



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

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

October 2, 2019, at 7:30 p.m.

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

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

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

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

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

PRESENTATIONS

- 2. Certificate of Recognition – Elsa Durrett**
- 3. Proclamation – Walk or Bike to School Day**
- 4. Merchant Minute**
- 5. City of South Pasadena Promotional Video**
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PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

COMMUNICATIONS

6. Councilmembers Communications

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

7. City Manager Communications

8. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

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

CONSENT CALENDAR

9. Minutes of the City Council Meeting on July 17,2019

10. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 308451 – 308534 in the amount \$263,488.88; General City Warrants Nos. 308535 – 308602 in the amount of \$1,016,088.97; Payroll dated September 20, 2019 in the amount of \$897,451.28.

11. Second Reading and Adoption of an Ordinance Amending Chapter 2 (“Administration”), Article II (“Officers and Employees Generally”) by Adding a New Section (“Code of Ethics and Conduct”) and Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials

Recommendation

1. Read by title only for second reading, waive further reading, and adopt an ordinance amending Chapter 2 (“Administration”), Article II (“Officers and Employees Generally”) by adding a new section (“Code of Ethics and Conduct”);
2. Adopt a resolution establishing a Code of Ethics and Conduct policy for all elected and appointed officials, including members of advisory boards, commissions and committees, to address responsibility, fairness, respect and integrity.

12. Authorize the First Amendment to the Professional Services Agreement with Wildan Engineering Incorporated for Code Enforcement Services for a Total Not-To-Exceed Amount of \$83,780

Recommendation

Authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with Wildan Engineering Incorporated to extend the term of the PSA by 12 months for a total not-to-exceed amount of \$83,780 to continue providing the City with code enforcement services.

13. Authorize the First Amendment to the Professional Services Agreement with Interwest Incorporated for Assistant Planner Staffing Services for a Total Not-To-Exceed Amount of \$58,100

Recommendation

Authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with Interwest Incorporated to extend the term of the PSA by three months for a total not-to-exceed amount of \$58,100 to continue providing the City with assistant planner staffing services.

PUBLIC HEARING ITEMS

14. Appeal of the Planning Commission Decision (Project No. 2221-Appeal) to Approve a New Triplex Development at 817 Orange Grove Place (APN: 5315-018-064)

Recommendation

1. Conduct a public hearing; and
2. Staff recommends that the City Council deny the Appeal (Project No. 2221-Appeal) to uphold the Planning Commission approval of a new triplex development located at 817 Orange Grove Place, subject to the Conditions of Approval with additional conditions from Public Works.

ACTION/DISCUSSION

15. Authorize the South Pasadena Housing Authority to Enter Into a Memorandum of Understanding with Heritage Housing Partners, New Prospect Housing, LLC, and New Economics for Women to Purchase the Remaining State Route 710 Phase I Surplus Properties for Affordable Housing Purposes

Recommendation

Authorize the South Pasadena Housing Authority to enter into a Memorandum of Understanding with Heritage Housing Partners, New Prospect Housing, LLC, and New Economics for Women to purchase the remaining State Route 710 (SR-710) Phase I surplus properties for affordable housing purposes.

REPORTS

16. HDL Sales Tax Presentation (no staff report)

17. Southern California Edison Liability Report (no staff report)

ADJOURNMENT

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

October 16, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 6, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 20, 2019	Regular City Council Meeting	Cancelled	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

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

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS



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

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

9/26/19

/S/

Date

Maria E. Ayala
Chief City Clerk



Wednesday, July 17, 2019
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Khubesrian on Wednesday, July 17, 2019, at 7:32 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

Absent: None

City Staff

Present: City Manager DeWolfe; City Attorney Highsmith; and Interim Deputy City Clerk Ferrel were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Joe introduced Girl Scout Troop 7211 who led the Pledge of Allegiance.

1. CLOSED SESSION ANNOUNCEMENTS

A. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL—Anticipated Litigation (Gov.t Code § 54956.9(d)(2)
Number of Potential Cases: 2

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

PRESENTATIONS

2. Arts Invocation Jimmy O’Balles and Alejandro Chavez

Mayor Khubesian announced that artist Jimmy O’Balles was not able to attend and introduced artist Alejandro Chavez to present this meeting’s Arts Invocation. Mr. Chavez shared a PowerPoint presentation with various photos of his artwork.

3. State of the District and Local Water Supply Update - Upper San Gabriel Valley Municipal Water District General Manager Tom Love and Director Charles Trevino

Upper San Gabriel Valley Municipal Water District Director Charles Trevino who represents South Pasadena and General Manager Tom Love provided an update regarding the region’s water resources.

The following item was moved up on the agenda.

5. Presentation by South Pasadena Little League Challenger Division

Challenger Division Coordinator Scott Parker provided background information about the South Pasadena Little League Challenger Division.

Players Sara Kung and Chance Afschar, and Challenger Division Coordinators Scott Parker and Lorne Platt presented plaques to South Pasadena Police Department, and Fire Department staff.

4. South Pasadena Preservation Foundation – Annual Report of Historical Covenants for Caltrans Surplus Properties in June 2019

South Pasadena Preservation Foundation President Mark Gallatin provided a PowerPoint presentation and update regarding the City’s preservation covenants.

COMMISSION APPOINTMENTS

6. Commission Appointments

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

Recommendations

1. Appoint the following individuals to full school year terms as non-voting youth members: Amber X. Chen as the student delegate to the Natural Resources and Environmental Commission (commencing on September 2, 2019 ending June 30, 2020); and Max Jimenez

as the alternate student delegate to the Natural Resources and Environmental Commission (commencing on September 2, 2019 ending June 30, 2020).

2. Appoint the following individuals to partial terms: Kris Kuramitsu to the Public Art Commission (term ending December 31, 2020); Eavie Porter to the Animal Commission (term ending December 31, 2021)

PUBLIC COMMENTS

JoAnn Snyder, representative from Woman's Club of South Pasadena, distributed a flyer inviting Councilmembers to their upcoming event.

Christopher Sutton, Attorney for the United Caltrans Tenants and the Caltrans Tenants of the 710 corridor, spoke about historic preservation, Caltrans, and national environmental policy.

John Srebalus, South Pasadena Resident, discussed minimum wage, affordable housing, and homelessness.

COMMUNICATIONS

7. Councilmembers Communications

Councilmember Cacciotti shared a photo from the City of Claremont and City of Temple City Council meetings; shared photos of the 2019 Fourth of July Festival of Balloons; shared a photo from the City of Santa Clarita and City of San Marino Council meetings; shared a photo of AQMD (South Coast Air Quality Management District) scholarship summer program event; and shared a photo of Chinese American Federation installation Dinner.

Councilmember Schneider discussed Caltrans properties and historic preservation documents.

Councilmember Mahmud also discussed Caltrans properties; reported that she was reelected as Chair of San Gabriel Valley Council of Governments Water Policy Committee; reported that she was in Sacramento recently to testify on a Clean Power Alliance (CPA) sponsored bill; discussed meeting with CPA Executive Director and Assemblymember Holden to address issues with CPA; reported that CPA approved two contracts for the development of 250 megawatts of new renewable energy; noted that there were CPA customer account billing issues with Edison, and Edison is planning on a new billing replacement system for next year.

Mayor Khubesrian thanked Councilmember Mahmud for serving another term Chair of San Gabriel Valley Council of Governments Water Policy Committee.

Mayor Pro Tem Joe announced the retirement of Grace Robinson Hyde, Chief Engineer and General Manager of Los Angeles County Sanitation Districts, and congratulated her.

Mayor Khubesrian shared photos from the 4th of July Festival of Balloons event; shared a photo of the Transition South Pasadena Group's meeting; shared a photo of the City's Chevy Volt vehicle at the 4th of July Festival of Balloons parade; shared a photo of New York City's flyer about fire hydrants turned into sprinklers to stay cool in the summer; shared a photo of Los Angeles' installation of temporary water fountains; shared a photo and discussed San Marino's City website regarding Peafowl.

8. City Manager Communications

City Manager DeWolfe announced an item on the agenda and the August 7, 2019 City Council regular meeting was cancelled, and introduced the new Public Works Director Shahid Abbas.

Mr. Abbas thanked the City for giving him an opportunity to be the City's Public Works Director.

Mayor Khubesrian thanked Mr. Abbas.

City Manager DeWolfe introduced Acting Library Director Cathy Billings.

Ms. Billings thanked staff and Council and stated that she appreciates the opportunity.

Mayor Pro Tem Joe discussed the Los Angeles Kings mascot's visit to the South Pasadena Library.

Ms. Billings announced that Bailey the Los Angeles Kings mascot and the Ice Crew will read a story in the library Community Room tomorrow.

9. Reordering of and Additions to the Agenda

Councilmember Mahmud requested to adjourn in the memory of Dr. Frank Meza and reminded all about the impacts of cyber bullying.

City Manager DeWolfe requested to move Item No. 23 to a future City Council meeting.

CONSENT CALENDAR

Councilmember Mahmud noted that additional documents were provided for Item Nos. 15, 22, and 24 with minor changes. She requested that the motion be made to include those revisions.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to approve Consent Calendar Items Nos. 10-22, and 24-26, with the changes recommended by Councilmember Mahmud.

10. Minutes of the City Council Meetings on May 1, 2019, May 15, 2019, June 5, 2019, and June 19, 2019

Approved the minutes of the May 1, 2019 and May 15, 2019, June 5, 2019, and June 19, 2019 City Council meetings.

11. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 307430 – 307621 in the amount of \$565,539.97; General City Warrants Nos. 307622 – 307795 in the amount of \$1,315,852.71; Payroll dated June 14, 2019 in the amount of \$763,082.44 and June 28, 2019 in the amount of \$614,335.15; Wire Transfers (LAIF) in the amount of \$2,000,000.00; Wire Transfers (Acct #2413) in the amount of \$22,000.00 and Wire Transfers (Acct #1936) in the amount of \$5,000.00.

12. Monthly Investment Reports for May 2019

Received and filed the monthly investment reports for May 2019.

13. Adoption of a Resolution Approving the Annual Auditor's Report and Authorizing the Collection of the Library Special Tax for Fiscal Year 2019-20

Adopted a resolution approving the Annual Auditor's Report for the levy of the Fiscal Year 2019-20 Library Special Tax.

14. Approve Initial Projects for Funding by the 21st Century Committee for the Library

Approved the initial projects for which the 21st Century Committee for the Library, a new division of the Friends of the South Pasadena Public Library, will raise funds.

15. Authorize a Contract Amendment with Willdan Engineering for On-Call Construction Management and Inspection Services for an Amount Not-to-Exceed \$64,160 for a Total Not-to-Exceed Contract Amount of \$183,484

Authorized the City Manager to execute a Contract Amendment with Willdan Engineering, for an additional not-to-exceed amount of \$64,160, for on-call construction management and inspection services for the CNG Fueling and Electric Vehicle Charging Station Upgrades and Bike Parking at Various Locations Projects.

16. Adoption of a Resolution to Implement a Six-hour Parking Restriction in the Area Adjacent to 209 Fair Oaks Avenue and Repeal Resolution No. 7570 in its Entirety

Adopted a resolution to implement a six-hour parking restriction on the west side of Fair Oaks Avenue from the red curb at the southwest corner with Columbia Street; southerly 215 feet to the north side of the existing driveway and repeal Resolution No. 7570 in its entirety.

17. Receive and File Final 2018 Comprehensive Annual Financial Report and Statement on Auditing Standards Letters 114 (Auditor Communication) and 115 (Internal Controls)

Received and filed the Final 2018 Comprehensive Annual Financial Report and Statement on Auditing Standards Letters 114 (Auditor Communication) and 115 (Internal Controls).

18. Change to August 2019 City Council Meeting Schedule

Approved the proposed City Council meeting schedule for August 2019.

19. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Replace Current Cabling Infrastructure in Several City Facilities Project

1. Accepted the current cabling; infrastructure replacement in Several City Facilities Project as complete; and
2. Authorized the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk.

20. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Fiscal Year 2018-19 Sidewalk Replacement and ADA Access Ramps Project and Authorization to Release Retention Payment to CT&T Concrete Paving, Inc. in the Amount of \$6,056.65

1. Accepted the Fiscal Year 2018-19 Sidewalk Replacement and ADA Access Ramps Project as complete;
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorized release of retention payment to CT&T Concrete Paving, Inc., in the amount of \$6,056.65.

21. Approval of Support if Amended Position on SB 54 and AB 1080 Related to Single-Use Plastics

Approved a letter to take a position of support if amended on Senate Bill 54 and Assembly Bill 1080 - the California Circular Economy and Plastic Pollution Reduction Act, dealing with regulations for single use plastic packaging.

22. Adoption of Resolution Vacating Utility easement on Magnolia Street between Fair Oaks Avenue and Mound Avenue

1. Adopted Resolution to vacate a utility easement between Fair Oaks Avenue and Mound Avenue, pursuant to Streets and Highways Code Sections 8330-8336; and
2. Authorized the recordation of the vacation of the utility easement between Fair Oaks Avenue and Mound Avenue with the Los Angeles County Registrar-Recorder/County Clerk Office.

24. 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

Approved the following:

1. A resolution adopting an MOU between the City and the South Pasadena Firefighters' Association (FFA) superseding Resolution No. 7539 and approving job description for full-time Fire Inspector;
2. A resolution adopting an MOU between the City and the South Pasadena Police Officers' Association (POA), superseding Resolution No. 7530;
3. A resolution adopting an MOU between the City and the Public Service Employees' Association (PSEA), superseding Resolution No. 7527 and Resolution No. 7586;
4. A resolution adopting an MOU between the City and the South Pasadena Public Service Employees' Association – Part Time Unit superseding Resolution No. 7383 and Resolution No. 7480; and
5. A resolution 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.

25. Approval of a Professional Services Agreement with Emanuels Jones and Associates for \$47,450 for Legislative Advocacy Services for a Period of 18 Months

Approved a professional services agreement with Emanuels Jones and Associates (EJA) for Legislative Advocacy Services for the remainder of the current legislative session (18 months, ending December 2020) for a total amount of \$47,450.

26. Adoption of the Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents

1. Adopted a resolution superseding Resolution No. 7602, Authorizing Signatures on City Bank Accounts; and
2. Adopted a resolution superseding Resolution No. 7573, Authorizing Signatures on the City's Local Agency Investment Fund Account.

ITEMS PULLED FROM THE CONSENT CALENDAR

23. Approve an Agreement with the City of Pasadena to Provide them with Supplemental Law Enforcement Services for a Period of Three Years, Not-to-Exceed \$72,000

Recommendation

Approve an agreement for supplemental law enforcement services with the City of Pasadena Police Department for large-scale, preplanned events. This is a three-year term, not-to-exceed \$24,000 per year, for a total of \$72,000.

This item was pulled from the Consent Calendar for a future meeting date.

PUBLIC HEARING ITEMS

27. Public Hearing Confirming Charges Assessed by the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures for the Abatement of Hazardous Vegetation on Respective Parcels of Unimproved Private Properties Constituting a Fire Hazard

Fire Chief Paul Riddle presented the staff report and gave background information.

Mayor Khubesian opened the Public Hearing.

There being no one desiring to speak on this item, Mayor Khubesian closed the Public Hearing.

In response to Councilmember Mahmud's question, Chief Riddle answered that estimates were provided by Los Angeles County.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0 to, confirm the 2019 declaration list of charges..

The following item was continued to a date uncertain.

28. First Reading and Introduction of an Ordinance Amending Division 36.410 Zoning Approvals or Disapprovals of Article 4 Zoning Code of Title 36 of the South Pasadena Municipal Code to Establish a Predevelopment Plan Review and Adoption of a Resolution Establishing the Predevelopment Plan Review Fee of \$1,000

ACTION/DISCUSSION

29. Consideration of Ballot Measure to Complete the Conversion of the Elected City Clerk Position to the Appointive Position of Chief City Clerk

Assistant to the City Manager Lucy Demirjian presented the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public Comment Period.

Ms. Demirjian responded to questions Mayor Pro Tem Joe is the vote was no

Sally Kilby, former South Pasadena Elected City Clerk, expressed her concern with having two measures on the ballot and asked the City Council not to approve this item.

The City Council discussed the item at length and staff answered related questions.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY MAYOR KHUBESRIAN, CARRIED 4-1 to, adopt a resolution submitting to the qualified voters a proposed ordinance to delegate all responsibilities of the City Clerk Office to the appointed Chief City Clerk for the Special Municipal Election on Tuesday, November 5, 2019.

REPORTS

The following item was moved up on the agenda.

32. Receive and File a Report on the City's Efforts to Address Homelessness

Police Chief Joe Ortiz introduced Sergeant Shannon Robledo to present the staff report.

Sergeant Robledo presented a PowerPoint presentation about HOPE, the City's homeless outreach program, responded to City Council inquiries, and invited Maria Lopez from the Union Station to speak about program.

Ms. Lopez discussed the Rapid Rehousing Program and responded to City Council questions.

The City Council discussed the item at length and staff answered related questions.

Mayor Khubesrian opened the public comment period.

Bianca Richards, South Pasadena resident, suggested more physical presence at the park and asked about sensitivity training for the police officers.

Police Chief Ortiz responded to Ms. Richards's inquiry.

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

The City Council received and filed a report on South Pasadena's efforts to address and reduce homelessness.

30. Receive and File the Fiscal Year 2018-19 Strategic Plan Fourth Quarter Update

Principal Management Analyst Aceves summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

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

Management Analyst Margaret Lin responded to Councilmember Mahmud's inquiry about the Bike Share program.

The City Council received and filed the fourth quarter update of the Fiscal Year 2018-19 Strategic Plan Objectives

31. Receive and File the End of Fiscal Year 2018-19 Capital Improvement Plan Project Updates

Deputy Public Works Kristine Courdy presented a PowerPoint presentation and responded to City Council questions.

Mayor Khubesrian opened the public comment period.

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

The City Council received and filed the end of Fiscal Year 2018-19 Capital Improvement Plan Project updates.

ADJOURNMENT

There being no further business, at 10:20p.m. Mayor Khubesrian adjourned the meeting in memory of Dr. Frank Meza.

Evelyn G. Zneimer
City Clerk


Marina Khubesrian, M.D.
Mayor



City Council Agenda Report

ITEM NO. 10

DATE: October 02, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Karen Aceves & Lucy Demirjian, Interim Finance Director

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$263,488.88 General City Warrants in the Amount of \$1,016,088.97 and Payroll in the Amount of \$897,451.28.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:	
Warrant # 308451-308534	\$ 263,488.88
General City Warrants:	
Warrant # 308535-308602	\$ 1,016,088.97
Payroll 09-20-19	\$ 897,451.28
Wire Transfers (LAIF)	\$
Wire Transfers (Acct # 2413)	\$
Wire Transfers (Acct # 1936)	\$
RSA:	
Prepaid Warrants	\$ -
General City Warrants	\$ -
 Total	 <u>\$ 2,177,029.13</u>

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Approval of Warrants
October 02, 2019
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 09-20-19

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date 10.02.19 Amounts			
	Prepaid	Written	Payroll	
General Fund	101			
Insurance Fund	103			
Street Improvement Program	104			
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205	21,324.69	9,591.19	
Local Transit Return "C"	207	141.46	8,088.92	
TEA/Metro	208			
Sewer Fund	210	643.24	18,193.30	
CTC Traffic Improvement	211			
Street Lighting Fund	215	14,830.37	4,736.25	
Public,Education & Govt Fund	217			
Clean Air Act Fund	218	285.00		
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226			
Housing Authority Fund	228			
State Gas Tax	230		16,964.83	
County Park Bond Fund	232			
Measure R	233			
Measure M	236			
MSRC Grant Fund	238		40,000.00	
Measure W	239		1,462.26	
Measure H	241		4,837.00	
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Street Grant	249			
Capital Growth Fund	255			
CDBG	260		3,655.80	
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	3,836.68	64,545.80	
Water Efficiency Fund	503	50.00	3,949.61	
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	3,254.09	452,991.62	
Wire Transfer - LAIF				
Wire Transfer - Acct # 2413				
Wire Transfer - Acct # 1936				
Column Totals		263,488.88	1,016,088.97	897,451.28
City Report Totals			2,177,029.13	

Fund No.	Amounts		
	Prepaid	Written	Payroll
RSA	227		
Column Totals	-	-	-
RSA Report Totals		-	

Amounts		
Prepaid	Written	Payroll
263,488.88	1,016,088.97	897,451.28
Grand Report Total	<u>2,177,029.13</u>	

Marina Khubesrian M.D., Mayor

Karen Aceves / Lucy Demirjian, Interim Finance Director

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

Voided Checks

308367 \$377.28

Accounts Payable

Check Detail

User: ealvarez
Printed: 09/24/2019 - 5:18PM



Check Number	Check Date		Amount
ACHG2013 - A-Check Global			
308456	09/17/2019		
Inv	59-0588128		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2019	Electronic Background Services Rendered		169.75
Inv 59-0588128 Total			169.75
Inv	59-0591996		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2019	Electronic Background Services Rendered		66.75
Inv 59-0591996 Total			66.75
Inv	59-0594275		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2019	Electronic Background Services Rendered		81.25
Inv 59-0594275 Total			81.25
308456 Total:			317.75
ACHG2013 - A-Check Global Total:			
			317.75
ACTM3010 - Accountemps			
308455	09/17/2019		
Inv	54220033		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/05/2019	Contract Services for Finance Temp. Kang, Somin w/e 8/30/19		1,856.25
Inv 54220033 Total			1,856.25
308455 Total:			1,856.25
ACTM3010 - Accountemps Total:			
			1,856.25
ALH0179 - Alhambra Car Wash			
308483	09/23/2019		
Inv	07.01.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
07/09/2019	Police Department Card Washes July 2019	588.00
Inv 07.01.19 Total		588.00
308483 Total:		588.00
ALH0179 - Alhambra Car Wash Total:		588.00
ALL0197 - All Star Fire Equipment, Inc.		
308458	09/17/2019	
Inv 217711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Safety Clothing & Equipment - K Markowski	702.66
Inv 217711 Total		702.66
Inv 217943		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Safety Clothing & Equipment - J Nugent	1,526.32
Inv 217943 Total		1,526.32
308458 Total:		2,228.98
ALL0197 - All Star Fire Equipment, Inc. Total:		2,228.98
AMPM5011 - AM/PM Door, Inc.		
308459	09/17/2019	
Inv 40978-40329		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Troubleshoot and Repair Door # 2 / Emergency Service Door	569.50
09/12/2019	Troubleshoot and Repair Door # 2 / Emergency Service Door	569.50
Inv 40978-40329 Total		1,139.00
308459 Total:		1,139.00
AMPM5011 - AM/PM Door, Inc. Total:		1,139.00
AT&T5006 - AT & T U-Verse		
308460	09/17/2019	
Inv 130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2019	07/18-08/17/19	84.25
Inv 130464796 Total		84.25

Check Number	Check Date	Amount
308460 Total:		84.25
AT&T5006 - AT & T U-Verse Total:		84.25
ATCN9011 - AT & T		
308484	09/23/2019	
Inv	000013527845	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/27/2019	9391036942 7/27-08/26/19	289.31
Inv 000013527845 Total		289.31
Inv	000013527846	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/27/2019	9391036943 7/27-08/26/19	289.55
Inv 000013527846 Total		289.55
Inv	000013529707	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/27/2019	CLAPDSOPAS 7/27-08/26/19	317.56
Inv 000013529707 Total		317.56
308484 Total:		896.42
ATCN9011 - AT & T Total:		896.42
ATGC8530 - Acorn Technology Corp.		
308457	09/17/2019	
Inv	2052	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 01-148-149-150	650.00
Inv 2052 Total		650.00
Inv	2055	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 181	200.00
Inv 2055 Total		200.00
Inv	2056	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 195	170.00
Inv 2056 Total		170.00

Check Number	Check Date	Amount
Inv 2057		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 196	160.00
Inv 2057 Total		160.00
Inv 2058		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 197	75.00
Inv 2058 Total		75.00
Inv 2059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 190	150.00
Inv 2059 Total		150.00
Inv 2060		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 191	70.00
Inv 2060 Total		70.00
Inv 2061		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 192	25.00
Inv 2061 Total		25.00
Inv 2062		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 194	32.50
Inv 2062 Total		32.50
Inv 2064		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 200	137.50
Inv 2064 Total		137.50
Inv 2065		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 188	110.00
Inv 2065 Total		110.00
Inv 2066		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 198	77.50

Check Number	Check Date	Amount
Inv 2066 Total		77.50
Inv 2067		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 199	97.50
Inv 2067 Total		97.50
Inv 2069		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	Project 2015.00004	1,215.00
Inv 2069 Total		1,215.00
Inv 2070		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	CO # 160	57.50
09/01/2019	CO # 142	187.50
Inv 2070 Total		245.00
Inv 2072		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	General - City Tix.Chrgs Summ)	3,025.00
09/01/2019	Managed IT Service Server Monitoring	237.50
09/01/2019	(Adjustment)	-367.50
09/01/2019	General - City Tix.Chrgs Summ)	8,212.50
09/01/2019	Managed IT Computer Monitoring	515.00
09/01/2019	Onsite IT Hours	650.00
Inv 2072 Total		12,272.50
308457 Total:		15,687.50
ATGC8530 - Acorn Technology Corp. Total:		15,687.50
ATSS6010 - Athens Services		
308451	09/17/2019	
Inv 4644317		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 4644317 Total		750.00
Inv 4978952		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 4978952 Total		750.00

Check Number	Check Date	Amount
Inv 5110019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5110019 Total		750.00
Inv 5247902		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5247902 Total		750.00
Inv 5389394		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5389394 Total		750.00
Inv 5543275		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5543275 Total		750.00
Inv 5672332		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5672332 Total		750.00
Inv 5816161		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5816161 Total		750.00
Inv 5952957		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 5952957 Total		750.00
Inv 6079927		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 6079927 Total		750.00
Inv 6216880		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00

Check Number	Check Date	Amount
Inv 6216880 Total		750.00
Inv 6337911		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 6337911 Total		750.00
Inv 6466372		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 6466372 Total		750.00
Inv 6605951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 6605951 Total		750.00
Inv 6745378		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Athens Services Mission Meridian Garage Street Sweeping FY18-19	750.00
Inv 6745378 Total		750.00
308451 Total:		11,250.00
308517	09/24/2019	
Inv 6878470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	Athens Services Mission / Meridian Garage Sweeping FY19-20	750.00
Inv 6878470 Total		750.00
308517 Total:		750.00
ATSS6010 - Athens Services Total:		12,000.00
AZDB8011 - A to Z Databases		
308482	09/23/2019	
Inv 502770		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Digital Resource: One Year Subscription to A to Z databases	3,080.00
Inv 502770 Total		3,080.00
308482 Total:		3,080.00

AZDB8011 - A to Z Databases Total:	3,080.00
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BAK9999 - Baker & Taylor Inc.

308485 09/23/2019
 Inv NS19060094

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Contract Services: TS360 Online Titlesource Platform 360 Subscri	1,995.00

Inv NS19060094 Total	1,995.00
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308485 Total:	1,995.00
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BAK9999 - Baker & Taylor Inc. Total:	1,995.00
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BMAH6410 - Ward, Andrew

308454 09/17/2019
 Inv 06/24/19

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	FY19-20 Humane Bee Removal (April, May, June)	525.00

Inv 06/24/19 Total	525.00
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308454 Total:	525.00
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BMAH6410 - Ward, Andrew Total:	525.00
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CAL8012 - Califa Group

308488 09/23/2019
 Inv 2525

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2019	Digital Resource: Bookbrowse Subscription	630.00

Inv 2525 Total	630.00
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Inv 2673

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	CENIC Wifi Account / CENIC Broadband	4,204.08

Inv 2673 Total	4,204.08
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Inv 2782

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Digital Resources: Novelist Plus Subscription	2,422.35

Inv 2782 Total	2,422.35
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Check Number	Check Date	Amount
Inv 2783		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Digital Resource: Learning Express Library Subscription	3,201.79
Inv 2783 Total		3,201.79
308488 Total:		10,458.22
CAL8012 - Califa Group Total:		10,458.22
CHWP2010 - Colantuono,Highsmith & Whatley,PC		
308462	09/17/2019	
Inv 40069		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	General Services	10,077.72
Inv 40069 Total		10,077.72
Inv 40070		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Case # 2	4,249.96
Inv 40070 Total		4,249.96
Inv 40071		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Transportation (710)	196.00
Inv 40071 Total		196.00
Inv 40072		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Labor & Employment	4,624.50
Inv 40072 Total		4,624.50
Inv 40073		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Misc. Litigation	592.16
Inv 40073 Total		592.16
Inv 40074		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Special Projects	3,471.00
Inv 40074 Total		3,471.00
Inv 40075		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
09/09/2019		Gardena v. RWQCB	814.25
Inv 40075 Total			814.25
Inv 40076			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/09/2019		Water & Utilities	441.00
Inv 40076 Total			441.00
308462 Total:			24,466.59
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			24,466.59
CITTF000 - CIT Technology Financial Services, Inc.			
308519	09/24/2019		
Inv 1824977			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/12/2019		P&B / Finance Copier Buyout	401.34
09/12/2019		P&B / Finance Copier Buyout	802.67
09/12/2019		P&B / Finance Copier Buyout	401.34
Inv 1824977 Total			1,605.35
308519 Total:			1,605.35
CITTF000 - CIT Technology Financial Services, Inc. Total:			1,605.35
CR2011 - Circlepoint			
308518	09/24/2019		
Inv 1907024			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/05/2019		Contract Services for (Circle Point) July 2019	3,071.25
Inv 1907024 Total			3,071.25
Inv 1908055			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/24/2019		Contract Services for (Circle Point) August 2019	11,313.75
Inv 1908055 Total			11,313.75
308518 Total:			14,385.00
CR2011 - Circlepoint Total:			14,385.00
CRDA1021 - Corodata Records Management			
308489	09/23/2019		

Check Number	Check Date		Amount
Inv	RS4527227		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/31/2019	Record Mgmt. Svcs. August 2019		406.50
Inv RS4527227 Total			406.50
308489 Total:			406.50
CRDA1021 - Corodata Records Management Total:			406.50
CSD3014 - Ca. State Disbursement Unit			
308487	09/23/2019		
Inv	P/R/E 9/15/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Garnishment Case # 2000 0000 1609 311		814.15
Inv P/R/E 9/15/19 Total			814.15
308487 Total:			814.15
CSD3014 - Ca. State Disbursement Unit Total:			814.15
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.)			
308461	09/17/2019		
Inv	4453699		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Armored Car Svcs. 8/19		940.28
08/01/2019	Armored Car Excess Svcs. 7/19		283.22
08/01/2019	Armored Car Svcs. 8/19		940.28
Inv 4453699 Total			2,163.78
308461 Total:			2,163.78
308486	09/23/2019		
Inv	4468236		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/01/2019	Armored Card Svcs. 9/19		940.28
09/01/2019	Armored Card Excess Svcs. 8/19		349.27
09/01/2019	Armored Card Svcs. 9/19		940.28
Inv 4468236 Total			2,229.83
308486 Total:			2,229.83
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.) Total:			4,393.61

Check Number	Check Date		Amount
DEM0777 - Demco			
308491	09/23/2019		
Inv	6656964		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	Special Department Expense: VMI 2500 Disc Repair Machine		1,322.05
Inv 6656964 Total			1,322.05
308491 Total:			1,322.05
DEM0777 - Demco Total:			1,322.05
DSP0755 - D & S Printing			
308490	09/23/2019		
Inv	8410		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/07/2019	Wall Sign & Holder		300.74
Inv 8410 Total			300.74
308490 Total:			300.74
DSP0755 - D & S Printing Total:			300.74
DTV5012 - DIRECTV			
308463	09/17/2019		
Inv	09.04.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	Emergncy Preparedness & EOC Communication		60.65
Inv 09.04.19 Total			60.65
308463 Total:			60.65
DTV5012 - DIRECTV Total:			60.65
EGRP5011 - Emergency Reporting			
308465	09/17/2019		
Inv	2019_6697		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	Yearly Invoice for NFIRS Package Subscription		1,818.97
Inv 2019_6697 Total			1,818.97
308465 Total:			1,818.97

Check Number	Check Date	Amount
EGRP5011 - Emergency Reporting Total:		1,818.97
EJAS2010 - Emanuels Jones & Associates		
308464	09/17/2019	
Inv	F19-07-11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Emmanuel Jones & Associates Legislative Services 7/19	2,500.00
Inv F19-07-11 Total		2,500.00
Inv	F19-09-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	Emmanuel Jones & Associates Legislative Services 9/19	2,500.00
Inv F19-09-12 Total		2,500.00
308464 Total:		5,000.00
EJAS2010 - Emanuels Jones & Associates Total:		5,000.00
ELL1017 - Ellen's Silkscreening		
308492	09/23/2019	
Inv	E 72452	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/13/2019	KP155 Port & Company Pique Polo Shirt Athletic Heather	108.30
Inv E 72452 Total		108.30
308492 Total:		108.30
ELL1017 - Ellen's Silkscreening Total:		108.30
GOL4011 - Golden West College		
308520	09/24/2019	
Inv	10.14-10.25.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Training Class Oct. 14-25 2019 for Sgt. Robledo	226.00
Inv 10.14-10.25.19 Total		226.00
308520 Total:		226.00
GOL4011 - Golden West College Total:		226.00
HAA5569 - Haaker Equipment Company		
308494	09/23/2019	

Check Number	Check Date		Amount
Inv	W56219		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	Sewer Maint. on Maint on Vector Truck		501.78
Inv W56219 Total			501.78
308494 Total:			501.78
HAA5569 - Haaker Equipment Company Total:			501.78
HAC6711 - Hach Company			
308495	09/23/2019		
Inv	11581387		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/06/2019	Chlorine Analyzer Reagent Solution		961.85
Inv 11581387 Total			961.85
308495 Total:			961.85
HAC6711 - Hach Company Total:			961.85
HERS4011 - Herstik, Mike			
308466	09/17/2019		
Inv	Barry 19-20		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	K-9 Drug Detection Certification (Barry)		500.00
Inv Barry 19-20 Total			500.00
308466 Total:			500.00
HERS4011 - Herstik, Mike Total:			500.00
HUTC1011 - Huntington Catering Company			
308521	09/24/2019		
Inv	09.25.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/24/2019	Catering for Los Angeles Convention of Mayor's		4,677.00
Inv 09.25.19 Total			4,677.00
308521 Total:			4,677.00
HUTC1011 - Huntington Catering Company Total:			4,677.00

Check Number	Check Date		Amount
IGMD2920 - Mendez, Ingrid			
308499	09/23/2019		
Inv	R104166/105317		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Refund Deposit for GP Youth House on 9/11/19		187.50
Inv R104166/105317 Total			187.50
308499 Total:			187.50
IGMD2920 - Mendez, Ingrid Total:			187.50
INSSI401 - International School Safety Institute			
308496	09/23/2019		
Inv	123		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	Training Class Det/Sro Arthur Burgos 9/30-10/2/19		595.00
Inv 123 Total			595.00
308496 Total:			595.00
INSSI401 - International School Safety Institute Total:			595.00
KAR1897 - Karbelnig, Dr. Alan			
308467	09/17/2019		
Inv	07.23.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/23/2019	Payment for Pre-Employment Psychological Exam Fire/Paramedic		400.00
Inv 07.23.19 Total			400.00
308467 Total:			400.00
KAR1897 - Karbelnig, Dr. Alan Total:			400.00
LABD2291 - Los Angeles County Bail Dept.			
308468	09/17/2019		
Inv	5731212/DR		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	Refund PD Bail Funds (5731212/DR) Deposited into City Account		50,000.00
Inv 5731212/DR Total			50,000.00
308468 Total:			50,000.00

Check Number	Check Date	Amount
LABD2291 - Los Angeles County Bail Dept. Total:		50,000.00
LATS2011 - L.A. Times		
308498	09/23/2019	
Inv	10004495887	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Library Periodicals: Renewal of Subscription to Los Angeles Time	1,196.00
Inv 10004495887 Total		1,196.00
308498 Total:		1,196.00
LATS2011 - L.A. Times Total:		1,196.00
LLSD5270 - Soder, Leila		
308509	09/23/2019	
Inv	R104417/105100	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	Client Cancellation, Student Unable to Attend Kindermusik	42.00
Inv R104417/105100 Total		42.00
308509 Total:		42.00
LLSD5270 - Soder, Leila Total:		42.00
LTAP5500 - L.A.C. M. T. A.		
308522	09/24/2019	
Inv	104215	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	Metro Passes for Seniro Citizens / Disabled FY19-20	4,320.00
09/19/2019	Metro Passes for Seniro Citizens / Disabled FY19-20	4,320.00
Inv 104215 Total		8,640.00
308522 Total:		8,640.00
LTAP5500 - L.A.C. M. T. A. Total:		8,640.00
MCOA8030 - M Coach		
308469	09/17/2019	
Inv	67200	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2019	Motor Coach for Senior Center Destinations Shermna Lib. & Garder	684.69
Inv 67200 Total		684.69

Check Number	Check Date	Amount
308469 Total:		684.69
MCOA8030 - M Coach Total:		684.69
MER2145 - Merit Oil Company		
308470	09/17/2019	
Inv	535541	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	General Fire Fuel	590.41
09/12/2019	General Planning & Building Vehicle Maint.	147.60
09/12/2019	General Police Fuel	6,346.94
09/12/2019	General Public Works & Public Works Admin Vehcile Maint.	147.60
09/12/2019	General Mgmt. Svcs. City Manager Vehicle Maint.	147.60
Inv 535541 Total		7,380.15
308470 Total:		7,380.15
MER2145 - Merit Oil Company Total:		7,380.15
NAT9221 - Nat'l Business Furniture		
308523	09/24/2019	
Inv	MK532216	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	10' Conference Table - Finance Department	1,172.07
Inv MK532216 Total		1,172.07
308523 Total:		1,172.07
NAT9221 - Nat'l Business Furniture Total:		1,172.07
NETM4010 - NetMotion		
308471	09/17/2019	
Inv	I0045994	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	PD Annual Maint. on Mobility, Analytics Module, NAC Module, Pc	2,894.06
Inv I0045994 Total		2,894.06
308471 Total:		2,894.06
NETM4010 - NetMotion Total:		2,894.06
OCL8011 - OCLC Inc.		
308501	09/23/2019	

Check Number	Check Date	Amount
Inv 0000674635		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Contract Services: Library Annual Subscription of Metadata / Cat	20,802.79
Inv 0000674635 Total		20,802.79
308501 Total:		20,802.79
OCL8011 - OCLC Inc. Total:		20,802.79
OSSS3010 - Olympic Staffing Services		
308472	09/17/2019	
Inv 209459		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2019	Finance Temporary Staffing Joy Lewis w/e 7/7/19	418.50
Inv 209459 Total		418.50
Inv 209555		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Finance Temporary Staffing Joy Lewis w/e 7/14/19	418.50
Inv 209555 Total		418.50
Inv 209659		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Finance Temporary Staffing Joy Lewis w/e 7/21/19	418.50
Inv 209659 Total		418.50
Inv 209759		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Contract Temporary Services for Human Resources w/e7/28/19	254.20
Inv 209759 Total		254.20
Inv 209761		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Finance Temporary Staffing Joy Lewis w/e 7/28/19	499.88
Inv 209761 Total		499.88
Inv 209861		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Finance Temporary Staffing Joy Lewis w/e 8/4/19	418.50
Inv 209861 Total		418.50
Inv 209958		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
08/14/2019		Finance Temporary Staffing Joy Lewis w/e 8/11/19	418.50
Inv 209958		Total	418.50
Inv 210062			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/21/2019		Finance Temporary Staffing Joy Lewis w/e 8/18/19	418.50
Inv 210062		Total	418.50
Inv 210165			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/28/2019		Finance Temporary Staffing Joy Lewis w/e 8/25/19	418.50
Inv 210165		Total	418.50
Inv 210266			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/04/2019		Contract Temporary Services for Human Resources w/e 9/1/19	210.80
Inv 210266		Total	210.80
Inv 210267			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/04/2019		Contract Svcs. Managment Service Temp Employee w/e 9/1/19	581.25
Inv 210267		Total	581.25
Inv 210268			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/04/2019		Finance Temporary Staffing Joy Lewis w/e 9/1/19	418.50
Inv 210268		Total	418.50
308472		Total:	4,894.13
308502	09/23/2019		
Inv 210463			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/11/2019		Finance Temporary Staffing Joy Lewis w/e 9/8/19	418.50
Inv 210463		Total	418.50
308502		Total:	418.50
OSSS3010 - Olympic Staffing Services Total:			5,312.63
PATC3011 - PayTech			
308473	09/17/2019		

Check Number	Check Date		Amount
Inv	SIN018997		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/09/2019	Contract for Implementation Svcs. for ADP Setup		1,350.00
Inv SIN018997 Total			1,350.00
308473 Total:			1,350.00
PATC3011 - PayTech Total:			1,350.00
PHOE4610 - Phoenix Group Information Systems			
308474	09/17/2019		
Inv	000054		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	2 Samsung Mobile Galaxy Devices & TSC Bluetooth Printer		3,254.30
Inv 000054 Total			3,254.30
308474 Total:			3,254.30
PHOE4610 - Phoenix Group Information Systems Total:			3,254.30
PODV8267 - Podvoll, Candace			
308476	09/17/2019		
Inv	08.30.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	Instruct Meditation July 2019 (Partial Class)		41.00
Inv 08.30.19 Total			41.00
308476 Total:			41.00
PODV8267 - Podvoll, Candace Total:			41.00
POS5265 - Post Alarm Systems			
308503	09/23/2019		
Inv	1172047		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2019	Renewal Service / Maint. of Fire Alarm Sytem 7/1/19-6/30/20		942.00
Inv 1172047 Total			942.00
308503 Total:			942.00
POS5265 - Post Alarm Systems Total:			942.00

Check Number	Check Date		Amount
PRFL2010 - Fellers, Paige			
308493	09/23/2019		
Inv	07		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	Design of City Hall Flyer & Holiday Closure Template		325.00
Inv 07 Total			325.00
308493 Total:			325.00
PRFL2010 - Fellers, Paige Total:			325.00
PRO4121 - ProQuest Info. & Learning			
308504	09/23/2019		
Inv	70578648		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	SIRS Research Database		1,026.48
Inv 70578648 Total			1,026.48
308504 Total:			1,026.48
PRO4121 - ProQuest Info. & Learning Total:			1,026.48
RBJE1022 - Joe, Robert S.			
308497	09/23/2019		
Inv	09.06.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Reimb. 9/11/19 Meeting W/ Pasadena Mayor Terry Tornek		51.30
Inv 09.06.19 Total			51.30
Inv	09.11.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Reimb. 9/11/19 Meeting W/ Becky Cheng		15.51
Inv 09.11.19 Total			15.51
308497 Total:			66.81
RBJE1022 - Joe, Robert S. Total:			66.81
SAN8032 - San Pascual Stables			
308505	09/23/2019		
Inv	Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/16/2019	Class Instructor, Payment for Horsemanship (1 Class)		108.00

Check Number	Check Date	Amount
Inv Summ 2019 Total		108.00
		<hr/>
308505 Total:		108.00
		<hr/>
SAN8032 - San Pascual Stables Total:		108.00
SCF1400 - SC Fuels		
308507	09/23/2019	
Inv 1465251-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2019	Unleaded Fuel for PW Service Yard	4,590.32
Inv 1465251-IN Total		4,590.32
		<hr/>
308507 Total:		4,590.32
		<hr/>
SCF1400 - SC Fuels Total:		4,590.32
SHRM5270 - Sohraby, Maryam		
308510	09/23/2019	
Inv R103962/105170		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2019	Client Cancellation of Gazebo Reservation	75.00
Inv R103962/105170 Total		75.00
		<hr/>
308510 Total:		75.00
		<hr/>
SHRM5270 - Sohraby, Maryam Total:		75.00
SKPTH820 - SkillPath/NST Seminars		
308477	09/17/2019	
Inv 12149093		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/04/2019	Training One-Day Microsoft Excel Seminar Esteban Alvarez	169.00
Inv 12149093 Total		169.00
Inv 12149094		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/04/2019	Training One-Day Microsoft Excel Seminar Stephanie Pinto	169.00
Inv 12149094 Total		169.00
Inv 12149096		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/04/2019	Training One-Day Microsoft Excel Seminar Armine Trashian	169.00

Check Number	Check Date	Amount
Inv 12149096 Total		169.00
308477 Total:		507.00
308508	09/23/2019	
Inv 12149095		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/04/2019	Training One-Day Microsoft Excel Seminar for Karen Aceves	169.00
Inv 12149095 Total		169.00
308508 Total:		169.00
SKPTH820 - SkillPath/NST Seminars Total:		676.00
SOGA6501 - The Gas Company		
308524	09/24/2019	
Inv 196-493-8529 1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	CNG Fuel for City Vehicles	141.46
08/06/2019	CNG Fuel for City Vehicles	141.46
08/06/2019	CNG Fuel for City Vehicles	141.47
08/06/2019	CNG Fuel for City Vehicles	141.46
08/06/2019	CNG Fuel for City Vehicles	141.46
Inv 196-493-8529 1 Total		707.31
308524 Total:		707.31
SOGA6501 - The Gas Company Total:		707.31
SOU5132 - South Coast A.Q.M.D		
308453	09/17/2019	
Inv 3489145		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Civic Center / Fire / PD Annual Dispensing System Fee	124.46
Inv 3489145 Total		124.46
Inv 3489151		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Air Quality Management District Fuel Dispensing System Fee	124.46
Inv 3489151 Total		124.46
Inv 3489241		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/02/2019		Civic Center Generator Annual District Fees Air Quality	421.02
Inv 3489241		Total	421.02
Inv 3490728			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/02/2019		Emissions Fee Civic Center	136.40
Inv 3490728		Total	136.40
Inv 3490749			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/02/2019		PW Service Yard Emissions Fee	136.40
Inv 3490749		Total	136.40
Inv 3490995			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/02/2019		Air Quality Mgmt. District	136.40
Inv 3490995		Total	136.40
308453		Total:	1,079.14
SOU5132 - South Coast A.Q.M.D Total:			1,079.14
SOU6666 - So. CA Edison Co.			
308478	09/17/2019		
Inv 3-008-8091-11			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/25/2019		08/01/19-09/01/19	2,518.79
Inv 3-008-8091-11		Total	2,518.79
Inv 3-008-8091-12			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/25/2019		08/01/19-09/01/19	547.76
Inv 3-008-8091-12		Total	547.76
Inv 3-008-8091-13			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/25/2019		08/01/19-09/01/19	7,418.00
09/25/2019		11/1/18-8/1/19	86.77
Inv 3-008-8091-13		Total	7,504.77
Inv 3-008-8091-14			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/25/2019		08/01/19-09/01/19	10.80

Check Number	Check Date	Amount
Inv 3-008-8091-14 Total		10.80
Inv 3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	98.70
Inv 3-008-8091-16 Total		98.70
Inv 3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	25.89
Inv 3-008-8091-17 Total		25.89
Inv 3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	24.03
Inv 3-008-8091-18 Total		24.03
Inv 3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	18.56
Inv 3-008-8091-19 Total		18.56
Inv 3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	30.74
Inv 3-008-8091-20 Total		30.74
Inv 3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	52.96
Inv 3-008-8091-21 Total		52.96
Inv 3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	20.21
Inv 3-008-8091-22 Total		20.21
Inv 3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	33.92
Inv 3-008-8091-23 Total		33.92

Check Number	Check Date	Amount
Inv 3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	30.97
Inv 3-008-8091-24 Total		30.97
Inv 3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	45.49
Inv 3-008-8436-55 Total		45.49
Inv 3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/23/2019	07/30/19-08/28/19	9.65
Inv 3-022-6898-28 Total		9.65
Inv 3-025-4910-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	49.71
Inv 3-025-4910-19 Total		49.71
Inv 3-026-6343-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/05/19-09/04/19	8.43
Inv 3-026-6343-40 Total		8.43
Inv 3-045-0630-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	13.61
Inv 3-045-0630-89 Total		13.61
Inv 3-048-3733-54		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/23/2019	07/30/19-08/28/19	0.52
Inv 3-048-3733-54 Total		0.52
Inv 3-048-4151-49		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	4/4/19-05/06/19	24.96
09/25/2019	07/05/19-08/05/19	19.11
Inv 3-048-4151-49 Total		44.07
Inv 3-048-4154-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
09/25/2019	04/04/19-05/06/19	34.69
09/25/2019	07/05/19-08/05/19	26.60
Inv 3-048-4154-08 Total		61.29
Inv 3-048-4157-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	07/05/19-08/05/19	41.63
09/25/2019	04/04/19-05/06/19	55.07
Inv 3-048-4157-19 Total		96.70
Inv 3-048-4158-60		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	04/04/19-05/06/19	100.48
09/25/2019	07/05/19-08/05/19	46.91
Inv 3-048-4158-60 Total		147.39
Inv 3-048-4159-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	04/04/19-05/06/19	64.14
09/25/2019	07/05/19-08/05/19	52.81
Inv 3-048-4159-93 Total		116.95
Inv 3-048-4160-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	7/5/19-08/05/19	2.08
09/25/2019	04/04/19-05/06/19	2.68
Inv 3-048-4160-78 Total		4.76
Inv 3-048-4160-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	07/05/19-08/05/19	58.29
09/25/2019	04/04/19-05/06/19	76.25
Inv 3-048-4160-91 Total		134.54
Inv 3-048-4164-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	04/04/19-05/06/19	19.37
09/25/2019	07/05/19-08/05/19	14.58
Inv 3-048-4164-59 Total		33.95
Inv 3-048-4164-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	07/05/19-08/05/19	20.73
09/25/2019	04/04/19-05/06/19	26.55
Inv 3-048-4164-78 Total		47.28

Check Number	Check Date	Amount
Inv 3-048-4164-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	04/04/19-05/06/19	17.31
09/25/2019	07/05/19-08/05/19	13.07
Inv 3-048-4164-93 Total		30.38
Inv 3-048-4168-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	07/05/19-08/05/19	26.49
09/25/2019	04/04/19-05/06/19	34.62
Inv 3-048-4168-72 Total		61.11
Inv 3-048-4173-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	04/04/19-05/06/19	38.86
09/25/2019	07/05/19-08/05/19	29.59
Inv 3-048-4173-52 Total		68.45
Inv 3-048-7781-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	1,643.22
Inv 3-048-7781-73 Total		1,643.22
Inv 3-048-7784-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	381.00
Inv 3-048-7784-31 Total		381.00
Inv 3-048-7785-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	1.57
Inv 3-048-7785-04 Total		1.57
Inv 3-048-7785-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	767.44
Inv 3-048-7785-92 Total		767.44
Inv 3-048-7970-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/25/2019	08/01/19-09/01/19	3.30
Inv 3-048-7970-18 Total		3.30

Check Number	Check Date	Amount
308478 Total:		14,688.91
SOU6666 - So. CA Edison Co. Total:		14,688.91
SSDV2018 - Sandoval, Sheila		
308506	09/23/2019	
Inv	P/R/E 9/15/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Garnishment	633.77
09/18/2019	Garnishment	876.92
Inv P/R/E 9/15/19 Total		1,510.69
308506 Total:		1,510.69
SSDV2018 - Sandoval, Sheila Total:		1,510.69
SSSS8267 - Super Soccer Stars		
308512	09/23/2019	
Inv	Summ 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Class Instructor Soccer (2 Classes)	702.00
Inv Summ 2019 Total		702.00
308512 Total:		702.00
SSSS8267 - Super Soccer Stars Total:		702.00
STA5219 - Staples Business Advantage		
308479	09/17/2019	
Inv	3422678427	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2021	Management Services Office Supplies	146.51
Inv 3422678427 Total		146.51
Inv	3422678428	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2019	Management Services Office Supplies	87.49
Inv 3422678428 Total		87.49
Inv	3423141105	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/25/2019	Management Services Office Supplies	108.41
Inv 3423141105 Total		108.41

Check Number	Check Date	Amount
Inv 3423938094		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2021	Finance Office Supplies	220.72
Inv 3423938094 Total		220.72
308479 Total:		563.13
STA5219 - Staples Business Advantage Total:		563.13
STSM1020 - Studio Spectrum		
308511	09/23/2019	
Inv 191388		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	City Council Meeting Streaming / Indexing 5/1/19 & 5/15/19	2,505.00
Inv 191388 Total		2,505.00
308511 Total:		2,505.00
STSM1020 - Studio Spectrum Total:		2,505.00
TIM4011 - Time Warner Cable		
308480	09/17/2019	
Inv 008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	1100 Oxley St. 8/29/19-09/28/19	5.25
Inv 008 0012005 Total		5.25
308480 Total:		5.25
308513	09/23/2019	
Inv 008 0357905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2019	Camp Med/ Teen Center 8/5/19-10/4/19	220.98
Inv 008 0357905 Total		220.98
308513 Total:		220.98
TIM4011 - Time Warner Cable Total:		226.23
TOPL8267 - Plasil, Tony		
308475	09/17/2019	

Check Number	Check Date	Amount
Inv	July 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Instruct Ballroom Dance July 2019	200.00
Inv July 2019 Total		200.00
308475 Total:		200.00
TOPL8267 - Plasil, Tony Total:		200.00
ULMD4460 - Medrano, Ulises		
308452	09/17/2019	
Inv	150761	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Refund Parking Permit 150761	52.00
Inv 150761 Total		52.00
308452 Total:		52.00
ULMD4460 - Medrano, Ulises Total:		52.00
UMPQ1226 - UMPQUA Bank		
308527	09/24/2019	
Inv	08.13.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	City Manager League of CA Cities Conference Registration	550.00
Inv 08.13.19 Total		550.00
Inv	08.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2019	City Manager Meeting w/ Mayor Pro Tem Joe	38.69
Inv 08.29.19 Total		38.69
308527 Total:		588.69
UMPQ1226 - UMPQUA Bank Total:		588.69
UMPQ2010 - UMPQUA Bank		
308528	09/24/2019	
Inv	07.30.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Mayor Marina K. Conference Registration	550.00
Inv 07.30.19 Total		550.00

Check Number	Check Date	Amount
Inv	08.04.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2019	P & B Director Panel Interviews	4,800.00
Inv 08.04.19 Total		4,800.00
Inv	08.11.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2019	Landscape Workshop Arpy K.	50.00
08/11/2019	Landscape Workshop Catrina P.	50.00
Inv 08.11.19 Total		100.00
Inv	08.22.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2019	P & B Director Panel Interviews (Westine Credit Memo)	-1,252.38
Inv 08.22.19 Total		-1,252.38
308528 Total:		4,197.62
UMPQ2010 - UMPQUA Bank Total:		4,197.62
UMPQ5267 - UMPQUA Bank		
308525	09/24/2019	
Inv	08.13.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Shahid Abbas Conference Registration	40.00
Inv 08.13.19 Total		40.00
308525 Total:		40.00
UMPQ5267 - UMPQUA Bank Total:		40.00
UMPQ6450 - UMPQUA Bank		
308529	09/24/2019	
Inv	07.31.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Camp Med Field Trip Expense	12.22
Inv 07.31.19 Total		12.22
Inv	08.02.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2019	Senior Center Supplies	170.76
08/02/2019	Camp Med Supplies	182.03
08/20/2019	Camp Med Supplies	133.80

Check Number	Check Date		Amount
08/02/2019		Senior Center Supplies	21.68
Inv 08.02.19 Total			508.27
Inv	08.05.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/05/2019		Senior Center Supplies	16.76
Inv 08.05.19 Total			16.76
Inv	08.06.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/06/2019		Camp Med Supplies	283.96
Inv 08.06.19 Total			283.96
Inv	08.08.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/08/2019		Camp Med Supplies	145.54
08/08/2019		Camp Med Supplies	84.86
Inv 08.08.19 Total			230.40
Inv	08.12.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/12/2019		Camp Med Supplies	59.10
Inv 08.12.19 Total			59.10
Inv	08.16.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/16/2019		Camp Med Supplies	113.63
Inv 08.16.19 Total			113.63
308529 Total:			1,224.34
UMPQ6450 - UMPQUA Bank Total:			1,224.34
UMPQ6526 - UMPQUA Bank			
308530	09/24/2019		
Inv	07.31.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/31/2019		Gasoline for Motor Officers	21.51
Inv 07.31.19 Total			21.51
Inv	08.02.19		
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/02/2019		Gasoline for Motor Officers	18.99

Check Number	Check Date	Amount
Inv 08.02.19 Total		18.99
Inv 08.06.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	Gasoline for Motor Officers	18.76
Inv 08.06.19 Total		18.76
Inv 08.08.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Gasoline for Motor Officers	18.64
Inv 08.08.19 Total		18.64
Inv 08.12.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Gasoline for Motor Officers	16.52
Inv 08.12.19 Total		16.52
Inv 08.15.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Gasoline for Motor Officers	18.74
Inv 08.15.19 Total		18.74
Inv 08.19.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Gasoline for Motor Officers	16.31
Inv 08.19.19 Total		16.31
Inv 08.21.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2019	Gasoline for Motor Officers	16.38
Inv 08.21.19 Total		16.38
Inv 08.28.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/28/2019	Gasoline for Motor Officers	19.22
Inv 08.28.19 Total		19.22
308530 Total:		165.07
UMPQ6526 - UMPQUA Bank Total:		165.07
UMPQ8767 - UMPQUA Bank		

Check Number	Check Date		Amount
308531	09/24/2019		
Inv	08.09.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/09/2019	Chief Ortiz Office Supplies		83.88
Inv 08.09.19 Total			83.88
Inv	08.29.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/29/2019	Chief Ortiz CA Police Office Assn. Registration		198.00
Inv 08.29.19 Total			198.00
308531 Total:			281.88
UMPQ8767 - UMPQUA Bank Total:			281.88
UMPQ9526 - UMPQUA Bank			
308532	09/24/2019		
Inv	07.31.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2019	Rater Lunch		85.43
Inv 07.31.19 Total			85.43
Inv	08.08.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2019	ITS CA Conference PW Dept.		960.00
08/08/2019	ITS CA Conference PW Dept.		300.00
Inv 08.08.19 Total			1,260.00
Inv	08.13.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/13/2019	Lucy D. Expo Registration		550.00
Inv 08.13.19 Total			550.00
Inv	08.14.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/14/2019	Maria Ayala Workshop		150.00
08/14/2019	Diana M. Expor Registration		550.00
Inv 08.14.19 Total			700.00
Inv	08.22.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/22/2019	Council Dinner		87.10
Inv 08.22.19 Total			87.10

Check Number	Check Date	Amount
Inv	08.28.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/28/2019	Job Posting	325.00
Inv 08.28.19 Total		325.00
Inv	08.30.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2019	1000 Data Minutes Emergency Card FD	748.00
Inv 08.30.19 Total		748.00
308532 Total:		3,755.53
UMPQ9526 - UMPQUA Bank Total:		3,755.53
UMPQVONS - UMPQUA Bank		
308526	09/24/2019	
Inv	08.01.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	MMASC Membership for Lucy D. & Karen A	85.00
08/01/2019	FD order of Water Pallet for Emergency Preparedness	455.99
Inv 08.01.19 Total		540.99
Inv	08.27.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2019	Institue of Transportation Membership	841.20
Inv 08.27.19 Total		841.20
Inv	08.29.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2019	Institue of Transportation Book	388.00
Inv 08.29.19 Total		388.00
308526 Total:		1,770.19
UMPQVONS - UMPQUA Bank Total:		1,770.19
UMPQVTCF - UMPQUA Bank		
308533	09/24/2019	
Inv	08.21.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2019	Food for SP Fire Crew	118.61
Inv 08.21.19 Total		118.61

Check Number	Check Date	Amount
Inv	08.27.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/27/2019	Fire Conference Registration Paul Riddle	750.00
Inv 08.27.19 Total		750.00
308533 Total:		868.61
UMPQVTCF - UMPQUA Bank Total:		868.61
UPJN5270 - Upham, Jennifer		
308514	09/23/2019	
Inv	R104011/104681	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Class Cancellation (Low Enrollement) Soccer + STEM	200.00
Inv R104011/104681 Total		200.00
308514 Total:		200.00
UPJN5270 - Upham, Jennifer Total:		200.00
UST2230 - United States Treasury		
308534	09/24/2019	
Inv	95-6000798	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/24/2019	Payment for Employer's Quarterly Tax Return Q3	179.25
Inv 95-6000798 Total		179.25
308534 Total:		179.25
UST2230 - United States Treasury Total:		179.25
VERW6711 - Verizon Wireless		
308515	09/23/2019	
Inv	9836720843	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/15/2019	571839627-00001 7/24-08/23/19	16.03
Inv 9836720843 Total		16.03
Inv	9836897302	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/15/2019	270619951-0004 7/27-08/26/19	501.82

Check Number	Check Date	Amount
Inv 9836897302 Total		501.82
308515 Total:		517.85
VERW6711 - Verizon Wireless Total:		517.85
VRMZ7000 - Munoz, Valerie		
308500	09/23/2019	
Inv P/R/E 9/15/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Garnishment	750.00
Inv P/R/E 9/15/19 Total		750.00
308500 Total:		750.00
VRMZ7000 - Munoz, Valerie Total:		750.00
WOR8011 - World Book Inc		
308516	09/23/2019	
Inv 0001597579		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2019	Digital Resource: World Book Encyclopedia Online	1,284.00
Inv 0001597579 Total		1,284.00
308516 Total:		1,284.00
WOR8011 - World Book Inc Total:		1,284.00
ZOLL8021 - Zoll Medical Copr. GPO		
308481	09/17/2019	
Inv 2920495		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Fire Department Medical Supplies (Lifeband & CPR Stat-Pads Elect	1,264.73
Inv 2920495 Total		1,264.73
308481 Total:		1,264.73
ZOLL8021 - Zoll Medical Copr. GPO Total:		1,264.73
Total:		263,488.88

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: ealvarez
Printed: 09/25/2019 - 10:23AM



Check Number	Check Date		Amount
AIRT5150 - Air Tro			
308535	10/02/2019		
Inv	390150		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/06/2019	Repair of AC system at Senior Center		264.00
Inv 390150 Total			264.00
308535 Total:			264.00
AIRT5150 - Air Tro Total:			
			264.00
AMPM5011 - AM/PM Door, Inc.			
308536	10/02/2019		
Inv	41449-40235		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2019	Compressed Natural Gas Station Rolling Gate Inspection		404.12
Inv 41449-40235 Total			404.12
308536 Total:			404.12
AMPM5011 - AM/PM Door, Inc. Total:			
			404.12
AMBB9289 - American Business Bank			
308537	10/02/2019		
Inv	11		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Graves Reservoir Project Escrow Account for Project Retention		19,082.50
Inv 11 Total			19,082.50
308537 Total:			19,082.50
AMBB9289 - American Business Bank Total:			
			19,082.50
BAK0369 - Baker & Taylor Books			
308538	10/02/2019		

Check Number	Check Date	Amount
Inv 0003176999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	-23.54
Inv 0003176999 Total		-23.54
Inv 2034723268		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Purchase of Books & Library Materials	9.68
Inv 2034723268 Total		9.68
Inv 3022860369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2019	Purchase of Books & Library Materials	56.85
Inv 3022860369 Total		56.85
Inv 3022884593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2019	Purchase of Books & Library Materials	31.25
Inv 3022884593 Total		31.25
Inv 3022886647		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Purchase of Books & Library Materials	28.85
Inv 3022886647 Total		28.85
Inv 4012585352		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Purchase of Books & Library Materials	587.78
Inv 4012585352 Total		587.78
Inv 4012587695		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Purchase of Books & Library Materials (L447610)	200.00
Inv 4012587695 Total		200.00
Inv 4012587714		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Purchase of Books & Library Materials	61.52
Inv 4012587714 Total		61.52
Inv 4012588303		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of Books & Library Materials	232.17

Check Number	Check Date	Amount
Inv 4012588303 Total		232.17
Inv 4012588964		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of Books & Library Materials	67.42
Inv 4012588964 Total		67.42
Inv 4012590334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	252.15
Inv 4012590334 Total		252.15
Inv 4012591847		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of Books & Library Materials	191.91
Inv 4012591847 Total		191.91
Inv 4012592965		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Purchase of Books & Library Materials	129.15
Inv 4012592965 Total		129.15
Inv 4012593487		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Purchase of Books & Library Materials (L100586)	117.12
Inv 4012593487 Total		117.12
Inv 4012594850		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	200.78
Inv 4012594850 Total		200.78
Inv 4012595316		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	197.18
Inv 4012595316 Total		197.18
Inv 4012595483		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	535.19
Inv 4012595483 Total		535.19

Check Number	Check Date	Amount
Inv 4012595743		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	Purchase of Books & Library Materials	447.62
Inv 4012595743 Total		447.62
Inv 4012595976		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	89.07
Inv 4012595976 Total		89.07
Inv 4012596050		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	59.28
Inv 4012596050 Total		59.28
Inv 4012596110		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	707.63
Inv 4012596110 Total		707.63
Inv 4012596247		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of Books & Library Materials	138.48
Inv 4012596247 Total		138.48
Inv 4012596479		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	674.07
Inv 4012596479 Total		674.07
Inv 4012596705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	22.27
Inv 4012596705 Total		22.27
Inv 4012596883		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	568.54
Inv 4012596883 Total		568.54
Inv 4012597794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	342.85

Check Number	Check Date	Amount
Inv 4012597794 Total		342.85
Inv 4012598365		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	643.04
Inv 4012598365 Total		643.04
Inv 4012598679		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Purchase of Books & Library Materials	105.33
Inv 4012598679 Total		105.33
Inv 4012599057		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of Books & Library Materials	33.39
Inv 4012599057 Total		33.39
Inv 4012599258		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Purchase of Books & Library Materials	232.86
Inv 4012599258 Total		232.86
Inv 4012600148		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Purchase of Books & Library Materials	525.62
Inv 4012600148 Total		525.62
Inv 402598544		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of Books & Library Materials	130.44
Inv 402598544 Total		130.44
308538 Total:		7,595.95
BAK0369 - Baker & Taylor Books Total:		7,595.95
BAK0366 - Baker & Taylor Entertainment		
308539	10/02/2019	
Inv 4012599095		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	Purchase of CD's and DVD's & Library Materials	131.05
Inv 4012599095 Total		131.05

Check Number	Check Date	Amount
Inv 4012599295		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Purchase of CD's and DVD's & Library Materials	32.45
Inv 4012599295 Total		32.45
Inv 4012600149		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Purchase of CD's and DVD's & Library Materials	277.18
Inv 4012600149 Total		277.18
Inv 4012601108		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Purchase of CD's and DVD's & Library Materials	131.63
Inv 4012601108 Total		131.63
Inv 4012601531		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Purchase of CD's and DVD's & Library Materials	43.87
Inv 4012601531 Total		43.87
Inv H37098820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	28.73
Inv H37098820 Total		28.73
Inv H37098830		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	61.57
Inv H37098830 Total		61.57
Inv H38002270		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Purchase of CD's and DVD's & Library Materials	16.20
Inv H38002270 Total		16.20
Inv H38034120		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/16/2019	Purchase of CD's and DVD's & Library Materials	62.66
Inv H38034120 Total		62.66
Inv H38142950		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	08/12/2019	Purchase of CD's and DVD's & Library Materials	11.33
	Inv H38142950	Total	11.33
	Inv H38215630		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	08/14/2019	Purchase of CD's and DVD's & Library Materials	21.34
	Inv H38215630	Total	21.34
	Inv H38314300		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	08/19/2019	Purchase of CD's and DVD's & Library Materials	58.29
	Inv H38314300	Total	58.29
	Inv H38471290		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	08/22/2019	Purchase of CD's and DVD's & Library Materials	24.63
	Inv H38471290	Total	24.63
	Inv T05086880		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/12/2019	Entertainment acct.	34.45
	Inv T05086880	Total	34.45
	Inv T05171400		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/12/2019	Purchase of CD's and DVD's & Library Materials	12.15
	Inv T05171400	Total	12.15
	Inv T05294820		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/12/2019	Purchase of CD's and DVD's & Library Materials	160.83
	Inv T05294820	Total	160.83
	Inv T05294830		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/12/2019	Purchase of CD's and DVD's & Library Materials	181.37
	Inv T05294830	Total	181.37
	Inv T05298220		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/12/2019	Purchase of CD's and DVD's & Library Materials	20.50
	Inv T05298220	Total	20.50

Check Number	Check Date	Amount
Inv	T05356180	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	61.57
Inv T05356180 Total		61.57
Inv	T05361650	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	25.95
Inv T05361650 Total		25.95
Inv	T05375220	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	16.20
Inv T05375220 Total		16.20
Inv	T05375240	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	41.02
Inv T05375240 Total		41.02
Inv	T05422510	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	32.85
Inv T05422510 Total		32.85
Inv	T05433610	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	79.35
Inv T05433610 Total		79.35
Inv	T05433620	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	71.91
Inv T05433620 Total		71.91
Inv	T05521990	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	125.08
Inv T05521990 Total		125.08
Inv	T05550380	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	12.15

Check Number	Check Date	Amount
Inv T05550380	Total	12.15
Inv	T05583220	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	33.52
Inv T05583220	Total	33.52
Inv	T05591380	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	19.44
Inv T05591380	Total	19.44
Inv	T05594880	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/12/2019	Purchase of CD's and DVD's & Library Materials	18.88
Inv T05594880	Total	18.88
Inv	T05652040	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Purchase of CD's and DVD's & Library Materials	28.73
Inv T05652040	Total	28.73
Inv	T05683270	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Purchase of CD's and DVD's & Library Materials	61.57
Inv T05683270	Total	61.57
Inv	T05696180	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Purchase of CD's and DVD's & Library Materials	32.81
Inv T05696180	Total	32.81
Inv	T05738640	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/20/2019	Purchase of CD's and DVD's & Library Materials	65.68
Inv T05738640	Total	65.68
Inv	T05756440	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2019	Purchase of CD's and DVD's & Library Materials	32.85
Inv T05756440	Total	32.85

Check Number	Check Date	Amount
308539 Total:		2,069.79
BAK0366 - Baker & Taylor Entertainment Total:		2,069.79
BCTS918 - BC Traffic Specialist		
308540	10/02/2019	
Inv	0041681-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Safety Cross Cones for Street Tires	206.90
Inv 0041681-IN Total		206.90
308540 Total:		206.90
BCTS918 - BC Traffic Specialist Total:		206.90
BLSP8010 - Blackstone Publishing		
308541	10/02/2019	
Inv	1123908	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2019	Books on CD	49.34
Inv 1123908 Total		49.34
308541 Total:		49.34
BLSP8010 - Blackstone Publishing Total:		49.34
DABN8267 - Bohan, Diana		
308542	10/02/2019	
Inv	8/01-8/31/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2019	Yoga Instructor For August 2019	281.60
Inv 8/01-8/31/19 Total		281.60
308542 Total:		281.60
DABN8267 - Bohan, Diana Total:		281.60
CAME2015 - CA Maintenance & Environmental		
308543	10/02/2019	
Inv	30727	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Quarterly Inspection-City Maintenance Yard Invoice 30727 8/14/19	125.00

Check Number	Check Date	Amount
Inv 30727 Total		125.00
Inv 30728		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Quarterly Inspection-Police/Fire Fuel Yard Invoice 30727 8/14/19	125.00
Inv 30728 Total		125.00
308543 Total:		250.00
CAME2015 - CA Maintenance & Environmental Total:		250.00
CAT0700 - Catering Systems Inc.		
308544	10/02/2019	
Inv 5217		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/02/2019	Senior Meal Program 8/19-8/23/19	1,998.00
Inv 5217 Total		1,998.00
Inv 5222		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2019	Senior Meal Program 9/3-9/6/19	1,657.80
Inv 5222 Total		1,657.80
308544 Total:		3,655.80
CAT0700 - Catering Systems Inc. Total:		3,655.80
CHE6010 - Chem Pro Laboratory, Inc.		
308545	10/02/2019	
Inv 650742		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Maint. at Civic Center Cooling Tower	419.47
Inv 650742 Total		419.47
Inv 651704		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Monthly Service Sep. 2018 - June 2019	164.00
Inv 651704 Total		164.00
308545 Total:		583.47
CHE6010 - Chem Pro Laboratory, Inc. Total:		583.47

Check Number	Check Date		Amount
CONN6711 - Conney Safety			
308546	10/02/2019		
Inv	05725020		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2019	Safety Equipment for Street Tree Maintenance		312.20
Inv 05725020 Total			312.20
308546 Total:			312.20
CONN6711 - Conney Safety Total:			312.20
CRMN6010 - Core & Main LP			
308547	10/02/2019		
Inv	K992272		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Water Distribution Stock Supply for Maint. and Water Services		8,448.04
Inv K992272 Total			8,448.04
308547 Total:			8,448.04
CRMN6010 - Core & Main LP Total:			8,448.04
DSP0755 - D & S Printing			
308548	10/02/2019		
Inv	8413		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2019	Printing and Duplication		464.28
Inv 8413 Total			464.28
Inv	8433		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/05/2019	Print Senior Center Newsletter (6 times a year)		438.00
Inv 8433 Total			438.00
Inv	8438		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/04/2019	Order of (1000) Return Address Envelopes for Comm. Svcs. Dept.		191.63
Inv 8438 Total			191.63
308548 Total:			1,093.91

Check Number	Check Date		Amount
DSP0755 - D & S Printing Total:			1,093.91
DBJD4460 - Detzel, Deborah			
308549	10/02/2019		
Inv	07.18.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	Annual Parking Permit (233131781) Refund Due to Overpayment		73.00
Inv 07.18.19 Total			73.00
308549 Total:			73.00
DBJD4460 - Detzel, Deborah Total:			73.00
DCHO9264 - Diana Cho & Associates			
308550	10/02/2019		
Inv	601988-18		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2019	Professional Services Agreement for Contract & Labor Compliance		4,250.00
Inv 601988-18 Total			4,250.00
308550 Total:			4,250.00
DCHO9264 - Diana Cho & Associates Total:			4,250.00
GDM6710 - DLT Solutions LLC			
308551	10/02/2019		
Inv	4752476B		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/20/2019	3-Year AUTO CAD Renewal		1,014.70
Inv 4752476B Total			1,014.70
308551 Total:			1,014.70
GDM6710 - DLT Solutions LLC Total:			1,014.70
DDL8010 - Dr. Detail Ph.D			
308552	10/02/2019		
Inv	1919		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2019	Fleet Cleaning for Vehicles: 77-80&75, and F250 Truck; 8/10/19		250.00
Inv 1919 Total			250.00

Check Number	Check Date	Amount
Inv 1931		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2019	Spot Cleaning Community room carpet & pressure wash balconies	375.00
Inv 1931 Total		375.00
308552 Total:		625.00
DDL8010 - Dr. Detail Ph.D Total:		625.00
EGBC4011 - E.G. Brennan & Co. Corp.		
308553	10/02/2019	
Inv 0000049266		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Renewal of Annual Service Agreement	225.00
Inv 0000049266 Total		225.00
308553 Total:		225.00
EGBC4011 - E.G. Brennan & Co. Corp. Total:		225.00
GALS5010 - Galls		
308554	10/02/2019	
Inv 013439862		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Fire Dept. Uniform Supplies	15.28
Inv 013439862 Total		15.28
Inv 013439864		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Fire Dept. Uniform Supplies	15.28
Inv 013439864 Total		15.28
Inv 013442644		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Fire Dept. Uniform Supplies	15.48
Inv 013442644 Total		15.48
Inv 013488938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Fire Dept. Uniform Supplies	15.28
Inv 013488938 Total		15.28

Check Number	Check Date	Amount
Inv 013538349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/26/2019	Fire Dept. Uniform Supplies	237.51
Inv 013538349 Total		237.51
Inv 013561797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/26/2019	Fire Dept. Uniform Supplies	210.89
Inv 013561797 Total		210.89
Inv 013570883		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/28/2019	Fire Dept. Uniform Supplies	216.04
Inv 013570883 Total		216.04
Inv 013594348		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Fire Dept. Uniform Supplies	208.16
Inv 013594348 Total		208.16
Inv 013594359		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2019	Fire Dept. Uniform Supplies	442.60
Inv 013594359 Total		442.60
Inv 013594368		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2019	Fire Dept. Uniform Supplies	117.22
Inv 013594368 Total		117.22
Inv 013594369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2019	Fire Dept. Uniform Supplies	117.22
Inv 013594369 Total		117.22
308554 Total:		1,610.96
GALS5010 - Galls Total:		1,610.96
GAY8856 - Gaylord Bros., Inc.		
308555	10/02/2019	
Inv 2605041		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/13/2019		Technical Services Supplies	340.68
		Inv 2605041 Total	340.68
		Inv 2605250	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/13/2019		Archival Newspaper Box	38.38
		Inv 2605250 Total	38.38
		Inv 2606056	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/13/2019		Archival Oversize drop front print boxes	57.88
		Inv 2606056 Total	57.88
308555 Total:			436.94
GAY8856 - Gaylord Bros., Inc. Total:			436.94
GRTK9203 - Geo Tek, Inc.			
308556	10/02/2019		
		Inv 61333	
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/18/2019		On-Call Material Testing & Geotechnical Services (FY19-23)	649.68
		Inv 61333 Total	649.68
308556 Total:			649.68
GRTK9203 - Geo Tek, Inc. Total:			649.68
GRA1244 - Graffiti Control Systems			
308557	10/02/2019		
		Inv SOPAS0819	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/31/2019		Citywide Graffiti Removal	284.20
		Inv SOPAS0819 Total	284.20
		Inv SPAS0719	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/31/2019		Citywide Graffiti Removal	441.00
		Inv SPAS0719 Total	441.00
308557 Total:			725.20

Check Number	Check Date		Amount
GRA1244 - Graffiti Control Systems Total:			725.20
HHA5011 - H & H Auto Parts Wholesale			
308558	10/02/2019		
Inv	11N0301264		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/05/2019	Fire Department Supplies		23.81
Inv	11N0301264 Total		23.81
Inv	11N0301466		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/05/2019	Fire Department Supplies		23.81
Inv	11N0301466 Total		23.81
308558 Total:			47.62
HHA5011 - H & H Auto Parts Wholesale Total:			47.62
HATC8025 - Halls Auto Tech Center			
308559	10/02/2019		
Inv	10020		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Comm Svcs. Tranist Division Trire Replacement Dial-a-Ride		178.29
Inv	10020 Total		178.29
Inv	10059		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/12/2019	Replaced Right Front tire and Alignment 8/30/19		308.29
Inv	10059 Total		308.29
308559 Total:			486.58
HATC8025 - Halls Auto Tech Center Total:			486.58
HRAS6201 - Harris & Associates			
308560	10/02/2019		
Inv	42020		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Professional Services for Annual Admin. & Levy Services Fy19-20		1,480.00
Inv	42020 Total		1,480.00
308560 Total:			1,480.00

HRAS6201 - Harris & Associates Total:	1,480.00
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HIW6710 - Hi-Way Safety Inc

308561 10/02/2019

Inv 92597

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Parking Signs for City Of Hope (extend hours)	138.13

Inv 92597 Total	138.13
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308561 Total:	138.13
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HIW6710 - Hi-Way Safety Inc Total:	138.13
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HUS6601 - Husko Automotive Inc.

308562 10/02/2019

Inv 9682

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2019	Public Works unit # 612 Facilities Truck Tire Replacement	281.65

Inv 9682 Total	281.65
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308562 Total:	281.65
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HUS6601 - Husko Automotive Inc. Total:	281.65
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INCG6011 - Interwest Consulting Group

308563 10/02/2019

Inv 51748

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Professional Traffic Engineering Consulting Svcs FY 18-19	1,200.00

Inv 51748 Total	1,200.00
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Inv 51785

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	On-Call Construction Management & Inpection (Alpha Ave. & Cam	26,382.00

Inv 51785 Total	26,382.00
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308563 Total:	27,582.00
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INCG6011 - Interwest Consulting Group Total:	27,582.00
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JSAR4011 - Jack's Auto Repair

308564 10/02/2019

Check Number	Check Date	Amount
Inv 16411		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/03/2019	45 Day Inspection for Vehicle #75 on 9/3/19	55.00
Inv 16411 Total		55.00
Inv 16428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Transit Division Maint. FY19-20	275.52
Inv 16428 Total		275.52
308564 Total:		330.52
JSAR4011 - Jack's Auto Repair Total:		330.52
AZJE4610 - Jeff, Azboy		
308565	10/02/2019	
Inv 222143008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	PD Citation Refund for # (222143008) Due to Admin. Hearing	28.00
Inv 222143008 Total		28.00
308565 Total:		28.00
AZJE4610 - Jeff, Azboy Total:		28.00
KAR1897 - Karbelnig, Dr. Alan		
308566	10/02/2019	
Inv 8/27/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	Fee for POST pre-employment psychological evaluation for PD	400.00
Inv 8/27/2019 Total		400.00
Inv 8/9/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	Fee for POST pre-employment psychological evaluation for PD	400.00
Inv 8/9/2019 Total		400.00
308566 Total:		800.00
KAR1897 - Karbelnig, Dr. Alan Total:		800.00
LSLL6010 - Laser, LLC.		

Check Number	Check Date	Amount
308567	10/02/2019	
Inv 201909-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Consultant: On-Call Public Works Stormwater Mgmt.	4,025.00
Inv 201909-01 Total		4,025.00
Inv 201909-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Consultant: FY19-20 On-Call Public Works and Capital Improve	5,000.00
08/01/2019	Consultant: FY19-20 On-Call Public Works and Capital Improve	2,975.00
Inv 201909-02 Total		7,975.00
308567 Total:		12,000.00
LSLL6010 - Laser, LLC. Total:		12,000.00
MBFEC106 - Marx Bros. Fire Extinguisher Co.		
308568	10/02/2019	
Inv S21266		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	WMB- Fire Suppresion System Inspection	90.00
Inv S21266 Total		90.00
308568 Total:		90.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:		90.00
MAT5563 - Matt Chlor Inc		
308569	10/02/2019	
Inv 22574		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2019	Parts for Chlorine line link @ Kollle Breakpoint	219.02
Inv 22574 Total		219.02
308569 Total:		219.02
MAT5563 - Matt Chlor Inc Total:		219.02
MOR2900 - Morrow & Holman Plumbing Inc		
308570	10/02/2019	
Inv P-10-8685		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/16/2018	Citywide Plumbing Svcs & Repairs	1,005.44

Check Number	Check Date	Amount
Inv P-10-8685 Total		1,005.44
Inv P-11-9039		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Citywide Plumbing Svcs & Repairs	625.30
Inv P-11-9039 Total		625.30
Inv P-4-10482		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Citywide Plumbing Svcs & Repairs	625.06
Inv P-4-10482 Total		625.06
Inv P-7-11033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Citywide Plumbing Svcs & Repairs	272.85
Inv P-7-11033 Total		272.85
308570 Total:		2,528.65
MOR2900 - Morrow & Holman Plumbing Inc Total:		2,528.65
NRMP7010 - Nearmap US Inc.		
308571	10/02/2019	
Inv INV00132111		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/03/2019	Annual Subscription (P& B Dept) for Digital Areal Imagery	5,000.00
Inv INV00132111 Total		5,000.00
308571 Total:		5,000.00
NRMP7010 - Nearmap US Inc. Total:		5,000.00
NEOF8011 - Neofunds		
308572	10/02/2019	
Inv 15814843		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Postage Meter Lease Acct# 7900 0440 8068 2044	16.41
Inv 15814843 Total		16.41
308572 Total:		16.41
NEOF8011 - Neofunds Total:		16.41

NLES8170 - Next Level Engineering Solutions LLC

308573	10/02/2019	
Inv	1001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2019	On Call Transportation Planning, Programming, Support Services f	5,655.00
Inv 1001 Total		5,655.00
308573 Total:		5,655.00

NLES8170 - Next Level Engineering Solutions LLC Total: 5,655.00

NV5R9266 - NV5

308574	10/02/2019	
Inv	133740	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	Construction Mgmt & Inspections Svcs - Graves Reservoir Replacm	34,003.59
Inv 133740 Total		34,003.59
308574 Total:		34,003.59

NV5R9266 - NV5 Total: 34,003.59

OSSS3010 - Olympic Staffing Services

308575	10/02/2019	
Inv	209821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Olympic Staffing Services Temporary Staff PW w/e 7/14/19	589.00
09/16/2019	Olympic Staffing Services Temporary Staff PW w/e 7/14/19	589.00
Inv 209821 Total		1,178.00
Inv	209862	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Olympic Staffing Services Temporary Staff PW w/e 8/4/19	558.00
08/07/2019	Olympic Staffing Services Temporary Staff PW w/e 8/4/19	558.00
Inv 209862 Total		1,116.00
Inv	209959	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Olympic Staffing Services Temporary Staff PW w/e 8/11/19	550.25
08/15/2019	Olympic Staffing Services Temporary Staff PW w/e 8/11/19	550.25
Inv 209959 Total		1,100.50

Check Number	Check Date		Amount
Inv	210063		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/21/2019	Olympic Staffing Services Temporary Staff PW w/e 8/18/19		620.00
08/21/2019	Olympic Staffing Services Temporary Staff PW w/e 8/18/19		620.00
Inv 210063 Total			1,240.00
Inv	210166		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/28/2019	Olympic Staffing Services Temporary Staff PW w/e 8/25/19		620.00
09/16/2019	Olympic Staffing Services Temporary Staff PW w/e 8/25/19		620.00
Inv 210166 Total			1,240.00
Inv	210269		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/04/2019	Olympic Staffing Services Temporary Staff PW w/e 9/1/19		666.50
09/04/2019	Olympic Staffing Services Temporary Staff PW w/e 9/1/19		666.50
Inv 210269 Total			1,333.00
308575 Total:			7,207.50
OSSS3010 - Olympic Staffing Services Total:			7,207.50
OVDR8011 - OverDrive Inc.			
308576	10/02/2019		
Inv	01148CO19162496		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/31/2019	Purchase of Digital Books & Audiobooks for Library		5,238.38
Inv 01148CO19162496 Total			5,238.38
Inv	01148CO19166512		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/04/2019	Purchase of Digital Books & Audiobooks for Library		308.98
Inv 01148CO19166512 Total			308.98
308576 Total:			5,547.36
OVDR8011 - OverDrive Inc. Total:			5,547.36
PHCP9255 - Pacific Hydrotech Corp.			
308577	10/02/2019		
Inv	12		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Graves Reservoir Replacement Project		456,665.00

Check Number	Check Date	Amount
Inv 12 Total		456,665.00
308577 Total:		456,665.00
PHCP9255 - Pacific Hydrotech Corp. Total:		456,665.00
PHOE4610 - Phoenix Group Information Systems		
308578	10/02/2019	
Inv	072019184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Citations Processed FM July 2019	2,592.92
Inv 072019184 Total		2,592.92
308578 Total:		2,592.92
PHOE4610 - Phoenix Group Information Systems Total:		2,592.92
PBPP8010 - Pitney Bowes Reserve Account		
308579	10/02/2019	
Inv	21706007	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	Replenish Reserve Postage Account	50.00
Inv 21706007 Total		50.00
308579 Total:		50.00
PBPP8010 - Pitney Bowes Reserve Account Total:		50.00
PDI417 - Plumbers Depot Inc.		
308580	10/02/2019	
Inv	PD-42504	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Replacement of Sewer Television Equipment System	82,610.41
Inv PD-42504 Total		82,610.41
308580 Total:		82,610.41
PDI417 - Plumbers Depot Inc. Total:		82,610.41
PLU4589 - Plumbing Wholesale Outlet Inc		
308581	10/02/2019	
Inv	S100342734.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/03/2019	Fountains water spigots for parks, Arroyo Park Fire Hose nozzle	211.35
Inv S100342734.001	Total	211.35
Inv S100352941.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Fountains water spigots for parks, Arroyo Park Fire Hose nozzle	20.68
Inv S100352941.001	Total	20.68
308581 Total:		232.03
PLU4589 - Plumbing Wholesale Outlet Inc Total:		232.03
POWA6711 - Pollardwater		
308582	10/02/2019	
Inv 0143180		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Emergency Repair of City Water Sample Site @ 1733 Hanson	596.21
Inv 0143180	Total	596.21
308582 Total:		596.21
POWA6711 - Pollardwater Total:		596.21
RKIN4011 - Randy E. Kirby Investigations		
308583	10/02/2019	
Inv 2019006		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2019	Fee for employment background investigations for PD	4,200.00
Inv 2019006	Total	4,200.00
308583 Total:		4,200.00
RKIN4011 - Randy E. Kirby Investigations Total:		4,200.00
RHAL9158 - RHA Landscape Architects-Planners		
308584	10/02/2019	
Inv 0719041		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Professional Services for City Hall Courtyard	2,621.11
Inv 0719041	Total	2,621.11

Check Number	Check Date	Amount
Inv 0819027		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/18/2019	Professional Services for City Hall Courtyard	3,456.50
Inv 0819027 Total		3,456.50
308584 Total:		6,077.61
RHAL9158 - RHA Landscape Architects-Planners Total:		6,077.61
SGB3223 - San Gabriel Basin Water Quality Authority		
308585	10/02/2019	
Inv 0004438-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2019	FY19-20 1st Half Water Quality Assesment for Ground Water Basin	21,406.20
Inv 0004438-IN Total		21,406.20
308585 Total:		21,406.20
SGB3223 - San Gabriel Basin Water Quality Authority Total:		21,406.20
SCAT6710 - Scott's Automotive		
308586	10/02/2019	
Inv 14545		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	FY19-20 Water Division Vehicle Maint.	306.42
Inv 14545 Total		306.42
Inv 14552		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	FY19-20 Water Division Vehicle Maint.	465.19
Inv 14552 Total		465.19
Inv 14589		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2019	FY19-20 Water Division Vehicle Maint.	53.45
Inv 14589 Total		53.45
308586 Total:		825.06
SCAT6710 - Scott's Automotive Total:		825.06
SEQ9000 - Sequel Contractors Inc.		

Check Number	Check Date		Amount
308587	10/02/2019		
Inv	2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Bushnell Avenue & Diamond Ave. Street Improv.		159,141.85
09/18/2019	Bushnell Avenue & Diamond Ave. Street Improv.		40,000.00
Inv 2 Total			199,141.85
308587 Total:			199,141.85
SEQ9000 - Sequel Contractors Inc. Total:			199,141.85
REP6115 - Siemens Mobility, Inc.			
308588	10/02/2019		
Inv	5610182660		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/14/2019	Traffic Signal Maintenance July 2019		2,163.63
Inv 5610182660 Total			2,163.63
Inv	5620019011		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/14/2019	Traffic Signal Response Call outs for July 2019		1,854.67
Inv 5620019011 Total			1,854.67
308588 Total:			4,018.30
REP6115 - Siemens Mobility, Inc. Total:			4,018.30
SPEC5011 - Spectrum Gas Prodcuts, Inc.			
308589	10/02/2019		
Inv	184180		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/28/2019	Department Supplies- Gas Cylinder		30.00
Inv 184180 Total			30.00
308589 Total:			30.00
SPEC5011 - Spectrum Gas Prodcuts, Inc. Total:			30.00
STA5219 - Staples Business Advantage			
308590	10/02/2019		
Inv	3416109787		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2019	Office Supplies Library		53.18

Check Number	Check Date	Amount
Inv 3416109787 Total		53.18
Inv 3416310655		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Office Supplies Library	33.27
Inv 3416310655 Total		33.27
Inv 3416310657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Office Supplies Library	6.12
Inv 3416310657 Total		6.12
Inv 3416459967		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/12/2019	Office Supplies Library	21.45
Inv 3416459967 Total		21.45
Inv 3416606455		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Office Supplies Library	15.75
Inv 3416606455 Total		15.75
Inv 3416606456		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Office Supplies Library	142.39
Inv 3416606456 Total		142.39
Inv 3416606457		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Office Supplies Library	18.60
Inv 3416606457 Total		18.60
Inv 3416606458		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Office Supplies Library	74.42
Inv 3416606458 Total		74.42
Inv 3416937308		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2019	Office Supplies Library	63.60
Inv 3416937308 Total		63.60

Check Number	Check Date	Amount
Inv	3417741103	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2019	Office Supplies-Library	280.52
Inv 3417741103 Total		280.52
Inv	3418999978	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2019	Office Supplies Public Works	55.89
07/10/2019	Office Supplies Public Works	121.37
07/10/2019	Office Supplies Public Works	55.88
07/10/2019	Office Supplies Public Works	55.88
07/10/2019	Office Supplies Public Works	59.47
07/10/2019	Office Supplies Public Works	121.37
Inv 3418999978 Total		469.86
Inv	3419129934	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	Office Supplies-Public Works	242.59
Inv 3419129934 Total		242.59
Inv	3420016430	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Office Supplies Public Works	11.33
07/24/2019	Office Supplies Public Works	11.33
07/24/2019	Office Supplies Public Works	11.33
07/24/2019	Office Supplies Public Works	11.33
07/24/2019	Office Supplies Public Works	11.33
07/24/2019	Office Supplies Public Works	11.33
Inv 3420016430 Total		67.98
Inv	3420147652	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Office Supplies-Library	243.00
Inv 3420147652 Total		243.00
Inv	3420147653	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Office Supplies-Library	3.02
Inv 3420147653 Total		3.02
Inv	3421017595	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2019	Office Supplies-Public Works	487.01
Inv 3421017595 Total		487.01

Check Number	Check Date	Amount
Inv	3421657905	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Office Supplies- Public Works	6.91
08/08/2019	Office Supplies- Public Works	6.91
08/08/2019	Office Supplies- Public Works	6.91
08/08/2019	Office Supplies- Public Works	6.91
08/08/2019	Office Supplies- Public Works	6.91
08/08/2019	Office Supplies- Public Works	6.91
Inv 3421657905 Total		41.46
Inv	3421657906	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Office Supplies-Parks Division	16.30
Inv 3421657906 Total		16.30
Inv	3421954235	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2019	Office Supplies Library	100.74
Inv 3421954235 Total		100.74
Inv	3421954237	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2019	Office Supplies- Library	52.84
Inv 3421954237 Total		52.84
Inv	3421954242	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Office Supplies Library	103.13
Inv 3421954242 Total		103.13
Inv	3421954243	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Office Supplies Library	93.60
Inv 3421954243 Total		93.60
Inv	3422097943	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	Office Supplies- Public Works	45.32
Inv 3422097943 Total		45.32
Inv	3422201105	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Office Supplies- Facilities Maintenance	14.22
Inv 3422201105 Total		14.22

Inv 3422201108

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Office Supplies Public Works	85.26
08/15/2019	Office Supplies Public Works	23.99
08/15/2019	Office Supplies Public Works	23.99
08/15/2019	Office Supplies Public Works	23.99
08/15/2019	Office Supplies Public Works	23.99
08/15/2019	Office Supplies Public Works	23.99
08/15/2019	Office Supplies Public Works	151.37
08/15/2019	Office Supplies Public Works	25.95
08/15/2019	Office Supplies Public Works	24.00

Inv 3422201108 Total 406.53

Inv 3422311729

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Office Supplies Public Works	11.33
08/16/2019	Office Supplies Public Works	11.33
08/16/2019	Office Supplies Public Works	11.33
08/16/2019	Office Supplies Public Works	11.33
08/16/2019	Office Supplies Public Works	11.33
08/16/2019	Office Supplies Public Works	11.33

Inv 3422311729 Total 67.98

Inv 3422818255

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2019	Office Supplies Library	52.48

Inv 3422818255 Total 52.48

Inv 3423027555

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Office Supplies Library	180.01

Inv 3423027555 Total 180.01

308590 Total: 3,397.37

STA5219 - Staples Business Advantage Total: 3,397.37

SUVA8022 - Sunset Vans Inc.

308591 10/02/2019

Inv 17265

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2019	60 Day Ramp Inspection for Vehicles 80&75, 75 pinch cover replac	267.50

Inv 17265 Total 267.50

Check Number	Check Date	Amount
308591 Total:		267.50
SUVA8022 - Sunset Vans Inc. Total:		267.50
SCRR4010 - Superior Court of CA, County of LA		
308592	10/02/2019	
Inv 740A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Revenue Distribution FM July 2019	7,618.00
Inv 740A Total		7,618.00
308592 Total:		7,618.00
SCRR4010 - Superior Court of CA, County of LA Total:		7,618.00
TLMS5011 - Tanouye Lawn Mower Shop		
308593	10/02/2019	
Inv 9/5/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2019	Fire Dept. Equipment Maintenance	142.04
Inv 9/5/19 Total		142.04
308593 Total:		142.04
TLMS5011 - Tanouye Lawn Mower Shop Total:		142.04
HODE8011 - The Home Depot Pro (Formerly Supply Works)		
308594	10/02/2019	
Inv 504601832		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Building Maintenance	365.92
Inv 504601832 Total		365.92
Inv 510048317		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2019	Building Maintenance	195.54
Inv 510048317 Total		195.54
308594 Total:		561.46
HODE8011 - The Home Depot Pro (Formerly Supply Works) Total:		561.46

Check Number	Check Date		Amount
TOM4455 - Tom's Clothing & Uniforms Inc			
308595	10/02/2019		
Inv	14642		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/03/2019	Dept. Expense-Eduardo Rodriguez		260.60
Inv 14642 Total			260.60
308595 Total:			260.60
TOM4455 - Tom's Clothing & Uniforms Inc Total:			260.60
TAEV9224 - Total Access Elevator Inc.			
308596	10/02/2019		
Inv	42996		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Total Access Elevator for Monthly Maint. Fee of Citywide Elevato		582.75
08/01/2019	Total Access Elevator for Monthly Maint. Fee of Citywide Elevato		370.00
Inv 42996 Total			952.75
308596 Total:			952.75
TAEV9224 - Total Access Elevator Inc. Total:			952.75
TRA5998 - Transtech Engineers Inc.			
308597	10/02/2019		
Inv	20182496		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.		169.20
Inv 20182496 Total			169.20
Inv	20191553		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.		22,250.88
Inv 20191553 Total			22,250.88
Inv	20191554		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/18/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.		20,058.39
Inv 20191554 Total			20,058.39
Inv	20191974		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Professional Svcs. for the Provision of Bldg.and Safety Svcs.		18,278.58

Check Number	Check Date	Amount
Inv 20191974 Total		18,278.58
308597 Total:		60,757.05
TRA5998 - Transtech Engineers Inc. Total:		60,757.05
TRE9241 - Trench Shoring		
308598	10/02/2019	
Inv 1170605-0002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	K Rail for 1853 Hanscom Dr	180.00
Inv 1170605-0002 Total		180.00
Inv 1170605-0003		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2019	K Rail for 1853 Hanscom Dr	180.00
Inv 1170605-0003 Total		180.00
308598 Total:		360.00
TRE9241 - Trench Shoring Total:		360.00
UQMS8010 - Unique Mgmt Svcs Inc.		
308599	10/02/2019	
Inv 555281		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	SP Library Recovering Agency Svcs.	187.95
Inv 555281 Total		187.95
Inv 556654		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	SP Library Recovering Agency Svcs.	205.85
Inv 556654 Total		205.85
Inv 558026		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2019	SP Library Recovering Agency Svcs.	223.75
Inv 558026 Total		223.75
308599 Total:		617.55
UQMS8010 - Unique Mgmt Svcs Inc. Total:		617.55

VEWI8020 - Vision Electric Wholesale Inc.

308600 10/02/2019

Inv 35583

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2019	Street Lighting hardware for Poles	45.53

Inv 35583 Total 45.53

308600 Total: 45.53

VEWI8020 - Vision Electric Wholesale Inc. Total: 45.53

EJWR5011 - Ward, E.J.

308601 10/02/2019

Inv 0068143-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2019	Install of new fuel pump control terminal at Fire Dept.	1,400.00

Inv 0068143-IN Total 1,400.00

308601 Total: 1,400.00

EJWR5011 - Ward, E.J. Total: 1,400.00

WIT6353 - Wittman Enterprises LLC

308602 10/02/2019

Inv 1908059

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/10/2019	Paramedic Payments - August 2019	3,913.40

Inv 1908059 Total 3,913.40

308602 Total: 3,913.40

WIT6353 - Wittman Enterprises LLC Total: 3,913.40

Total: 1,016,088.97

ATTACHMENT 4
Payroll 09/20/2019

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 09.20.2019

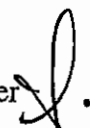
Account Number	Account Name	10.02.19
101-0000-0000-1010-000	General Fund - Payroll cash	701,426.90
	Other Withholding Payables	\$ 389,336.40
101-0000-0000-1010-000	Net General Fund - Payroll Cash	312,090.50
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,591.19
207-0000-0000-1010-000	Prop C - Payroll Cash	8,088.92
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	18,193.30
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	4,736.25
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	16,964.83
239-0000-0000-1010-000	Measure W	1,462.26
241-0000-0000-1010-000	Measure H	4,837.00
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	64,545.80
503-0000-0000-1010-000	Water Efficiency Fund	3,949.61
700-0000-0000-2210-000	Internal Revenue Service	63,361.80
700-0000-0000-2220-000	Employment Development Dept.	24,471.52
700-0000-0000-2230-000	Internal Revenue Service	20,472.39
700-0000-0000-2240-000	PERS Pension	328,680.49
700-0000-0000-2260-000	Deferred Comp - Empower	16,005.42
700-0000-0000-2262-000	PERS Health - Actives	-
101-3011-3041-7131-000	PERS Health - Retirees	-
Total Checks & Direct Deposits		897,451.28
Checks		19,755.44
Direct Deposits		424,704.22
I.R.S Payments		83,834.19
E.D.D. - State of CA		24,471.52
PERS Pension		328,680.49
Deferred Comp - Empower		16,005.42
PERS Health		-
		897,451.28
To 700		814,040.62
Other PR Payable		389,336.40
ACH Payable		424,704.22




City Council Agenda Report

ITEM NO. 11

DATE: October 2, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Lucy Demirjian, Assistant to the City Manager 
Teresa L. Highsmith, City Attorney

SUBJECT: **Second Reading and Adoption of an Ordinance Amending Chapter 2 ("Administration"), Article II ("Officers and Employees Generally") by Adding a New Section ("Code of Ethics and Conduct") and Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials**

Recommendation

It is recommended that the City Council:

1. Read by title only for second reading, waive further reading, and adopt an ordinance amending Chapter 2 ("Administration"), Article II ("Officers and Employees Generally") by adding a new section ("Code of Ethics and Conduct");
2. Adopt a resolution establishing a Code of Ethics and Conduct policy for all elected and appointed officials, including members of advisory boards, commissions and committees, to address responsibility, fairness, respect and integrity.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. The Code of Ethics and Conduct promotes an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential.

The purpose of a Code of Ethics and Conduct policy is to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City.

The overall principles and guidelines contained in this Code also describe the manner in which the City Council, City Treasurer, City Clerk, Commissioners, Committee members and Board members are expected to treat one another, City staff, and all others they come into contact with while representing the City. The Code Conduct defines more clearly the behavior, manners, and courtesies that are suitable for various occasions. The constant and consistent theme through all of the conduct guidelines is "respect."

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

Background

During the June 5, 2019 City Council meeting discussion on the adoption of an ordinance updating the charge and duties of the Public Safety Commission, questions were raised regarding a City policy on ethics. The Ordinance was introduced at the September 18, 2019 City Council meeting. Staff worked with the City Attorney to draft the language for the policy which is included in the resolution proposed for adoption this evening.

Assembly Bill 1234 (Salinas) - Compensation and Ethics, requires all elected or appointed officials, City employees, and members of boards, commissions, committees, and task forces to participate in ethics training in general ethics principles and ethics laws relevant to public service every two years.

In addition to state required training, many cities have adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to ensure public confidence in the integrity of local government and its effective and fair operation.

Next Steps

1. The ordinance will be brought back to Council in October for second reading and adoption.
2. Upon Council approval, the Code of Ethics and Conduct will be included in the regular orientations for candidates for elected offices including City Council, City Treasurer, City Clerk, and applicants to Board, Committee and Commissions.
3. Members entering office shall sign a statement acknowledging they have read and understood the Code of Ethics and Conduct.
4. The Code of Ethics and Conduct will be periodically reviewed by the City Council and updated as necessary by Council Resolution.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact with the adoption of a Code of Ethics policy.

Public Notification of Agenda Item

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

Attachments:

1. Ordinance Adding Section 2.7-5 "Code of Ethics and Conduct" to the SPMC
2. Resolution establishing Code of Ethics and Conduct Policy

ATTACHMENT 1
Ordinance Amending
SPMC Ch. 2 Article II
By Adding a New Section
“Code of Ethics and Conduct”

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING CHAPTER 2 (“ADMINISTRATION”),
ARTICLE II (“OFFICERS AND EMPLOYEES
GENERALLY”) BY ADDING A NEW SECTION 2.7-5
 (“CODE OF ETHICS AND CONDUCT”) TO THE CITY OF
SOUTH PASADENA MUNICIPAL CODE APPLICABLE TO
ALL ELECTED AND APPOINTED CITY OFFICIALS**

**THE PEOPLE OF THE CITY OF SOUTH PASADENA DO HEREBY ORDAIN AS
FOLLOWS:**

SECTION 1. A new Section 2.7-5 (“Code of Ethics and Conduct”) is added to Article II (“Officers and Employees Generally”) of Chapter 2 (“Administration”) of the South Pasadena Municipal Code to read as follows:

“2.7-5 Code of Ethics and Conduct

The proper operation of democratic government requires that public officials and public employees be independent, impartial, responsible, and accountable to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office and public employment not be used for personal gain; and that the citizens and businesses of the City have confidence in the integrity of their government.

In furtherance of these principles, the City Council may establish by resolution a code of ethics and conduct which shall be applicable to all city officials, including the mayor, city councilmembers, commissions and all other public officials, whether appointed or elected.”

SECTION 2. CEQA. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15378(b)(5) as an agency organizational or administrative activity that produces no physical changes to the environment.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

SECTION 4. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 2nd day of October, 2019.

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 2nd day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Resolution Establishing a
Code of Ethics and Conduct Policy

RESOLUTION NO. ____**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING A POLICY FOR THE CODE OF ETHICS AND
CONDUCT FOR ELECTED AND APPOINTED OFFICIALS**

WHEREAS, the purpose of a Code of Ethics and Conduct Policy is to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City; and

WHEREAS, consistent with the requirements of AB 1234, the City requires all elected or appointed officials, employees and members of Boards, Commissions and Committees, to participate in ethics training in general ethics principles and laws relevant to public service every two years; and

WHEREAS, in the furtherance of transparency and good governance and to promote an atmosphere of respect and civility where individual officers, City staff and the public are free to express their ideas and work to their full potential, the City Council desire to create a Code of Ethics and Conduct applicable to all elected and appointed City officials.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AS FOLLOWS:

SECTION 1. The City Council adopts the Code of Ethics and Conduct Policy for Elected and Appointed City officials as shown in Exhibit A, attached hereto.

SECTION 2. To the extent there is a conflict with existing policies adopted by the City Council, the Code of Ethics and Conduct Policy adopted by this Resolution controls.

SECTION 3. This Resolution shall be effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED ON this 2nd day of October, 2019.

Marina Khubesrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 2nd day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City of South Pasadena

Code of Ethics and Conduct for Elected and Appointed City Officials

*"Always do right. This will gratify some people
and astonish the rest."*

-Mark Twain

PURPOSE

The City Council adopts this Code of Ethics and Conduct to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City government.

CODE of ETHICS

The citizens and businesses of South Pasadena are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards to assure public confidence in the integrity of local government and its effective and fair operation.

1. Acts in the Public Interest

Members will work for the common good of the people of South Pasadena and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before the South Pasadena City Council, boards and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of South Pasadena in the performance of their public duties. These laws include but are not limited to: The United States and California constitutions, Fair Political Practices laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government and adopted City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the council, boards and commissions, the public and staff.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. As required under Government Code section 87103, et.seq., and Title 2 of the California Code of Regulations, § § 18700-18756, members who are identified on the City's Code of Interest Code as 700 filers shall annually disclose investments, interests in real property, source of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist. Members are encouraged to contact the City Attorney if they have any question concerning the potential existence of a conflict of interest well in advance of the meeting giving rise to the conflict question.

9. Gifts and Favors

Members shall refrain from accepting any gifts, favors or promises of future benefits which might

compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or private interests.

11. Use of Public Resources

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Public Interests

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any adjudicatory board or commission (such as the Planning Commission, Design Review Board, Cultural Heritage Commission or Natural Resources and Environment Commission) or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties regarding discretionary land use matters (such as conditional use permits, tree removal permits, hillside development permits) related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. The official City position will be determined by a majority vote of the City Council. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of South Pasadena, nor will they allow inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of South Pasadena City government as outlined by the South Pasadena Municipal Code. In this structure, the City Council determines the policies of the City, with the advice, information and analysis provided by the public, boards and commissions and City staff.

Except as provided by the City Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

CONDUCT

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of South Pasadena.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

1. Elected and Appointed Officials' Conduct with One Another in Public Meetings

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

(a) Use formal titles

Elected and appointed officials are encouraged to refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Commissioner or Councilmember followed by the individual's last name.

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

(c) Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(d) Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(e) Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) Be welcoming to speakers and treat them with care and gentleness.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) Practice active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the City Manager or the Mayor.

(d) Do not get involved in administrative functions

Elected and appointed officials acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. The City Manager has the sole authority to direct staff, and is responsible for appropriate allocation of staff resources. The City Manager may request input from an elected official who possesses relevant professional experience, special knowledge or training which would be useful in development of requests for proposals or the selection process.

(e) Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support, or support for non-profits or affiliate organizations (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) No Attorney-Client Relationship

Members are encouraged to seek advice from the City Attorney on Brown Act, conflict of interest and other applicable government transparency matters, as well as advice concerning City Council policy on matters within the subject matter jurisdiction of the City. Members shall not seek to establish an individual attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members any matter which does not reflect majority policy direction of the City Council or City Council authorized litigation defense.

4. Council Conduct with Boards, Committees and Commissions

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

(a) If attending a Board, Committee or Commission meeting, be careful to only express personal opinions

Councilmembers may attend any Board, Committee or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

(b) Limit contact with Board, Committee and Commission members to questions of clarification

It is inappropriate for a Councilmember to contact a Board, Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Committee or Commission members in order to clarify a position taken by the Board, Committee or Commission.

(c) Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

(d) Be respectful of diverse opinions

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

(e) Keep political support away from public forums

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

SANCTIONS

(a) Acknowledgement of Code of Ethics and Conduct

Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Ethics Training for Local Officials

Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

(c) Behavior and Conduct

The South Pasadena Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the South Pasadena City Council, Boards, Committees and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility

to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Councilmembers:

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of South Pasadena and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual Councilmembers should point out to the offending Councilmember perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro Tem. It is the responsibility of the Mayor (or Mayor Pro Tem) to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro Tem), then the alleged violation(s) can be brought up with the full Council.

Board, Committee and Commission Members:

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board, Committee and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board, Committee or Commission, the City Clerk, the City Attorney, the City Manager, and the City Council.

The City Council may impose sanctions on Board, Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board, Committee or Commission member conduct. Also, should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager to investigate the allegation and report the findings.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the City Manager and the City Attorney after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing, and is an expression of standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics shall be reviewed annually by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update as necessary.

COMPLIANCE AND ENFORCEMENT

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City's Municipal Code, the City Council may also remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered as a basis for challenging the validity of a council, board or commission decision.

I affirm that I have read and understand the City of South Pasadena Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date


*Adopted on September 18, 2019
City Council Resolution No. XXXX*



City Council Agenda Report

ITEM NO. 12

DATE: October 2, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Margaret Lin, Manager of Long Range Planning and Economic Development

SUBJECT: **Authorize the First Amendment to the Professional Services Agreement with Wildan Engineering Incorporated for Code Enforcement Services for a Total Not-To-Exceed Amount of \$83,780**

Recommendation

It is recommended that the City authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with Wildan Engineering Incorporated to extend the term of the PSA by 12 months for a total not-to-exceed amount of \$83,780 to continue providing the City with code enforcement services.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The current PSA with Wildan for the Contract Code Enforcement Officer was set to expire on April 30, 2019. The Code Enforcement Officer duties include issuing permits, reviewing building plans for code compliance, and performing construction inspections. To continue to provide sufficient code enforcement services and ensure a smooth transition the PSA with Wildan should be extended by 12 months to expire on April 30, 2020. Following the start of the new Planning and Community Development Director in October 2019 the City will begin recruitment to fill the position.

Background

On December 3, 2018, the City Manager authorized a PSA with Wildan for code enforcement staffing services.

Legal Review

The City Attorney has reviewed this item.

First Amendment to the Professional Services Agreement with Wildan Engineering Incorporated
for Code Enforcement Services

October 2, 2019

Page 2 of 2

Fiscal Impact

The original contract amount was \$24,500 (\$65/hour for four months). The contract extension would be billed at a reduced rate of \$80/hour for three months and would increase the contract amount by \$59,280, for a total contract amount of \$83,780. The current Planning and Building Department Professional Services Account (101-7010-7011-817) has a sufficient balance to fund the contract amount.

Public Notification of Agenda Item

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

Attachments:

1. Proposed Amendment
2. Original Contract

ATTACHMENT 1
Proposed Amendment

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 2nd day of October, 2019 by and between the CITY OF SOUTH PASADENA ("City") and Wildan Engineering, Incorporated.

RECITALS

WHEREAS, on December 3, 2018, the City Manager approved a Professional Services Agreement with Wildan Engineering Incorporated for code enforcement services and related activities; and

WHEREAS, the Term of the Agreement was through April 30, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of \$24,500 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to amend the scope of services to extend the agreement for twelve (12) additional months as authorized in the Agreement through April 30, 2020.

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

1. PAYMENT FOR SERVICES. That the twelve month extended agreement shall be billed at a rate of \$65 per hour and shall not exceed a total of \$59,280. The total project cost for the revised scope of services shall not exceed amount of \$83,780.
2. CONSULTANT SERVICES. That the scope of services of the Agreement would be amended to extend the agreement for twelve (12) additional months.
3. TERM. The term of this Agreement shall be extended from April 30, 2019 to April 30, 2020, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

“CITY”
City of South Pasadena

“Consultant”
Wildan Engineering, Incorporated

By: _____
Signature

By: _____
Signature

Printed: Stephanie DeWolfe

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

ATTACHMENT 2
Original Contract

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena /Willdan Engineering Inc.)

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s **November 12, 2018** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is David Bergman, Interim Director of Planning & Building. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-four Thousand Five Hundred Dollars (\$24,500).
- 3.5. "Commencement Date": December 3, 2018.
- 3.6. "Termination Date": On or before April 30, 2019

4. TERM

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

5. CONSULTANT'S DUTIES

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

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Albert Brady shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent. **Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, nor permit any of its employee to exceed 19 hours per week of service in the performance of this agreement.**
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular

business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

- Professional Liability Insurance: \$1,000,000 per occurrence,
Professional Services Agreement – Consultant Services

\$2,000,000 aggregate

- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

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

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

the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Planning & Building Department, South Pasadena, CA 95945.

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

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

David Bergman
City of South Pasadena
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

James M. Guerra
-13191 Crossroads Parkway North, Suite 405
Industry, CA 91746
Telephone: (714) 940-6300 x6289
Facsimile: (562) 695-2120

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
300 South Grand Ave., Ste. 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on -twenty calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall

Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

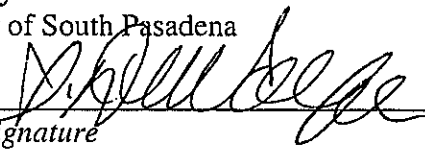
- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

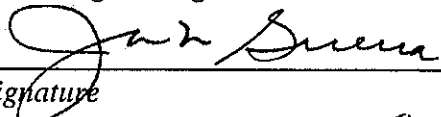
18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.


- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
 City of South Pasadena
 By: 
 Signature
 Printed: Stephanie DeWolfe
 Title: City Manager
 Date: 12/10/18

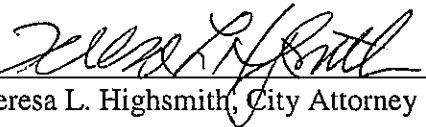
"Consultant"
 Willdan Engineering Inc.
 By: 
 Signature
 Printed: JAMES M. GUERRA
 Title: DIRECTOR
 Date: 12-6-18

Attest:

By:  for
Evelyn G. Zneimer, City Clerk

Date: 12/17/18

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: 12/17/18

EXHIBIT A

Below is a scope of work for the contract Code Enforcement Project for the City of South Pasadena. The City's contractor shall do the following;

- The project shall consist of Willdan staff coordinating with the City of South Pasadena Planning & Building Department to provide Code Compliance staff to the City.
- Willdan staff shall conduct all inspections and re-inspections of properties as assigned and will identify and enforce all violations of City's municipal code, ordinances, laws and all applicable statutes.
- Personnel shall issue notifications, letters, citations and warrants when necessary to achieve compliance.
- Staff will be required to document all complaints received, inspections conducted through photos, notes and correspondences.
- Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards and health and safety regulations.
- Initiate contact with residents, business representatives, and other parties to explain the nature of the violations and encourage compliance with municipal codes, zoning and land use ordinances, and community standards.
- Prepare notices of violation for non-compliance according to applicable codes and regulations.
- Prepare reports for cases requiring legal action or civil abatement.
- When required, meet with legal counsel and provides testimony on criminal cases.
- Maintain records of complaints, inspections, violation notices and other field enforcement activities.
- Coordinate with City departments on cases as they relate to code enforcement.

EXHIBIT B

The Willdan rate for code enforcement officer is \$65.00 dollars an hour. This project will continue for term to be determined later at a maximum of 19 hours per week for a not to exceed of \$24,500 as outlined in the contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
11/20/2018

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

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

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Willdan Engineering Inc. 2401 East Katella Avenue Suite 300 Anaheim CA 92806 USA	INSURER A: Travelers Property Cas Co of America 25674	
	INSURER B: Lexington Insurance Company 19437	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 570073950925** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liability <input checked="" type="checkbox"/> Contractual Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		P6307J366586TIL18	11/09/2018	11/09/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY		P-810-7J365332-TIL-18	11/09/2018	11/09/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION					EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	PJUB9J55881918	11/09/2018	11/09/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Archit&Eng Prof		028174912 SIR applies per policy terms & conditions	11/09/2018	11/09/2019	Aggregate \$2,000,000 Per claim \$1,000,000 SIR \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Professional Services Agreement - Consultant Services.
 City of South Pasadena, its City Council, Commissions, officers and employees are included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. General Liability policy evidenced herein is Primary and Non-contributory to other insurance available to City of South Pasadena, its elected or appointed officials, directors, officers, agents, employees, volunteers and consultants, but only in accordance with the policy's provisions. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability, Automobile Liability, Professional Liability and Workers' Compensation policies. should General Liability,

CERTIFICATE HOLDER City of South Pasadena Attn: David Bergman Planning & Building Department 1414 Mission Street South Pasadena CA 91030 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West Inc.</i>
--	--

Holder Identifier : A

Certificate No : 570073950925



AGENCY CUSTOMER ID: 570000066770

LOC #:

ADDITIONAL REMARKS SCHEDULE

Page of

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED Willdan Engineering Inc.	
POLICY NUMBER See Certificate Number: 570073950925			
CARRIER See Certificate Number: 570073950925	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Description of Operations / Locations / Vehicles:
 Automobile Liability and workers' compensation policies be cancelled before the expiration date thereof, the policy provisions will govern how notice of cancellation may be delivered to certificate holders in accordance with the policy provisions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – WRITTEN CONTRACTS (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is limited as follows:

- c. In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
- d. This insurance does not apply to the rendering of or failure to render any "professional services" or construction management errors or omissions.
- e. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured ap-

plies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But this insurance provided to the additional insured still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any "other insurance".

3. The following is added to SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

Duties Of An Additional Insured

As a condition of coverage provided to the additional insured:

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

COMMERCIAL GENERAL LIABILITY

- i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d. The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

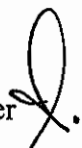
4. The following is added to the **DEFINITIONS** Section:
- "Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:
- a. After the signing and execution of the contract or agreement by you;
 - b. While that part of the contract or agreement is in effect; and
 - c. Before the end of the policy period.



City Council Agenda Report

ITEM NO. 13

DATE: October 2, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Margaret Lin, Manager of Long Range Planning and Economic Development *M.L.*

SUBJECT: **Authorize the First Amendment to the Professional Services Agreement with Interwest Incorporated for Assistant Planner Staffing Services for a Total Not-To-Exceed Amount of \$58,100**

Recommendation

It is recommended that the City authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with Interwest Incorporated (Interwest) to extend the term of the PSA by three months for a total not-to-exceed amount of \$58,100 to continue providing the City with assistant planner staffing services.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The current PSA with Interwest for the Contract Assistant Planner will expire on October 3, 2019. The Assistant Planner provides support services to the Planning Commission, Cultural Heritage Commission, and Design Review Board; administers land use and development regulations; and processes land use permits. To continue to provide sufficient planning services and ensure a smooth transition the PSA with Interwest should be extended by three months to expire on December 3, 2019. Following the start of the new Planning and Community Development Director in October 2019 the City will begin recruitment to fill the position.

Background

On August 20, 2019, the City Manager authorized a PSA with Interwest for assistant planner staffing services.

Legal Review

The City Attorney has reviewed this item.

First Amendment to the Professional Services Agreement with Interwest Incorporated for
Assistant Planner Staffing Services
October 2, 2019
Page 2 of 2

Fiscal Impact

The original contract amount was \$24,500 (\$100/hour for two months). The contract extension would be billed at a reduced rate of \$80/hour for three months and would increase the contract amount by \$33,600, for a total contract amount of \$58,100. The current Planning and Building Department Professional Services Account (101-7010-7011-8170) has a sufficient balance to fund the contract amount.

Public Notification of Agenda Item

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

Attachments:

1. Proposed Amendment
2. Original Contract

ATTACHMENT 1
Proposed Amendment

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 2nd day of October, 2019 by and between the CITY OF SOUTH PASADENA ("City") and Interwest Incorporated.

RECITALS

WHEREAS, on August 19, 2019, the City Manager approved a Professional Services Agreement with Interwest Incorporated for assistant planner staffing services and related activities; and

WHEREAS, the Term of the Agreement is through October 29, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of \$24,500 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to amend the scope of services to extend the agreement for three (3) additional months as authorized in the Agreement through December 31, 2019.

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

1. PAYMENT FOR SERVICES. That the three month extended agreement shall be billed at a rate of \$80 per hour and shall not exceed a total of \$33,600. The total project cost for the revised scope of services shall not exceed amount of \$58,100.
2. CONSULTANT SERVICES. That the scope of services of the Agreement would be amended to extend the agreement for three (3) additional months.
3. TERM. The term of this Agreement shall be extended from October 29, 2019 to December 31, 2019, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

“CITY”
City of South Pasadena

“Consultant”
Interwest Incorporated

By: _____
Signature

By: _____
Signature

Printed: Stephanie DeWolfe

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

ATTACHMENT 2
Original Contract

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena /Interwest Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Interwest Consulting Group Incorporated, a corporation ("Consultant").

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. "Scope of Services": Such professional services as are set forth in Consultant's **July 19, 2019** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. "Agreement Administrator": The Agreement Administrator for this project is David Bergman, Interim Director of Planning & Building. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-four Thousand Five Hundred Dollars (\$24,500.00).
- 3.5. "Commencement Date": August 20, 2019.
- 3.6. "Termination Date": On or before October 29, 2019

4. TERM

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

5. CONSULTANT'S DUTIES

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

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. James Ross shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent. **Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, nor permit any of its employee to exceed 35 hours per week of service in the performance of this agreement.**
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular

business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Senior Planner and Assistant Planner Staff services
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.
- 12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:
- Professional Liability Insurance: \$1,000,000 per occurrence,
Professional Services Agreement – Consultant Services

\$2,000,000 aggregate

- **General Liability:**
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000
- **Workers' Compensation:**
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- **Automobile Liability**
 - Any vehicle, combined single limit \$1,000,000

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

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

the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Planning & Building Department, South Pasadena, CA 95945.

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

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

David Bergman
City of South Pasadena
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

James Ross
Public Works Group Leader
Interwest
150 N. SANTA ANITA, SUITE 300
ARCADIA, CA 91006
626.219.8304
jross@interwestgrp.com

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
300 South Grand Ave., Ste. 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on -twenty calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall

Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
City of South Pasadena
By: [Signature]
Signature

"Consultant"
Interwest Consulting Inc.
By: [Signature]
Signature

Printed: Stephanie Dewalle

Printed: James G. Ross


Title: City Manager

Title: Public Works Group Leader

Date: 8/19/19

Date: 8/7/19

Attest:

By: 
for Evelyn G. Zneimer, City Clerk
Date: 8/19/2019

Approved as to form:

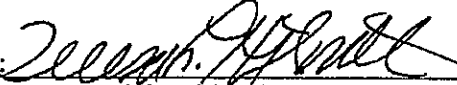
By: 
Teresa L. Highsmith, City Attorney
Date: 8/19/19

EXHIBIT "A"

SCOPE OF WORK

Project Understanding

We understand that the City of South Pasadena is seeking an Assistant Planner to work at City Hall assisting the Building and Planning Department in the following areas:

- Support for projects in current planning, including preparation of application completeness letters and decision letters, staff reports, findings and resolutions.
- Assisting the public, developers, architects, attorneys and applicants during the project review process for planning applications.
- Provide assistance with plan checks and coordination with other City departments including Public Works and Fire as needed.
- Preparation of development applications for review by public commissions, boards and city council.
- Written analysis of findings and recommendations including supplemental materials such as graphics, charts, photographs, and electronic presentations.

APPROACH TO SCOPE OF WORK

The Assistant Planner services include but are not limited to:

- Application Routing: Assist in organizing application materials for routing to City departments and affected agencies; Circulate materials electronically to City departments and affected agencies; Coordinate internal hard copy circulation as needed.
- Application Completeness Review: Assist in preparing a completeness/incompleteness letter to be provided to the applicant within 30 days of the submittal of the application for compliance with the Permit Streamlining Act. • Coordination and Communication. Assist in the coordination for review of the entitlement application with City staff, the applicant team, public, attorneys, architects, etc.; Schedule meetings to review project materials; Circulate work products to appropriate parties.
- CEQA Review. Assist in evaluating required level of CEQA analysis; Prepare exemption if appropriate; Secure City direction if IS/MND or EIR is required.
- Packet Preparation: Assist in preparing a complete packet for Planning Commission, Design Review Board, Cultural Heritage Commission, and City Council hearings - staff report, conditions of approval, CEQA determination, resolution(s) and ordinance, associated project exhibits and hearing notice. Adjust deliverables based on your preferences/practices.
- Planning Commission and City Council Hearings: Present projects in community meetings and in hearings before appointed and elected bodies as needed.
- Closeout of Application: Prepare decision letters and file Notice of Exemption/Determination as appropriate; Organize project files and all key documents consistent with the City's record retention policy.
- Building Permit Review: Assist with plan checks of all construction plans (grading plan, building plan, landscape plan, etc.) during the building permit review process.

EXHIBIT "B"

STAFFING

We propose the following staff to provide the described services. Information on their individual work histories and qualifications can be found in their resumes, attached to this letter proposal for your review.

Malinda Lim ASSISTANT PLANNER

HOURLY RATES

The rates displayed in the fee schedule below reflect Interwest's current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations. In addition, there is no charge for shipping, supply, or material costs.

Classification Hourly Billing Rate

Assistant Planner

..... \$100

AVAILABILITY

Ms. Lim is available to work up to 40 hours per week on-site at City Hall beginning on August 20, 2019.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
08/08/2019

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

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

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105	
	E-MAIL ADDRESS: 	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Willdan Engineering- Industry 2401 East Katella Avenue Suite 300 Anaheim CA 92806 USA	INSURER A: Travelers Property Cas Co of America 25674	
	INSURER B: Lexington Insurance Company 19437	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 570077806139** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liability <input checked="" type="checkbox"/> Contractual Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P6307J366586TTL18	11/09/2018	11/09/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			P-810-7J365332-TTL-18	11/09/2018	11/09/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB0L6636781843G	11/09/2018	11/09/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Archit&Eng Prof			028174912 SIR applies per policy terms & conditions	11/09/2018	11/09/2019	Aggregate \$2,000,000 Per Claim \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Senior Planner Staffing Services.
 The City, its City Council, Commissions, officers and employees of South Pasadena are included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. General Liability and Automobile Liability policies evidenced herein are Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the policy's provisions. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability, Automobile Liability and workers' Compensation policies.

CERTIFICATE HOLDER City of South Pasadena Attn: David Bergman 1414 Mission Street South Pasadena CA 91030 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West, Inc</i>

Holder Identifier : AFC

Certificate No : 570077806139

COMMERCIAL GENERAL LIABILITY

- i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
 - d. The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

4. The following is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the signing and execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

COMMERCIAL AUTO

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph A.1., Who Is An Insured, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph A.2.a.(2), of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4), of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph B.7., Policy Period, Coverage Territory, of SECTION IV – BUSINESS AUTO CONDITIONS:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph C., Limits Of Insurance, of SECTION II – COVERED AUTOS LIABILITY COVERAGE.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph C., Limits Of Insurance, of SECTION II – COVERED AUTOS LIABILITY COVERAGE, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

COMMERCIAL AUTO

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph B.2., Concealment, Misrepresentation, Or Fraud, of SECTION IV – BUSINESS AUTO CONDITIONS:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ARCHITECTS, ENGINEERS AND SURVEYORS INDUSTRYEDGESM ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Broadened Named Insured B. Incidental Medical Malpractice C. Reasonable Force – Bodily Injury Or Property Damage D. Non-Owned Watercraft – Increased To Up To 75 feet E. Aircraft Chartered With Pilot F. Extension Of Coverage – Damage To Premises Rented To You G. Personal Injury – Assumed by Contract H. Increased Supplementary Payments I. Additional Insured – Owner, Manager Or Lessor Of Premises J. Additional Insured – Lessor Of Leased Equipment K. Additional Insured – State Or Political Subdivisions – Permits Relating To Premises L. Additional Insured – State Or Political Subdivisions – Permits Relating To Operations | <ul style="list-style-type: none"> M. Who Is An Insured – Newly Acquired Or Formed Organizations N. Injury To Co-Employees And Co-Volunteer Workers O. Medical Payments Limit P. Knowledge And Notice Of Occurrence Or Offense Q. Other Insurance Condition R. Unintentional Omission S. Waiver Of Transfer Of Rights Of Recovery Against Others To Us When Required By Contract T. Amended Bodily Injury Definition U. Amended Insured Contract Definition – Railroad Easement V. Additional Definition – Written Contract Requiring Insurance |
|---|---|

PROVISIONS

A. BROADENED NAMED INSURED – UNNAMED SUBSIDIARIES

The Named Insured in Item 1. of the Declarations is amended as follows:

The person or organization named in Item 1. of the Declarations and any organization, other than a partnership, joint venture, limited liability company or trust, of which you are the sole owner or in which you maintain the majority ownership interest on the effective date of the policy. How-

ever, coverage for any such additional organization will cease as of the date, if any, during the policy period, that you no longer are the sole owner of, or maintain the majority ownership interest in, such organization.

B. INCIDENTAL MEDICAL MALPRACTICE

1. The following is added to the definition of "occurrence" in the DEFINITIONS Section:

Unless you are in the business or occupation of providing professional health care services, "occurrence" also means an act or omission

E. AIRCRAFT CHARTERED WITH PILOT

The following is added to Exclusion g., Aircraft, Auto Or Watercraft, in Paragraph 2. of SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY:

This exclusion does not apply to an aircraft that is:

- (a) Chartered with a pilot to any insured; and
- (b) Not owned by any insured.

F. EXTENSION OF COVERAGE – DAMAGE TO PREMISES RENTED TO YOU

1. The following replaces the last paragraph of SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY:

Exclusions c. through n. do not apply to damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by:

- a. Fire;
- b. Explosion;
- c. Lightning;
- d. Smoke resulting from such fire, explosion, or lightning; or
- e. Water.

A separate limit of insurance applies to this coverage as described in SECTION III – LIMITS OF INSURANCE

2. The insurance under this Provision F. does not apply to damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by:

- a. Rupture, bursting, or operation of pressure relief devices;
- b. Rupture or bursting due to expansion or swelling of the contents of any building or structure, caused by or resulting from water; or
- c. Explosion of steam boilers, steam pipes, steam engines, or steam turbines.

3. The following replaces Paragraph 6. of SECTION III – LIMITS OF INSURANCE

Subject to 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for the sum of all damages because of "property damage" to any one premises while rented to you, or temporarily occupied by you with permission

of the owner, caused by: fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; or water. The Damage To Premises Rented To You Limit will apply to all "property damage" proximately caused by the same "occurrence", whether such damage results from: fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; or water; or any combination of any of these causes.

The Damage To Premises Rented To You Limit will be the higher of:

- a. \$300,000; or
- b. The amount shown for the Damage To Premises Rented To You Limit in the Declarations for this Coverage Part.

4. The following replaces Paragraph a. of the definition of "insured contract" in the DEFINITIONS Section:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by: fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; or water is not an "insured contract";

G. PERSONAL INJURY – ASSUMED BY CONTRACT

The following replaces Exclusion e., Contractual Liability in Paragraph 2. of SECTION I – COVERAGES – COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY:

"Advertising injury" for which the insured has assumed liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of the contract or agreement.

H. INCREASED SUPPLEMENTARY PAYMENTS

1. The following replaces Paragraph 1.b. of SUPPLEMENTARY PAYMENTS – COVERAGES A AND B of SECTION I – COVERAGES:

- b. Up to \$2,500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

3. This Provision J. does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.

K. ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS RELATING TO PREMISES

The following is added to SECTION II – WHO IS AN INSURED:

Any state or political subdivision that has issued a permit in connection with premises owned or occupied by, or rented or loaned to, you, is an insured, but only with respect to "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of the existence, ownership, use, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, elevators, street banners or decorations for which that state or political subdivision has issued such permit.

L. ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS RELATING TO OPERATIONS

The following is added to SECTION II – WHO IS AN INSURED:

Any state or political subdivision that has issued a permit is an insured, but only with respect to "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of operations performed by you or on your behalf for which that state or political subdivision has issued such permit. However, no such state or political subdivision is an insured for:

1. "Bodily injury", "property damage", "personal injury" or "advertising injury" arising out of operations performed for that state or political subdivision; or
2. "Bodily injury" or "property damage" included within the "products – completed operations hazard".

M. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED ORGANIZATIONS

The following replaces Paragraph 4.a. of SECTION II – WHO IS AN INSURED:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy pe-

riod, whichever is earlier. Any such newly acquired or formed organization that you report in writing to us within 180 days after you acquire or form the organization will be covered under this provision until the end of the policy period, even if there are more than 180 days remaining until the end of the policy period.

N. INJURY TO CO-EMPLOYEES AND CO-VOLUNTEER WORKERS

The following is added to SECTION II – WHO IS AN INSURED:

1. Your "employees" are insureds with respect to "bodily injury" to a co-"employee" in the course of the co-"employee's" employment by you, or to your "volunteer workers" while performing duties related to the conduct of your business, provided that this coverage for your "employees" does not apply to acts outside the scope of their employment by you or while performing duties unrelated to the conduct of your business.
2. Your "volunteer workers" are insureds with respect to "bodily injury" to a co-"volunteer worker" while performing duties related to the conduct of your business, or to your "employees" in the course of the "employee's" employment by you, provided that this coverage for your "volunteer workers" does not apply while performing duties unrelated to the conduct of your business.
3. Subparagraphs 2.a.(1)(a), (b) and (c) and 3.a. of SECTION II – WHO IS AN INSURED do not apply to "bodily injury" for which insurance is provided by paragraph 1. or 2. above.

O. MEDICAL PAYMENTS LIMIT

The following replaces paragraph 7. of SECTION III – LIMITS OF INSURANCE:

Subject to 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- a. \$10,000; or
- b. The amount shown on the Declarations for Medical Expense Limit.

P. KNOWLEDGE AND NOTICE OF OCCURRENCE OR OFFENSE

The following is added to Paragraph 2. Duties In The Event of Occurrence, Offense, Claim Or

- (2) The total of all deductible and self-insured amounts under that "other insurance".

We will share the remaining loss, if any, with any "other insurance" that is not described in this Excess Insurance provision.

c. Method Of Sharing

If all of the "other insurance" permits contribution by equal shares, we will follow this method also. Under this approach each provider of insurance contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the "other insurance" does not permit contribution by equal shares, we will contribute by limits. Under this method, the share of each provider of insurance is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all providers of insurance.

2. The following definition is added to **SECTION V – DEFINITIONS:**

"Other insurance":

- a. Means insurance, or the funding of losses, that is provided by, through or on behalf of:

- (1) Another insurance company;
- (2) Us or any of our affiliated insurance companies, except when the Non cumulation of Each Occurrence Limit section of Paragraph 5. of **LIMITS OF INSURANCE** (Section III) or the Non cumulation of Personal and Advertising Injury limit sections of Paragraph 4. of **LIMITS OF INSURANCE** (Section III) applies;
- (3) Any risk retention group;
- (4) Any self-insurance method or program, other than any funded by you and over which this Coverage Part applies; or
- (5) Any similar risk transfer or risk management method.

- b. Does not include umbrella insurance, or excess insurance, that you bought specifically to apply in excess of the Limits of

Insurance shown on the Declarations of this Coverage Part.

R. UNINTENTIONAL OMISSION

1. The following is added to Paragraph 6. **Representations of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy shall not prejudice your rights under this insurance.

2. This Provision R. does not affect our right to collect additional premium or to exercise our right of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

S. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US WHEN REQUIRED BY CONTRACT

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of:

1. Premises owned by you, temporarily occupied by you with permission of the owner, or leased or rented to you;
2. Ongoing operations performed by you, or on your behalf, under a contract or agreement with that person or organization;
3. "Your work"; or
4. "Your products".

We waive these rights only where you have agreed to do so as part of a "written contract requiring insurance" entered into by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense or "advertising injury" offense is committed.

T. AMENDED BODILY INJURY DEFINITION

The following replaces the definition of "bodily injury" in the **DEFINITIONS** Section:

"Bodily injury" means bodily injury, mental anguish, mental injury, shock, fright, disability, humiliation, sickness or disease sustained by a per-

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

OTHER INSURANCE – ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV), Paragraph 4. (**Other Insurance**), is amended as follows:

1. The following is added to Paragraph a. **Primary Insurance**:

However, if you specifically agree in a written contract or written agreement that the insurance provided to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- a. The "bodily injury" or "property damage" for which coverage is sought occurs; and

- b. The "personal injury" or "advertising injury" for which coverage is sought arises out of an offense committed

subsequent to the signing and execution of that contract or agreement by you.

2. The first Subparagraph (2) of Paragraph b. **Excess Insurance** regarding any other primary insurance available to you is deleted.

3. The following is added to Paragraph b. **Excess Insurance**, as an additional subparagraph under Subparagraph (1):

That is available to the insured when the insured is added as an additional insured under any other policy, including any umbrella or excess policy.