that to properly repair or rebuild the City's streets, sidewalks, storm drains, and water system will cost more than 100 million dollars. This measure will provide funds to start fixing our infrastructure (75%), and South Pasadena is one of the few small cities in Los Angeles County with its own Police and Fire Departments—which guarantees that our police and fire fighters are available when needed and not diverted to service other cities (75%).*

Table 3 on the next page lists the top five most convincing positive arguments (showing the percentage of respondents who cited it as very convincing) according to respondents' vote choice at the Initial Ballot Test. The most striking pattern in the table is that the positive arguments resonated with a much higher percentage of voters who were initially inclined to support the measure when compared with voters who initially opposed the measure or were unsure. Nevertheless, two of the arguments were ranked among the top five most compelling by all three groups.

**TABLE 3 TOP POSITIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST**

Position at Initial Ballot Test (Q4)	Item	Positive Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 410)	Q7e2	Most infrastructure built nearly a century ago, needs to be replaced, rebuilt; recent study found it will cost more than \$100M	57
	Q7e1	Funds allow City to keep up with basic repairs, maintenance to public facilities, infrastructure that otherwise will be a lot more expensive to repair in future	56
	Q7b	All money will be used to fund essential services, facilities here in South Pasadena; by law, it can't be taken away by State or used for other purposes	52
	Q7d	South Pasadena one of few small cities in LA County with own Police, Fire, which guarantees they are available when needed, not diverted to other cities	50
	Q7l	Nearly all of sales tax goes to State or LA County; measure will ensure that a higher percentage of sales tax dollars stay here in South Pasadena	50
Probably or Definitely No (n =145)	Q7d	South Pasadena one of few small cities in LA County with own Police, Fire, which guarantees they are available when needed, not diverted to other cities	22
	Q7c	Fast 9-1-1 response times critical for saving lives; measure will ensure we have enough police officers, firefighters, paramedics to respond quickly to 9-1-1	18
	Q7m	If we don't establish sales tax now, County will pass another sales tax in next few yrs; we'll then be paying highest tax rate without money coming back to city	16
	Q7b	All money will be used to fund essential services, facilities here in South Pasadena; by law, it can't be taken away by State or used for other purposes	16
	Q7e1	Funds allow City to keep up with basic repairs, maintenance to public facilities, infrastructure that otherwise will be a lot more expensive to repair in future	16
Not Sure (n = 50)	Q7d	South Pasadena one of few small cities in LA County with own Police, Fire, which guarantees they are available when needed, not diverted to other cities	42
	Q7b	All money will be used to fund essential services, facilities here in South Pasadena; by law, it can't be taken away by State or used for other purposes	38
	Q7f	Measure will cost just 75 cents for every \$100 purchased; food, medicine, many other essential items are excluded from tax	27
	Q7c	Fast 9-1-1 response times critical for saving lives; measure will ensure we have enough police officers, firefighters, paramedics to respond quickly to 9-1-1	27
	Q7l	Nearly all of sales tax goes to State or LA County; measure will ensure that a higher percentage of sales tax dollars stay here in South Pasadena	27

## INTERIM BALLOT TEST

After exposing respondents to projects and services that could be funded by the measure as well as the types of positive arguments voters may encounter during an election cycle, the survey again presented respondents with the ballot language used previously to gauge how support for the proposed sales tax measure may have changed. As shown in Figure 10, overall support for the measure increased slightly to 70%, with 40% of voters indicating that they would *definitely* vote yes on the measure. Approximately 21% of respondents opposed the measure at this point in the survey, and an additional 9% were unsure or unwilling to state their vote choice.

**Question 8** *Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again. To provide funding for general services and facilities in the City of South Pasadena, including police patrols, crime prevention and investigations; fire protection, paramedic and 9-1-1 emergency response; maintaining and repairing streets, sidewalks and infrastructure; and support social and economic development programs; shall the measure establishing a ¾ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally? If the election were held today, would you vote yes or no on this measure?*

FIGURE 10 INTERIM BALLOT TEST

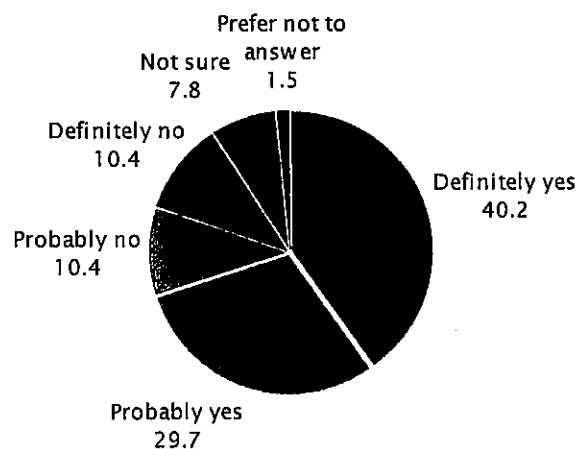


Table 4 on the next page shows how support for the measure at this point in the survey varied by key voter subgroups, as well as the change in subgroup support when compared with the Initial Ballot Test. Positive differences appear in green and negative differences appear in red. As shown in the table, support for the proposed tax increased or decreased by a modest amount (less than 5%) among most subgroups between the Initial and Interim Ballot Test.

**TABLE 4 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INTERIM BALLOT TEST**

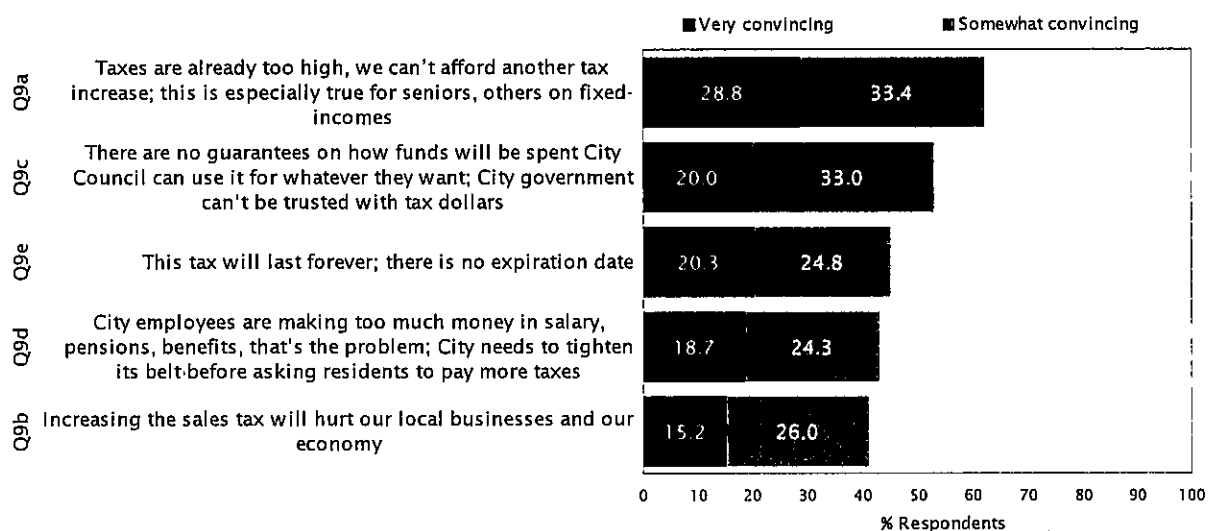
		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)
Overall		100	70.0	+2.5
Satisfaction With City (Q2)	Satisfied	88	74.4	+3.2
	Dissatisfied	12	39.2	-4.9
Household Party Type	Single dem	30	75.0	+1.0
	Dual dem	15	82.6	+4.1
	Single rep	6	60.3	+3.8
	Dual rep	5	36.7	+4.6
	Other	20	72.9	+6.1
	Mixed	23	63.0	-0.7
Age	18 to 29	8	84.8	+9.1
	30 to 39	12	74.7	-0.0
	40 to 49	24	74.5	+3.3
	50 to 64	30	62.1	+0.5
	65 or older	26	68.0	+3.0
Registration Year	2019 to 2016	58	72.6	+3.6
	2015 to 2010	2	72.8	-0.7
	2009 to 2004	11	68.5	-1.8
	Before 2004	18	60.6	+3.6
Party	Democrat	56	76.1	+1.7
	Republican	16	47.7	+1.6
	Other / DTS	28	70.5	+4.6
Fiscal Management Rating (Q12)	Excellent, good	50	85.3	+3.5
	Fair	21	56.4	+1.6
	Poor, very poor	10	24.0	-6.0
	Not sure	19	70.0	+5.0
Child in Hsld (Q13)	Yes	38	72.7	+1.0
	No	62	70.1	+3.7
Homeowner on Voter File	Yes	58	67.4	+2.1
	No	42	73.4	+3.0
Likely to Vote by Mail	Yes	65	70.8	+4.3
	No	35	68.3	-0.8
Likely Nov 2019 Voter	Yes	58	67.1	+0.4
	No	42	73.9	+5.3
Likely Mar 2020 Voter	Yes, natural	95	69.6	+2.3
	Yes, GOTV	5	77.3	+6.0
Gender	Male	48	71.5	+3.3
	Female	52	70.5	+2.1

## NEGATIVE ARGUMENTS

Whereas Question 7 of the survey presented respondents with arguments in favor of the sales tax measure, Question 9 presented respondents with arguments designed to elicit opposition to the measure. In the case of Question 9, however, respondents were asked whether they felt that the argument was a very convincing, somewhat convincing, or not at all convincing reason to *oppose* the measure. The arguments tested, as well as voters' opinions about the arguments, are presented below in Figure 11.

**Question 9** *Next, let me tell you what opponents of the measure are saying. Opponents of the measure say: \_\_\_\_\_. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?*

FIGURE 11 NEGATIVE ARGUMENTS



Most voters found the negative arguments tested to be less convincing than the positive arguments. The most compelling negative arguments were: *Taxes are already too high—we can't afford another tax increase. This is especially true for seniors and others on fixed-incomes* (62% very or somewhat convincing) and *There are no guarantees on how funds will be spent. The City Council can use it for whatever they want. The city government can't be trusted with our tax dollars* (53%).

Table 5 on the next page ranks the negative arguments (showing the percentage of respondents who cited each as very convincing) according to respondents' vote choice at the Initial Ballot Test.



**TABLE 5 NEGATIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST**

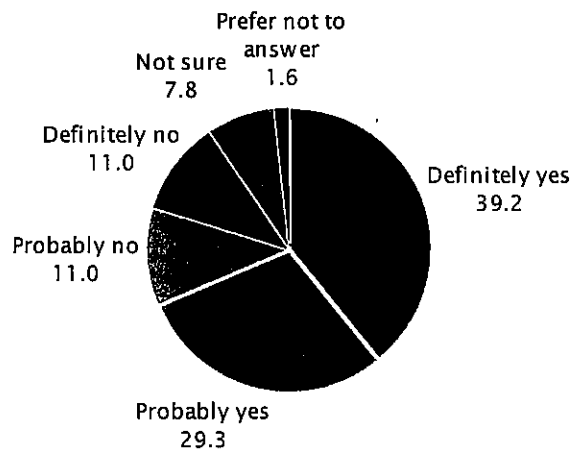
Position at Initial Ballot Test (Q4)	Item	Negative Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 410)	Q9a	Taxes are already too high, we can't afford another tax increase; this is especially true for seniors, others on fixed-incomes	18
	Q9e	This tax will last forever; there is no expiration date	14
	Q9d	City employees are making too much money in salary, pensions, benefits, that's the problem; City needs to tighten its belt before asking residents to pay more taxes	13
	Q9c	There are no guarantees on how funds will be spent City Council can use it for whatever they want; City government can't be trusted with tax dollars	13
	Q9b	Increasing the sales tax will hurt our local businesses and our economy	8
Probably or Definitely No (n = 145)	Q9a	Taxes are already too high, we can't afford another tax increase; this is especially true for seniors, others on fixed-incomes	57
	Q9e	This tax will last forever; there is no expiration date	45
	Q9c	There are no guarantees on how funds will be spent City Council can use it for whatever they want; City government can't be trusted with tax dollars	38
	Q9d	City employees are making too much money in salary, pensions, benefits, that's the problem; City needs to tighten its belt before asking residents to pay more taxes	34
	Q9b	Increasing the sales tax will hurt our local businesses and our economy	32
Not Sure (n = 50)	Q9a	Taxes are already too high, we can't afford another tax increase; this is especially true for seniors, others on fixed-incomes	39
	Q9b	Increasing the sales tax will hurt our local businesses and our economy	24
	Q9c	There are no guarantees on how funds will be spent City Council can use it for whatever they want, City government can't be trusted with tax dollars	24
	Q9d	City employees are making too much money in salary, pensions, benefits, that's the problem; City needs to tighten its belt before asking residents to pay more taxes	20
	Q9e	This tax will last forever; there is no expiration date	17

# FINAL BALLOT TEST

Voters' opinions about ballot measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. A goal of the survey was thus to gauge how voters' opinions about the proposed measure may be affected by the information they could encounter during the course of an election cycle. After providing respondents with the wording of the proposed measure, projects and services that could be funded, and arguments in favor of and against the proposal, the survey again asked voters whether they would vote 'yes' or 'no' on the proposed sales tax measure.

**Question 10** *Now that you have heard a bit more about the measure, let me read you a summary of it one more time. To provide funding for general services and facilities in the City of South Pasadena, including police patrols, crime prevention and investigations; fire protection, paramedic and 9-1-1 emergency response; maintaining and repairing streets, sidewalks and infrastructure; and support social and economic development programs; shall the measure establishing a ¾ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally? If the election were held today, would you vote yes or no on this measure?*

FIGURE 12 FINAL BALLOT TEST



At this point in the survey, support for the three-quarter cent sales tax measure was found among 69% of likely November 2020 voters, with 39% indicating that they would *definitely* support the measure. Approximately 22% of respondents were opposed to the measure at the Final Ballot Test, and 9% were unsure or unwilling to state their vote choice.

## CHANGE IN SUPPORT

Table 6 provides a closer look at how support for the proposed measure changed over the course of the interview by calculating the difference in support between the Initial, Interim, and Final Ballot tests within various subgroups of voters. The percentage of support for the measure at the Final Ballot Test is shown in the column with the heading *% Probably or Definitely Yes*. The columns to the right show the difference between the Final and the Initial, and the Final and Interim Ballot Tests. Positive differences appear in green, and negative differences appear in red.

**TABLE 6 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT FINAL BALLOT TEST**

		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)	Change From Interim Ballot Test (Q8)
Overall		100	68.5	+1.1	-1.4
Satisfaction With City (Q2)	Satisfied	88	73.0	+1.9	-1.4
	Dissatisfied	12	38.4	-5.7	-0.8
Household Party Type	Single dem	30	73.6	-0.4	-1.4
	Dual dem	15	81.6	+3.1	-1.0
	Single rep	6	58.7	+2.2	-1.6
	Dual rep	5	41.1	+9.0	+4.4
	Other	20	70.4	+3.6	-2.5
	Mixed	23	60.9	-2.8	-2.1
Age	18 to 29	8	79.9	+4.2	-4.9
	30 to 39	12	72.3	-2.4	-2.4
	40 to 49	24	73.0	+1.8	-1.5
	50 to 64	30	62.2	+0.6	+0.1
	65 or older	26	66.5	+1.5	-1.5
Registration Year	2019 to 2016	58	71.0	+2.1	-1.6
	2015 to 2010	12	71.1	-2.4	-1.7
	2009 to 2004	11	68.5	-1.8	No change
	Before 2004	18	58.9	+2.0	-1.7
Party	Democrat	56	74.4	+0.0	-1.7
	Republican	16	48.5	+2.5	+0.8
	Other / DTS	28	68.3	+2.4	-2.2
Fiscal Management Rating (Q12)	Excellent, good	50	84.6	+2.8	-0.8
	Fair	21	54.3	-0.5	-2.1
	Poor, very poor	10	25.2	-4.7	+1.2
	Not sure	19	66.4	+1.4	-3.7
Child in Hsld (Q13)	Yes	38	70.2	-1.5	-2.5
	No	62	69.3	+2.9	-0.8
Homeowner on Voter File	Yes	58	66.0	+0.8	-1.4
	No	42	72.0	+1.5	-1.5
Likely to Vote by Mail	Yes	65	69.2	+2.6	-1.7
	No	35	67.4	-1.8	-1.0
Likely Nov 2019 Voter	Yes	58	65.8	-0.8	-1.3
	No	42	72.3	+3.7	-1.6
Likely Mar 2020 Voter	Yes, natural	95	68.1	+0.9	-1.4
	Yes, GOTV	5	75.9	+4.6	-1.4
Gender	Male	48	70.7	+2.5	-0.8
	Female	52	68.4	-0.0	-2.1

As expected, voters generally responded to the negative arguments with a reduction in their support for the sales tax measure when compared with the levels recorded at the Interim Ballot Test. The net trend over the course of the entire survey (Initial to Final Ballot Test), however, was one of stability, averaging a decline of approximately 1% overall.

Whereas Table 6 displays change in support for the measure over the course of the interview at the group level, Table 7 below presents individual-level changes that occurred between the Initial and Final Ballot Tests for the measure. On the left side of the table is shown each of the response options to the Initial Ballot Test and the percentage of respondents in each group. The cells in the body of the table depict movement within each response group (row) based on the information provided throughout the course of the survey as recorded by the Final Ballot Test. For example, in the first row we see that of the 35.1% of respondents who indicated they would definitely support the measure at the Initial Ballot Test, 30.6% indicated they would definitely support the measure at the Final Ballot Test. Approximately 3.3% moved to the probably support group, 0.5% moved to the probably oppose group, 0.4% moved to the definitely oppose group, and 0.3% percent stated they were now unsure of their vote choice.

To ease interpretation of the table, the cells are color coded. Red shaded cells indicate declining support, green shaded cells indicate increasing support, whereas white cells indicate no movement. Moreover, within the cells, a white font indicates a fundamental change in the vote: from yes to no, no to yes, or not sure to either yes or no.

**TABLE 7 MOVEMENT BETWEEN INITIAL & FINAL BALLOT TEST**

Initial Ballot Test (Q4)		Final Ballot Test (Q10)				
		Definitely support	Probably support	Probably oppose	Definitely oppose	Not sure
Definitely support	35.1%	30.6%		0.5%	0.4%	0.3%
Probably support	32.4%	7.3%	22.5%	0.9%	0.1%	1.6%
Probably oppose	10.1%			7.0%		
Definitely oppose	13.8%			2.0%	9.6%	
Not sure	8.7%			0.6%	0.5%	5.4%

As one might expect, the information conveyed in the survey had the greatest impact on individuals who either weren't sure about how they would vote at the Initial Ballot Test or were tentative in their vote choice (probably yes or probably no). Moreover, Table 7 makes clear that although the information presented in the survey did impact some voters, it did not do so in a consistent manner for all respondents. Some voters found the information conveyed during the course of the interview to be a reason to become more supportive of the measure, whereas a similar percentage found the same information reason to be less supportive. Despite 12% of respondents making a *fundamental*<sup>3</sup> shift in their opinion regarding the measure over the course of the interview, the net impact is that support for the measure at the Final Ballot Test (69%) was just one percentage point different than support at the Initial Ballot Test (68%).

3. This is, they changed from a position of support, opposition, or undecided at the Initial Ballot Test to a different position at the Final Ballot Test.

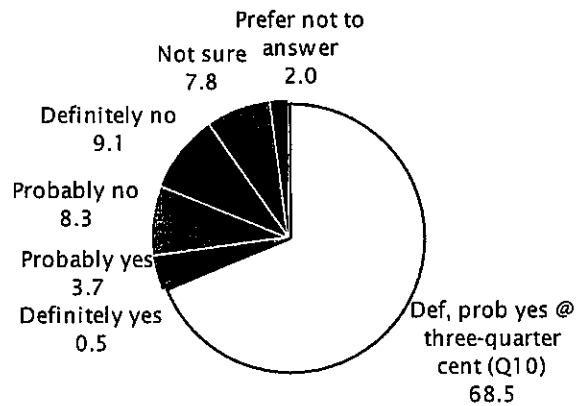
## FINAL BALLOT TEST AT LOWER RATE

The ballot language tested throughout the survey indicated that the measure would increase the local sales tax rate by three-quarters of a cent and be used to fund general city services. Voters who did not support the proposed measure at the Final Ballot Test (Question 10) were subsequently asked if they would support the measure if the rate were set at a lower amount: one-half cent.

As shown in Figure 13, lowering the tax rate to one-half cent did little to generate additional support for the proposed measure. An additional 4% of voters indicated they would support the measure if the tax rate were lowered to one-half cent.

**Question 11** *What if the measure I just described raised the sales tax by a lower amount: one-half cent? Would you vote yes or no on the measure?*

**FIGURE 13 FINAL BALLOT TEST AT HALF CENT**



# BACKGROUND & DEMOGRAPHICS

TABLE 8 DEMOGRAPHICS OF SAMPLE

<i>Total Respondents</i>	607
<b>Fiscal Management Rating (Q12)</b>	%
Excellent	9.1
Good	40.2
Fair	21.3
Poor	6.6
Very poor	2.8
Not sure / Prefer not to answer	20.0
<b>Child in Hsld (Q13)</b>	
Yes	37.5
No	60.1
Prefer not to answer	2.4
<b>Homeowner on Voter File</b>	
Yes	57.6
No	42.4
<b>Age</b>	
18 to 29	8.3
30 to 39	11.7
40 to 49	23.7
50 to 64	29.8
65 or older	26.4
<b>Registration Year</b>	
2019 to 2016	58.0
2015 to 2010	12.3
2009 to 2004	11.4
Before 2004	18.2
<b>Party</b>	
Democrat	56.3
Republican	16.1
Other / DTS	27.6
<b>Household Party Type</b>	
Single dem	30.0
Dual dem	15.0
Single rep	6.3
Dual rep	5.3
Other	20.3
Mixed	23.0
<b>Likely to Vote by Mail</b>	
Yes	64.6
No	35.4
<b>Likely Nov 2019 Voter</b>	
Yes	58.1
No	41.9
<b>Likely Mar 2020 Voter</b>	
Yes, natural	94.9
Yes, GOTV	5.1
<b>Gender</b>	
Male	46.1
Female	49.4
Prefer not to answer	4.5

In addition to questions directly related to the proposed measure, the study collected basic demographic information about respondents and their households. Some of this information was gathered during the interview, although much of it was collected from the voter file. The profile of the likely November 2020 voter sample represented in this report is shown to the left in Table 8.

## M E T H O D O L O G Y

The following sections outline the methodology used in the study, as well as the motivation for using certain techniques.

Dr. McLarney of True North Research worked closely with the City of South Pasadena to develop a questionnaire that covered the topics of interest and avoided possible sources of systematic measurement error, including position-order effects, wording effects, response-category effects, scaling effects, and priming. Several questions included multiple individual items. Because asking items in a set order can lead to a systematic position bias in responses, items were asked in random order for each respondent.

Some questions asked in this study were presented only to a subset of respondents. For example, only individuals who did not support the sales tax at the Initial Ballot Test (Question 4) were asked the follow-up open-ended Question 5 regarding their reasons for not supporting the measure. The questionnaire included with this report (see *Questionnaire & Toplines* on page 31) identifies the skip patterns used during the survey to ensure that each respondent received the appropriate questions.

**PROGRAMMING & PRE-TEST** Prior to fielding the survey, the questionnaire was CATI (Computer Assisted Telephone Interviewing) programmed to assist interviewers when conducting telephone interviews. The CATI program automatically navigates skip patterns, randomizes the appropriate question items, and alerts the interviewer to certain types of keypunching mistakes should they occur. The survey was also programmed into a passcode-protected online survey application to allow online participation for sampled voters. The integrity of the questionnaire was pre-tested internally by True North and by dialing into voter households in the City prior to formally beginning the survey.

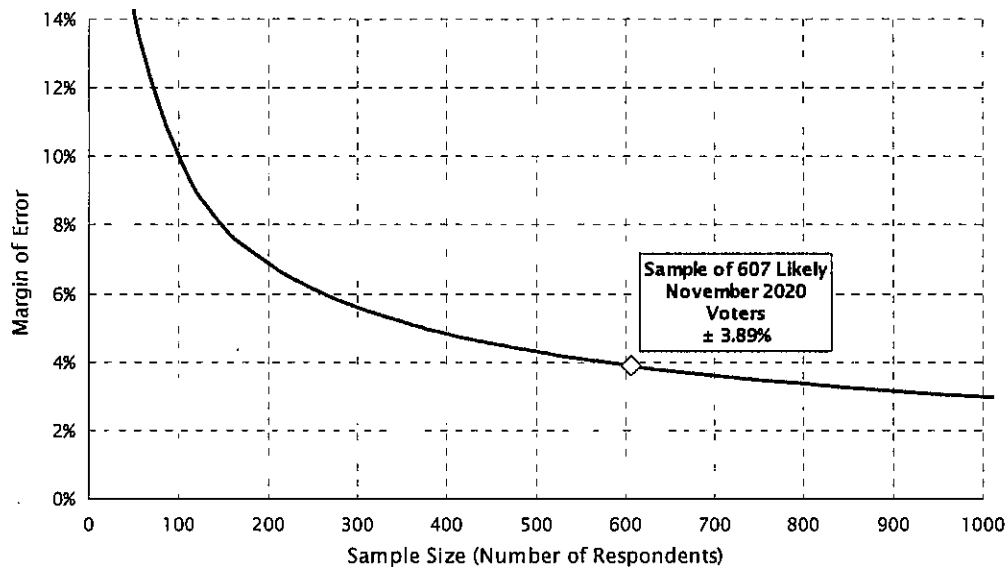
The survey was administered to a random sample of 607 registered voters in the City who are likely to participate in the November 2020 election, with subsets who are also likely to participate in the lower-turnout November 2019 and March 2020 elections. Consistent with the profile of this universe, the sample was stratified into clusters, each representing a combination of age, gender, and household party-type. Individuals were then randomly selected based on their profile into an appropriate cluster. This method ensures that if a person of a particular profile refuses to participate in the study, they are replaced by an individual who shares their same profile.

By using the probability-based sampling design noted above, True North ensured that the final sample was representative of voters in the City who are likely to participate in the November 2020 election. The results of the sample can thus be used to estimate the opinions of *all* voters likely to participate in this election. Because not all voters participated in the study, however, the results have what is known as a statistical margin of error due to sampling. The margin of error refers to the difference between what was found in the survey of 607 voters for a particular question and what would have been found if all 14,498 likely November 2020 voters identified in the City had been surveyed for the study.



Figure 14 provides a graphic plot of the *maximum* margin of error in this study. The maximum margin of error for a dichotomous percentage result occurs when the answers are evenly split such that 50% provide one response and 50% provide the alternative response. For this survey, the maximum margin of error is  $\pm 3.9\%$ .

**FIGURE 14 MAXIMUM MARGIN OF ERROR DUE TO SAMPLING**



Within this report, figures and tables show how responses to certain questions varied by subgroups such as age, gender, and partisan affiliation. Figure 14 is thus useful for understanding how the maximum margin of error for a percentage estimate will grow as the number of individuals asked a question (or in a particular subgroup) shrinks. Because the margin of error grows exponentially as the sample size decreases, the reader should use caution when generalizing and interpreting the results for small subgroups.

The survey followed a mixed-method design that employed multiple recruiting methods (telephone and email) and multiple data collection methods (telephone and online). Telephone interviews averaged 16 minutes in length and were conducted during weekday evenings (5:30PM to 9PM) and on weekends (10AM to 5PM). It is standard practice not to call during the day on weekdays because most working adults are unavailable and thus calling during those hours would likely bias the sample.

Voters recruited via email were assigned a unique passcode to ensure that only voters who received an invitation could access the online survey site, and that each voter could complete the survey only one time. During the data collection period, an email reminder notice was also sent to encourage participation among those who had yet to take the survey. A total of 607 surveys were completed between April 25 and April 30, 2019.

Data processing consisted of checking the data for errors or inconsistencies, coding and recoding responses, weighting, and preparing frequency analyses and cross-tabulations.

Numbers that end in 0.5 or higher are rounded up to the nearest whole number, whereas numbers that end in 0.4 or lower are rounded down to the nearest whole number. These same rounding rules are also applied, when needed, to arrive at numbers that include a decimal place in constructing figures and charts. Occasionally, these rounding rules lead to small discrepancies in the first decimal place when comparing tables and charts for a given question.

# QUESTIONNAIRE & TOPLINES



City of South Pasadena  
Sales Tax Feasibility Survey  
Final Toplines (n=607)

## Section 1: Introduction to Study

Hi, may I please speak to \_\_\_\_\_. My name is \_\_\_\_\_, and I'm calling on behalf of TNR, an independent public opinion research firm. We're conducting a survey of voters about important issues in South Pasadena (PASS-uh-DEE-nuh) and I'd like to get your opinions.

*If needed:* This is a survey about important issues in your community. I'm NOT trying to sell anything and I won't ask for a donation.

*If needed:* The survey should take about 12 minutes to complete.

*If needed:* If now is not a convenient time, can you let me know a better time so I can call back?

*If the person asks why you need to speak to the listed person or if they ask to participate instead, explain:* For statistical purposes, at this time the survey must only be completed by this particular individual.

*If the person says they are an elected official or is somehow associated with the survey, politely explain that this survey is designed to measure the opinions of those not closely associated with the study, thank them for their time, and terminate the interview.*

## Section 2: Quality of Life & City Services

I'd like to begin by asking you a few questions about what it is like to live in South Pasadena.

Q1	How would you rate the overall quality of life in South Pasadena? Would you say it is excellent, good, fair, poor or very poor?		
	1	Excellent	54%
	2	Good	42%
	3	Fair	4%
	4	Poor	0%
	5	Very Poor	0%
	98	Not sure	0%
	99	Prefer not to answer	0%
Q2	Generally speaking, are you satisfied or dissatisfied with the job the City of South Pasadena is doing to provide city services? <i>Get answer, then ask: Would that be very (satisfied/dissatisfied) or somewhat (satisfied/dissatisfied)?</i>		
	1	Very satisfied	36%
	2	Somewhat satisfied	49%
	3	Somewhat dissatisfied	10%
	4	Very dissatisfied	1%
	98	Not sure	3%
	99	Prefer not to answer	1%

Q3	If the city government could change one thing to make South Pasadena a better place to live now and in the future, what change would you like to see? Verbatim responses recorded and later grouped into categories below.	
	Improve, maintain infrastructure, roads, sidewalks	19%
	Not sure / Cannot think of anything	14%
	Reduce traffic congestion	9%
	Provide affordable housing, rent control	7%
	Improve public safety, crime, drugs	5%
	Address parking issues	5%
	Improve shopping, dining options	5%
	No changes needed / Everything is fine	5%
	Address homeless issues	4%
	Enforce laws, ordinances	4%
	Limit growth, development	3%
	Improve city planning, development	3%
	Improve recycling, composting	3%
	Improve schools, education	3%
	Enforce traffic laws	3%
	Add, improve parks, recreational areas	3%
	Address tree ordinance issue	3%
	Remove curb extensions, bump-outs	3%
	Address environmental concerns	2%
	Beautify City, downtown area maintenance, buildings	2%
	Provide more events, entertainment for different ages	2%
	Improve, add street lighting	2%
	Improve communication, transparency, helpfulness	2%
	Reduce cost of living	2%
	Improve, maintain utilities	2%

<b>Section 3: Initial Ballot Test</b>				
<p>Later this year, voters in South Pasadena may be asked to vote on a local ballot measure. Let me read you a summary of the measure.</p>				
Q4	<p>To provide funding for general services and facilities in the City of South Pasadena, including:</p> <ul style="list-style-type: none"> <li>◊ Police patrols, crime prevention and investigations</li> <li>◊ Fire protection, paramedic and 9-1-1 emergency response</li> <li>◊ Maintaining and repairing streets, sidewalks and infrastructure</li> <li>◊ And support social and economic development programs</li> </ul> <p>shall the measure establishing a ¼ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i></p>			
	1	Definitely yes	35%	Skip to Q6
	2	Probably yes	32%	Skip to Q6
	3	Probably no	10%	Ask Q5
	4	Definitely no	14%	Ask Q5
	98	Not sure	8%	Ask Q5
	99	Prefer not to answer	0%	Skip to Q6
Q5	<p>Is there a particular reason why you do <b>not</b> support or are unsure about the measure I just described? <i>If yes, ask: Please briefly describe your reason. Verbatim responses recorded and later grouped into categories below.</i></p>			
	Taxes already too high		42%	
	Money is misspent, mismanaged		21%	
	Need more information		11%	
	Not sure, no particular reason		11%	
	Other higher priorities in community		6%	
	Other ways to be funded		3%	
	City has enough money		3%	
	City is okay as-is, no need for more money		3%	
	Mentioned past ballot measure		2%	
	Do not trust City		2%	
	Measure too expensive		2%	

<b>Section 4: Projects &amp; Services</b>							
Q6	The measure we've been discussing will provide funding for a variety of services in your community.						
	If the measure passes, would you favor or oppose using some of the money to: _____, or do you not have an opinion? Get answer, if favor or oppose, then ask: Would that be strongly (favor/oppose) or somewhat (favor/oppose)?						
	Randomize	Strongly Favor	Somewhat Favor	Somewhat Oppose	Strongly Oppose	Not sure	Prefer not to answer
A	Provide police services including neighborhood police patrols, crime prevention, and investigations	49%	28%	7%	6%	8%	2%
B	Achieve greater environmental sustainability	45%	27%	8%	7%	9%	3%
C	Provide fire protection and paramedic services	62%	23%	3%	3%	6%	3%
D	Provide quick responses to 9-1-1 emergencies	64%	23%	2%	3%	5%	3%
E	Maintain streets and repair potholes	71%	20%	3%	1%	4%	2%
F	Repair city infrastructure including sidewalks, curbs and storm drains	66%	25%	3%	2%	2%	2%
G	Keep public areas clean and free of graffiti	53%	32%	5%	3%	5%	2%
H	Maintain parks and recreation facilities	57%	31%	4%	2%	4%	2%
I	Modernize the City's technology to improve customer service	24%	38%	13%	6%	17%	3%
J	Provide services to seniors, such as discounted lunches	37%	34%	8%	8%	9%	3%
K	Maintain the long-term economic viability of the City	41%	33%	6%	3%	14%	3%
L	Support affordable housing programs	35%	24%	14%	14%	10%	3%
M	Support economic development programs	26%	35%	11%	6%	18%	4%

<b>Section 5: Positive Arguments</b>							
What I'd like to do now is tell you what some people are saying about the measure we've been discussing.							
<b>Q7</b>	<b>Supporters of the measure say: ..... Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?</b>						
	<i>Randomize. Split Sample E1/E2 using odd/even clusters.</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Not sure	Prefer not to answer
A	There will be a clear system of accountability including independent citizen oversight and annual reports to the community to ensure that the money is spent properly.	30%	34%	16%	8%	7%	4%
B	All money raised by the measure will be used to fund essential services and facilities here in South Pasadena. By law, it can't be taken away by the State or used for other purposes.	42%	31%	12%	6%	5%	4%
C	Fast emergency response times for 9-1-1 calls are critical for saving lives. This measure will ensure that we have enough police officers, firefighters, and paramedics to respond quickly to 9-1-1 emergencies.	40%	32%	15%	5%	4%	4%
D	South Pasadena is one of the few small cities in Los Angeles County with its own Police and Fire Departments – which guarantees that our police and fire fighters are available when needed and not diverted to service other cities.	43%	32%	14%	4%	3%	4%
E1	The funds raised by this measure will allow the City to keep up with basic repairs and maintenance to public facilities and infrastructure including streets, sidewalks, curbs, and storm drains. If we don't take care of it now, it will be a lot more expensive to repair in the future.	45%	32%	10%	5%	3%	5%
E2	Most of the City's infrastructure was built nearly a century ago and needs to be replaced or rebuilt. A recent study found that to properly repair or rebuild the City's streets, sidewalks, storm drains, and water system will cost more than 100 million dollars. This measure will provide funds to start fixing our infrastructure.	42%	33%	12%	5%	5%	4%
F	This measure will cost just 75 cents for every 100 dollars purchased. And food, medicine and many other essential items are excluded from the tax.	36%	32%	17%	4%	6%	5%



G	A substantial amount of the money raised by the sales tax will come from non-residents and tourists who visit our community. This measure will make sure they pay their fair share for the facilities and services they use while in our city.	24%	30%	25%	12%	5%	4%
H	This measure will help South Pasadena maintain high-quality public safety services, streets, and parks that are essential to protecting our local property values.	36%	36%	14%	6%	4%	4%
I	Over the past 10 years the City of South Pasadena has frozen staff positions, made cuts to services, and has delayed maintenance projects in order to reduce expenses. Even with these cost-cutting efforts, the City is facing a one-million-dollar deficit next year that is expected to grow in the future. There is no more room to cut if we want to keep our community a safe, clean place to live.	35%	32%	16%	8%	5%	4%
J	With the State providing early parole for prisoners, more and more criminals are being released into Los Angeles County. Crime is rising. This measure provides the funds we need to combat crime in our community.	18%	21%	34%	17%	5%	4%
K	This measure will provide the funding needed to avoid deep cuts in all service areas including police, fire protection, 9-1-1 emergency response times, the maintenance of streets, parks and public facilities, as well as programs for youth and seniors.	37%	33%	12%	8%	4%	5%
L	Currently, nearly all of the sales tax generated locally goes to the State of California or Los Angeles County. This measure will ensure that a higher percentage of our sales tax dollars stay here in South Pasadena.	39%	31%	15%	6%	5%	4%
M	If we don't establish our own local sales tax now to benefit South Pasadena, the County of Los Angeles will pass another sales tax in the next few years that will take all of the remaining room within the 10% cap. We'll then be paying the highest tax rate without any additional money coming back to our city.	38%	28%	15%	9%	6%	4%

<b>Section 6: Interim Ballot Test</b>			
<p>Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again.</p>			
Q8	<p>To provide funding for general services and facilities in the City of South Pasadena, including:</p> <ul style="list-style-type: none"> <li>◊ Police patrols, crime prevention and investigations</li> <li>◊ Fire protection, paramedic and 9-1-1 emergency response</li> <li>◊ Maintaining and repairing streets, sidewalks and infrastructure</li> <li>◊ And support social and economic development programs</li> </ul> <p>shall the measure establishing a ¾ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?</p>		
	1	Definitely yes	40%
	2	Probably yes	30%
	3	Probably no	10%
	4	Definitely no	10%
	98	Not sure	8%
	99	Prefer not to answer	2%

<b>Section 7: Negative Arguments</b>									
<p>Next, let me tell you what opponents of the measure are saying.</p>									
Q9	<p>Opponents of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?</p>								
	<i>Randomize. Split sample - only odd clusters receive item E.</i>			Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Not sure	Prefer not to answer
A	Taxes are already too high - we can't afford another tax increase. This is especially true for seniors and others on fixed-incomes.			29%	33%	24%	7%	4%	3%
B	Increasing the sales tax will hurt our local businesses and our economy.			15%	26%	34%	18%	4%	3%
C	There are no guarantees on how funds will be spent. The City Council can use it for whatever they want. The City government can't be trusted with our tax dollars.			20%	33%	29%	11%	5%	3%

D	City employees are making too much money in salary, pensions and benefits – that's the problem. The City needs to tighten its belt before asking residents to pay more taxes.	19%	24%	34%	15%	6%	2%
Only odd clusters receive item E.							
E	This tax will last forever. There is no expiration date.	20%	25%	36%	8%	9%	2%

**Section 8: Final Ballot Test**

Now that you have heard a bit more about the measure, let me read you a summary of it one more time.

Q10	To provide funding for general services and facilities in the City of South Pasadena, including:		
	<ul style="list-style-type: none"> <li>◊ Police patrols, crime prevention and investigations</li> <li>◊ Fire protection, paramedic and 9-1-1 emergency response</li> <li>◊ Maintaining and repairing streets, sidewalks and infrastructure</li> <li>◊ And support social and economic development programs</li> </ul>		
shall the measure establishing a ¾ cent (three-quarter cent) sales tax be adopted, providing 2 million dollars annually for city services until ended by voters, and requiring citizen oversight, independent audits, and all funds controlled locally?			
If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i>			
	1	Definitely yes	39% Skip to Q12
	2	Probably yes	29% Skip to Q12
	3	Probably no	11% Ask Q11
	4	Definitely no	11% Ask Q11
	98	Not sure	8% Ask Q11
	99	Prefer not to answer	2% Skip to Q12
Q11	What if the measure I just described raised the sales tax by a lower amount: <b>one-half cent</b> ? Would you vote yes or no on the measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i>		
		Def, prob yes @ ¾ cent (Q10)	69%
	1	Definitely yes	1%
	2	Probably yes	4%
	3	Probably no	8%
	4	Definitely no	9%
	98	Not sure	8%
	99	Prefer not to answer	2%

**Section 9: Background & Demographics**

Thank you so much for your participation. I have just two background questions for statistical purposes.

<b>Q12</b>	in your opinion, has the City of South Pasadena done an excellent, good, fair, poor or very poor job of managing its financial resources?		
	1	Excellent	9%
	2	Good	40%
	3	Fair	21%
	4	Poor	7%
	5	Very poor	3%
	98	Not sure	19%
	99	Prefer not to answer	1%

<b>Q13</b>	Do you have children under the age of 18 living in your household?		
	1	Yes	38%
	2	No	60%
	99	Prefer not to answer	2%

Those are all of the questions that I have for you. Thanks so much for participating in this important survey.

**Post-Interview & Sample Items**

<b>S1</b>	Gender		
	1	Male	46%
	2	Female	49%
	3	Prefer not to answer	5%
<b>S2</b>	Party		
	1	Democrat	56%
	2	Republican	16%
	3	Other	28%
	4	DTS	0%

<b>S3</b>	<b>Age on Voter File</b>		
	1	18 to 29	8%
	2	30 to 39	12%
	3	40 to 49	24%
	4	50 to 64	30%
	5	65 or older	26%
	99	Not Coded	0%
<b>S4</b>	<b>Registration Date</b>		
	1	2019 to 2016	58%
	2	2015 to 2010	12%
	3	2009 to 2004	11%
	4	Before 2004	18%
<b>S5</b>	<b>Household Party Type</b>		
	1	Single Dem	30%
	2	Dual Dem	15%
	3	Single Rep	6%
	4	Dual Rep	5%
	5	Single Other	15%
	6	Dual Other	5%
	7	Dem & Rep	4%
	8	Dem & Other	12%
	9	Rep & Other	4%
	0	Mixed (Dem + Rep + Other)	2%
<b>S6</b>	<b>Homeowner on Voter File</b>		
	1	Yes	58%
	2	No	42%
<b>S7</b>	<b>Likely to Vote by Mail</b>		
	1	Yes	65%
	2	No	35%

<b>S8</b>	<b>Likely November 2019 Voter</b>		
	1	Yes	58%
	2	No	42%
<b>S9</b>	<b>Likely March 2020 Voter</b>		
	1	Yes, natural	95%
	2	Yes, GOTV	5%
<b>S10</b>	<b>Likely November 2020 Voter</b>		
	1	Yes	100%
	2	No	0%

**ATTACHMENT 2**  
**Resolution – Declaring Fiscal Emergency; Calling and  
Giving Notice of Election**



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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DECLARING A FISCAL EMERGENCY, AND CALLING FOR THE  
PLACEMENT OF A GENERAL TAX MEASURE ON THE BALLOT AT  
THE NOVEMBER 5, 2019, SPECIAL MUNICIPAL ELECTION FOR  
THE SUBMISSION TO THE QUALIFIED VOTERS OF A PROPOSED  
ORDINANCE ADDING ARTICLE VIII (“TRANSACTIONS AND USE  
TAX”) TO CHAPTER 18 (“BUSINESS, PROFESSIONS AND TRADES”)  
OF THE SOUTH PASADENA MUNICIPAL CODE TO ESTABLISH A  
THREE-QUARTERS PERCENT (THREE-QUARTER CENT)  
GENERAL TRANSACTIONS AND USE TAX (SALES TAX)**

**WHEREAS**, the City Council of the City of South Pasadena is authorized to levy a Transactions and Use Tax for general purposes pursuant to California Revenue and Taxation Code §7285.9, subject to approval by a two-thirds vote of all members of the City Council and by a majority vote of the electorate pursuant to Article XXIIC, §2 of the California Constitution ("Proposition 218"); and

**WHEREAS**, pursuant to California Elections Code §9222, the City Council has authority to place initiative measures on the ballot to be considered at a Municipal Election; and

**WHEREAS**, the City Council would like to submit to the voters an initiative measure establishing a general Transactions and Use Tax ("TUT") on the sale and/or use of all tangible personal property sold at retail in the City at a rate of .75% or three-quarters of a cent (3/4¢); and

**WHEREAS**, the TUT is a general sales tax, the revenue of which will be placed in the City's general fund and will be used to pay for important general City services; and

**WHEREAS**, revenue generated by this measure can be used to address community identified spending priorities, such as: maintaining local 911, police and fire services, preventing and investigating property crimes, like thefts and burglaries, keeping fire stations operating at current levels, and maintaining police patrols around neighborhood schools and parks, street maintenance; park maintenance; community service programs for seniors and youth; and library services; and

**WHEREAS**, South Pasadena faces significant challenges in short- and long-term financial sustainability, due to rising expenses and flat or declining revenues—specifically, the costs of staffing, which make up the majority of the cost of City services, rise every year, as do costs of materials and professional services. Additionally, property tax increases are minimal, UUT revenues are declining and sales tax revenue is flat or declining;

**WHEREAS**, according to the 2019/2020 Budget presentation beginning at the public hearing on May 15, 2019, even at current levels of infrastructure investment and necessary

investment in personnel costs, expenses will exceed revenues in fiscal year 2019/2020, and therefore, maintaining the status quo is fiscally unsustainable; further, attempts to downsize the organization, reducing staffing and programs will be insufficient to keep pace with inflation; and

**WHEREAS**, the single greatest cost to the City is the cost of personnel, which includes salary, medical benefits, pension costs and training, and South Pasadena employees are currently paid 10% to 30% below average for cities in the San Gabriel Valley, which has led to high turnover rates and positions going unfilled due to lack of applicants; additionally, increased demands from the California Public Employees Retirement System (CalPERS) have added significant costs in that CalPERS has mandated huge payments from member cities to cover unfunded liability resulting from the facts that CalPERS investments have lost 35% of their value during the recession and the CalPERS pension fund is presently funding at just under 70%;

**WHEREAS**, maintenance of City infrastructure is also a significant cost burden to the City, and the City's five-year Capital Improvement Plan projects the need for \$150 million in capitals needs through fiscal year 2024, while available funding is less than one-half the amount needed to implement the Capital Improvement Plan; and

**WHEREAS**, in spite of conservative fiscal planning, given the rising costs and declining revenues, the City estimates that without additional revenue sources, it will have a budget shortfall of \$1 million in fiscal year 2019/2020, increasing to a shortfall of \$2 million in five years; and

**WHEREAS**, people live in South Pasadena because it offers a better quality of life and better services than nearby communities, and the City seeks to keep taxpayer dollars local; and

**WHEREAS**, on November 6, 1996, the voters of the State of California approved Proposition 218, an amendment to the State Constitution which requires that all general taxes which are imposed, extended or increased must be submitted to the electorate and approved by a majority vote of the qualified electors voting in the election; and

**WHEREAS**, pursuant to Proposition 218 (California Constitution Article XIII C, §2(b)), an election for the approval of a new or increased general tax must generally be consolidated with a regularly scheduled general election for members of the governing body of the local government; and

**WHEREAS**, Proposition 218 permits the City Council to call a special election for the voters to consider imposing, increasing or extending a general tax if the City Council finds, by a unanimous vote, that there exists an emergency requiring a special election to be conducted earlier than the next regularly scheduled general election at which city council members are to be elected; and

**WHEREAS**, the next regularly scheduled general election at which city council members are to be elected is not until November 6, 2020; and

**WHEREAS**, for the reasons set forth herein and discussed at the City's May 15, 2019 Budget review and review of long-term financial sustainability strategies, the health, safety and general welfare of the citizens of the City would be endangered if the City were unable to place this Measure before its voters prior to November 6, 2020; and

**WHEREAS**, the circumstances described above create an emergency situation warranting the placement of the Measure on the next available special election ballot to permit the voters to decide on the Measure pursuant to Proposition 218; and

**WHEREAS**, the initiative ordinance to be considered by the qualified voters and the terms of approval, and collection and use of the general TUT are described and provided for in the initiative ballot measure attached hereto as Exhibit "A" (the "Measure") and by this reference made an operative part hereof; in accordance with all applicable laws.

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

**SECTION 1.** Findings. The City Council finds that all of the preceding recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

**SECTION 2.** Declaration of Emergency. Pursuant to California Constitution, Article XIII C, Section 2(b), the City Council, by a unanimous vote, hereby declares the existence of an emergency in that there are imminent financial risks and dangers, as described above, to the public welfare and the City's financial ability to provide municipal services at current levels and without disruption, so that a special election is necessary to address such risks and dangers.

**SECTION 3.** Submission of Measure. Pursuant to California Constitution, Article XIII C, Section 2(b), California Elections Code §9222, California Revenue and Taxation Code §7285.9 and any other applicable requirements of the laws of the State of California relating to general law cities, the City Council, by a unanimous vote, hereby calls and orders to be held in the City of South Pasadena on Tuesday, November 5, 2019, a Special Municipal Election for the purpose of submitting the Measure attached hereto as Exhibit "A" and incorporated herein by this reference to the qualified electors of the City.

**SECTION 4.** Pursuant to Revenue & Taxation Code Section 7285.91, Election Code Section 9222 and Government Code Section 53724, the City Council hereby orders the following question regarding the adoption of an ordinance to be submitted to the voters at the special municipal election called for Tuesday, November 5, 2019:



prior to being submitted for printing in the voter information guide. The Clerk shall post notice in the Clerk's office of the specific dates that the examination period will run.

**SECTION 10.** 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 19<sup>th</sup> day of June, 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 19<sup>th</sup> day of June, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

EXHIBIT "A"

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

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
IMPOSING A GENERAL TRANSACTIONS AND USE TAX UPON  
APPROVAL BY VOTERS, TO BE ADMINISTERED  
BY THE CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION**

The people of the City of South Pasadena do hereby ordain as follows:

**SECTION 1.** Article VIII ("Transactions and Use Tax") is hereby added to Chapter 18 ("Business, Professions and Trades") of the South Pasadena Municipal Code with the following provisions:

**Section 18.130 Title.** This chapter shall be known as the City of South Pasadena Transactions and Use Tax Ordinance. The City of South Pasadena will hereinafter be called City. This chapter shall be applicable in the incorporated territory of the City.

**Section 18.131 Operative Date.** "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

**Section 18.132 Purpose.** This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State California

Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

**Section 18.133 Contract with State.** Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

**Section 18.134 Transactions Tax Rate.** For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of .75% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

**Section 18.135 Place of Sale.** For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

**Section 18.136 Use Tax Rate.** An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of .75% of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

**Section 18.137 Adoption of Provisions of State Law.** Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part



1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

**Section 18.138 Limitations on Adoption of State Law and Collection of Use Taxes.** In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:
1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;
  2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.
  3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
    - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
    - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
  4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.
- B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

**Section 18.139 Permit Not Required.** If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

**Section 18.140 Exemptions and Exclusions.**

- A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
  
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
  - 1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
  
  - 2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
  
    - b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  
  - 3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
  
  - 4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease

the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance;
2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California;
3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this chapter;
4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the Operative Date of this chapter.
5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or

indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

**Section 18.141 Amendments.** All amendments subsequent to the Effective Date of this chapter to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become adopted and part of this chapter; provided, however, that no such amendment shall operate so as to affect the rate of tax imposed by this chapter.

**Section 18.142 Enjoining Collection Forbidden.** No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this chapter, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

**Section 18.143 Severability.** If any provision of this chapter or the application thereof to any person or circumstance is held invalid, the remainder of the chapter or the application of such provision to other persons or circumstances shall not be affected thereby.

**Section 18.144 Effective Date.** This chapter relates to the levying and collecting of City transactions and use taxes and shall take effect immediately.

**SECTION 2. Execution.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance upon certification by the City Council of the results of the election approving this Ordinance.

**PASSED, APPROVED, AND ADOPTED ON** this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

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# City Council Agenda Report

ITEM NO. 22

**DATE:** June 19, 2019

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

**PREPARED BY:** David Bergman, Interim Planning and Building Director *DB*  
Margaret Lin, Manager of Long Range Planning and Economic *M.L.*  
Development

**SUBJECT:** **Formation of a City Council Ad Hoc Commission Committee on the Merger of the Freeway and Transportation Commission and Public Works Commission**

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## Recommendation

It is recommended that the City Council: 1) form a City Council Ad Hoc Commission Committee (Committee); and 2) appoint two Councilmembers to work with City Staff and the chairs of the Freeway and Transportation Commission (FTC) and Public Works Commission (PWC) to develop a strategy to sunset the FTC and PWC and create a new commission that focuses on the Capital Improvement Program (CIP) and mobility initiatives.

## Discussion/Analysis

Following the conclusion of the State Route 710 North Project, the City can begin to focus on the implementation of the Capital Improvement Program and mobility initiatives. Currently, the FTC and PWC have overlapping roles and responsibilities. Sunsetting both commissions and forming a new commission to focus on the CIP and mobility initiatives will provide a more efficient process to review infrastructure and mobility projects. The proposed Committee will work together to develop:

1. A strategy to sunset the FTC and PWC; and
2. Establish a new commission that will focus on the CIP and mobility initiatives.

## Next Steps

1. The Committee will meet to develop a scope and ordinance language to establish the new commission.
2. August 2019 – The proposed merger of the FTC and PWC will be presented to the City Council for their consideration prior to the sunset of the PWC in 2019.

## Background

The PWC was formed on November 7, 2012 for a period of six years and was set to sunset on November 7, 2018. On September 19, 2018, the City Council adopted Ordinance No. 2324 to extend the sunset of the PWC by an additional year, to sunset on December 31, 2019. The City



Formation of a City Council Ad Hoc Commission Committee on the Merger of the Freeway and Transportation Commission and Public Works Commission

June 19, 2019

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Council also requested that Staff bring back a recommendation regarding the merger of the FTC and PWC.

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

There is no fiscal impact.

**Public Notification of Agenda Item**

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