

# Art of Alejandro Chavez

·Prints·Murals·Paintings·Graphic Design·



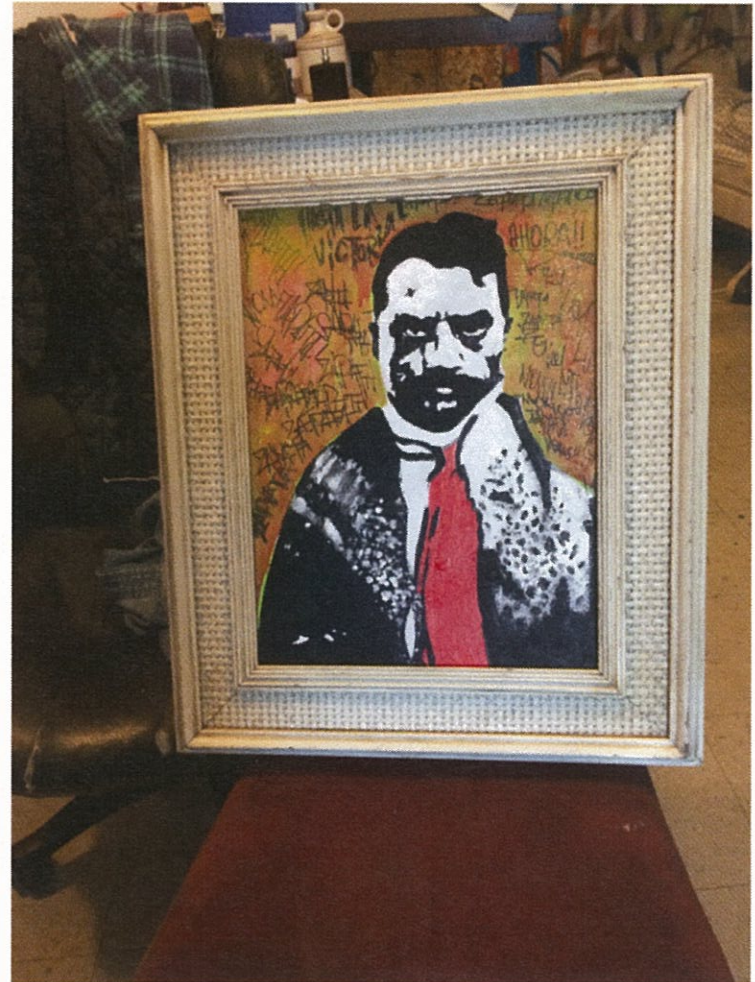


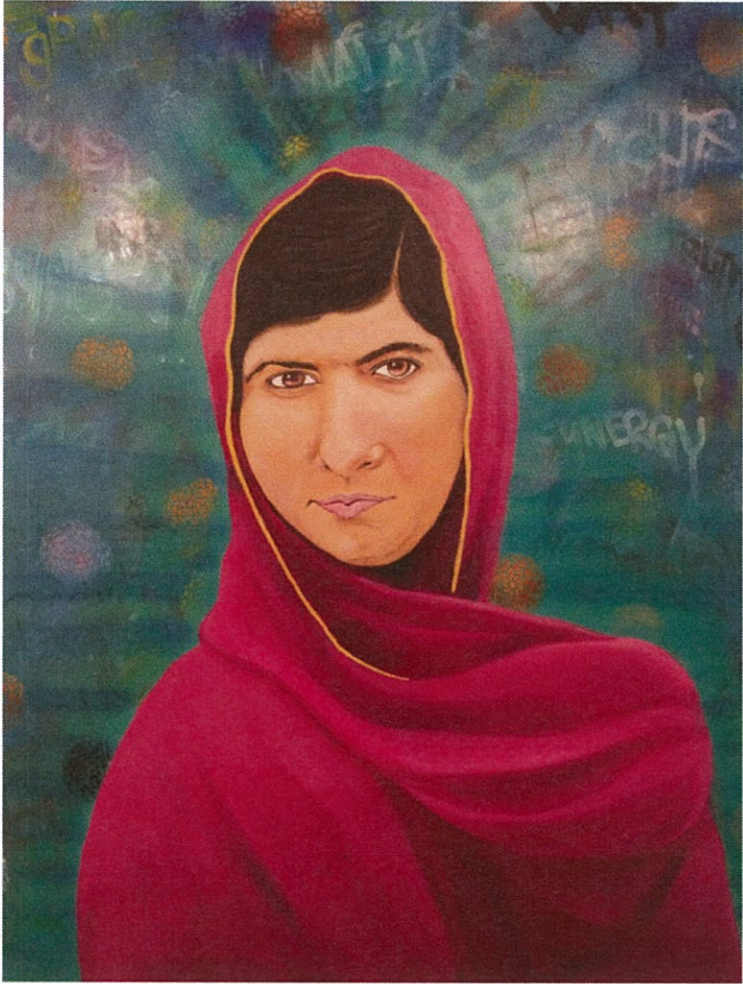
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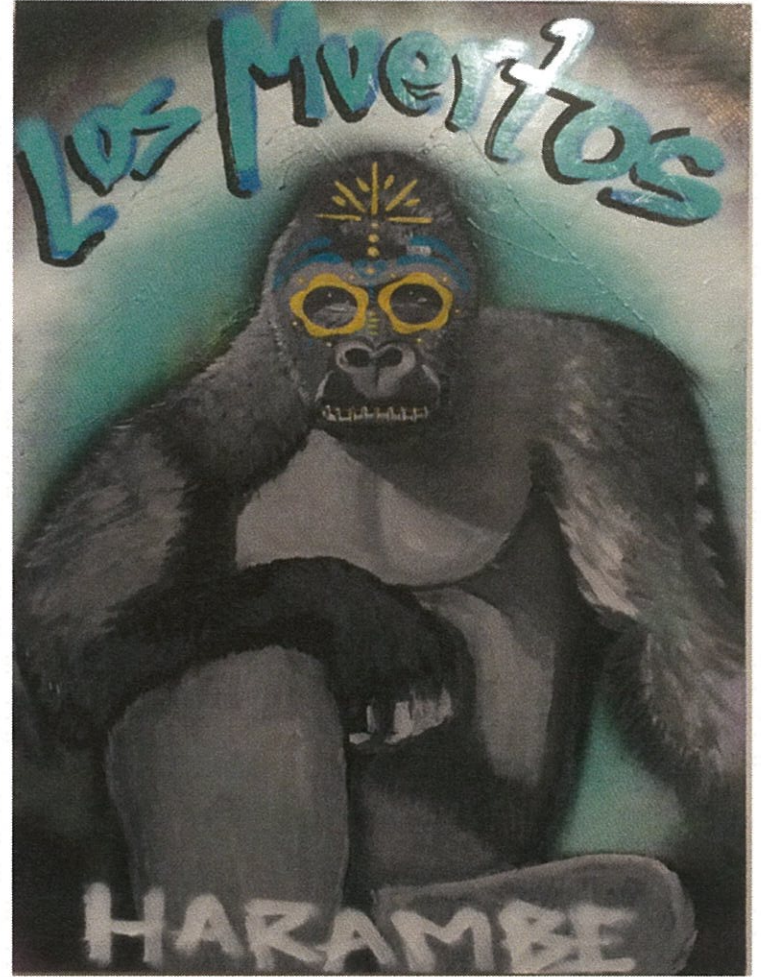
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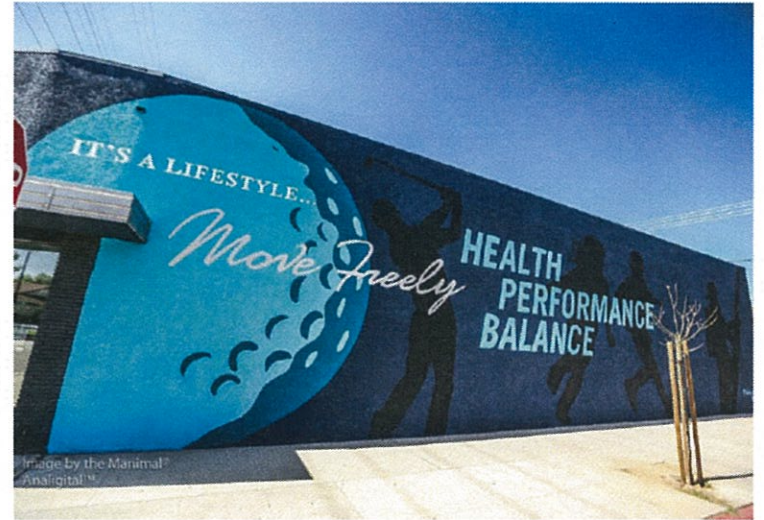
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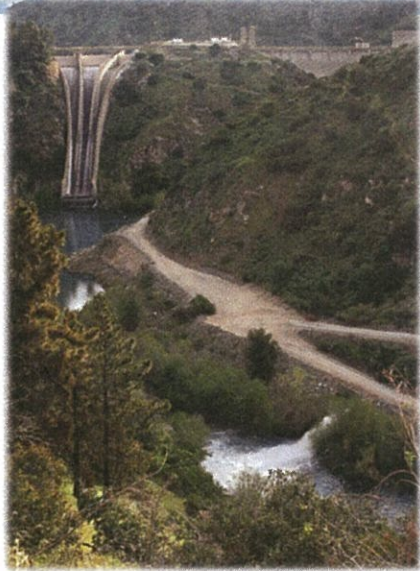














## Upper San Gabriel Valley Municipal Water District

### State of the District






7/17/19  
South Pasadena Council Meeting




## Upper San Gabriel Valley MWD



- Special district & wholesale water supplier formed in 1960
- Provides supplemental water to San Gabriel Valley communities
- Metropolitan Water District member agency
- **Service Area:** 144 square miles & 18 cities
- **Population Served:** 950,000
- **Water Retailers:** 27
- **Total water demand:** 200,000 acre feet/yr.
- **Imported Water Delivery:** 30,000 acre feet/yr.
- **2018/2019 Operating Budget:** \$27.4 million

	Division 1 Director Anthony R. Fellow		Division 2 Director Charles Treviño		Division 3 Director Ed Chavez		Division 4 Director Alfonso Contreras		Division 5 Director Jennifer Santana
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[www.upperdistrict.org](http://www.upperdistrict.org)



## 2019 Strategic Plan

Upper District's mission is to consistently meet our region's need for reliable, high quality and affordable water.

The Board of Directors developed goal areas that represent our key commitments:

**GOAL 1:** Water Reliability

**GOAL 2:** Financial Integrity

**GOAL 3:** Workforce and Governance

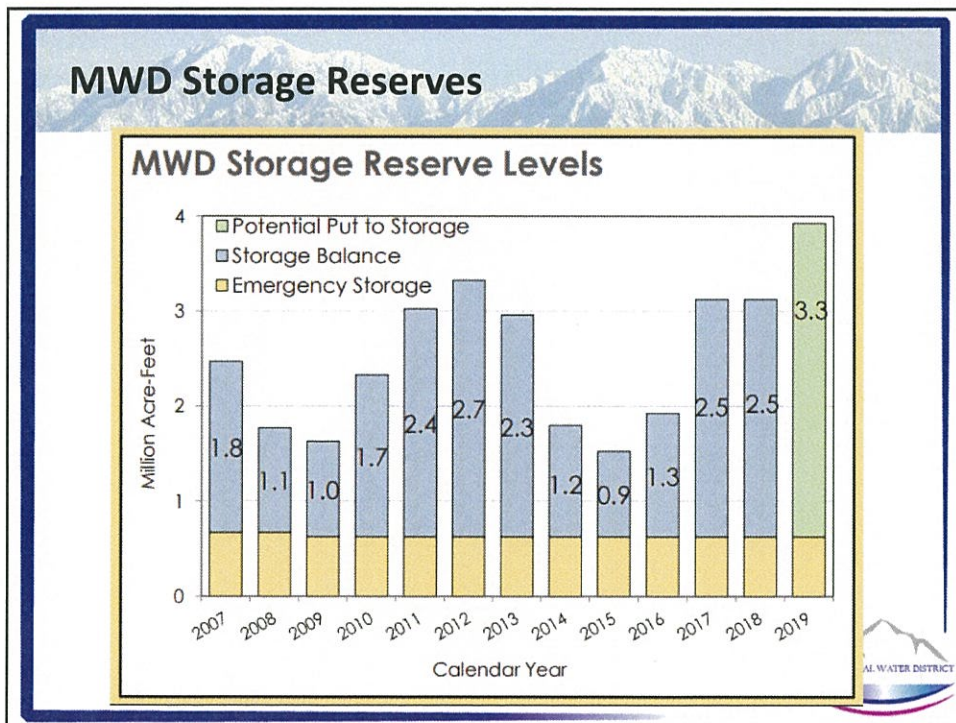
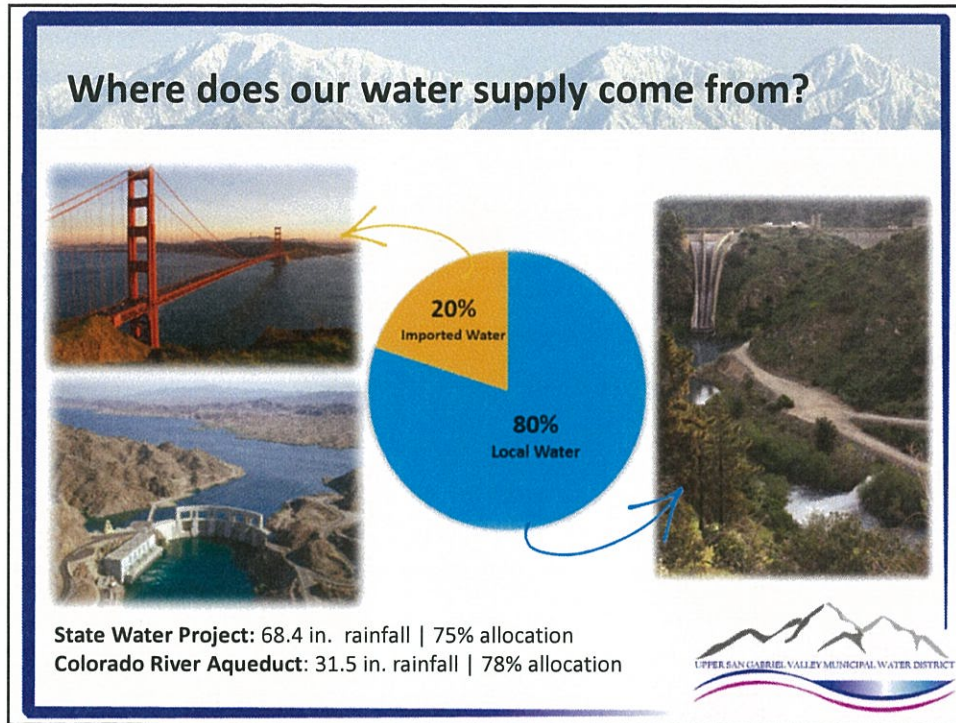
**GOAL 4:** Community Representation and Engagement

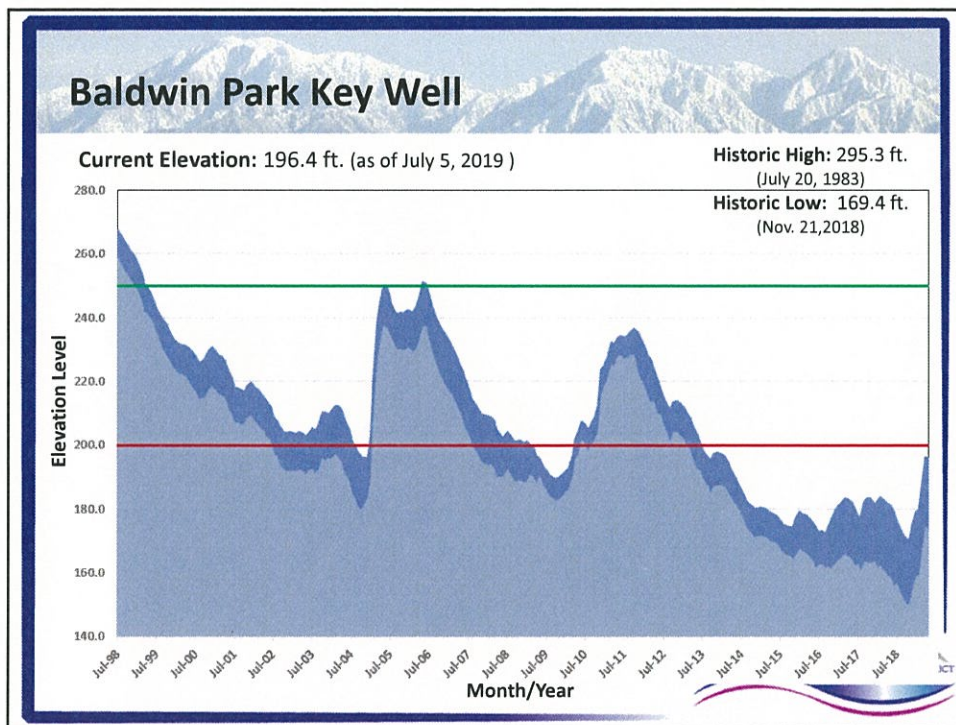
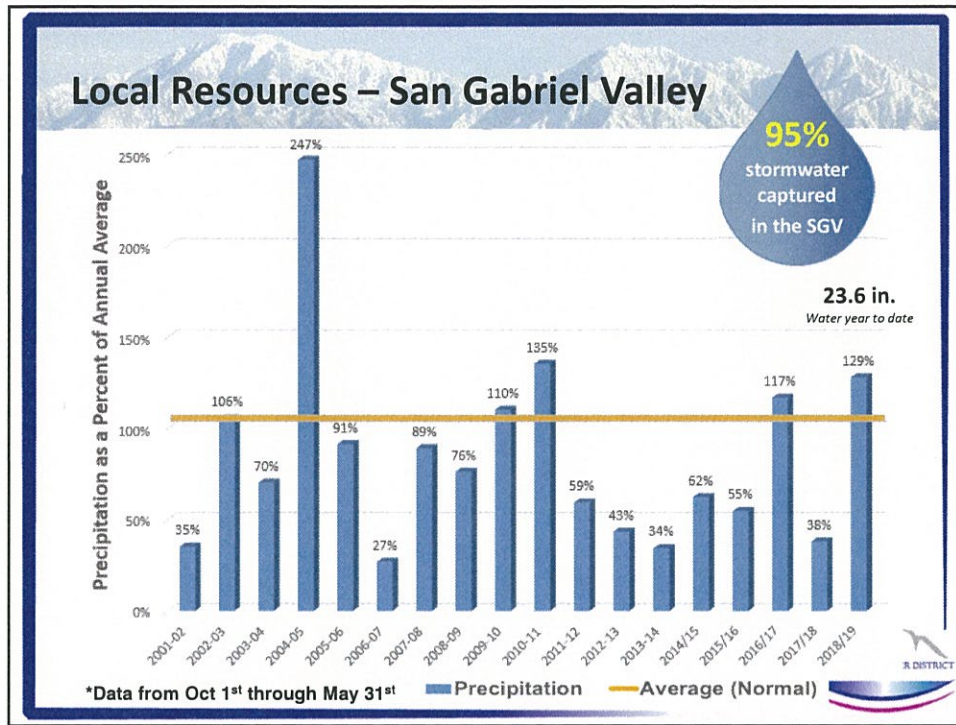


## Upper District's Water Resource Portfolio

- **Recycled Water**
  - Supplemental water source for irrigation purposes
  - 24 miles of purple pipe
  - Five projects completed
  - MWD regional recycled water program
- **Stormwater**
  - Assists SGV Council of Governments in developing strategies for MS4 compliance
- **Imported Water**
  - Manages 9 MWD service connections including USG-3
  - Orders received by Watermaster, cities and water retailers
  - Sourced through MWD; State Water Project







## Outreach to our Communities


- **Water Use Efficiency**
  - “Making Conservation a California Way of Life”
  - Statewide and Local Water Restrictions
- **Conservation Programs**
  - Large Landscape Survey and Retrofit Program
  - Sustainable Landscape Demonstration Garden
  - Smart Gardening Workshops
  - Residential/Commercial Rebates
- **Educational Programs**
  - Outreach materials to residents
  - Sustainable Watershed Education Program
- **60<sup>th</sup> Year Anniversary**
  - WaterFest 2019 – October 12, 2019 at Arcadia County Park
  - Signature Event – TBD in Spring 2020




## Questions

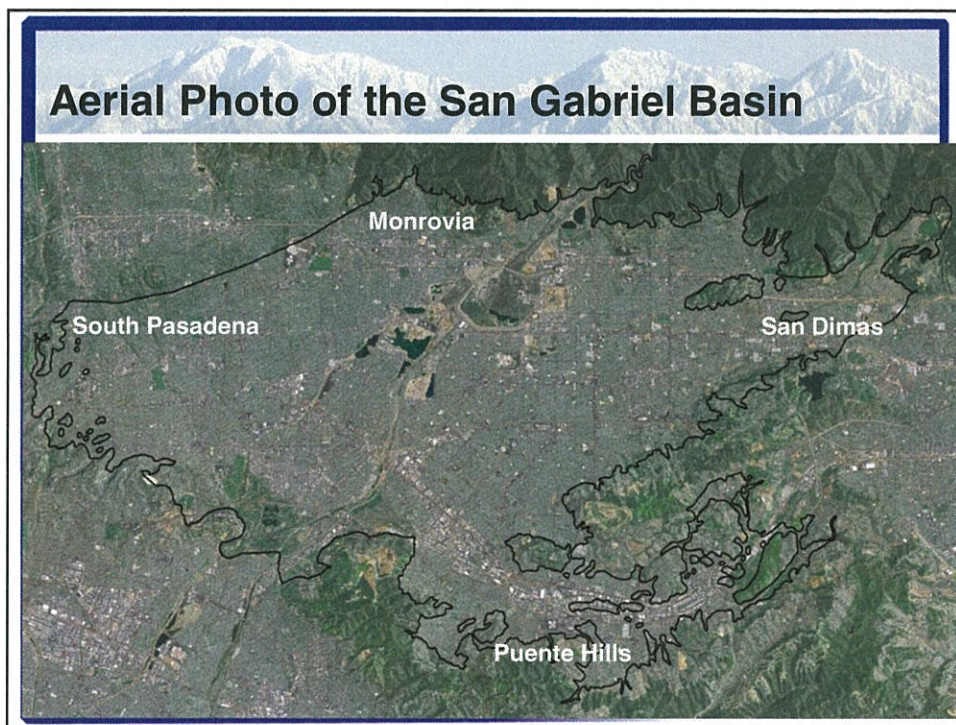
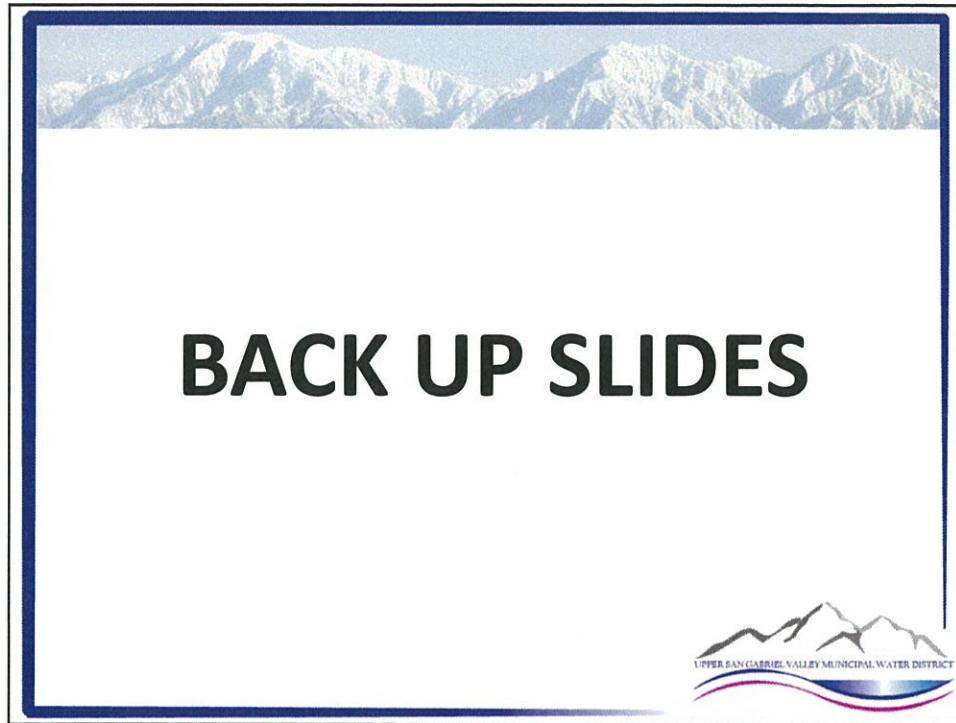
**Director Charles Treviño**  
Board Treasurer, Div. 3

**Tom Love**  
General Manager

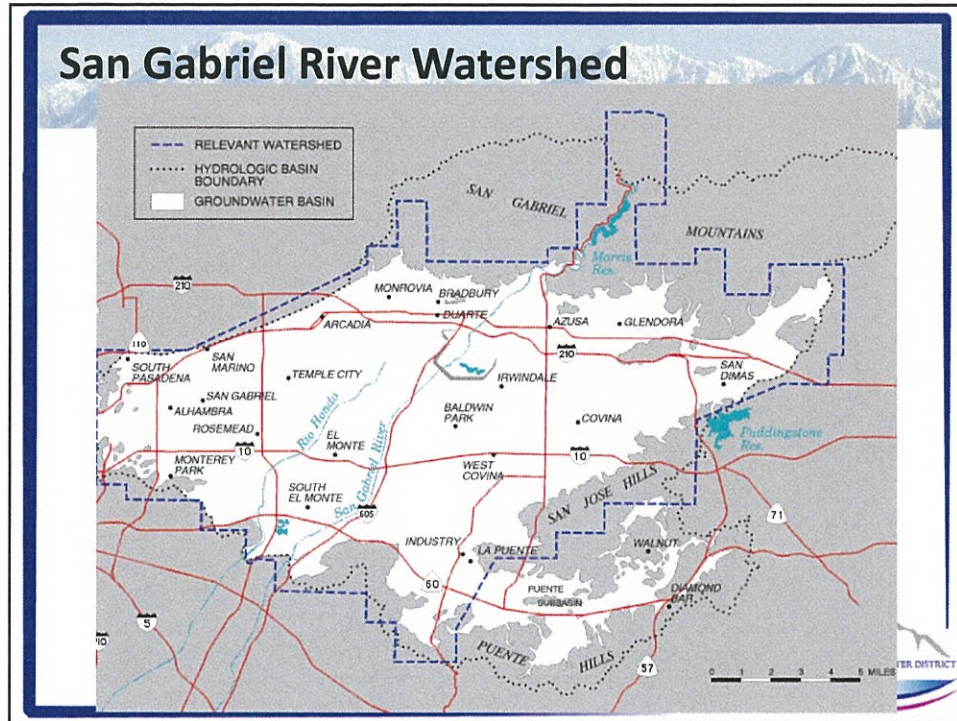


**Upper San Gabriel Valley MWD**  
626-443-2297  
[tom@usgvmwd.org](mailto:tom@usgvmwd.org)  
[upperdistrict.org](http://upperdistrict.org)









## Local Resources – San Gabriel Valley

### San Gabriel River Watershed

- **Rainfall:** 23.5 in. (*water year to date*)
- **Precipitation:** 128% (*as % of annual average*)
- **MWD Cyclic Storage:** 59,200 acre-feet
- **Reservoir Storage:** 54,691 acre-feet (*as of June 29, 2019*)
- **Stormwater Capture:** 95% of runoff
- **Current Elevation:** 196.8 ft. (*as of June 28, 2019*)



## Imported Resources

- **State Water Project**

- **Rainfall:** 68.4 in. (*water year to date*)
- **Snowpack Peak:** 48.7 in. (*Northern Sierra*)
- **Statewide Snowpack Measurement:** 163% (*of April 1 average*)
- **Runoff Forecast:** 137% of average (*Sacramento River*)
- **SWP Exporter Allocation:** 75%

- **Colorado River**

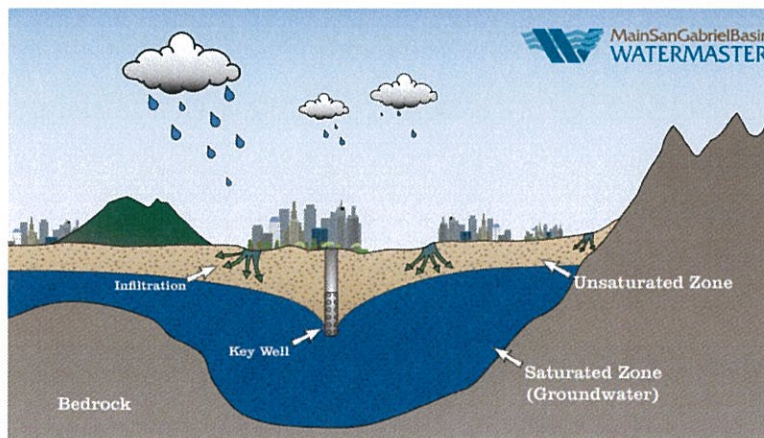
- **Rainfall:** 31.5 in. (*water year to date*)
- **Snowpack Peak:** 21.1 in.
- **Snowpack Measurement:** 133% (*of April 1 average*)
- **Runoff Forecast:** 128% of average
- **CRA Exporter Allocation:** 78%



\*MWD Water Supply Conditions Report as of 7/1/19

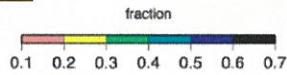
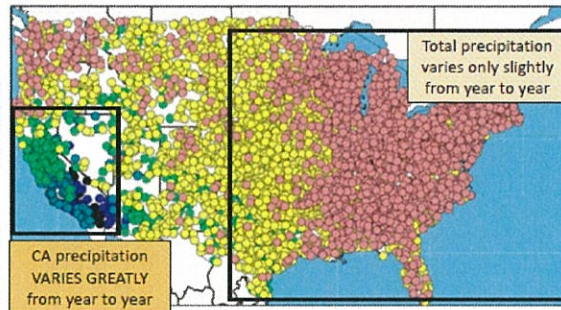


## Image of Baldwin Park Key Well

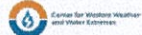


# Precipitation in California vs. U.S.

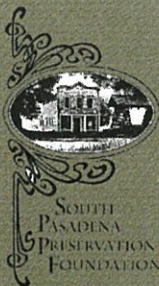
CALIFORNIA HAS GREATEST VARIABILITY OF ANNUAL PRECIPITATION IN THE U.S.



Coefficient of variation for annual Precipitation, 1950-2008



Dettinger, M.D., Ralph, F.M., Dai, T., Neuman, P.J., and Cayan, D., 2011: Atmospheric rivers, floods, and the water resources of California. *Water*, 3, 455-472.



# South Pasadena Preservation Foundation Annual Report on Preservation Covenants

July 17, 2019

## SPPF's History with Preservation Covenants

SPPF has been administering six preservation covenants since the late 1990s. All covenants are on National/California Register-eligible historic resources.

Address	Covenant Recordation
1109 Buena Vista	November 14, 1996
1133 Buena Vista	October 1, 1997
1119 Meridian	November 20, 1997
1127 Columbia	February 20, 1998
221 Fremont	April 24, 1998
631 Meridian	September 9, 1998

Additional Material  
AGENDA ITEM # 4  
7/17/19 City Council Mtg.



1109 Buena Vista



1133 Buena Vista



1127 Columbia



221 Fremont



631 Meridian



1119 Meridian

## SPPF's History with Preservation Covenants, (cont'd)

- o SPPF has digitized each covenant, created a tracking spreadsheet and photographed each property.
- o SPPF has provided copies of each covenant to the City so building permit files can be tagged.
- o Last June, the City Council adopted a resolution in support of SPPF being assigned covenants on future Caltrans sales and asked for an annual report from SPPF.
- o SPPF consulted with Pasadena Heritage and the LA. Conservancy who agreed SPPF is the most qualified to administer covenants in South Pasadena. SPPF requested this permission from Caltrans and it was granted.

## How does SPPF administer covenants?

Task	Primary	Secondary
Track and update covenant status	Mark S. Gallatin	Daniel M. Evans
Correspond with property owners	Mark S. Gallatin	Daniel M. Evans
Inspect interiors and exteriors	John D. Lesak	Odom Stamps/Tom Nuckols
Review and approve proposed alterations and improvements	John D. Lesak	Odom Stamps/Debi Howell-Ardila
Draft new covenants	Daniel M. Evans	Marina Khrustaleva

- o We do an annual inspection of character defining features.



## What about future covenants?

- SPPF is now working with Caltrans, Pasadena Heritage and L.A. Conservancy on a model covenant template. We met in May to review the final draft.
- Future covenants will include stewardship fees compensating SPPF for administering covenants (Amount TBD, but probably in the \$25-30K range).
- SPPF has advocated for including a buyer education component into the sales process (similar to what is done in first-time homebuyer programs) so buyers fully understand their rights and responsibilities under the covenant.
- The Growkowsky house, 816 Bonita, designed by Rudolf Schindler, is included in Caltrans' Phase I sales.



## 816 Bonita Drive

Growkowsky House (1928)

Thank You For Your  
Support!

















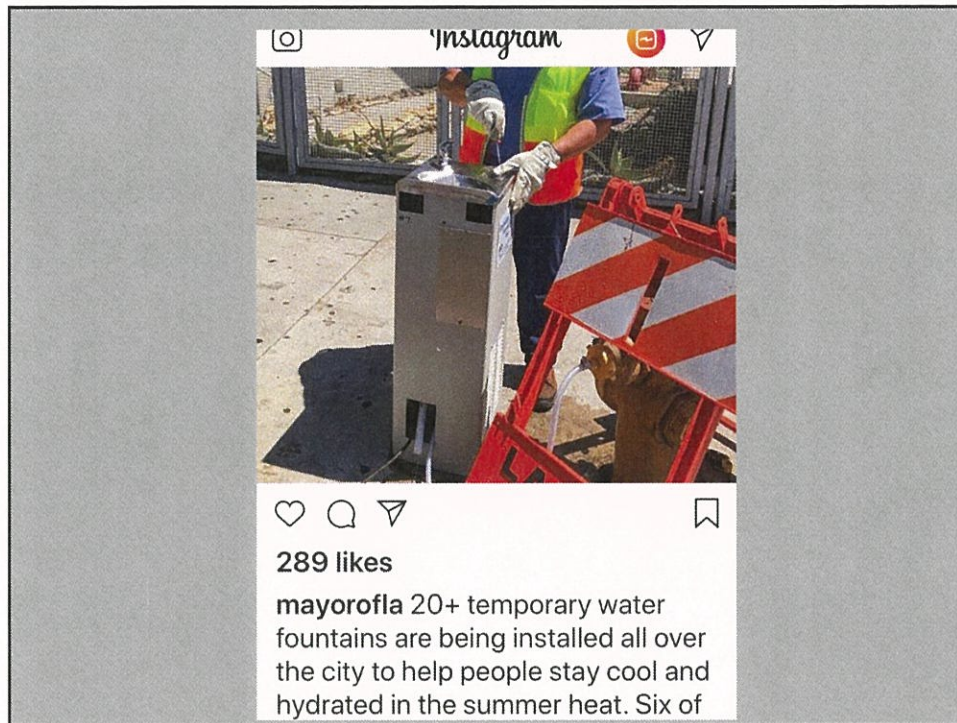




A firefighter will turn your hydrant into a safe and fun spray park!

The spray cap will ensure there will be enough water pressure for fire-fighting citywide, and keep children safe from the force of the spray

NYC



some precautions and best management practices for dealing with Peacocks/Peafowl:

- Peafowl are afraid of dogs.
- Peafowl dislike water.
- Peafowl will avoid repellents, such as certain Bird-X products.
- Trim overhanging large trees.
- Be cautious when composting as peafowl are attracted to compost. Keep compost bins covered.
- Peafowl like to eat wild birdseed, bread and pet food. Keep pet food indoors or remove immediately after your pet has eaten.
- Peafowl like to eat seeds and plants. See below for plants you can use in your garden to deter peafowl.
- **DO NOT FEED THE BIRDS!**

**Peafowl dislike these plants:** Agapanthus, Azalea, Baby's Breath, Bee Balm, Bird of Paradise, Blazing Star Liatris, Bouganvillea Butterfly Plant, Cactus, Camellia, Cannas, Clivia, Columbine, Coneflower, Ferns, Fuchsia, Gaillardia, Gardenia, Geranium. Giant Columbine, Gladiola, Gloriosa Daisy, Hen & Chicken, Hibiscus, Hardy Lavender, Hostas, Iris, Ivy, Lantana, Lavender, Marigold, Mint, Mum, Oleander, Painted Daisy, Periwinkle, Peonies, Phlox, Pink Lady, Plumbago, Poinsettia, Pyracantha, Rhododendron, Rose, Shasta Daisy, Snap Dragon, Sunburst Coreopsis, Weigela

**Peafowl love these plants:** Amaryllis, Begonia, Broccoli, Brussel Sprout, Cabbage, California Poppy, Cauliflower, Chive, Holly Berries, Impatiens, Kale, Kohlrabi, Lettuce, Nasturtium, Pansy, Petunia, Primrose, Stock, Stock Cauliflower, Sweet Alyssum, Tomato, Water Stock, Young Spinach and any young plants

Below is a link to certain California laws protecting wildlife, including peafowl:

<http://humanecontrol.com/laws-and-regulations/>

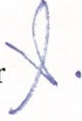


## City of South Pasadena Public Works

# Memo

**Date:** July 17, 2019

**To:** The Honorable City Council

**Via:** Stephanie DeWolfe, City Manager 

**From:** Kristine Courdy, Deputy Public Works Director

**Re:** July 17, 2019 City Council Meeting Item No. 15 Additional Document –  
Authorize a Contract Amendment with Wildan Engineering for On-Call  
Construction Management and Inspection Services for an Amount Not-to-Exceed  
\$64,160 for a Total Not-to-Exceed Amount of \$183,484

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Attached is a revised Contract Amendment that includes a few additional construction management tasks in the proposed scope of work for the bicycle parking and CNG station upgrade projects. The proposed Contract Amendment is for part time construction management and inspection of these two projects since they will be in the City working on other construction management and inspection. The previous contract with Willdan Engineering for Monterey Road Phase 3 and Monterey Road and Orange Grove signal has a more expansive scope of work that includes constructability review and prebid support. These services are not required for the bicycle parking and CNG station projects.

Attached:

- 1) Proposed Contract Amendment Red Line
- 2) Proposed Contract Amendment

FIRST AMENDMENT TO  
AGREEMENT FOR SERVICES

THIS AMENDMENT ("First Amendment") is made and entered into on the 18<sup>th</sup> day of July, 2019, by and between the CITY OF SOUTH PASADENA ("City") and WILLDAN ENGINEERING ("Consultant").

RECITALS

WHEREAS, on May 15, 2019, the City and Consultant entered into an Agreement to provide On-Call Construction Management and Inspection Services; and

WHEREAS, the Term of the Agreement is through May 14, 2023, unless extended by written agreement of both parties and be effective if authorized in advance by the City in writing and incorporated in written amendments to the Agreement; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the authorized amount of \$119,324 unless the City has given specific advance approval in writing; and

WHEREAS, on July 18, 2019, the City Council approved the First Amendment to the Agreement for Services ("First Amendment") to increase the Payment for Services by an amount not-to-exceed \$64,160 for the existing Term of the Agreement through May 14, 2023; and

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

1. Paragraph 3.1 "Scope of Services" is amended to add Exhibit A-1 ("Additional Scope of Services") and incorporated herein by this reference.
2. Paragraph 3.2 "Agreement Administrator" is amended to remove Daniel Ojeda, Interim Public Works Director as the Agreement Administrator and replace him with Shahid Abbas, Public Works Director, as the Agreement Administrator.
3. Paragraph 3.3 "Approved Fee Schedule" is amended to add Exhibit B-1 ("Additional Approved Fee Schedule") and incorporated herein by this reference.
4. Paragraph 3.4 "Maximum Amount" is amended to read as follows:  
"The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Eighty-Three Thousand, Four Hundred Eighty-Four Dollars (\$183,484), which includes the compensation for the original

Agreement scope of services of \$119,324 and compensation for the First Amendment additional scope of services in the amount of \$64,160.

5. Paragraph 3.6 "Termination Date" to remain as: "May 14, 2023".

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

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

"CITY"  
City of South Pasadena

"CONSULTANT"  
WILLDAN ENGINEERING

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

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

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

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

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

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

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

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

**Attest:**

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

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

**Approved as to form:**

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

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



# EXHIBIT A-1

## ADDITIONAL SCOPE OF SERVICES

Provide On-Call Construction Management and Inspection Services for the following projects:

- CNG and Electric Vehicle Fueling/Charging Station Upgrade Project
- Citywide Bike Parking Project

### Project Specific Work Plan

#### Task 1 – Construction Management

1. Conduct a thorough review of the construction plans, specification, contracts and all project documents.
2. Review a review of the construction schedule and sequencing to complete the project.
3. Review project quantities and bid items.
4. Attend preconstruction site meeting and prepare meeting minutes.
- 4.5. Confirm tha the contractor's SWPPP plan meets QSD/QSP requirements and that all storm water permits are in place.
- 2.6. Review contractor's safety program in consultation with City Staff.
- 3.7. Through Consultant's system of project control, monitor activities related to the project such that the project is constructed pursuant to contract documents, and in a timely fashion.
- 4.8. Log, track, and process submittals, RFIs, RFCs, CCOs, field directives, NOPCs, Non-Conformance Reports (NCRs), construction schedule, and detailed traffic control plan.
- 5.9. Closely review schedule and advise contractor to take action on schedule slippage.
- 6.10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
- 7.11. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
- 8.12. Prepare weekly statement of working days and submit to the contractor and City.
- 9.13. Provide monthly progress report.
- 10.14. Establish and conduct weekly construction progress meetings to:
  - Resolve all old business issues to the maximum extent possible
  - Address all items of new business as presented by any party
  - Review project schedule and address any deviations
  - Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
  - List status of construction items recently undertaken or ongoing
  - List planned construction items for the next two weeks, usually known as the two-week look ahead schedule

- Review SWPPP issues
  - Review contractor's safety program
- ~~11~~.15. Prepare minutes for the weekly construction progress meeting.
- ~~12~~.16. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
- ~~13~~.17. Evaluate and respond to the contractor's requests for clarification of plans and specifications.
- ~~14~~.18. Ensure that all questions, conflicts, and issues are immediately brought to the City's attention and addressed with appropriate directives to the contractor.
- ~~15~~.19. Conduct special site meetings, when necessary, with the contractor and City staff to review job progress, scheduling, and coordination.
- ~~16~~.20. Perform quantity, time, and cost analyses required for negotiation of contract changes.
- ~~17~~.21. Negotiate and prepare change orders, including memorandum of explanation and cost estimates to substantiate change order costs and provide to City for review.
- ~~18~~.22. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
- ~~19~~.23. Maintain all data for change orders and record information with regard to the time of dispute, time of notification by the contractor, and action taken by the inspector.
- ~~20~~.24. Monitor materials documentation and testing results and enforce corrections.
- ~~21~~.25. Review for approval the contractor's progress payment requests; negotiate differences over the amount with the contractor; and process payments through the City's Project Manager.

#### Task 2 – Construction Inspection

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Attend weekly progress meetings with the City, contractor, and subcontractors.
6. Provide part-time and as-needed construction inspection of the work to monitor materials and methods for compliance with plans, specifications, and contract documents; address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Consultant will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
8. Provide Consultant's labor compliance manager with federally-compliant labor and

equipment reports, EEO interviews, and assist with certified payroll review. Consultant's inspector will work with our Labor Compliance Manager to monitor and verify specified DBEs, if applicable.

9. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
10. Meet with the contractor at the beginning of each day on site and review the proposed work plan, including specific details that may affect progress.
11. Conduct measurements of quantities of work with the contractor.
12. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
13. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
14. Ensure compliance of Underground Service Alert notification/delineation.
15. Evaluate the contractor's operation and production with respect to quality and progress and report to the resident engineer.
16. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
17. Closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
18. Maintain copies of all permits needed to construct the project and enforce special requirements of each.
19. Prepare and maintain detailed daily diary inspector reports on construction progress.
20. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
21. Maintain field file bound workbooks during construction, including a cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
22. Review the construction schedule and enforce requirements for updating schedules and maintaining appropriate progress of the work.
23. Analyze delays and review claims on a timely basis and make recommendations to the construction manager.
24. Assist with the review and evaluation of change order work.
25. Provide complete measurements and calculations documented to administer progress payments.
26. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City. (City's design consultant will transfer the

contractor's record drawings to original Mylar drawings.)

27. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.
28. Schedule a final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; and recommend final acceptance.

### Task 3 – Labor Compliance

1. Verify and document job-site posting of wage rate information and labor compliance posters.
2. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis, including weekly certified payroll reports, fringe benefit statements, apprenticeship documentation, and payroll deduction authorizations.
3. Follow up with contractor by telephone, email, and/or certified mail regarding required document submittals and payroll discrepancies and deficiencies. Provide detailed description of alleged deficiencies; outline corrective action to be taken; and enforce regulatory deadlines for compliance.
4. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
5. Coordinate with City staff the withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements.
6. Maintain content and format of federal labor compliance file in conformance with applicable Los Angeles County and Caltrans requirements.
7. Coordinate project file reviews by appropriate County and Caltrans staff.
8. Submit complete federal labor compliance file to City for retention. (Note: federal labor compliance files are to be retained for a period of no less than three (3) years.)

### Deliverables:

1. Preconstruction Minutes. Consultant shall provide the preconstruction minutes the day after the preconstruction meeting.
2. Daily Logs. Consultant inspection personnel shall provide the detailed daily logs at the end of each work week.
3. Weekly Report. Detailed weekly reports shall be submitted at the end of each work week including any applicable BMP reports.
4. Monthly Report. The required monthly report will be submitted with the monthly progress payments.

5. **As Built Plans.** As-Built plans will be provided on a weekly basis and the final plans will be submitted within five days after the cessation of the work.
6. **Progress Payments.** Payments will be submitted monthly and will conclude Consultants payment recommendations.
7. **Final Consultant Files.** Final Consultant files will be submitted within fifteen days after the cessation of the work. Consultant shall submit all final files to the City before final Consultant payment is processed.

## EXHIBIT B-1

### ADDITIONAL APPROVED FEE SCHEDULE

#### CNG and Electric Vehicle Fueling/Charging Station Upgrade Project

Classification	Project Manager	Construction Manager/Inspector	Labor Compliance Specialist	Total Hrs.	Total
	\$185/Hr	\$130/Hr	\$115/Hr		
Preconstruction	2	20	0	22	\$2,970
Construction	4	160	0	164	\$21,540
Labor Compliance	0	0	40	40	\$4,600
Postconstruction	2	20	0	22	\$2,970
<b>Total Not-to-Exceed Fee</b>					<b>\$32,080</b>

#### Citywide Bike Parking Project

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<b>Total Not-to-Exceed Fee</b>					<b>\$32,080</b>

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2. Paragraph 3.2 “Agreement Administrator” is amended to remove Daniel Ojeda, Interim Public Works Director as the Agreement Administrator and replace him with Shahid Abbas, Public Works Director, as the Agreement Administrator.
3. Paragraph 3.3 “Approved Fee Schedule” is amended to add Exhibit B-1 (“Additional Approved Fee Schedule”) and incorporated herein by this reference.
4. Paragraph 3.4 “Maximum Amount” is amended to read as follows:  
“The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Eighty-Three Thousand, Four Hundred Eighty-Four Dollars (\$183,484), which includes the compensation for the original

Agreement scope of services of \$119,324 and compensation for the First Amendment additional scope of services in the amount of \$64,160.

5. Paragraph 3.6 "Termination Date" to remain as: "May 14, 2023".

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

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

"CITY"  
City of South Pasadena

"CONSULTANT"  
WILLDAN ENGINEERING

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

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

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

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

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

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

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

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

**Attest:**

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

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

**Approved as to form:**

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

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



## EXHIBIT A-1

### ADDITIONAL SCOPE OF SERVICES

Provide On-Call Construction Management and Inspection Services for the following projects:

- CNG and Electric Vehicle Fueling/Charging Station Upgrade Project
- Citywide Bike Parking Project

#### Project Specific Work Plan

##### Task 1 – Construction Management

1. Conduct a thorough review of the construction plans, specification, contracts and all project documents.
2. Review a review of the construction schedule and sequencing to complete the project.
3. Review project quantities and bid items.
4. Attend preconstruction site meeting and prepare meeting minutes.
5. Confirm tha the contractor's SWPPP plan meets QSD/QSP requirements and that all storm water permits are in place.
6. Review contractor's safety program in consultation with City Staff.
7. Through Consultant's system of project control, monitor activities related to the project such that the project is constructed pursuant to contract documents, and in a timely fashion.
8. Log, track, and process submittals, RFIs, RFCs, CCOs, field directives, NOPCs, Non-Conformance Reports (NCRs), construction schedule, and detailed traffic control plan.
9. Closely review schedule and advise contractor to take action on schedule slippage.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
12. Prepare weekly statement of working days and submit to the contractor and City.
13. Provide monthly progress report.
14. Establish and conduct weekly construction progress meetings to:
  - Resolve all old business issues to the maximum extent possible
  - Address all items of new business as presented by any party
  - Review project schedule and address any deviations
  - Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
  - List status of construction items recently undertaken or ongoing
  - List planned construction items for the next two weeks, usually known as the two-week look ahead schedule

- Review SWPPP issues
  - Review contractor's safety program
15. Prepare minutes for the weekly construction progress meeting.
  16. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
  17. Evaluate and respond to the contractor's requests for clarification of plans and specifications.
  18. Ensure that all questions, conflicts, and issues are immediately brought to the City's attention and addressed with appropriate directives to the contractor.
  19. Conduct special site meetings, when necessary, with the contractor and City staff to review job progress, scheduling, and coordination.
  20. Perform quantity, time, and cost analyses required for negotiation of contract changes.
  21. Negotiate and prepare change orders, including memorandum of explanation and cost estimates to substantiate change order costs and provide to City for review.
  22. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
  23. Maintain all data for change orders and record information with regard to the time of dispute, time of notification by the contractor, and action taken by the inspector.
  24. Monitor materials documentation and testing results and enforce corrections.
  25. Review for approval the contractor's progress payment requests; negotiate differences over the amount with the contractor; and process payments through the City's Project Manager.

#### Task 2 – Construction Inspection

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Attend weekly progress meetings with the City, contractor, and subcontractors.
6. Provide part-time and as-needed construction inspection of the work to monitor materials and methods for compliance with plans, specifications, and contract documents; address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Consultant will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
8. Provide Consultant's labor compliance manager with federally-compliant labor and

equipment reports, EEO interviews, and assist with certified payroll review. Consultant's inspector will work with our Labor Compliance Manager to monitor and verify specified DBEs, if applicable.

9. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
10. Meet with the contractor at the beginning of each day on site and review the proposed work plan, including specific details that may affect progress.
11. Conduct measurements of quantities of work with the contractor.
12. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
13. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
14. Ensure compliance of Underground Service Alert notification/delineation.
15. Evaluate the contractor's operation and production with respect to quality and progress and report to the resident engineer.
16. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
17. Closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
18. Maintain copies of all permits needed to construct the project and enforce special requirements of each.
19. Prepare and maintain detailed daily diary inspector reports on construction progress.
20. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
21. Maintain field file bound workbooks during construction, including a cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
22. Review the construction schedule and enforce requirements for updating schedules and maintaining appropriate progress of the work.
23. Analyze delays and review claims on a timely basis and make recommendations to the construction manager.
24. Assist with the review and evaluation of change order work.
25. Provide complete measurements and calculations documented to administer progress payments.
26. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City. (City's design consultant will transfer the

contractor's record drawings to original Mylar drawings.)

27. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.
28. Schedule a final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; and recommend final acceptance.

### Task 3 – Labor Compliance

1. Verify and document job-site posting of wage rate information and labor compliance posters.
2. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis, including weekly certified payroll reports, fringe benefit statements, apprenticeship documentation, and payroll deduction authorizations.
3. Follow up with contractor by telephone, email, and/or certified mail regarding required document submittals and payroll discrepancies and deficiencies. Provide detailed description of alleged deficiencies; outline corrective action to be taken; and enforce regulatory deadlines for compliance.
4. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
5. Coordinate with City staff the withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements.
6. Maintain content and format of federal labor compliance file in conformance with applicable Los Angeles County and Caltrans requirements.
7. Coordinate project file reviews by appropriate County and Caltrans staff.
8. Submit complete federal labor compliance file to City for retention. (Note: federal labor compliance files are to be retained for a period of no less than three (3) years.)

#### Deliverables:

1. Preconstruction Minutes. Consultant shall provide the preconstruction minutes the day after the preconstruction meeting.
2. Daily Logs. Consultant inspection personnel shall provide the detailed daily logs at the end of each work week.
3. Weekly Report. Detailed weekly reports shall be submitted at the end of each work week including any applicable BMP reports.
4. Monthly Report. The required monthly report will be submitted with the monthly progress payments.

5. **As Built Plans.** As-Built plans will be provided on a weekly basis and the final plans will be submitted within five days after the cessation of the work.
6. **Progress Payments.** Payments will be submitted monthly and will conclude Consultants payment recommendations.
7. **Final Consultant Files.** Final Consultant files will be submitted within fifteen days after the cessation of the work. Consultant shall submit all final files to the City before final Consultant payment is processed.

## EXHIBIT B-1

### ADDITIONAL APPROVED FEE SCHEDULE

#### CNG and Electric Vehicle Fueling/Charging Station Upgrade Project

Classification	Project Manager	Construction Manager/Inspector	Labor Compliance Specialist	Total Hrs.	Total
	<i>\$185/Hr</i>	<i>\$130/Hr</i>	<i>\$115/Hr</i>		
Preconstruction	2	20	0	22	\$2,970
Construction	4	160	0	164	\$21,540
Labor Compliance	0	0	40	40	\$4,600
Postconstruction	2	20	0	22	\$2,970
<b>Total Not-to-Exceed Fee</b>					<b>\$32,080</b>

#### Citywide Bike Parking Project

Classification	Project Manager	Construction Manager/Inspector	Labor Compliance Specialist	Total Hrs.	Total
	<i>\$185/Hr</i>	<i>\$130/Hr</i>	<i>\$115/Hr</i>		
Preconstruction	2	20	0	22	\$2,970
Construction	4	160	0	164	\$21,540
Labor Compliance	0	0	40	40	\$4,600
Postconstruction	2	20	0	22	\$2,970
<b>Total Not-to-Exceed Fee</b>					<b>\$32,080</b>



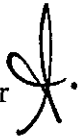


**City of South Pasadena  
Planning and Building  
Department**

# Memo

**Date:** July 17, 2019, 2018

**To:** The Honorable City Council

**Via:** Stephanie DeWolfe, City Manager 

**From:** David Bergman, Interim Planning and Building Director  
John Steinmeyer, Interim Senior Planner

**Re:** July 17, 2019 City Council Meeting Item No. 22 Additional Document -  
Adoption of Resolution Vacating Utility Easement on Magnolia Street between  
Fair Oaks Avenue and Mound Avenue

---

Staff would like to clarify that the property owner, 625 Fair Oaks LLC, Inc., is the applicant, rather than the owner's architect.

Also the resolution was inadvertently omitted from the packet, it is attached hereto.



**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SOUTH PASADENA VACATING A UTILITY EASEMENT  
LOCATED ON MAGNOLIA STREET BETWEEN FAIR  
OAKS AVENUE AND MOUND AVENUE PURSUANT TO  
STREETS AND HIGHWAYS CODE SECTIONS 8330-8336**

**WHEREAS**, under Streets and Highways Code section 8312, the City Council has the authority to vacate all or part of a street and a utility easement within the City of South Pasadena; and

**WHEREAS**, on February 6, 1985 the City vacated a portion of Magnolia Street between Fair Oaks Avenue and Mound Avenue in the City of South Pasadena in accordance with City Council Resolution No. 5772, reserving “all utility easement rights located therein” ; and

**WHEREAS**, On January 28, 2019, the Planning Commission approved a Conditional Use Permit to convert a portion of the ground floor parking garage at 625 Fair Oaks Avenue into a restaurant of 2,550 square feet; and the approval of the project was conditioned upon vacation of the subject utility easement (“Utility Easement”); and

**WHEREAS**, on April 10, 2019 the applicants, George Architecture and Stamps & Stamps, Inc. (“Applicants”), applied for a complete vacation the Utility Easement on the previously street-vacated Magnolia Avenue between Fair Oaks Avenue and Mound Avenue in the City of South Pasadena, as more particularly described in Exhibit A, to accommodate the construction of a new commercial tenant space within the parking garage 625 Fair Oaks Avenue; and

**WHEREAS**, under Streets and Highways Code section 8333, subdivision (a), the City may summarily vacate “a public service easement” when the easement “has not been used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the proposed vacation.” ; and

**WHEREAS**, under Streets and Highways Code section 8313, subdivision (b), and Government Code section 65402, subdivision (a), before a public service easement that is within the area included in the City’s General Plan is vacated, the location, purpose and extent of the public utility easement vacation must be “reported upon by the planning agency as to conformity with said adopted general plan or part thereof;” and

**WHEREAS**, the Magnolia Avenue Utility Easement is included within the City’s General Plan; and

**WHEREAS**, the Planning Commission found the proposed project at 625 Fair Oaks Avenue to convert a portion of the ground floor parking garage into a restaurant of 2,550 square feet, which project included the proposed vacation of the utility easement, conformed to the City's General Plan for the affected area; and,

**WHEREAS**, notice of the vacation the Utility Easement on Magnolia Avenue was published and posted on ~~XXX Day 2019~~ pursuant to the Code of Civil Procedure and the requirements of the South Pasadena Municipal Code; and

**WHEREAS**, the City Clerk posted an affidavit in her office proving such publication pursuant to Streets and Highways Code section 8317, subdivision (b).

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

**SECTION 1: CEQA.** Pursuant to the provisions of the California Environmental Quality Act ("CEQA") and the City's local CEQA Guidelines, City staff determined that the Utility Easement vacation is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and the City staff found that there is no possible significant effect directly related to the Project, and therefore no further action is required under CEQA pursuant to Section 15061(b)(3) of the State CEQA Guidelines (14 CCR § 15061(b)(3)), and independently, the utility vacation is categorically exempt (class 5) pursuant to Section 15305 of the State CEQA Guidelines (14 CCR § 15305).

**SECTION 2: AUTHORITY AND DESCRIPTION OF UTILITY EASEMENT.** The Council vacates the Utility Easement pursuant to Chapter 4 (Summary Vacation) of Part 3 of Division 9 of the Streets and Highways Code. The Council finds that the Utility Easement has not been used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the vacation. The legal description and map for the Utility Easement to be vacated is attached hereto as Exhibit A and incorporated fully by reference; and,

**SECTION 3: GENERAL PLAN CONSISTENCY.** The Council finds the Utility Easement vacation is consistent with Chapter Two, Goal 1, Policy 1.7, of the General Plan, which states the City's policy to "Utilize means available to the City – including code enforcement, permit fee waiver, tax abatement, shared parking offsets, and offerings of expedited plan processing – to facilitate change as necessary."

**SECTION 4: EFFECTIVE DATE.** From the date of the recordation of this Resolution, the Utility Easement will not constitute a public service easement in favor of the City.

**SECTION 5: RECORDATION.** The City Clerk shall cause a certified copy of this Resolution, attested by the City Clerk under seal, to be recorded without acknowledgment, certificate of acknowledgment, or further proof in the office of the Los Angeles County Recorder, pursuant to Streets and Highways Code section 8336, subdivision (a).

**PASSED, APPROVED, AND ADOPTED** this 17th day of July, 2019.

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a special meeting held on the 17th day of April, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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



## City of South Pasadena Human Resources

# Memo

**Date:** June 19, 2019

**To:** The Honorable City Council

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

**From:** Mariam Lee Ko, Human Resources Manager *MLK*

**Re:** July 17, 2019 City Council Meeting Item No. 24 Additional Document – Approval of Resolutions: Adopting a Memorandum of Understanding (MOU) Between the City of South Pasadena (City) and the South Pasadena Firefighters' Association, Superseding Resolution No. 7539 and Approving Job Description for Full-Time Fire Inspector; Adopting an MOU Between the City and the Police Officers' Association, Superseding Resolution No. 7530; Adopting an MOU Between the City and the Public Service Employees' Association, Superseding Resolution No. 7527 and Resolution No. 7586; Adopting an MOU Between the City and the Public Service Employees' Association – Part Time Unit, Superseding Resolution No. 7383 and Resolution No. 7480; and Approving Unrepresented Management Employee Benefits Listing and Management Salary Schedule Superseding Resolution No. 7612 and Approving Job Descriptions for Deputy Police Chief and Police Lieutenant and the Reclassification of Police Captain to Deputy Police Chief

---

Attached are some additional documents which replaces the salary schedules which were provided in the original July 17, 2019 Agenda Packet. These salary schedules incorporates some corrections to certain salary ranges which had some minor calculation errors and provides a clarification as to the effective date of first salary schedule for each group.

***Firefighters' Association*** – Appendix A through D

- Appendix A – Change to language at bottom of salary schedule to read “Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.

- Appendix B – no change
- Appendix C – no change
- Appendix D – Change to effective date, the correct language is “Effective July 1, 2021 – If sales tax measure scheduled for the November 2019 election is passed by the electorate”

***Police Officers’ Association*** - Appendix A through E

- Appendix A – Change to language at bottom of salary schedule to read “Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.
- Appendix B – no change
- Appendix C – no change
- Appendix D – Change to effective date, the correct language is “Effective July 1, 2021 – If sales tax measure scheduled for the November 2019 election is passed by the electorate”
- Appendix E – Change language in Section B2 Filming request to read “All requests to conduct filming with South Pasadena shall be received and processed by the Film Liaison in accordance with the City’s Film Policy.”

***Public Service Employees’ Association*** – Appendix A through D

- Appendix A – Change to language at bottom of salary schedule to read “Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.
- Appendix B – no change
- Appendix C – no change
- Appendix D – no change

***Public Service Part Time Employees’ Association*** – Appendix A through D

- Appendix A – Change to language at bottom of salary schedule to read “Effective the first full pay period beginning after ratification (Effective July 22, 2019) – If sales tax measure scheduled for November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.
- Appendix B – no change
- Appendix C – no change
- Appendix D – no change

***Management*** – Exhibit B

- Change to language at bottom of salary schedule to read “Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.

- Change in salary range, a corrected salary range for the classification of Planning & Community Development Director is listed in the salary schedule effective July 1, 2019. The previous version included a calculation error.
- Change in salary range, a corrected salary range for the classification of Executive Assistant is listed in the salary schedule effective January 1, 2020. The previous version included a calculation error, the correct salary range should reflect no change in salary for this classification for the salary schedules with effective dates of July 1, 2019 and January 1, 2020.

## APPENDIX A

### Firefighters' Association Monthly Salary Schedule

	A	B	C	D	E	F
Captain	\$ 7,388	\$ 7,757	\$ 8,145	\$ 8,553	\$ 8,980	
Firefighter/Paramedic	\$ 6,365	\$ 6,684	\$ 7,018	\$ 7,369	\$ 7,737	
Fire Engineer	\$ 6,127	\$ 6,434	\$ 6,755	\$ 7,094	\$ 7,448	\$ 7,821
Firefighter*	\$ 5,097	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	
Fire Inspector	\$ 5,496	\$ 5,771	\$ 6,059	\$ 6,362	\$ 6,680	

*\*Proposed to remain at current/no salary survey data available*

*Effective July 1, 2019 - If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU*

## APPENDIX B

### Firefighters' Association Monthly Salary Schedule

	A	B	C	D	E	F
Captain	\$ 7,798	\$ 8,188	\$ 8,598	\$ 9,028	\$ 9,479	
Firefighter/Paramedic	\$ 6,719	\$ 7,055	\$ 7,408	\$ 7,778	\$ 8,167	
Fire Engineer	\$ 6,423	\$ 6,744	\$ 7,081	\$ 7,435	\$ 7,807	\$ 8,197
Firefighter*	\$ 5,097	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	
Fire Inspector	\$ 5,802	\$ 6,092	\$ 6,397	\$ 6,717	\$ 7,052	

***\*Proposed to remain at current/no salary survey data available***

Effective January 1, 2020 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*



## APPENDIX C

### Firefighters' Association Monthly Salary Schedule

	A	B	C	D	E	F
Captain	\$ 7,954	\$ 8,352	\$ 8,769	\$ 9,208	\$ 9,668	
Firefighter/Paramedic	\$ 6,853	\$ 7,196	\$ 7,556	\$ 7,934	\$ 8,330	
Fire Engineer	\$ 6,551	\$ 6,879	\$ 7,223	\$ 7,584	\$ 7,963	\$ 8,362
Firefighter*	\$ 5,199	\$ 5,459	\$ 5,732	\$ 6,018	\$ 6,319	
Fire Inspector	\$ 5,918	\$ 6,214	\$ 6,525	\$ 6,851	\$ 7,193	

***\*Proposed to remain at current/no salary survey data available***

Effective July 1, 2020 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX D

### Firefighters' Association Monthly Salary Schedule

	A	B	C	D	E	F
Captain	\$ 8,113	\$ 8,519	\$ 8,945	\$ 9,392	\$ 9,861	
Firefighter/Paramedic	\$ 6,990	\$ 7,340	\$ 7,707	\$ 8,092	\$ 8,496	
Fire Engineer	\$ 6,682	\$ 7,016	\$ 7,367	\$ 7,735	\$ 8,122	\$ 8,528
Firefighter*	\$ 5,303	\$ 5,568	\$ 5,847	\$ 6,139	\$ 6,446	
Fire Inspector	\$ 6,036	\$ 6,338	\$ 6,655	\$ 6,988	\$ 7,337	

***\*Proposed to remain at current/no salary survey data available***

Effective July 1, 2021 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX A

### Police Officers' Association Monthly Salary Schedule

	A	B	C	D	E
Sergeant	\$ 7,663	\$ 8,046	\$ 8,448	\$ 8,870	\$ 9,314
Corporal	\$ 6,386	\$ 6,705	\$ 7,040	\$ 7,392	\$ 7,762
Police Officer	\$ 6,127	\$ 6,434	\$ 6,756	\$ 7,093	\$ 7,448
Police Officer Recruit	\$ 6,127	\$ 6,434	\$ 6,756	\$ 7,093	\$ 7,448
Senior Clerk	\$ 4,343	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279
Police Assistant	\$ 4,063	\$ 4,266	\$ 4,480	\$ 4,704	\$ 4,939
Support Services Assistant	\$ 4,343	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279
Police Clerk II	\$ 3,307	\$ 3,473	\$ 3,646	\$ 3,829	\$ 4,020
Parking Control Officer	\$ 3,536	\$ 3,713	\$ 3,898	\$ 4,093	\$ 4,298
Police Clerk I	\$ 2,930	\$ 3,076	\$ 3,230	\$ 3,391	\$ 3,561

*Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.*

## APPENDIX B

### Police Officers' Association Monthly Salary Schedule

	A	B	C	D	E
Sergeant	\$ 8,088	\$ 8,492	\$ 8,917	\$ 9,363	\$ 9,831
Corporal	\$ 6,740	\$ 7,077	\$ 7,431	\$ 7,803	\$ 8,193
Police Officer	\$ 6,127	\$ 6,434	\$ 6,756	\$ 7,093	\$ 7,448
Police Officer Recruit	\$ 6,127	\$ 6,434	\$ 6,756	\$ 7,093	\$ 7,448
Senior Clerk	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Police Assistant	\$ 4,290	\$ 4,504	\$ 4,729	\$ 4,966	\$ 5,214
Support Services Assistant	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Police Clerk II	\$ 3,492	\$ 3,666	\$ 3,849	\$ 4,042	\$ 4,244
Parking Control Officer	\$ 3,732	\$ 3,918	\$ 4,114	\$ 4,320	\$ 4,536
Police Clerk I	\$ 3,031	\$ 3,182	\$ 3,341	\$ 3,509	\$ 3,684

Effective January 1, 2020 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX C

### Police Officers' Association Monthly Salary Schedule

	A	B	C	D	E
Sergeant	\$ 8,250	\$ 8,662	\$ 9,095	\$ 9,550	\$ 10,028
Corporal	\$ 6,875	\$ 7,219	\$ 7,580	\$ 7,959	\$ 8,357
Police Officer	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,235	\$ 7,597
Police Officer Recruit	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,235	\$ 7,597
Senior Clerk	\$ 4,677	\$ 4,910	\$ 5,156	\$ 5,414	\$ 5,684
Police Assistant	\$ 4,375	\$ 4,594	\$ 4,824	\$ 5,065	\$ 5,318
Support Services Assistant	\$ 4,677	\$ 4,910	\$ 5,156	\$ 5,414	\$ 5,684
Police Clerk II	\$ 3,561	\$ 3,739	\$ 3,926	\$ 4,123	\$ 4,329
Parking Control Officer	\$ 3,806	\$ 3,997	\$ 4,197	\$ 4,406	\$ 4,627
Police Clerk I	\$ 3,091	\$ 3,246	\$ 3,408	\$ 3,579	\$ 3,758

Effective July 1, 2020 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX D

### Police Officers' Association Monthly Salary Schedule

	A	B	C	D	E
Sergeant	\$ 8,415	\$ 8,835	\$ 9,277	\$ 9,741	\$ 10,228
Corporal	\$ 7,013	\$ 7,363	\$ 7,732	\$ 8,118	\$ 8,524
Police Officer	\$ 6,375	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749
Police Officer Recruit	\$ 6,375	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749
Senior Clerk	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Police Assistant	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,425
Support Services Assistant	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Police Clerk II	\$ 3,633	\$ 3,814	\$ 4,005	\$ 4,205	\$ 4,415
Parking Control Officer	\$ 3,883	\$ 4,077	\$ 4,281	\$ 4,495	\$ 4,719
Police Clerk I	\$ 3,153	\$ 3,311	\$ 3,476	\$ 3,650	\$ 3,833

Effective July 1, 2021 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX E

### Procedure for Movie Detail Assignments

- A. **Eligibility:** A movie detail binder containing officer's eligibility will be maintained in the Watch Commander's office. If an officer declines a detail his/her eligibility will stay the same. New officers or officers that placed themselves inactive wishing to enter the eligibility list will start from bottom of the eligibility list.
- B. **Order of Eligibility:**
1. Full-time Sergeants, Corporals, and officers will have first priority for details.
  2. Full-time Captains and Lieutenants (Management) would have second eligibility.
  3. Reserve officers who have complied with their monthly patrol requirement would have third eligibility.

**Assignment list:** Shall be the list the watch commander consults in order to make assignments of personnel to any given detail. The assignment list shall:

1. Consist of all sworn department personnel below the rank of Captain regardless of assignment. If no full-time sworn employees are available, Captains, Lieutenants, and Reserve personnel may be assigned.
2. Personnel can be added or removed from the list:
  - At the employee's written request.
3. For purposes of assignment, all personnel shall be treated equally regardless of rank.
4. The assignment list shall run continuously from the date this procedure goes into effect.

#### 1. **Eligibility for assignment:**

Means that the officer is available to accept the movie detail. An officer is not eligible if:

1. The officer has a "be in court" subpoena for the day of the detail.
2. The officer has an "on-call" subpoena for the day of the detail, and was unable to arrange for coverage (movie detail) in the event they are called to court.

3. Working the detail would cause the officer to work an excess of 18 hours in any 24-hour period (This includes prior on duty time).
4. The officer is on a scheduled workday and taking time off would result in a staffing shortage pursuant to current staffing policy.
2. **Filming request:** All requests to conduct filming with South Pasadena shall be received and processed by the Film Liaison in accordance with the City's Film Policy.
3. **Notification:** The film coordinator shall notify the on-duty watch commander of the movie detail including all relevant information relating to the detail (i.e. location, size of film crew, complexity, safety issues, etc.).
4. **Assignments:** The on-duty watch commander shall:
  1. Make a determination in conjunction with the City's film coordinator as to the number of officer(s) and resources required.
  2. Make the appropriate notification and assignment of personnel following the procedure outlined in this order.
  3. All movie detail information shall be entered into the "Event tracker" module of the records management system.
  4. If available, and with the approval of the on-duty watch commander; officers may take a police vehicle to the movie detail.

5. **Selection of personnel:**

The selection of personnel for the detail shall be conducted in the following manner:

1. The on-duty watch commander shall consult the "Movie Detail Assignment List" to determine the next eligible officer(s). The watch commander shall then notify via Nixle alert system as soon as possible.
2. The on-duty watch commander shall contact each eligible officer according to contact information stored in the Department's movie binder. It is the individual officer's responsibility to ensure their most current contact information is being stored in Nixle alerts.
3. If the officer accepts the assignment, an appropriate notation shall be made on the list and updated.



4. If the officer declines the detail or fails to respond during the allotted time frame, the officer's name shall remain in place and eligible for the next assignment.
5. No swapping of details is allowed. In the event that an assigned officer is unable to fulfill his/her detail, he/ she shall immediately notify the on-duty watch commander who will then assign a replacement in accordance with the selection of personnel.
6. No bumping of officers is allowed. Once a detail is assigned, the assigned officer's assignment shall not be rescinded except for cause.
7. No officer shall work any movie detail in excess of 18 hours. No officer shall work any combination of regular assigned shift, court, or movie detail hours in excess of 18 total hours.
8. Watch Commander's shall note the names/times of officers that were called on movie permit copy that are kept in the "movie detail" binder.
9. Once a Nixle alert has been sent, officers time-line to accept a detail are as follows:

12 hours or less:	4 hours
13-24 hours:	6 hours
25-48 hours	12 hours
Over 48 hours	18 hours

## APPENDIX A

### Public Service Employees' Association Monthly Salary Schedule

	A	B	C	D	E
Account Clerk	\$ 3,421	\$ 3,592	\$ 3,771	\$ 3,960	\$ 4,158
Accountant	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Accounting Technician I	\$ 3,867	\$ 4,061	\$ 4,264	\$ 4,477	\$ 4,701
Accounting Technician II	\$ 4,294	\$ 4,509	\$ 4,734	\$ 4,971	\$ 5,219
Administrative Secretary	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Assistant Planner	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Associate Civil Engineer	\$ 6,092	\$ 6,397	\$ 6,717	\$ 7,052	\$ 7,405
Associate Planner	\$ 5,681	\$ 5,965	\$ 6,264	\$ 6,577	\$ 6,906
Building Maintenance Worker	\$ 4,374	\$ 4,593	\$ 4,822	\$ 5,063	\$ 5,317
Civil Engineering Assistant	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Community Improvement Coordinator	\$ 4,269	\$ 4,482	\$ 4,706	\$ 4,942	\$ 5,189
Community Services Coordinator	\$ 4,343	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279
Deputy City Clerk	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Electrician	\$ 4,575	\$ 4,804	\$ 5,044	\$ 5,296	\$ 5,561
Facilities Maintenance Supervisor	\$ 5,587	\$ 5,866	\$ 6,160	\$ 6,468	\$ 6,791
Film Liaison	\$ 4,343	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279
Grants Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Librarian	\$ 4,825	\$ 5,066	\$ 5,320	\$ 5,586	\$ 5,865
Library Associate	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Library Clerk I	\$ 2,883	\$ 3,028	\$ 3,179	\$ 3,338	\$ 3,505
Library Clerk II	\$ 3,286	\$ 3,450	\$ 3,623	\$ 3,804	\$ 3,994
Library Digital Services Manager	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Library Public Services Manager	\$ 5,987	\$ 6,286	\$ 6,600	\$ 6,930	\$ 7,277
Library Support Services Manager	\$ 5,987	\$ 6,286	\$ 6,600	\$ 6,930	\$ 7,277
Library Technical Assistant	\$ 3,964	\$ 4,162	\$ 4,370	\$ 4,588	\$ 4,818
Maintenance Worker I	\$ 3,336	\$ 3,503	\$ 3,678	\$ 3,862	\$ 4,055
Maintenance Worker II	\$ 3,622	\$ 3,803	\$ 3,994	\$ 4,193	\$ 4,403
Management Aide	\$ 3,959	\$ 4,157	\$ 4,365	\$ 4,583	\$ 4,812
Management Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Management Assistant	\$ 4,343	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279
Parks Supervisor	\$ 5,259	\$ 5,522	\$ 5,798	\$ 6,088	\$ 6,392
Program Specialist	\$ 3,959	\$ 4,157	\$ 4,365	\$ 4,583	\$ 4,812
Public Works Assistant	\$ 5,364	\$ 5,633	\$ 5,914	\$ 6,210	\$ 6,521
Public Works Inspector	\$ 5,027	\$ 5,278	\$ 5,542	\$ 5,819	\$ 6,110
Senior Electrician	\$ 4,666	\$ 4,899	\$ 5,144	\$ 5,401	\$ 5,672
Senior Maintenance Worker	\$ 4,313	\$ 4,529	\$ 4,755	\$ 4,992	\$ 5,242
Senior Management Analyst	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,236	\$ 7,597
Senior Planner	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Senior Water Production/Treatment Operator	\$ 4,471	\$ 4,694	\$ 4,929	\$ 5,175	\$ 5,434
Senior Water Utility Worker	\$ 4,321	\$ 4,537	\$ 4,764	\$ 5,002	\$ 5,252
Street Supervisor	\$ 5,232	\$ 5,493	\$ 5,768	\$ 6,057	\$ 6,360
Transportation Driver	\$ 3,175	\$ 3,333	\$ 3,500	\$ 3,675	\$ 3,859
Water Conservation Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Water Operations Supervisor	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Water Production/Treatment Operator	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Water Utility Worker I	\$ 3,516	\$ 3,691	\$ 3,876	\$ 4,070	\$ 4,274
Water Utility Worker II	\$ 3,895	\$ 4,090	\$ 4,294	\$ 4,509	\$ 4,734

Effective July 1, 2019 – If sales tax scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.

## APPENDIX B

### Public Service Employees' Association Monthly Salary Schedule

	A	B	C	D	E
Account Clerk	\$ 3,421	\$ 3,592	\$ 3,771	\$ 3,960	\$ 4,158
Accountant	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Accounting Technician I	\$ 3,867	\$ 4,061	\$ 4,264	\$ 4,477	\$ 4,701
Accounting Technician II	\$ 4,294	\$ 4,509	\$ 4,734	\$ 4,971	\$ 5,219
Administrative Secretary	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080
Assistant Planner	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Associate Civil Engineer	\$ 6,431	\$ 6,753	\$ 7,090	\$ 7,445	\$ 7,817
Associate Planner	\$ 5,714	\$ 6,000	\$ 6,300	\$ 6,615	\$ 6,945
Building Maintenance Worker	\$ 4,374	\$ 4,593	\$ 4,822	\$ 5,063	\$ 5,317
Civil Engineering Assistant	\$ 5,439	\$ 5,711	\$ 5,996	\$ 6,296	\$ 6,611
Community Improvement Coordinator	\$ 4,477	\$ 4,701	\$ 4,936	\$ 5,183	\$ 5,442
Community Services Coordinator	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Deputy City Clerk	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Electrician	\$ 4,829	\$ 5,070	\$ 5,324	\$ 5,590	\$ 5,870
Facilities Maintenance Supervisor	\$ 5,898	\$ 6,193	\$ 6,502	\$ 6,828	\$ 7,169
Film Liaison	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Grants Analyst	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258	\$ 6,571
Librarian	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,191
Library Associate	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Library Clerk I	\$ 2,995	\$ 3,145	\$ 3,302	\$ 3,467	\$ 3,640
Library Clerk II	\$ 3,469	\$ 3,643	\$ 3,825	\$ 4,016	\$ 4,217
Library Digital Services Manager	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Library Public Services Manager	\$ 6,320	\$ 6,636	\$ 6,968	\$ 7,316	\$ 7,682
Library Support Services Manager	\$ 6,320	\$ 6,636	\$ 6,968	\$ 7,316	\$ 7,682
Library Technical Assistant	\$ 4,149	\$ 4,356	\$ 4,574	\$ 4,803	\$ 5,043
Maintenance Worker I	\$ 3,509	\$ 3,685	\$ 3,869	\$ 4,062	\$ 4,265
Maintenance Worker II	\$ 3,822	\$ 4,013	\$ 4,213	\$ 4,424	\$ 4,646
Management Aide	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080
Management Analyst	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258	\$ 6,571
Management Assistant	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Parks Supervisor	\$ 5,551	\$ 5,828	\$ 6,120	\$ 6,426	\$ 6,747
Program Specialist	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080
Public Works Assistant	\$ 5,364	\$ 5,633	\$ 5,914	\$ 6,210	\$ 6,521
Public Works Inspector	\$ 5,306	\$ 5,571	\$ 5,850	\$ 6,142	\$ 6,449
Senior Electrician	\$ 5,167	\$ 5,425	\$ 5,696	\$ 5,981	\$ 6,281
Senior Maintenance Worker	\$ 4,554	\$ 4,782	\$ 5,021	\$ 5,272	\$ 5,535
Senior Management Analyst	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,236	\$ 7,597
Senior Planner	\$ 6,650	\$ 6,982	\$ 7,332	\$ 7,698	\$ 8,083
Senior Water Production/Treatment Operator	\$ 4,617	\$ 4,848	\$ 5,090	\$ 5,345	\$ 5,612
Senior Water Utility Worker	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279	\$ 5,543
Street Supervisor	\$ 5,611	\$ 5,891	\$ 6,186	\$ 6,495	\$ 6,714
Transportation Driver	\$ 3,175	\$ 3,333	\$ 3,500	\$ 3,675	\$ 3,859
Water Conservation Analyst	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258	\$ 6,571
Water Operations Supervisor	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Water Production/Treatment Operator	\$ 4,244	\$ 4,457	\$ 4,679	\$ 4,913	\$ 5,159
Water Utility Worker I	\$ 3,712	\$ 3,898	\$ 4,093	\$ 4,297	\$ 4,512
Water Utility Worker II	\$ 4,111	\$ 4,317	\$ 4,532	\$ 4,759	\$ 4,997

Effective January 1, 2020 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX C

### Public Service Employees' Association Monthly Salary Schedule

	A	B	C	D	E
Account Clerk	\$ 3,489	\$ 3,664	\$ 3,847	\$ 4,039	\$ 4,241
Accountant	\$ 5,256	\$ 5,519	\$ 5,795	\$ 6,085	\$ 6,389
Accounting Technician I	\$ 3,944	\$ 4,142	\$ 4,349	\$ 4,566	\$ 4,794
Accounting Technician II	\$ 4,380	\$ 4,599	\$ 4,829	\$ 5,070	\$ 5,324
Administrative Secretary	\$ 4,263	\$ 4,476	\$ 4,700	\$ 4,935	\$ 5,182
Assistant Planner	\$ 5,256	\$ 5,519	\$ 5,795	\$ 6,085	\$ 6,389
Associate Civil Engineer	\$ 6,560	\$ 6,888	\$ 7,232	\$ 7,594	\$ 7,973
Associate Planner	\$ 5,829	\$ 6,120	\$ 6,426	\$ 6,747	\$ 7,085
Building Maintenance Worker	\$ 4,461	\$ 4,685	\$ 4,919	\$ 5,165	\$ 5,423
Civil Engineering Assistant	\$ 5,548	\$ 5,825	\$ 6,116	\$ 6,422	\$ 6,743
Community Improvement Coordinator	\$ 4,567	\$ 4,795	\$ 5,035	\$ 5,287	\$ 5,551
Community Services Coordinator	\$ 4,677	\$ 4,910	\$ 5,156	\$ 5,414	\$ 5,684
Deputy City Clerk	\$ 5,256	\$ 5,519	\$ 5,795	\$ 6,085	\$ 6,389
Electrician	\$ 4,925	\$ 5,171	\$ 5,430	\$ 5,701	\$ 5,987
Facilities Maintenance Supervisor	\$ 6,016	\$ 6,317	\$ 6,633	\$ 6,964	\$ 7,312
Film Liaison	\$ 4,677	\$ 4,910	\$ 5,156	\$ 5,414	\$ 5,684
Grants Analyst	\$ 5,514	\$ 5,790	\$ 6,079	\$ 6,383	\$ 6,702
Librarian	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315
Library Associate	\$ 4,147	\$ 4,355	\$ 4,572	\$ 4,801	\$ 5,041
Library Clerk I	\$ 3,055	\$ 3,208	\$ 3,368	\$ 3,537	\$ 3,714
Library Clerk II	\$ 3,539	\$ 3,716	\$ 3,902	\$ 4,097	\$ 4,301
Library Digital Services Manager	\$ 5,256	\$ 5,519	\$ 5,795	\$ 6,085	\$ 6,389
Library Public Services Manager	\$ 6,446	\$ 6,769	\$ 7,107	\$ 7,463	\$ 7,836
Library Support Services Manager	\$ 6,446	\$ 6,769	\$ 7,107	\$ 7,463	\$ 7,836
Library Technical Assistant	\$ 4,232	\$ 4,443	\$ 4,666	\$ 4,899	\$ 5,144
Maintenance Worker I	\$ 3,579	\$ 3,758	\$ 3,946	\$ 4,144	\$ 4,351
Maintenance Worker II	\$ 3,898	\$ 4,093	\$ 4,298	\$ 4,512	\$ 4,738
Management Aide	\$ 4,263	\$ 4,476	\$ 4,700	\$ 4,935	\$ 5,182
Management Analyst	\$ 5,514	\$ 5,790	\$ 6,079	\$ 6,383	\$ 6,702
Management Assistant	\$ 4,677	\$ 4,910	\$ 5,156	\$ 5,414	\$ 5,684
Parks Supervisor	\$ 5,662	\$ 5,945	\$ 6,242	\$ 6,554	\$ 6,882
Program Specialist	\$ 4,263	\$ 4,476	\$ 4,700	\$ 4,935	\$ 5,182
Public Works Assistant	\$ 5,471	\$ 5,745	\$ 6,032	\$ 6,334	\$ 6,650
Public Works Inspector	\$ 5,412	\$ 5,682	\$ 5,967	\$ 6,265	\$ 6,578
Senior Electrician	\$ 5,270	\$ 5,534	\$ 5,810	\$ 6,101	\$ 6,406
Senior Maintenance Worker	\$ 4,645	\$ 4,878	\$ 5,122	\$ 5,378	\$ 5,646
Senior Management Analyst	\$ 6,375	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749
Senior Planner	\$ 6,783	\$ 7,122	\$ 7,478	\$ 7,852	\$ 8,245
Senior Water Production/Treatment Operator	\$ 4,709	\$ 4,945	\$ 5,192	\$ 5,452	\$ 5,724
Senior Water Utility Worker	\$ 4,651	\$ 4,884	\$ 5,128	\$ 5,385	\$ 5,654
Street Supervisor	\$ 5,723	\$ 6,009	\$ 6,309	\$ 6,625	\$ 6,956
Transportation Driver	\$ 3,239	\$ 3,400	\$ 3,570	\$ 3,749	\$ 3,936
Water Conservation Analyst	\$ 5,514	\$ 5,790	\$ 6,079	\$ 6,383	\$ 6,702
Water Operations Supervisor	\$ 6,483	\$ 6,807	\$ 7,148	\$ 7,505	\$ 7,880
Water Production/Treatment Operator	\$ 4,329	\$ 4,546	\$ 4,773	\$ 5,012	\$ 5,262
Water Utility Worker I	\$ 3,786	\$ 3,976	\$ 4,174	\$ 4,383	\$ 4,602
Water Utility Worker II	\$ 4,193	\$ 4,403	\$ 4,623	\$ 4,854	\$ 5,097

Effective July 1, 2020 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX D

### Public Service Employees' Association Monthly Salary Schedule

	A	B	C	D	E
Account Clerk	\$ 3,559	\$ 3,737	\$ 3,924	\$ 4,120	\$ 4,326
Accountant	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Accounting Technician I	\$ 4,023	\$ 4,224	\$ 4,436	\$ 4,657	\$ 4,890
Accounting Technician II	\$ 4,467	\$ 4,691	\$ 4,925	\$ 5,172	\$ 5,430
Administrative Secretary	\$ 4,348	\$ 4,566	\$ 4,794	\$ 5,034	\$ 5,285
Assistant Planner	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Associate Civil Engineer	\$ 6,691	\$ 7,025	\$ 7,377	\$ 7,746	\$ 8,133
Associate Planner	\$ 5,945	\$ 6,242	\$ 6,555	\$ 6,882	\$ 7,226
Building Maintenance Worker	\$ 4,551	\$ 4,778	\$ 5,017	\$ 5,268	\$ 5,531
Civil Engineering Assistant	\$ 5,659	\$ 5,942	\$ 6,239	\$ 6,551	\$ 6,878
Community Improvement Coordinator	\$ 4,658	\$ 4,891	\$ 5,135	\$ 5,392	\$ 5,662
Community Services Coordinator	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Deputy City Clerk	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Electrician	\$ 5,024	\$ 5,275	\$ 5,539	\$ 5,815	\$ 6,106
Facilities Maintenance Supervisor	\$ 6,136	\$ 6,443	\$ 6,765	\$ 7,103	\$ 7,459
Film Liaison	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Grants Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Librarian	\$ 5,299	\$ 5,564	\$ 5,842	\$ 6,134	\$ 6,441
Library Associate	\$ 4,230	\$ 4,442	\$ 4,664	\$ 4,897	\$ 5,142
Library Clerk I	\$ 3,116	\$ 3,272	\$ 3,436	\$ 3,607	\$ 3,788
Library Clerk II	\$ 3,610	\$ 3,790	\$ 3,980	\$ 4,179	\$ 4,387
Library Digital Services Manager	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Library Public Services Manager	\$ 6,575	\$ 6,904	\$ 7,249	\$ 7,612	\$ 7,992
Library Support Services Manager	\$ 6,575	\$ 6,904	\$ 7,249	\$ 7,612	\$ 7,992
Library Technical Assistant	\$ 4,317	\$ 4,532	\$ 4,759	\$ 4,997	\$ 5,247
Maintenance Worker I	\$ 3,651	\$ 3,834	\$ 4,025	\$ 4,227	\$ 4,438
Maintenance Worker II	\$ 3,976	\$ 4,175	\$ 4,384	\$ 4,603	\$ 4,833
Management Aide	\$ 4,348	\$ 4,565	\$ 4,793	\$ 5,033	\$ 5,285
Management Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Management Assistant	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Parks Supervisor	\$ 5,775	\$ 6,064	\$ 6,367	\$ 6,685	\$ 7,020
Program Specialist	\$ 4,348	\$ 4,566	\$ 4,794	\$ 5,034	\$ 5,285
Public Works Assistant	\$ 5,581	\$ 5,860	\$ 6,153	\$ 6,460	\$ 6,783
Public Works Inspector	\$ 5,520	\$ 5,796	\$ 6,086	\$ 6,390	\$ 6,710
Senior Electrician	\$ 5,375	\$ 5,644	\$ 5,926	\$ 6,223	\$ 6,534
Senior Maintenance Worker	\$ 4,738	\$ 4,975	\$ 5,224	\$ 5,485	\$ 5,759
Senior Management Analyst	\$ 6,503	\$ 6,828	\$ 7,169	\$ 7,527	\$ 7,904
Senior Planner	\$ 6,919	\$ 7,264	\$ 7,628	\$ 8,009	\$ 8,410
Senior Water Production/Treatment Operator	\$ 4,804	\$ 5,044	\$ 5,296	\$ 5,561	\$ 5,839
Senior Water Utility Worker	\$ 4,744	\$ 4,982	\$ 5,231	\$ 5,492	\$ 5,767
Street Supervisor	\$ 5,837	\$ 6,129	\$ 6,436	\$ 6,757	\$ 7,095
Transportation Driver	\$ 3,303	\$ 3,468	\$ 3,642	\$ 3,824	\$ 4,015
Water Conservation Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Water Operations Supervisor	\$ 6,613	\$ 6,943	\$ 7,291	\$ 7,655	\$ 8,038
Water Production/Treatment Operator	\$ 4,416	\$ 4,637	\$ 4,868	\$ 5,112	\$ 5,367
Water Utility Worker I	\$ 3,862	\$ 4,055	\$ 4,258	\$ 4,471	\$ 4,694
Water Utility Worker II	\$ 4,277	\$ 4,491	\$ 4,716	\$ 4,951	\$ 5,199

Effective July 1, 2021 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX A

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 44.69	\$ 46.92	\$ 49.27	\$ 51.73	\$ 54.32
Senior Management Analyst	\$ 37.16	\$ 39.02	\$ 40.97	\$ 43.02	\$ 45.17
Management Analyst	\$ 30.95	\$ 32.50	\$ 34.12	\$ 35.83	\$ 37.62
Community Services Coordinator	\$ 26.57	\$ 27.90	\$ 29.29	\$ 30.76	\$ 32.30
Management Assistant	\$ 26.09	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71
Reference Librarian	\$ 22.31	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.12
Librarian	\$ 22.31	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.12
Management Aide	\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89
Program Specialist	\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89
Film Liaison	\$ 21.06	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.60
Management Intern ( <i>Incumbent</i> )	\$ 20.22	\$ 21.23	\$ 22.29	\$ 23.41	\$ 24.58
Management Intern ( <i>hired after 11/5/14</i> )	\$ 20.22	\$ 21.23	\$ 22.29		
Fire Prevention Specialist	\$ 19.52	\$ 20.50	\$ 21.52	\$ 22.60	\$ 23.73
Recreation Camp Director	\$ 19.52	\$ 20.50	\$ 21.52	\$ 22.60	\$ 23.73
Maintenance Assistant	\$ 18.45	\$ 19.37	\$ 20.34	\$ 21.36	\$ 22.43
Lead Transportation Driver	\$ 18.45	\$ 19.37	\$ 20.34	\$ 21.36	\$ 22.43
Secretary	\$ 17.83	\$ 18.72	\$ 19.66	\$ 20.64	\$ 21.67
Transportation Driver	\$ 17.29	\$ 18.15	\$ 19.06	\$ 20.02	\$ 21.02
Recreation Leader	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31	\$ 17.13
Site Manager	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31	\$ 17.13
Typist Clerk II	\$ 13.67	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.62
Parking Control Aide	\$ 13.51	\$ 14.19	\$ 14.89	\$ 15.64	\$ 16.42
Intern ( <i>Incumbent</i> )	\$ 13.25	\$ 13.91	\$ 14.61	\$ 15.34	\$ 16.11
Intern ( <i>hired after 11/5/14</i> )	\$ 13.35	\$ 14.02	\$ 14.72		
Typist Clerk I	\$ 12.75	\$ 13.39	\$ 14.06	\$ 14.76	\$ 15.50
Police Cadet	\$ 12.37	\$ 12.99	\$ 13.64	\$ 14.32	\$ 15.04
Accounting Clerk	\$ 12.35	\$ 12.97	\$ 13.62	\$ 14.30	\$ 15.01
Library Aide II	\$ 12.21	\$ 12.82	\$ 13.46	\$ 14.13	\$ 14.84
Library Aide I	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
High School Intern ( <i>Incumbent</i> )	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
High School Intern ( <i>hired after 11/5/14</i> )	\$ 12.00	\$ 12.60	\$ 13.23		

Effective the first full pay period beginning after ratification (Effective July 22, 2019) – *If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.*

## APPENDIX B

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 45.69	\$ 47.97	\$ 50.37	\$ 52.89	\$ 55.54
Senior Management Analyst	\$ 38.16	\$ 40.07	\$ 42.07	\$ 44.17	\$ 46.38
Management Analyst	\$ 31.95	\$ 33.55	\$ 35.22	\$ 36.99	\$ 38.84
Community Services Coordinator	\$ 27.57	\$ 28.95	\$ 30.40	\$ 31.92	\$ 33.51
Management Assistant	\$ 27.09	\$ 28.44	\$ 29.87	\$ 31.36	\$ 32.93
Reference Librarian	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.98	\$ 28.33
Librarian	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.98	\$ 28.33
Management Aide	\$ 23.12	\$ 24.28	\$ 25.49	\$ 26.76	\$ 28.10
Program Specialist	\$ 23.12	\$ 24.28	\$ 25.49	\$ 26.76	\$ 28.10
Film Liaison	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.81
Management Intern ( <i>Incumbent</i> )	\$ 21.22	\$ 22.28	\$ 23.40	\$ 24.56	\$ 25.79
Management Intern ( <i>hired after 11/5/14</i> )	\$ 21.22	\$ 22.28	\$ 23.40		
Fire Prevention Specialist	\$ 20.52	\$ 21.55	\$ 22.62	\$ 23.75	\$ 24.94
Recreation Camp Director	\$ 20.52	\$ 21.55	\$ 22.62	\$ 23.75	\$ 24.94
Maintenance Assistant	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64
Lead Transportation Driver	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64
Secretary	\$ 18.83	\$ 19.77	\$ 20.76	\$ 21.80	\$ 22.89
Transportation Driver	\$ 18.29	\$ 19.20	\$ 20.16	\$ 21.17	\$ 22.23
Recreation Leader	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47	\$ 18.34
Site Manager	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47	\$ 18.34
Typist Clerk II	\$ 14.67	\$ 15.40	\$ 16.17	\$ 16.98	\$ 17.83
Parking Control Aide	\$ 14.51	\$ 15.24	\$ 16.00	\$ 16.80	\$ 17.64
Intern ( <i>Incumbent</i> )	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.61	\$ 17.44
Intern ( <i>hired after 11/5/14</i> )	\$ 14.35	\$ 15.07	\$ 15.82		
Typist Clerk I	\$ 13.75	\$ 14.44	\$ 15.16	\$ 15.92	\$ 16.71
Police Cadet	\$ 13.37	\$ 14.04	\$ 14.74	\$ 15.48	\$ 16.25
Accounting Clerk	\$ 13.35	\$ 14.02	\$ 14.72	\$ 15.45	\$ 16.23
Library Aide II	\$ 13.21	\$ 13.87	\$ 14.56	\$ 15.29	\$ 16.06
Library Aide I	\$ 13.00	\$ 13.65	\$ 14.33	\$ 15.05	\$ 15.80
High School Intern ( <i>Incumbent</i> )	\$ 13.00	\$ 13.65	\$ 14.33	\$ 15.05	\$ 15.80
High School Intern ( <i>hired after 11/5/14</i> )	\$ 13.00	\$ 13.65	\$ 14.33		

Effective December 23, 2019 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX C

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.05	\$ 56.75
Senior Management Analyst	\$ 39.16	\$ 41.12	\$ 43.17	\$ 45.33	\$ 47.60
Management Analyst	\$ 32.95	\$ 34.60	\$ 36.33	\$ 38.14	\$ 40.05
Community Services Coordinator	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73
Management Assistant	\$ 28.09	\$ 29.49	\$ 30.97	\$ 32.52	\$ 34.14
Reference Librarian	\$ 24.31	\$ 25.53	\$ 26.80	\$ 28.14	\$ 29.55
Librarian	\$ 24.31	\$ 25.53	\$ 26.80	\$ 28.14	\$ 29.55
Management Aide	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92	\$ 29.32
Program Specialist	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92	\$ 29.32
Film Liaison	\$ 23.06	\$ 24.21	\$ 25.42	\$ 26.69	\$ 28.03
Management Intern ( <i>Incumbent</i> )	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72	\$ 27.01
Management Intern ( <i>hired after 11/5/14</i> )	\$ 22.22	\$ 23.33	\$ 24.50		
Fire Prevention Specialist	\$ 21.52	\$ 22.60	\$ 23.73	\$ 24.91	\$ 26.16
Recreation Camp Director	\$ 21.52	\$ 22.60	\$ 23.73	\$ 24.91	\$ 26.16
Maintenance Assistant	\$ 20.45	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86
Lead Transportation Driver	\$ 20.45	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86
Secretary	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.96	\$ 24.10
Transportation Driver	\$ 19.29	\$ 20.25	\$ 21.27	\$ 22.33	\$ 23.45
Recreation Leader	\$ 16.09	\$ 16.89	\$ 17.74	\$ 18.63	\$ 19.56
Site Manager	\$ 16.09	\$ 16.89	\$ 17.74	\$ 18.63	\$ 19.56
Typist Clerk II	\$ 15.67	\$ 16.45	\$ 17.28	\$ 18.14	\$ 19.05
Parking Control Aide	\$ 15.51	\$ 16.29	\$ 17.10	\$ 17.95	\$ 18.85
Intern ( <i>Incumbent</i> )	\$ 15.35	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66
Intern ( <i>hired after 11/5/14</i> )	\$ 15.35	\$ 16.12	\$ 16.92		
Typist Clerk I	\$ 14.75	\$ 15.49	\$ 16.26	\$ 17.07	\$ 17.93
Police Cadet	\$ 14.37	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47
Accounting Clerk	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.61	\$ 17.44
Library Aide II	\$ 14.21	\$ 14.92	\$ 15.67	\$ 16.45	\$ 17.27
Library Aide I	\$ 14.00	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02
High School Intern ( <i>Incumbent</i> )	\$ 14.00	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02
High School Intern ( <i>hired after 11/5/14</i> )	\$ 14.00	\$ 14.70	\$ 15.44		

Effective December 21, 2020 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*



## APPENDIX D

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 47.69	\$ 50.07	\$ 52.58	\$ 55.21	\$ 57.97
Senior Management Analyst	\$ 40.16	\$ 42.17	\$ 44.28	\$ 46.49	\$ 48.81
Management Analyst	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30	\$ 41.27
Community Services Coordinator	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73
Management Assistant	\$ 29.09	\$ 30.54	\$ 32.07	\$ 33.68	\$ 35.36
Reference Librarian	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76
Librarian	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76
Management Aide	\$ 25.12	\$ 26.38	\$ 27.69	\$ 29.08	\$ 30.53
Program Specialist	\$ 25.12	\$ 26.38	\$ 27.69	\$ 29.08	\$ 30.53
Film Liaison	\$ 24.06	\$ 25.26	\$ 26.53	\$ 27.85	\$ 29.25
Management Intern ( <i>Incumbent</i> )	\$ 23.22	\$ 24.38	\$ 25.60	\$ 26.88	\$ 28.22
Management Intern ( <i>hired after 11/5/14</i> )	\$ 23.22	\$ 24.38	\$ 25.60		
Fire Prevention Specialist	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.37
Recreation Camp Director	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.37
Maintenance Assistant	\$ 21.45	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07
Lead Transportation Driver	\$ 21.45	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07
Secretary	\$ 20.83	\$ 21.87	\$ 22.97	\$ 24.11	\$ 25.32
Transportation Driver	\$ 20.29	\$ 21.30	\$ 22.37	\$ 23.49	\$ 24.66
Recreation Leader	\$ 17.09	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77
Site Manager	\$ 17.09	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77
Typist Clerk II	\$ 16.67	\$ 17.50	\$ 18.38	\$ 19.30	\$ 20.26
Parking Control Aide	\$ 16.51	\$ 17.34	\$ 18.20	\$ 19.11	\$ 20.07
Intern ( <i>Incumbent</i> )	\$ 16.35	\$ 17.17	\$ 18.03	\$ 18.93	\$ 19.87
Intern ( <i>hired after 11/5/14</i> )	\$ 16.35	\$ 17.17	\$ 18.03		
Typist Clerk I	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14
Police Cadet	\$ 15.37	\$ 16.14	\$ 16.95	\$ 17.79	\$ 18.68
Accounting Clerk	\$ 15.35	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66
Library Aide II	\$ 15.21	\$ 15.97	\$ 16.77	\$ 17.61	\$ 18.49
Library Aide I	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
High School Intern ( <i>Incumbent</i> )	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
High School Intern ( <i>hired after 11/5/14</i> )	\$ 15.00	\$ 15.75	\$ 16.54		

Effective December 20, 2021 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

**EXHIBIT B**

**MANAGEMENT MONTHLY SALARY SCHEDULE**

	A	B	C	D	E	F	G
Accounting Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Assistant City Manager	\$10,531	\$11,057	\$11,610	\$12,190	\$12,800	\$13,440	\$14,112
Assistant Library Director	\$7,075	\$7,429	\$7,800	\$8,190	\$8,600	\$9,029	\$9,481
Assistant to the City Manager	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Chief City Clerk	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Community Services Director	\$8,894	\$9,338	\$9,805	\$10,295	\$10,810	\$11,351	\$11,918
Community Services Supervisor	\$4,652	\$4,885	\$5,129	\$5,385	\$5,654	\$5,937	\$6,234
Deputy Director of Public Works – Engineering & Operations	\$7,911	\$8,307	\$8,722	\$9,158	\$9,616	\$10,097	\$10,602
Deputy Director of Public Works – Water Utility & Sustainability	\$7,911	\$8,307	\$8,722	\$9,158	\$9,616	\$10,097	\$10,602
Deputy Fire Chief	\$9,391	\$9,861	\$10,354	\$10,871	\$11,415	\$11,986	\$12,585
Deputy Police Chief	\$9,391	\$9,861	\$10,354	\$10,871	\$11,415	\$11,986	\$12,585
Director of Library, Arts & Culture	\$7,919	\$8,314	\$8,730	\$9,167	\$9,625	\$10,106	\$10,612
Executive Assistant	\$5,319	\$5,585	\$5,865	\$6,158	\$6,466	\$6,789	\$7,128
Finance Director	\$9,788	\$10,278	\$10,791	\$11,331	\$11,898	\$12,492	\$13,117
Finance Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Fire Chief	\$10,669	\$11,202	\$11,762	\$12,350	\$12,968	\$13,616	\$14,297
Fire Division Chief *	\$8,470	\$8,893	\$9,338	\$9,805	\$10,295	\$10,810	\$11,350
Human Resources Manager	\$7,858	\$8,251	\$8,664	\$9,097	\$9,552	\$10,030	\$10,531
Planning & Community Development Director	\$9,844	\$10,336	\$10,853	\$11,396	\$11,966	\$12,564	\$13,192
Police Chief	\$11,563	\$12,142	\$12,749	\$13,386	\$14,055	\$14,758	\$15,496
Police Lieutenant**	\$7,826	\$8,217	\$8,628	\$9,059	\$9,512	\$9,988	\$10,487
Principal Management Analyst	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Public Works Director	\$9,788	\$10,277	\$10,791	\$11,331	\$11,897	\$12,492	\$13,117
Public Works Operations Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Water Operations Manager	\$7,090	\$7,444	\$7,816	\$8,207	\$8,618	\$9,049	\$9,501
*Special arrangement for additional hours for Fire Division Chief	\$48.87/hr	\$51.31/hr	\$53.88/hr	\$56.57/hr	\$59.40/hr	\$62.37/hr	\$65.49/hr
**Special arrangement for additional hours for Police Lieutenant	\$42.03/hr	44.13/hr	\$46.34/hr	\$48.66/hr	\$51.09/hr	\$53.64/hr	\$56.32/hr

*Effective July 1, 2019 – If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in this schedule (that is effective July 1, 2019) shall remain in effect*

## MANAGEMENT MONTHLY SALARY SCHEDULE

	A	B	C	D	E	F	G
Accounting Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Assistant City Manager	\$11,116	\$11,671	\$12,255	\$12,868	\$13,511	\$14,187	\$14,896
Assistant Library Director	\$7,075	\$7,429	\$7,800	\$8,190	\$8,600	\$9,029	\$9,481
Assistant to the City Manager	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Chief City Clerk	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Community Services Director	\$9,082	\$9,536	\$10,013	\$10,514	\$11,039	\$11,591	\$12,171
Community Services Supervisor	\$4,911	\$5,156	\$5,414	\$5,685	\$5,969	\$6,268	\$6,581
Deputy Director of Public Works – Engineering & Operations	\$8,121	\$8,527	\$8,953	\$9,401	\$9,871	\$10,365	\$10,883
Deputy Director of Public Works – Water Utility & Sustainability	\$8,121	\$8,527	\$8,953	\$9,401	\$9,871	\$10,365	\$10,883
Deputy Fire Chief	\$9,816	\$10,307	\$10,823	\$11,364	\$11,932	\$12,529	\$13,155
Deputy Police Chief	\$9,816	\$10,307	\$10,823	\$11,364	\$11,932	\$12,529	\$13,155
Director of Library, Arts & Culture	\$8,287	\$8,702	\$9,137	\$9,594	\$10,073	\$10,577	\$11,106
Executive Assistant	\$5,319	\$5,585	\$5,865	\$6,158	\$6,466	\$6,789	\$7,128
Finance Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Finance Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Fire Chief	\$11,248	\$11,810	\$12,401	\$13,021	\$13,672	\$14,355	\$15,073
Fire Division Chief *	\$8,940	\$9,387	\$9,856	\$10,349	\$10,866	\$11,410	\$11,980
Human Resources Manager	\$8,295	\$8,710	\$9,145	\$9,602	\$10,083	\$10,587	\$11,116
Planning & Community Development Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Police Chief	\$12,206	\$12,816	\$13,457	\$14,130	\$14,836	\$15,578	\$16,357
Police Lieutenant**	\$8,181	\$8,590	\$9,019	\$9,470	\$9,944	\$10,441	\$10,963
Principal Management Analyst	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Public Works Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Public Works Operations Manager	\$6,972	\$7,320	\$7,687	\$8,071	\$8,474	\$8,898	\$9,343
Water Operations Manager	\$7,484	\$7,858	\$8,251	\$8,663	\$9,097	\$9,551	\$10,029
*Special arrangement for additional hours for Fire Division Chief	\$51.58/hr	\$54.16/hr	\$56.87/hr	\$59.71/hr	\$62.70/hr	\$65.84/hr	\$69.13/hr
**Special arrangement for additional hours for Police Lieutenant	\$47.20/hr	\$49.56/hr	\$52.04/hr	\$54.64/hr	\$57.37/hr	\$60.24/hr	\$63.25/hr

Effective January 1, 2020 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## MANAGEMENT MONTHLY SALARY SCHEDULE

	A	B	C	D	E	F	G
Accounting Manager	\$6,744	\$7,081	\$7,436	\$7,807	\$8,198	\$8,608	\$9,038
Assistant City Manager	\$11,338	\$11,905	\$12,500	\$13,125	\$13,781	\$14,470	\$15,194
Assistant Library Director	\$7,217	\$7,577	\$7,956	\$8,354	\$8,772	\$9,210	\$9,671
Assistant to the City Manager	\$7,807	\$8,197	\$8,607	\$9,038	\$9,490	\$9,964	\$10,462
Chief City Clerk	\$7,807	\$8,197	\$8,607	\$9,038	\$9,490	\$9,964	\$10,462
Community Services Director	\$9,264	\$9,727	\$10,213	\$10,724	\$11,260	\$11,823	\$12,414
Community Services Supervisor	\$5,009	\$5,260	\$5,522	\$5,799	\$6,089	\$6,393	\$6,713
Deputy Director of Public Works – Engineering & Operations	\$8,283	\$8,698	\$9,133	\$9,589	\$10,069	\$10,572	\$11,101
Deputy Director of Public Works – Water Utility & Sustainability	\$8,283	\$8,698	\$9,133	\$9,589	\$10,069	\$10,572	\$11,101
Deputy Fire Chief	\$10,013	\$10,513	\$11,039	\$11,591	\$12,171	\$12,779	\$13,418
Deputy Police Chief	\$10,013	\$10,513	\$11,039	\$11,591	\$12,171	\$12,779	\$13,418
Director of Library, Arts & Culture	\$8,453	\$8,876	\$9,320	\$9,786	\$10,275	\$10,789	\$11,328
Executive Assistant	\$5,425	\$5,697	\$5,982	\$6,281	\$6,595	\$6,924	\$7,271
Finance Director	\$10,451	\$10,974	\$11,522	\$12,099	\$12,704	\$13,339	\$14,006
Finance Manager	\$6,744	\$7,081	\$7,436	\$7,807	\$8,198	\$8,608	\$9,038
Fire Chief	\$11,487	\$12,061	\$12,665	\$13,298	\$13,963	\$14,661	\$15,394
Fire Division Chief *	\$9,118	\$9,574	\$10,053	\$10,556	\$11,084	\$11,638	\$12,220
Human Resources Manager	\$8,461	\$8,884	\$9,328	\$9,794	\$10,284	\$10,798	\$11,338
Planning & Community Development Director	\$10,451	\$10,974	\$11,522	\$12,099	\$12,704	\$13,339	\$14,006
Police Chief	\$12,450	\$13,072	\$13,726	\$14,412	\$15,133	\$15,890	\$16,684
Police Lieutenant	\$8,345	\$8,762	\$9,200	\$9,660	\$10,143	\$10,650	\$11,183
Principal Management Analyst	\$7,807	\$8,197	\$8,607	\$9,038	\$9,490	\$9,964	\$10,462
Public Works Director	\$10,451	\$10,974	\$11,522	\$12,099	\$12,704	\$13,339	\$14,006
Public Works Operations Manager	\$7,111	\$7,467	\$7,840	\$8,232	\$8,644	\$9,076	\$9,530
Water Operations Manager	\$7,633	\$8,015	\$8,416	\$8,837	\$9,279	\$9,742	\$10,230
*Special arrangement for additional hours for Fire Division Chief	\$52.61/hr	\$55.24/hr	\$58.00/hr	\$60.90/hr	\$63.95/hr	\$67.15/hr	\$70.51/hr
**Special arrangement for additional hours for Police Lieutenant	\$48.14/hr	\$49.56/hr	\$52.04/hr	\$54.64/hr	\$57.37/hr	\$60.24/hr	\$63.25/hr

Effective July 1, 2020 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## MANAGEMENT MONTHLY SALARY SCHEDULE

	A	B	C	D	E	F	G
Accounting Manager	\$6,879	\$7,223	\$7,584	\$7,963	\$8,361	\$8,779	\$9,218
Assistant City Manager	\$11,565	\$12,143	\$12,750	\$13,388	\$14,057	\$14,760	\$15,498
Assistant Library Director	\$7,361	\$7,729	\$8,115	\$8,521	\$8,947	\$9,394	\$9,864
Assistant to the City Manager	\$7,963	\$8,361	\$8,779	\$9,218	\$9,679	\$10,163	\$10,671
Chief City Clerk	\$7,963	\$8,361	\$8,779	\$9,218	\$9,679	\$10,163	\$10,671
Community Services Director	\$9,449	\$9,922	\$10,418	\$10,939	\$11,485	\$12,060	\$12,663
Community Services Supervisor	\$5,109	\$5,365	\$5,633	\$5,915	\$6,210	\$6,521	\$6,847
Deputy Director of Public Works – Engineering & Operations	\$8,449	\$8,872	\$9,315	\$9,781	\$10,270	\$10,783	\$11,323
Deputy Director of Public Works – Water Utility & Sustainability	\$8,449	\$8,872	\$9,315	\$9,781	\$10,270	\$10,783	\$11,323
Deputy Fire Chief	\$10,213	\$10,724	\$11,260	\$11,823	\$12,414	\$13,035	\$13,686
Deputy Police Chief	\$10,213	\$10,724	\$11,260	\$11,823	\$12,414	\$13,035	\$13,686
Director of Library, Arts & Culture	\$8,622	\$9,053	\$9,506	\$9,981	\$10,480	\$11,004	\$11,555
Executive Assistant	\$5,534	\$5,811	\$6,101	\$6,406	\$6,727	\$7,063	\$7,416
Finance Director	\$10,660	\$11,193	\$11,753	\$12,341	\$12,958	\$13,605	\$14,286
Finance Manager	\$6,879	\$7,223	\$7,584	\$7,963	\$8,361	\$8,779	\$9,218
Fire Chief	\$11,717	\$12,303	\$12,918	\$13,564	\$14,242	\$14,954	\$15,702
Fire Division Chief *	\$9,301	\$9,766	\$10,254	\$10,767	\$11,305	\$11,870	\$12,464
Human Resources Manager	\$8,630	\$9,062	\$9,515	\$9,990	\$10,490	\$11,014	\$11,565
Planning & Community Development Director	\$10,660	\$11,193	\$11,753	\$12,341	\$12,958	\$13,605	\$14,286
Police Chief	\$12,699	\$13,334	\$14,001	\$14,701	\$15,436	\$16,207	\$17,018
Police Lieutenant	\$8,512	\$8,937	\$9,384	\$9,854	\$10,346	\$10,864	\$11,407
Principal Management Analyst	\$7,963	\$8,361	\$8,779	\$9,218	\$9,679	\$10,163	\$10,671
Public Works Director	\$10,660	\$11,193	\$11,753	\$12,341	\$12,958	\$13,605	\$14,286
Public Works Operations Manager	\$7,254	\$7,616	\$7,997	\$8,397	\$8,817	\$9,258	\$9,720
Water Operations Manager	\$7,786	\$8,175	\$8,584	\$9,013	\$9,464	\$9,937	\$10,434
*Special arrangement for additional hours for Fire Division Chief	\$53.66/hr	\$56.34/hr	\$59.16/hr	\$62.12/hr	\$65.23/hr	\$68.49/hr	\$71.91/hr
**Special arrangement for additional hours for Police Lieutenant	\$49.11/hr	\$51.57/hr	\$54.14/hr	\$56.85/hr	\$59.69/hr	\$62.68/hr	\$65.81/hr

Effective July 1, 2021 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*



**City of South Pasadena  
Management Services**

# Memo

**Date:** July 17, 2019

**To:** The Honorable City Council

**Via:** Stephanie DeWolfe, City Manager

**From:** Lucy Demirjian, Assistant to the City Manager

**Re:** July 17, 2019 City Council Meeting Item No. 26 Additional Document –  
Adoption of the Resolutions Authorizing Signatories on City Banking  
Accounts and Related Banking Documents

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Attached is an additional document which provides an updated Resolution No. 7602, correcting Dr. Marina Khubesrian as the Mayor.

**RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
SUPERSEDING RESOLUTION NO. 7602, AUTHORIZING  
SIGNATURES ON CITY BANK ACCOUNTS**

**WHEREAS**, the City Council or its designee has the authority to manage the City of South Pasadena's (City) bank accounts.

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

**SECTION 1.** To authorize Marina Khubesrian, M.D., Mayor, effective December 19, 2018, as a signatory on all City of South Pasadena bank accounts and related documentation.

**SECTION 2.** The use of the facsimile signature of Mayor Kubesrian is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

**SECTION 3.** To authorize Gary E. Pia, City Treasurer, effective December 21, 2011, as a signatory on all City bank accounts and related documentation.

**SECTION 4.** The use of the facsimile signature of Gary E. Pia, City Treasurer, is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

**SECTION 5.** To authorize City Manager Stephanie DeWolfe, Human Resources Manager Mariam Lee Ko, Principal Management Analyst Karen Aceves, Assistant to the City Manager Lucy Demirjian, Accounting Manager Armine Trashian, and Finance Manager Albert Trinh as signatories on all City of South Pasadena bank accounts and related documentation.

**SECTION 6.** This resolution shall become effective immediately upon its adoption.

**SECTION 7.** 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 17<sup>th</sup> day of July, 2019.

\_\_\_\_\_  
Marina Khubesian, 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 17<sup>th</sup> day of July, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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



# CAPITAL IMPROVEMENT PLAN YEAR END UPDATE

JULY 17, 2019

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City of South Pasadena

## CIP OVERVIEW

- Adopted June 6, 2018
- Five Year
- Living Document
- Budgeting Tool
- Requires Council Approval
- 49 Projects over \$100M

## 2018-19 FY CIP OVERVIEW

- 20 Projects that began in 2018-19 FY including previous carry over projects
- 6 New Projects added in 2018-19 FY
- 1 Early Launch Project (110 Interchange)
- TOTAL = 27 Projects

## FUNDING ALLOCATIONS

Category	2018-19 FY CIP Original Funding	2018-19 FY CIP Amended Funding
Municipal Buildings and Facilities	\$500,000 <sup>1</sup>	\$1,039,257
Streets and Streetscapes	\$3,348,000	\$3,348,000
Street and Traffic Lighting	-	-
Sewer and Water	\$10,204,142	\$10,204,142
Technology Projects	\$314,000	\$314,000
Storm water	-	-
Water Conservation	-	\$65,000
<b>TOTAL</b>	<b>\$14,366,142</b>	<b>\$14,873,819</b>

1) Includes only Funded Projects (War Memorial and EOC Projects). Unfunded projects have been pushed out into future years of the CIP until funding becomes available.

## STATUS UPDATE

Project Status Update	Number of CIP Projects
Completed	9
Under Construction	5
Pending Authorization	6
Contract Award	1
Under Design	1
Developing Specifications	3
Consultant Selection	1
Obtaining Bids	0
Not Started	1
<b>Total</b>	<b>27</b>

## Accomplishments

- BTA Mission Street Bicycle Striping Improvement Project
- Emergency Operations Center
- War Memorial Drainage Mitigation
- 2018-19 FY Citywide Sidewalk Repairs
- Garfield Reservoir
- Wilson Wellhead Treatment
- City Hall Recabling
- 2018-19 FY Workstation Computer Replacements
- San Pasqual Stables Historical House - HVAC

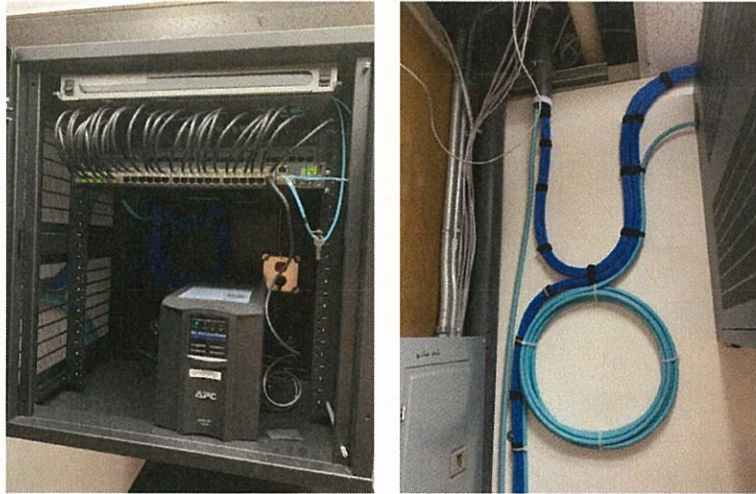
## 2018-19 FY CITYWIDE SIDEWALK REPAIRS



## WILSON WELLHEAD TREATMENT



## CITY HALL RECABLING



## UNDER CONSTRUCTION: STREET IMPROVEMENT PROJECTS



## UNDER CONSTRUCTION: GRAVES RESERVOIR



QUESTIONS?

## South Pasadena Police Department Homeless Outreach Program

# “HOPE”



## Introduction

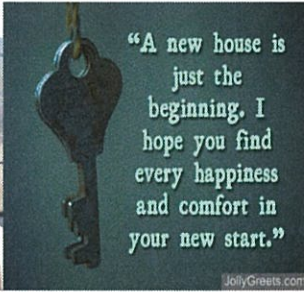
### Statistics

- ✓ According to LAHSA there are 22 people in the City experiencing homelessness
- ✓ 90% are male
- ✓ 10% are female
- ✓ 10% of department calls for service are regarding homeless individuals





## Recent Success Stories



LASD MET (Mental Evaluation Te...  
@LASDMET

"Leave No Vet Behind" After a 24 hour search a popular homeless retired vet with MH and medical issues was found. VET was found to have full VA benefits. Thanks to @southpaspd @LACountyWDACS @DeptVetAffairs for your help. Another success story b/c #LASDCares



SOUTH PASADENA WOMAN'S CLUB  
**Annual Scholarship Fundraiser**



*The Woman's Club of South Pasadena  
proudly presents*

Our Fall Fashion Show  
**The Amazing World  
of Women**

**Saturday, September 28, 2019**

10:00am - 2:00pm

**Historic South Pasadena Clubhouse**

1424 Fremont Ave.  
South Pasadena, 91030

WOMAN'S CLUB OF SOUTH PASADENA WILL SPOTLIGHT  
2019 SHINING STAR AWARD RECIPIENT ELLEN DAIGLE

**Philanthropic Event Ticket \$45 per person**

Dress is Casual RSVP by September 23, 2019

For more information, contact Sherry (626) 437-6251

Online Tickets at

<https://www.eventbrite.com/e/the-amazing-world-of-women-tickets-64262608191>

or for Reservations text or call Margie (626) 720-6503

**There are a limited number of tickets available**



## Additional Documents Distributed for the Regular City Council Meeting July 17, 2019

Item No.	Agenda Item Description	Distributor	Document
PC	Public Comments	Sherry Plotkin	Save the Date Flyer for Fall Fashion Show
2	Presentations: Alejandro Chavez	Alejandro Chavez	PowerPoint, Photos
3	Presentations: State of the District and Local Water Supply Update – Upper San Gabriel Valley Municipal Water District	Upper San Gabriel Valley Municipal Water District General Manager Tom Love and Director Charles Trevino	PowerPoint
4	South Pasadena Preservation Foundation – Annual Report of Historical Covenants for Caltrans Surplus Properties in June 2019	Mark Gallatin	PowerPoint
7	Councilmember Communications	Councilmember Cacciotti	PowerPoint, Photos
7	Councilmember Communications	Mayor Marina Khubesrian, M.D.	PowerPoint, Photos
15	Contract Amendment – Willdan Engineering	Kristine Courdy, Deputy Public Works Director	Staff Memo
22	Adoption of Resolution Vacating Utility Easement on Magnolia St.	David Bergman, Interim Planning & Building Director	Staff Memo
24	Approval of Resolutions: MOUs	Mariam L. Ko	Staff Memo
26	Adoption of Resolutions Authorizing Signatories on City Banking Accounts	Lucy Demirjian, Principal Management Analyst	Staff Memo

31	Receive and File the End of Fiscal Year 2018-19 Capital Improvement Plan Project Updates	Kristine Courdy, Deputy Public Works Director	PowerPoint
32	Receive and File a Report on the City's Efforts to Address Homelessness	Joe Ortiz, Police Chief and Shannon Robledo	PowerPoint



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