



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

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

August 21, 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: Councilmember Michael A. Cacciotti

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

PRESENTATIONS

- 2. Merchant Minute**
- 3. Certificate of Recognition: Michelle Hammond, Owner, The Munch Company**
- 4. Presentation by the Pasadena Humane Society on Available Animal Adoptions**
- 5. Arts Invocation – South Pasadena Arts Council (SPARC)**

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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. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 307796 – 308049 in the amount \$1,419,304.69; General City Warrants Nos. 308050 – 308175 in the amount of \$977,371.14; Payroll dated July 12, 2019 in the amount of \$741,495.02, July 19, 2019 in the amount of \$186,496.41, July 26, 2019 in the amount of \$647,135.57, and August 9, 2019 in the amount of \$943,861.11; Wire Transfers (LAIF) in the amount of \$3,000,000.00; Wire Transfers (Acct #2413) in the amount of \$22,000.00, and Wire Transfers (Acct #1936) in the amount of \$5,000.00.

10. Monthly Investment Reports for June 2019

Recommendation

Receive and file the monthly investment reports for June 2019.

11. Adoption of Resolution Establishing a Code of Ethics and Conduct Policy for Elected and Appointed Officials

Recommendation

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. Adoption of a Resolution Supporting and Authorizing the City Manager to File an Application for the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – Proposition 68

Recommendation

1. Adopt a resolution approving an application for the Proposition 68 Per Capita Grant Fund; and
2. Authorize the City Manager or their designee to sign the applications and all related grant documents.

13. Authorize the Second Amendment with West Coast Arborist Inc. for 2019-20 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500

Recommendation

Authorize the City Manager to execute the second Contract Amendment with West Coast Arborists Inc., in an amount not-to-exceed \$379,500, for 2019-20 Fiscal Year Urban Forestry Services.

14. Approve the Fiscal Year 2019-20 Street Improvement Project List

Recommendation

Authorize the City Manager to execute the second Contract Amendment with West Coast Arborists Inc., in an amount not-to-exceed \$379,500, for 2019-20 Fiscal Year Urban Forestry Services.

15. Appointment of Voting Delegate and Alternate to Represent the City of South Pasadena at the 2019 League of California Cities' Annual Business Meeting

Recommendation

Appoint Mayor Marina Khubesrian as the City of South Pasadena's voting delegate, and Councilmember Diana Mahmud as the voting alternate for the League of California Cities' 2019 Annual Business Meeting on Friday, October 18, 2019, at the Long Beach Convention Center.

16. Approve an Agreement with the City of Pasadena to Provide them with Supplemental Law Enforcement Services for a Period of Three Years

Recommendation

Approve an agreement for supplemental law enforcement services with the City of Pasadena Police Department for large-scale, preplanned events for a three-year term.

17. Authorization to Execute a Contract Amendment with PayTech Payroll Implementation Services for an additional \$30,000 for a Total Not to Exceed Amount of \$90,000

Recommendation

Authorize the City Manager to execute an amended agreement with PayTech to assist with the implementation of additional payroll implementation services for an additional \$30,000 for a new total not-to-exceed contract amount of \$90,000.

18. Adoption of a Resolution Authorizing Submittal of a Grant Application to Participate in the Used Oil Payment Program

Recommendation

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery’s (CalRecycle) Used Oil Payment Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

19. Adoption of a Resolution Supporting and Authorizing the City Manager to File Applications for the Senate Bill 2 Planning Grants Program

Recommendation

Adopt a resolution supporting and authorizing staff to file applications for Senate Bill 2 Planning Grants.

20. Discretionary Fund Request from Mayor Khubesrian for up to \$5,000 to Host the Convening of Los Angeles County Mayors

Recommendation

Approve a Discretionary Fund request by Mayor Khubesrian for up to \$5,000 to host the Convening of Los Angeles County Mayors in September.

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PUBLIC HEARING ITEMS

21. Appeal of Planning Commission Decision (2180-APPEAL) Project No. 2221-APPEAL 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 and uphold the Planning Commission decision to approve the new development project per the Conditions of Approval including that the project be built consistent with the approved plans for the proposed tri-plex development located at 817 Orange Grove Place.

ACTION/DISCUSSION

22. Approval of Grants Management Plan for Fiscal Year 2019-2020

Recommendation

1. Approve the Grants Management Plan for fiscal year 2019-20;
2. Adopt the Grants Policies and Procedures Manual; and
3. Authorize the City Manager to sign relevant documents for the grants identified in the Plan.

ADJOURNMENT

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

August 21, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
September 4, 2019	CANCELED		
September 18, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

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

8/15/19

/S/

Date

Maria E. Ayala
Chief City Clerk



City Council Agenda Report

ITEM NO. 9

DATE: August 21, 2019

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

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

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$4,446,304.69 General City Warrants in the Amount of \$977,371.14 and Payroll in the Amount of \$2,518,988.11.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 307796-308049	\$ 1,419,304.69
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General City Warrants:

Warrant # 308050-308175	\$ 977,371.14
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Payroll 07-12-19	\$ 741,495.02
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Payroll 07-19-19	\$ 186,496.41
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Payroll 07-26-19	\$ 647,135.57
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Payroll 08-09-19	\$ 943,861.11
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Wire Transfers (LAIF)	\$ 3,000,000.00
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Wire Transfers (Acct # 2413)	\$ 22,000.00
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Wire Transfers (Acct # 1936)	\$ 5,000.00
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RSA:

Prepaid Warrants	\$ -
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General City Warrants	\$ -
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Total	\$ 7,942,663.94
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Approval of Warrants

August 21, 2019

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Public Notification of Agenda Item

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

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 07-12-19
5. Payroll 07-19-19
6. Payroll 07-26-19
7. Payroll 08-09-19
8. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

Demand/Warrant Register Recap by fund	Fund No.	Date 08.21.19 Amounts		
		Prepaid	Written	Payroll
General Fund	101	1,096,165.92	152,262.45	1,094,317.06
Insurance Fund	103		846.00	
Street Improvement Program	104		192,798.11	
Facilities & Equip.Cap. Fund	105		100,000.00	
Local Transit Return "A"	205	17,273.83	2,490.17	28,866.00
Local Transit Return "C"	207	8,007.38	322.00	19,749.68
TEA/Metro	208	2,122.41		
Sewer Fund	210	22,974.97	10,867.00	47,279.88
CTC Traffic Improvement	211			
Street Lighting Fund	215	55,700.35	60,604.59	13,562.23
Public, Education & Govt Fund	217			
Clean Air Act Fund	218	10,483.67		
Business Improvement Tax	220	42,200.00		
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		804.13	
Housing Authority Fund	228	2,137.56		
State Gas Tax	230	500.00	1,512.52	47,505.41
County Park Bond Fund	232			
Measure R	233			
MSRC Grant Fund	238			
Measure W	239		6,510.00	3,814.70
Bike & Pedestrian Paths	245			
BTA Grants	248			
Golden Street Grant	249		21,369.30	
Capital Growth Fund	255			
CDBG	260		9,552.60	
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	126,123.10	417,332.27	155,805.42
Water Efficiency Fund	503	331.95	100.00	7,780.34
2016 Water Revenue Bonds Fund	505			
Public Financing Authority	550			
Payroll Clearing Fund	700	33,270.55		1,100,307.39
Wire Transfer - LAIF		3,000,000.00		
Wire Transfer - Acct # 2413		22,000.00		
Wire Transfer - Acct # 1936		5,000.00		
Column Totals		4,444,291.69	977,371.14	2,518,988.11
City Report Totals			7,940,650.94	
Recap by fund	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227	2,013.00	-	-
Column Totals		2,013.00	-	-
RSA Report Totals			2,013.00	
		Amounts		
		Prepaid	Written	Payroll
		4,446,304.69	977,371.14	2,518,988.11
Grand Report Total			7,942,663.94	

Marina Khubesrian M.D., Mayor

Karen Aceves / Lucy Demirjian, Interim Finance Director

Evelyn G. Zneimer, City Clerk

**ATTACHMENT 2
Prepaid Warrant List**

Voided Checks

307809	\$150.00
307790	\$450.00
307950	\$149.14

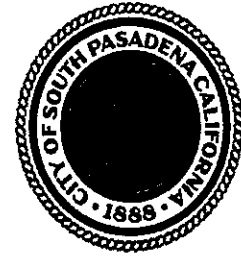
Wire Transfers

LAIF Transfer	\$3,000,000.00
Acct # 2413	\$22,000.00
Acct # 1936	\$5,000.00

Accounts Payable

Check Detail

User: ealvarez
Printed: 08/13/2019 - 5:06PM



Check Number	Check Date		Amount
SPR6611 - Accela, Inc. #774375			
307833	07/22/2019		
Inv	INV-ACC46619		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	Springbrook FY19-20 Contract (Finance, Payroll, and Human Resou		27,229.00
Inv	INV-ACC46619 Total		27,229.00
307833 Total:			27,229.00
SPR6611 - Accela, Inc. #774375 Total:			27,229.00
ACTM3010 - Accountemps			
307796	07/11/2019		
Inv	53827128		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	Finance Temp Svcs. Kang, Somin w/c 7/5/19		1,113.75
Inv	53827128 Total		1,113.75
307796 Total:			1,113.75
307834	07/22/2019		
Inv	53852415		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2019	Contract Services for Finance Temp. Svcs. (FY19-20) Accountemps		1,856.25
Inv	53852415 Total		1,856.25
307834 Total:			1,856.25
307898	07/30/2019		
Inv	53905940		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/23/2019	Finance Temp Svcs. Kang, Somin w/c 7/19/19		1,856.25
Inv	53905940 Total		1,856.25
307898 Total:			1,856.25

Check Number	Check Date		Amount
307964	08/01/2019		
Inv	53946859		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Finance Temp Svcs. Kang. Somin w/e 7/26/19		1,856.25
Inv 53946859 Total			1,856.25
307964 Total:			1,856.25
ACTM3010 - Accountemps Total:			6,682.50
ATGC8530 - Acorn Technology Corp.			
307814	07/15/2019		
Inv	2027		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-180		70.00
Inv 2027 Total			70.00
Inv	2029		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-188		50.00
Inv 2029 Total			50.00
Inv	2030		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-186		77.50
Inv 2030 Total			77.50
Inv	2031		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-189		363.75
Inv 2031 Total			363.75
Inv	2032		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-184		68.75
Inv 2032 Total			68.75
Inv	2033		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-148-149-150		2,053.75
Inv 2033 Total			2,053.75

Check Number	Check Date		Amount
Inv 2034			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO # 01-142		70.00
Inv 2034 Total			70.00
Inv 2035			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	General - City (Tix / Chrgs Summ)		10,791.25
Inv 2035 Total			10,791.25
Inv 52056			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CO 01-159		1,411.14
06/30/2019	Managed IT Monitoring		237.50
06/30/2019	Adjustment (Onsite IT Analyst)		-60.00
06/30/2019	Adjustment (IT Managed Hours)		-108.75
06/30/2019	CO 01-179		10.49
06/30/2019	Intern Processing Managed IT		1,153.75
06/30/2019	Managed IT Monitoring		515.00
Inv 52056 Total			3,159.13
307814 Total:			16,704.13
308006	08/12/2019		
Inv 2038			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	CO # 01-150		2,497.50
Inv 2038 Total			2,497.50
Inv 2039			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	CO # 01-60		170.00
Inv 2039 Total			170.00
Inv 2040			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	CO # 01-188		190.00
Inv 2040 Total			190.00
Inv 2041			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	CO # 01-181		270.00
Inv 2041 Total			270.00

Check Number	Check Date	Amount
Inv 2042		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-196	25.00
Inv 2042 Total		25.00
Inv 2043		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-195	25.00
Inv 2043 Total		25.00
Inv 2044		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-183	386.25
Inv 2044 Total		386.25
Inv 2045		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-190	312.50
Inv 2045 Total		312.50
Inv 2046		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-191	37.50
Inv 2046 Total		37.50
Inv 2047		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-192	25.00
Inv 2047 Total		25.00
Inv 2048		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	CO # 01-194	25.00
Inv 2048 Total		25.00
Inv 2049		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	General - City (Tix/CHrgs Summ)	13,083.75
Inv 2049 Total		13,083.75
Inv 2050		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Project 2015.0004	1,348.75

Check Number	Check Date	Amount
Inv 2050 Total		1,348.75
Inv 52189		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	General - City (Tix/CHrgs Summ)	610.00
08/01/2019	General - City (Tix/CHrgs Summ)	159.98
08/01/2019	Managed IT Monitoring	237.50
08/01/2019	Adjustment Onsite IT Analysis	-18.75
08/01/2019	Managed IT Monitoring	515.00
Inv 52189 Total		1,503.73
308006 Total:		19,899.98
ATGC8530 - Acorn Technology Corp. Total:		36,604.11
AFLA7010 - AFLAC		
307965	08/01/2019	
Inv 823864		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2019	Optional Insurance 7/19 Account # J5D65	1,244.00
Inv 823864 Total		1,244.00
307965 Total:		1,244.00
AFLA7010 - AFLAC Total:		1,244.00
BRAI5270 - Ainsworth, Brenda		
307863	07/22/2019	
Inv R102984/103801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Client cancellation due to family emergency.	37.50
Inv R102984/103801 Total		37.50
307863 Total:		37.50
BRAI5270 - Ainsworth, Brenda Total:		37.50
AIRT5150 - Air Tro		
307864	07/22/2019	
Inv 386027		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Urgent Repairs to Watch Commander's Office	1,419.71
Inv 386027 Total		1,419.71

Check Number	Check Date	Amount
307864 Total:		1,419.71
AIRT5150 - Air Tro Total:		1,419.71
ALH0181 - Alhambra Hospital Med Ctr		
308007	08/12/2019	
Inv 81		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2019	Medical Supplies Fire Department	620.51
Inv 81 Total		620.51
308007 Total:		620.51
ALH0181 - Alhambra Hospital Med Ctr Total:		620.51
AIS0107 - Alliant Insurance Svcs, Inc.		
307865	07/22/2019	
Inv 04/01-06/30/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Special Events Reporting April 1,2019 to June 30,2019	252.78
07/11/2019	Special Events Reporting April 1,2019 to June 30,2019	2,303.27
Inv 04/01-06/30/19 Total		2,556.05
307865 Total:		2,556.05
307899	07/30/2019	
Inv ACIP162		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	FY19-20 ACIP Crime Insurance Renewal	2,214.00
Inv ACIP162 Total		2,214.00
307899 Total:		2,214.00
AIS0107 - Alliant Insurance Svcs, Inc. Total:		4,770.05
AMPM5011 - AM/PM Door, Inc.		
307928	07/30/2019	
Inv 41623-39026		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Garfield Park Youth House Entry/Exit Door Repairs	554.73
Inv 41623-39026 Total		554.73

Check Number	Check Date	Amount
307928 Total:		554.73
AMPM5011 - AM/PM Door, Inc. Total:		554.73
AMZN8030 - Amazon/SYNCB		
307951	08/01/2019	
Inv	433578439946	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Supplies	47.57
Inv 433578439946 Total		47.57
Inv	434765546536	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Supplies	25.89
Inv 434765546536 Total		25.89
Inv	434798795695	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/04/2019	Supplies	26.50
Inv 434798795695 Total		26.50
Inv	435499994633	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2019	Supplies	207.06
Inv 435499994633 Total		207.06
Inv	435746434697	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2019	Supplies	282.13
Inv 435746434697 Total		282.13
Inv	435893543877	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Supplies	44.36
Inv 435893543877 Total		44.36
Inv	436558573776	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2019	Supplies	65.67
Inv 436558573776 Total		65.67
Inv	436744554876	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/04/2019	Supplies	437.41
Inv 436744554876	Total	437.41
Inv 437776768846		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Supplies	224.49
Inv 437776768846	Total	224.49
Inv 438676384898		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	78.96
Inv 438676384898	Total	78.96
Inv 438737658638		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2019	Supplies	216.78
Inv 438737658638	Total	216.78
Inv 439339987593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Supplies	842.83
Inv 439339987593	Total	842.83
Inv 439538737976		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2019	Supplies	229.73
Inv 439538737976	Total	229.73
Inv 439544863954		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	51.49
Inv 439544863954	Total	51.49
Inv 439965746548		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Supplies	91.09
Inv 439965746548	Total	91.09
Inv 444345637956		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	33.99
Inv 444345637956	Total	33.99

Check Number	Check Date	Amount
Inv	444364557488	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Supplies	43.99
Inv 444364557488 Total		43.99
Inv	444455696683	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	142.84
Inv 444455696683 Total		142.84
Inv	444559936467	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	106.38
Inv 444559936467 Total		106.38
Inv	447744838599	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	15.32
Inv 447744838599 Total		15.32
Inv	447896546835	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Supplies	16.80
Inv 447896546835 Total		16.80
Inv	447965836954	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Supplies	29.58
Inv 447965836954 Total		29.58
Inv	448486369633	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/18/2019	Supplies	21.77
Inv 448486369633 Total		21.77
Inv	448998698679	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Supplies	140.06
Inv 448998698679 Total		140.06
Inv	449337568967	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Supplies	355.26

Check Number	Check Date	Amount
Inv 449337568967	Total	355.26
Inv 449793388369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	Supplies	233.98
Inv 449793388369	Total	233.98
Inv 453459897685		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	Supplies	21.97
Inv 453459897685	Total	21.97
Inv 453485395673		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/18/2019	Supplies	727.59
Inv 453485395673	Total	727.59
Inv 454695478376		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Supplies	424.85
Inv 454695478376	Total	424.85
Inv 454757969496		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Supplies	31.34
Inv 454757969496	Total	31.34
Inv 454877649435		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Supplies	21.58
Inv 454877649435	Total	21.58
Inv 455949786666		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	12.95
Inv 455949786666	Total	12.95
Inv 456668466683		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	1,149.36
Inv 456668466683	Total	1,149.36

Check Number	Check Date	Amount
Inv	456694675498	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Supplies	21.30
Inv 456694675498 Total		21.30
Inv	456699987655	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Supplies	43.70
Inv 456699987655 Total		43.70
Inv	456835354859	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	139.85
Inv 456835354859 Total		139.85
Inv	456867977636	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2019	Supplies	53.89
Inv 456867977636 Total		53.89
Inv	457764733674	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2019	Supplies	15.14
Inv 457764733674 Total		15.14
Inv	459546866644	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	Supplies	963.17
Inv 459546866644 Total		963.17
Inv	463643735468	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	21.85
Inv 463643735468 Total		21.85
Inv	463676694368	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	37.67
Inv 463676694368 Total		37.67
Inv	463883549664	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	Supplies	38.10

Check Number	Check Date	Amount
Inv 463883549664	Total	38.10
Inv 464569959975		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	262.15
Inv 464569959975	Total	262.15
Inv 465836347479		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	108.55
Inv 465836347479	Total	108.55
Inv 466577465564		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Supplies	17.33
Inv 466577465564	Total	17.33
Inv 466848655848		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2019	Supplies	7.88
Inv 466848655848	Total	7.88
Inv 467643937989		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2019	Supplies	111.35
Inv 467643937989	Total	111.35
Inv 467877335345		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2019	Supplies	29.84
Inv 467877335345	Total	29.84
Inv 468584468375		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Supplies	472.81
Inv 468584468375	Total	472.81
Inv 468966753999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Supplies	383.24
Inv 468966753999	Total	383.24

Check Number	Check Date	Amount
Inv	473486673485	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2019	Supplies	247.93
Inv 473486673485 Total		247.93
Inv	473575777695	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2019	Supplies	599.28
Inv 473575777695 Total		599.28
Inv	473779685976	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Supplies	7.56
Inv 473779685976 Total		7.56
Inv	483844976988	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Supplies	365.98
Inv 483844976988 Total		365.98
Inv	486356978938	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Supplies	171.60
Inv 486356978938 Total		171.60
Inv	496395867486	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	Supplies	570.48
06/15/2019	Supplies	33.98
Inv 496395867486 Total		604.46
Inv	545348395477	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	327.35
Inv 545348395477 Total		327.35
Inv	555395668695	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	29.74
Inv 555395668695 Total		29.74
Inv	558573796353	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/21/2019	Supplies	64.10
Inv 558573796353	Total	64.10
Inv 559783888558		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Supplies	167.80
Inv 559783888558	Total	167.80
Inv 567379695655		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Supplies	305.97
Inv 567379695655	Total	305.97
Inv 575643377669		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Supplies	205.62
Inv 575643377669	Total	205.62
Inv 575738399433		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	451.87
Inv 575738399433	Total	451.87
Inv 577946979743		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Supplies	38.58
Inv 577946979743	Total	38.58
Inv 579354375964		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2019	Supplies	34.95
Inv 579354375964	Total	34.95
Inv 583739444396		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Supplies	16.41
Inv 583739444396	Total	16.41
Inv 587686468677		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2019	Supplies	22.18
Inv 587686468677	Total	22.18

Check Number	Check Date	Amount
Inv	596889594867	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Supplies	148.26
Inv 596889594867 Total		148.26
Inv	638683873786	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Supplies	249.23
Inv 638683873786 Total		249.23
Inv	644383844843	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	119.18
Inv 644383844843 Total		119.18
Inv	644865934366	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Supplies	114.31
Inv 644865934366 Total		114.31
Inv	659564836648	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Supplies	53.82
Inv 659564836648 Total		53.82
Inv	664454964659	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2019	Supplies	38.68
Inv 664454964659 Total		38.68
Inv	675645759443	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Supplies	22.98
Inv 675645759443 Total		22.98
Inv	679499998553	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2019	Supplies	91.76
Inv 679499998553 Total		91.76
Inv	688333887575	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Supplies	19.98

Check Number	Check Date	Amount
Inv 688333887575	Total	19.98
Inv 688533465554		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Supplies	14.75
05/14/2019	Supplies	128.70
Inv 688533465554	Total	143.45
Inv 689385956335		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Supplies	12.80
Inv 689385956335	Total	12.80
Inv 693777679646		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2019	Supplies	496.73
Inv 693777679646	Total	496.73
Inv 698544873576		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	Supplies	90.34
Inv 698544873576	Total	90.34
Inv 698954876487		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	34.06
Inv 698954876487	Total	34.06
Inv 736356895685		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2019	Supplies	25.98
Inv 736356895685	Total	25.98
Inv 749344783865		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Supplies	41.11
Inv 749344783865	Total	41.11
Inv 758333843936		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Supplies	395.79
Inv 758333843936	Total	395.79

Check Number	Check Date	Amount
Inv	769584985543	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	Supplies	398.40
Inv 769584985543	Total	398.40
Inv	784457464867	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Supplies	52.73
Inv 784457464867	Total	52.73
Inv	787559468484	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Supplies	47.16
Inv 787559468484	Total	47.16
Inv	787697669768	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Supplies	471.74
Inv 787697669768	Total	471.74
Inv	845839934839	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Supplies	22.85
Inv 845839934839	Total	22.85
Inv	849547349948	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/18/2019	Supplies	27.98
Inv 849547349948	Total	27.98
Inv	857686744736	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2019	Supplies	34.95
Inv 857686744736	Total	34.95
Inv	859748738994	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Supplies	178.60
Inv 859748738994	Total	178.60
Inv	865573749655	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2019	Supplies	38.29

Check Number	Check Date	Amount
Inv 865573749655	Total	38.29
Inv 867388657784		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Supplies	19.38
Inv 867388657784	Total	19.38
Inv 868877843837		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Supplies	455.68
Inv 868877843837	Total	455.68
Inv 878947759384		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Supplies	80.46
Inv 878947759384	Total	80.46
Inv 884683836838		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Supplies	228.37
Inv 884683836838	Total	228.37
Inv 885584593563		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Supplies	47.75
Inv 885584593563	Total	47.75
Inv 893684666595		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/12/2019	Supplies	1,297.46
Inv 893684666595	Total	1,297.46
Inv 895348835537		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2019	Supplies	99.53
Inv 895348835537	Total	99.53
Inv 898949766447		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Supplies	182.98
Inv 898949766447	Total	182.98

Check Number	Check Date	Amount
Inv 899588396896		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Supplies	211.56
Inv 899588396896 Total		211.56
Inv 933373434434		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Supplies	177.55
Inv 933373434434 Total		177.55
Inv 933885433735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2019	Supplies	389.15
Inv 933885433735 Total		389.15
Inv 956653865565		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Supplies	284.04
Inv 956653865565 Total		284.04
Inv 958364955453		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Supplies	409.00
Inv 958364955453 Total		409.00
Inv 969388945785		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	Supplies	188.38
Inv 969388945785 Total		188.38
Inv 976768664533		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Supplies	7.99
Inv 976768664533 Total		7.99
Inv 983878795795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	Supplies	72.82
Inv 983878795795 Total		72.82
Inv 995845737473		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2019	Supplies	65.67

Check Number	Check Date	Amount
Inv 995845737473	Total	65.67
Inv 997437649694		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/04/2019	Supplies	6.33
Inv 997437649694	Total	6.33
307951 Total:		20,386.03
AMZN8030 - Amazon/SYNCB Total:		20,386.03
AME0229 - Ameritas		
307835	07/22/2019	
Inv	P/R/E 7/12/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Vision Ins. July 2019 (010-19062 City of South Pasadena)	3,095.88
Inv P/R/E 7/12/19	Total	3,095.88
307835 Total:		3,095.88
AME0229 - Ameritas Total:		3,095.88
LOAN8032 - Andrews, Lori		
308008	08/12/2019	
Inv	Summ 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Class Instructor Hawaiian Dance Summer 2019	331.50
Inv Summ 2019	Total	331.50
308008 Total:		331.50
LOAN8032 - Andrews, Lori Total:		331.50
APR8032 - Arcade & Party Rentals by GEMS, Inc.		
307900	07/30/2019	
Inv	62776	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2019	Camp Med Week 9 In House Event - Parent Night (08.09.19)	435.00
Inv 62776	Total	435.00
307900 Total:		435.00

Check Number	Check Date	Amount
APR8032 - Arcade & Party Rentals by GEMS, Inc. Total:		435.00
ATCN9011 - AT & T		
307815	07/15/2019	
Inv	000013244602	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	CLAPDSOPAS 5/27/19-6/26/19	317.56
Inv 000013244602 Total		317.56
307815 Total:		317.56
307866	07/22/2019	
Inv	000013242323	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	9391036942 5/27/19-6/26/19	238.21
Inv 000013242323 Total		238.21
Inv 000013242324		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	9391036943 5/27/19-6/26/19	238.35
Inv 000013242324 Total		238.35
307866 Total:		476.56
308009	08/12/2019	
Inv	000013363352	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2019	9391062308 06/20-07/19/19	5,652.26
Inv 000013363352 Total		5,652.26
Inv 000013382236		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2019	9391036942 06/27-07/26/19	238.92
Inv 000013382236 Total		238.92
Inv 000013382237		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2019	9391036943 06/27-07/26/19	239.24
Inv 000013382237 Total		239.24
Inv 000013382590		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2019	CLAPDSOPAS 06/27-07/26/19	317.56

Check Number	Check Date	Amount
Inv 000013382590	Total	317.56
308009 Total:		6,447.98
ATCN9011 - AT & T Total:		7,242.10
AT&T5006 - AT & T U-Verse		
308010	08/12/2019	
Inv	130464796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	07/18-08/17/19	75.00
Inv 130464796	Total	75.00
Inv	284743823	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	06/26-07/25/19	74.25
Inv 284743823	Total	74.25
308010 Total:		149.25
AT&T5006 - AT & T U-Verse Total:		149.25
AT&T5011 - AT&T		
307867	07/22/2019	
Inv	284743823	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	06/26/19-07/25/19	65.00
Inv 284743823	Total	65.00
307867 Total:		65.00
307901	07/30/2019	
Inv	248 134-6100	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Monthly Service 07/01-07/31/19	9.34
Inv 248 134-6100	Total	9.34
Inv	331 841-0756	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2019	Monthly Service 07/07-08/06/19	33.03
Inv 331 841-0756	Total	33.03

Check Number	Check Date	Amount
Inv 331 841-0802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2019	Monthly Service 07/07-08/06/19	33.03
Inv 331 841-0802 Total		33.03
Inv 626 405-0051		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Monthly Service 07/11-08/10/19	732.92
Inv 626 405-0051 Total		732.92
Inv 626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2019	Monthly Service 07/13/8/12/19	269.18
Inv 626 441-6497 Total		269.18
Inv 626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2019	Monthly Service 07/13/8/12/19	54.62
Inv 626 577-6657 Total		54.62
307901 Total:		1,132.12
AT&T5011 - AT&T Total:		1,197.12
CIN4011 - AT&T --Cingular Wireless		
307902	07/30/2019	
Inv 287014917916x07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	City Mobile Devices 06/09-07/08/19	201.92
Inv 287014917916x07 Total		201.92
Inv 287269956155x07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	PD Mobile Devices 07/07-08/06/19	738.75
Inv 287269956155x07 Total		738.75
307902 Total:		940.67
307952	08/01/2019	
Inv 287288006612x07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	PW New Cell Phones 06/03/19-07/02/19	233.24
07/02/2019	PW New Cell Phones 06/03/19-07/02/19	341.68

Check Number	Check Date	Amount
07/02/2019	PW New Cell Phones 06/03/19-07/02/19	967.57
Inv 287288006612x07 Total		1,542.49
307952 Total:		1,542.49
CIN4011 - AT&T --Cingular Wireless Total:		2,483.16
ATH0292 - Athens Disposal Company		
308011	08/12/2019	
Inv SP0007475		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Rubbish Payment Lease Agreement July-Oct 2019	89.57
Inv SP0007475 Total		89.57
308011 Total:		89.57
ATH0292 - Athens Disposal Company Total:		89.57
AURO9258 - Aurora Industrial Hygiene		
307868	07/22/2019	
Inv IH10788		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/17/2019	Air Testing at (3) City Facilities	1,774.00
Inv IH10788 Total		1,774.00
307868 Total:		1,774.00
AURO9258 - Aurora Industrial Hygiene Total:		1,774.00
VTBJ5270 - Banerjee, Victoria		
307986	08/09/2019	
Inv R99907/104110		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2019	Partial Refund 1 Day Instructor Missing Full Equipment	65.60
Inv R99907/104110 Total		65.60
307986 Total:		65.60
VTBJ5270 - Banerjee, Victoria Total:		65.60
BRAS3010 - Bartel Associates		
307987	08/09/2019	

Check Number	Check Date		Amount
Inv	19-178		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/26/2019	GASB 75 Report & OPEB Evaluation		234.00
Inv 19-178 Total			234.00
307987 Total:			234.00
BRAS3010 - Bartel Associates Total:			234.00
RBBG8032 - Bergman, Rebecca			
308012	08/12/2019		
Inv	Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Class Instructor Boot Camp Summer 2019		130.00
Inv Summ 2019 Total			130.00
308012 Total:			130.00
RBBG8032 - Bergman, Rebecca Total:			130.00
BLBR8032 - Blue Breeze Entertainment			
307797	07/11/2019		
Inv	08.11.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/11/2019	Summer Concert Band for Park August 11, 2019		1,200.00
Inv 08.11.19 Total			1,200.00
307797 Total:			1,200.00
BLBR8032 - Blue Breeze Entertainment Total:			1,200.00
BDCO8011 - Bodart Co. Library Supplies and Furnishings			
308013	08/12/2019		
Inv	535011		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2019	Polyester Label Protectors		774.38
Inv 535011 Total			774.38
308013 Total:			774.38
BDCO8011 - Bodart Co. Library Supplies and Furnishings Total:			774.38

Check Number	Check Date		Amount
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.)			
307903	07/30/2019		
Inv	4438368		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	Armored Car Svcs. 7/19		940.28
07/01/2019	Armored Car Svcs. 6/19		321.13
07/01/2019	Armored Car Svcs. 7/19		940.28
Inv 4438368 Total			2,201.69
307903 Total:			2,201.69
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.) Total:			2,201.69
BRMR8267 - BRIT West Soccer			
308014	08/12/2019		
Inv	Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Class Instructor Payment for Soccer 9 classes Summ 2019		4,246.45
07/31/2019	Class Instructor Summer Specialty Soccer		1,033.50
Inv Summ 2019 Total			5,279.95
308014 Total:			5,279.95
BRMR8267 - BRIT West Soccer Total:			5,279.95
CAL6695 - CA American Water Co.			
307929	07/30/2019		
Inv	101521002151102		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	Water Svcs. 05/23/19-06/21/19		12.40
Inv 101521002151102 Total			12.40
307929 Total:			12.40
308015	08/12/2019		
Inv	101521002151102		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2019	Water Service for Bradbury Dr.		29.45
Inv 101521002151102 Total			29.45
308015 Total:			29.45
CAL6695 - CA American Water Co. Total:			41.85

Check Number	Check Date	Amount
CFC5011 - CA Fire Chiefs Ass'n		
307904	07/30/2019	
Inv	2019-2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Dues and Membership Eduardo Rodriguez	60.00
Inv 2019-2020 Total		60.00
307904 Total:		60.00
CFC5011 - CA Fire Chiefs Ass'n Total:		60.00
CAME2015 - CA Maintenance & Environmental		
307869	07/22/2019	
Inv	30034	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Completed Testing of (4) sets of mandatory tests in coordination	535.00
Inv 30034 Total		535.00
Inv	30035	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Completed Testing of (4) sets of mandatory tests in coordination	535.00
Inv 30035 Total		535.00
Inv	30036	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Completed Testing of (4) sets of mandatory tests in coordination	923.88
Inv 30036 Total		923.88
Inv	30037	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Completed Testing of (4) sets of mandatory tests in coordination	977.76
Inv 30037 Total		977.76
307869 Total:		2,971.64
CAME2015 - CA Maintenance & Environmental Total:		2,971.64
CSD3014 - Ca. State Disbursement Unit		
307798	07/11/2019	
Inv	P/R/E 7/7/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Garnishment Case # 2000 0000 1609 311	814.15

Check Number	Check Date	Amount
Inv P/R/E 7/7/19 Total		814.15
307798 Total:		814.15
307895	07/29/2019	
Inv P/R/E 7/21/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Garnishment Case 2000 0000 1609 311	814.15
Inv P/R/E 7/21/19 Total		814.15
307895 Total:		814.15
308003	08/09/2019	
Inv P/R/E 8/4/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Garnishment Case # 2000 0000 1609 311	814.15
Inv P/R/E 8/4/19 Total		814.15
308003 Total:		814.15
CSD3014 - Ca. State Disbursement Unit Total:		2,442.45
CAN0607 - Cantu Graphics		
307870	07/22/2019	
Inv 5602		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/17/2019	2019 Specialist Business Cards	43.75
Inv 5602 Total		43.75
307870 Total:		43.75
CAN0607 - Cantu Graphics Total:		43.75
CAN6710 - CA-NV Section, AWWA		
307871	07/22/2019	
Inv 19581		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Purchas Order to attend (2) Day Water Audit Seminar and Certific	4,000.00
Inv 19581 Total		4,000.00
307871 Total:		4,000.00

Check Number	Check Date		Amount
CAN6710 - CA-NV Section, AWWA Total:			4,000.00
CRSC2013 - Capital Research & Consulting LLC			
307953	08/01/2019		
Inv	2697		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Consulting Svcs. Manage City's 457 Plan Qtr. Payment		2,662.32
Inv 2697 Total			2,662.32
307953 Total:			2,662.32
CRSC2013 - Capital Research & Consulting LLC Total:			2,662.32
JTCR2920 - Carr, Justin			
307836	07/22/2019		
Inv	R102574/103527		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Refund of Fees for GP Youth House		160.00
07/17/2019	Refund of Fees for GP Youth House		250.00
07/17/2019	Refund of Fees for GP Youth House		81.00
07/17/2019	Refund of Fees for GP Youth House		60.00
Inv R102574/103527 Total			551.00
307836 Total:			551.00
JTCR2920 - Carr, Justin Total:			551.00
CDW5246 - CDW Government Inc			
307872	07/22/2019		
Inv	SVT1404		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2019	MS Surface Pro CO188		251.67
Inv SVT1404 Total			251.67
307872 Total:			251.67
307905	07/30/2019		
Inv	TDL1888		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Vertiv Geist 50FiRemote Temp Sensor		58.52
Inv TDL1888 Total			58.52
307905 Total:			58.52

Check Number	Check Date		Amount
307988	08/09/2019		
Inv	TBD8243		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2019	MS Surface Pro & MS GSA Office Pro Plus for PW Director and D		503.34
Inv TBD8243 Total			503.34
Inv	TCS0887		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	MS Surface Pro & MS GSA Office Pro Plus for PW Director and D		773.12
Inv TCS0887 Total			773.12
307988 Total:			1,276.46
308016	08/12/2019		
Inv	TGD5854		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2019	MS Surface Pro Dock		684.81
Inv TGD5854 Total			684.81
Inv	TGN0273		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	ADO ACRO Pro DC 2017		359.47
Inv TGN0273 Total			359.47
Inv	TJK9402		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/04/2019	Sysmantec Software Maintenance Tier 3, High Content		2,265.00
Inv TJK9402 Total			2,265.00
308016 Total:			3,309.28
CDW5246 - CDW Government Inc Total:			4,895.93
CBSE6010 - Cell Business Equipment			
307906	07/30/2019		
Inv	64152035		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Public Works Copier 07/01/19-07/31/19		264.20
Inv 64152035 Total			264.20
307906 Total:			264.20

Check Number	Check Date	Amount
CBSE6010 - Cell Business Equipment Total:		264.20
CECH5270 - Chaingan, Cesar		
307873	07/22/2019	
Inv	R102479/103731	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	Unable to attend - conflict in schedule	70.00
Inv R102479/103731 Total		70.00
307873 Total:		70.00
CECH5270 - Chaingan, Cesar Total:		70.00
CHA7788 - Chan, Benjamin		
308017	08/12/2019	
Inv	Summ 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	Instructor Tai Chi Clases (3 Classes)	338.00
Inv Summ 2019 Total		338.00
308017 Total:		338.00
CHA7788 - Chan, Benjamin Total:		338.00
CHPR8031 - Church Partner		
307930	07/30/2019	
Inv	0286798-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Qty: 1 (32Pk Lifetime Chairs) & 7 (Lifetime Tables)	1,905.72
Inv 0286798-IN Total		1,905.72
307930 Total:		1,905.72
CHPR8031 - Church Partner Total:		1,905.72
CITTF000 - CIT Technology Financial Services, Inc.		
307907	07/30/2019	
Inv	33754967	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2019	Finance / Planning Copier	200.66
08/04/2019	Finance / Planning Copier	401.34
08/04/2019	Finance / Planning Copier	200.67
Inv 33754967 Total		802.67

Check Number	Check Date	Amount
307907 Total:		802.67
CITTF000 - CIT Technology Financial Services, Inc. Total:		802.67
GLE2563 - City of Glendale		
307837	07/22/2019	
Inv 364		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Verdugo Fire Dispatch Fee (Semi-Annual Billing) 7/1/19-12/31/19	66,843.50
Inv 364 Total		66,843.50
307837 Total:		66,843.50
GLE2563 - City of Glendale Total:		66,843.50
SOCP8032 - City of Los Angeles		
307966	08/01/2019	
Inv 848878		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Community Services - Summer Camp Excursion Week 7	2,820.00
Inv 848878 Total		2,820.00
307966 Total:		2,820.00
SOCP8032 - City of Los Angeles Total:		2,820.00
CSM8030 - City of San Marino		
307908	07/30/2019	
Inv 07.16.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Overtime Co-Op 04/01/19-06/30/19	7,932.22
Inv 07.16.19 Total		7,932.22
307908 Total:		7,932.22
CSM8030 - City of San Marino Total:		7,932.22
SOU5402 - City of South Pasadena PD Petty Cash		
307931	07/30/2019	
Inv 06.27.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Reimb. Petty Cash	70.92

Check Number	Check Date	Amount
Inv 06.27.19 Total		70.92
Inv 06.28.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Reimb. Petty Cash	10.00
Inv 06.28.19 Total		10.00
Inv 06.29.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2019	Reimb. Petty Cash	10.95
Inv 06.29.19 Total		10.95
307931 Total:		91.87
SOU5402 - City of South Pasadena PD Petty Cash Total:		91.87
SOU5454 - City of South Pasadena-City Clerk		
307932	07/30/2019	
Inv 04.01.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Reimb. Petty Cash	10.38
04/01/2019	Reimb. Petty Cash	35.10
Inv 04.01.19 Total		45.48
Inv 04.09.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2019	Reimb. Petty Cash	18.00
Inv 04.09.19 Total		18.00
Inv 04.24.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2019	Reimb. Petty Cash	10.94
Inv 04.24.19 Total		10.94
Inv 06.10.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	Reimb. Petty Cash	17.62
06/10/2019	Reimb. Petty Cash	5.99
06/10/2019	Reimb. Petty Cash	19.29
Inv 06.10.19 Total		42.90
Inv 06.13.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/13/2019	Reimb. Petty Cash	15.79
Inv 06.13.19 Total		15.79
307932 Total:		133.11
SOU5454 - City of South Pasadena-City Clerk Total:		133.11
CSPF5011 - City of South Pasadena-FD		
307933	07/30/2019	
Inv 06.14.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Reimb. Petty Cash	27.35
Inv 06.14.19 Total		27.35
307933 Total:		27.35
CSPF5011 - City of South Pasadena-FD Total:		27.35
SOU5400 - City of South Pasadena-Fin.PettyCash		
307838	07/22/2019	
Inv 07.01.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Petty Cash Reimb.	64.66
Inv 07.01.19 Total		64.66
Inv 07.08.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Petty Cash Reimb.	75.00
07/08/2019	Petty Cash Reimb.	75.00
Inv 07.08.19 Total		150.00
Inv 07.09.19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Petty Cash Reimb.	75.00
Inv 07.09.19 Total		75.00
307838 Total:		289.66
307874	07/22/2019	
Inv 3/7-6/30/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Petty Cash Reimbursement	30.74
05/29/2019	Petty Cash Reimbursement	34.00

Check Number	Check Date	Amount
05/20/2019	Petty Cash Reimbursement	70.00
05/22/2019	Petty Cash Reimbursement	18.51
04/30/2019	Petty Cash Reimbursement	18.18
04/16/2019	Petty Cash Reimbursement	20.32
06/14/2019	Petty Cash Reimbursement	2.20
06/25/2019	Petty Cash Reimbursement	47.56
03/13/2019	Petty Cash Reimbursement	48.96
05/22/2019	Petty Cash Reimbursement	80.89
04/15/2019	Petty Cash Reimbursement	37.84
05/06/2019	Petty Cash Reimbursement	17.68
06/25/2019	Petty Cash Reimbursement	20.00
05/22/2019	Petty Cash Reimbursement	30.74
Inv 3/7-6/30/2019 Total		477.62

307874 Total: 477.62

SOU5400 - City of South Pasadena-Fin.PettyCash Total: 767.28

SOU5340 - City of South Pasadena-Library Petty Cash

307934 07/30/2019

Inv 03.27.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2019	Reimb. Petty Cash	7.99

Inv 03.27.19 Total 7.99

Inv 05.16.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2019	Reimb. Petty Cash	10.92

Inv 05.16.19 Total 10.92

Inv 05.23.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	Reimb. Petty Cash	25.00

Inv 05.23.19 Total 25.00

Inv 06.13.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	Reimb. Petty Cash	32.55

Inv 06.13.19 Total 32.55

Inv 06.28.19

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Reimb. Petty Cash	20.09

Inv 06.28.19 Total 20.09

Check Number	Check Date	Amount
307934 Total:		96.55
SOU5340 - City of South Pasadena-Library Petty Cash Total:		96.55
SOU5343 - City of South Pasadena-Recreation		
307909	07/30/2019	
Inv	07.03.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	Reimb. Petty Cash	195.12
Inv 07.03.2019 Total		195.12
Inv	07.05.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2019	Reimb. Petty Cash	65.37
07/05/2019	Reimb. Petty Cash	120.11
Inv 07.05.2019 Total		185.48
Inv	07.10.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2019	Reimb. Petty Cash	150.00
Inv 07.10.2019 Total		150.00
Inv	07.15.2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Reimb. Petty Cash	55.00
Inv 07.15.2019 Total		55.00
307909 Total:		585.60
307935	07/30/2019	
Inv	06.27.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Reimb. Petty Cash	48.40
Inv 06.27.19 Total		48.40
307935 Total:		48.40
SOU5343 - City of South Pasadena-Recreation Total:		634.00
SOU5401 - City of South Pasadena-Sr.Center		
307936	07/30/2019	
Inv	06.12.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	06/12/2019	Reimb. Petty Cash	15.35
	Inv 06.12.19	Total	15.35
	Inv 06.14.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/14/2019	Reimb. Petty Cash	26.23
	Inv 06.14.19	Total	26.23
	Inv 06.19.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/19/2019	Reimb. Petty Cash	50.00
	06/19/2019	Reimb. Petty Cash	16.90
	Inv 06.19.19	Total	66.90
	Inv 06.27.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/27/2019	Reimb. Petty Cash	34.95
	Inv 06.27.19	Total	34.95
	307936	Total:	143.43
	SOU5401 - City of South Pasadena-Sr.Center	Total:	143.43
	PCYD6010 - City of South Pasadena-Yard		
	307937	07/30/2019	
	Inv 04.06.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/06/2019	Reimb. Petty Cash	25.40
	04/06/2019	Reimb. Petty Cash	24.82
	Inv 04.06.19	Total	50.22
	Inv 04.10.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/10/2019	Reimb. Petty Cash	20.99
	Inv 04.10.19	Total	20.99
	Inv 04.30.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/30/2019	Reimb. Petty Cash	9.28
	Inv 04.30.19	Total	9.28
	Inv 05.19.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	05/19/2019	Reimb. Petty Cash	18.32
	Inv 05.19.19 Total		18.32
	Inv 05.26.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	05/26/2019	Reimb. Petty Cash	15.66
	05/26/2019	Reimb. Petty Cash	24.70
	04/10/2019	Reimb. Petty Cash	23.89
	05/26/2019	Reimb. Petty Cash	18.32
	Inv 05.26.19 Total		82.57
	Inv 05.28.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	05/28/2019	Reimb. Petty Cash	9.28
	Inv 05.28.19 Total		9.28
	Inv 05.30.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	05/30/2019	Reimb. Petty Cash	18.32
	05/30/2019	Reimb. Petty Cash	9.28
	Inv 05.30.19 Total		27.60
	Inv 05.31.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	05/31/2019	Reimb. Petty Cash	2.90
	05/31/2019	Reimb. Petty Cash	15.66
	Inv 05.31.19 Total		18.56
	Inv 06.05.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/05/2019	Reimb. Petty Cash	2.90
	Inv 06.05.19 Total		2.90
	Inv 06.09.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/09/2019	Reimb. Petty Cash	3.71
	Inv 06.09.19 Total		3.71
	Inv 06.15.19		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	06/15/2019	Reimb. Petty Cash	21.69
	Inv 06.15.19 Total		21.69

Check Number	Check Date		Amount
Inv	06.16.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/16/2019	Reimb. Petty Cash		3.71
Inv 06.16.19 Total			3.71
Inv	06.17.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/17/2019	Reimb. Petty Cash		24.82
Inv 06.17.19 Total			24.82
Inv	06.23.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/23/2019	Reimb. Petty Cash		3.71
Inv 06.23.19 Total			3.71
307937 Total:			297.36
PCYD6010 - City of South Pasadena-Yard Total:			297.36
CHWP2010 - Colantuono,Highsmith & Whatley,PC			
307816	07/15/2019		
Inv	39494		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	General Services		9,560.32
Inv 39494 Total			9,560.32
Inv	39495		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Misc. Litigation		5,480.50
Inv 39495 Total			5,480.50
Inv	39496		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Misc. Litigation		70.50
Inv 39496 Total			70.50
Inv	39497		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Labor & Employment		1,292.50
Inv 39497 Total			1,292.50
Inv	39498		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
06/30/2019		Misc. Litigation	2,373.50
Inv 39498 Total			2,373.50
Inv 39499			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/30/2019		Special Projects	3,034.08
Inv 39499 Total			3,034.08
Inv 39500			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/30/2019		Tax & Assesment	1,950.50
Inv 39500 Total			1,950.50
Inv 39501			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/30/2019		Gardena v. RWQCB	1,039.00
Inv 39501 Total			1,039.00
Inv 39502			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/30/2019		Water & Utilities	70.50
Inv 39502 Total			70.50
Inv W-39457			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/30/2019		AB 748	600.00
Inv W-39457 Total			600.00
307816 Total:			25,471.40
308018	08/12/2019		
Inv 39827			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		General Services	10,078.30
Inv 39827 Total			10,078.30
Inv 39828			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		adv. Case 2	8,242.68
Inv 39828 Total			8,242.68
Inv 39829			
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date		Amount
08/07/2019		Labor & Employment	930.00
Inv 39829		Total	930.00
Inv 39830			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		Misc. Litigation	857.50
Inv 39830		Total	857.50
Inv 39831			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		Special Projects	4,173.00
Inv 39831		Total	4,173.00
Inv 39832			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		Tax & Assesment	269.50
Inv 39832		Total	269.50
Inv 39833			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		Gardena V. RWQCB	377.00
Inv 39833		Total	377.00
Inv 39834			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2019		Water & Utilities	24.50
Inv 39834		Total	24.50
308018		Total:	24,952.48
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			50,423.88
COR7788 - Cornforth, Darren			
308019	08/12/2019		
Inv		Summ 2019	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/29/2019		Instructor Tennis Classes (3 Classes)	546.00
Inv Summ 2019		Total	546.00
308019		Total:	546.00
COR7788 - Cornforth, Darren Total:			546.00

Check Number	Check Date		Amount
CRDA1021 - Corodata Records Management			
307817	07/15/2019		
Inv	RS4511238		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Record Mangement Services June 2019		306.95
Inv RS4511238 Total			306.95
307817 Total:			306.95
CRDA1021 - Corodata Records Management Total:			306.95
CRSR2010 - Corodata Shredding Inc.			
307938	07/30/2019		
Inv	DN 1233130		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Removal of Bins at City Hall / SC / Library (June 2019)		78.11
Inv DN 1233130 Total			78.11
307938 Total:			78.11
CRSR2010 - Corodata Shredding Inc. Total:			78.11
ATCR5011 - Corrao, Anthony			
307967	08/01/2019		
Inv	07/30/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2019	Reimbursement - Vehicle Maint. for Vehicle RA81		54.96
Inv 07/30/19 Total			54.96
307967 Total:			54.96
ATCR5011 - Corrao, Anthony Total:			54.96
CRSN5011 - CrewSense, LLC			
307839	07/22/2019		
Inv	0013039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	Command Sharing (Users Pro & Pro Support) 07/01/19-7/31/19		698.79
Inv 0013039 Total			698.79
307839 Total:			698.79

Check Number	Check Date		Amount
CRSN5011 - CrewSense, LLC Total:			698.79
CSAC2012 - CSAC Excess Insurance Authority			
307910	07/30/2019		
Inv	20100170		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	Excess Workers Compensation FY19-20		415,057.00
Inv 20100170 Total			415,057.00
Inv	20300105		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	GL1 Program Premium FY19-20		35,006.20
07/10/2019	GL1 Program Premium FY19-20		87,515.50
07/10/2019	GL1 Program Premium FY19-20		17,503.10
07/10/2019	GL1 Program Premium FY19-20		210,037.20
Inv 20300105 Total			350,062.00
Inv	20400328		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	Excess Liability Program FY19-20		13,921.20
07/10/2019	Excess Liability Program FY19-20		1,160.10
07/10/2019	Excess Liability Program FY19-20		2,320.20
07/10/2019	Excess Liability Program FY19-20		5,800.50
Inv 20400328 Total			23,202.00
Inv	20500104		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	Property Insurance FY19-20		12,614.40
07/01/2019	Property Insurance FY19-20		4,204.80
07/01/2019	Property Insurance FY19-20		25,228.80
Inv 20500104 Total			42,048.00
307910 Total:			830,369.00
CSAC2012 - CSAC Excess Insurance Authority Total:			830,369.00
DSP0755 - D & S Printing			
307818	07/15/2019		
Inv	8344		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/18/2019	2 - '3x8 Banners for Sponsors		210.24
Inv 8344 Total			210.24
307818 Total:			210.24

Check Number	Check Date	Amount
DSP0755 - D & S Printing Total:		210.24
DATA5000 - Datamatic Inc.		
308020	08/12/2019	
Inv	INV1794	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Annual Meter Reading/Billing Data Maintenance Fee 7/1/19-6/30/2	4,890.62
Inv INV1794 Total		4,890.62
308020 Total:		4,890.62
DATA5000 - Datamatic Inc. Total:		4,890.62
DEL4000 - Dell Marketing L.P.		
308021	08/12/2019	
Inv	10328564163	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2019	Shahid Abbas, PW Director 34 inch Dell Monitor	728.36
Inv 10328564163 Total		728.36
308021 Total:		728.36
DEL4000 - Dell Marketing L.P. Total:		728.36
DEL0771 - Delta Dental		
307968	08/01/2019	
Inv	BE003495852	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Dental Ins. August 2019 Acct# 05-1063400000	9,626.50
Inv BE003495852 Total		9,626.50
307968 Total:		9,626.50
DEL0771 - Delta Dental Total:		9,626.50
DEL3011 - DeLuxe for Business		
307969	08/01/2019	
Inv	02045424623	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Order of Z Checks for City's Operational Account	523.87
Inv 02045424623 Total		523.87

Check Number	Check Date	Amount
307969 Total:		523.87
DEL3011 - DeLuxe for Business Total:		523.87
DEM0777 - Demco		
308022	08/12/2019	
Inv	6640326	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	CD / DVD Overlay Tags	681.01
Inv 6640326 Total		681.01
308022 Total:		681.01
DEM0777 - Demco Total:		681.01
DTHCS - Department of Health Care Services		
307989	08/09/2019	
Inv	1073512570	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	GEMT Medical Cost Dept. of Health Care Services	593.50
07/12/2020	GEMT Medical Cost Dept. of Health Care Services	328.81
Inv 1073512570 Total		922.31
307989 Total:		922.31
DTHCS - Department of Health Care Services Total:		922.31
MRDR4150 - deRaad, Maria		
307954	08/01/2019	
Inv	2018-2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Low Income Exemption	34.01
07/31/2019	Low Income Exemption	78.92
Inv 2018-2019 Total		112.93
307954 Total:		112.93
MRDR4150 - deRaad, Maria Total:		112.93
SPDW7000 - DeWolfe, Stephanie		
307799	07/11/2019	
Inv	07.09.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/09/2019		Reimb. for Lunch w/ acting Library Director Cathy Billings	34.47
		Inv 07.09.19 Total	34.47
307799 Total:			34.47
SPDW7000 - DeWolfe, Stephanie Total:			34.47
DFMA1022 - DFM Associates			
308023	08/12/2019		
		Inv DFM 2019	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/30/2019		1 Paperback version \$53.00 X 1= \$53.00	56.84
		Inv DFM 2019 Total	56.84
308023 Total:			56.84
DFMA1022 - DFM Associates Total:			56.84
DESI5011 - Digital EMS Solutions Inc.			
307840	07/22/2019		
		Inv 00196	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/01/2019		Dispatch Services / EMS Reporting Activity Fee	5,972.65
		Inv 00196 Total	5,972.65
307840 Total:			5,972.65
DESI5011 - Digital EMS Solutions Inc. Total:			5,972.65
DIG0800 - Digital Telecommunications Corp			
307841	07/22/2019		
		Inv 35172	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/01/2019		IT - Phones	1,584.00
		Inv 35172 Total	1,584.00
307841 Total:			1,584.00
307911	07/30/2019		
		Inv 35409	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/24/2019		IT Phones - Moving (16) Extensions	900.00

Check Number	Check Date	Amount
Inv 35409 Total		900.00
307911 Total:		900.00
DIG0800 - Digital Telecommunications Corp Total:		2,484.00
DNRK8032 - Dinosaurs Rock		
307842	07/22/2019	
Inv 9066		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Camp Med in House Activity 8/1/19	500.00
Inv 9066 Total		500.00
307842 Total:		500.00
DNRK8032 - Dinosaurs Rock Total:		500.00
DTV5012 - DIRECTV		
307800	07/11/2019	
Inv 36434927138		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	FD EOC Communications 06/28-07/27/19	60.65
Inv 36434927138 Total		60.65
307800 Total:		60.65
308024	08/12/2019	
Inv 36540077328		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2019	Emergency Operation And Disaster Preparedness 07/28-08/27/19	60.65
Inv 36540077328 Total		60.65
308024 Total:		60.65
DTV5012 - DIRECTV Total:		121.30
DCLA8268 - Discovery Cube LA		
307801	07/11/2019	
Inv 665651		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Summer Camp Excursion 7/17/19	1,410.00
Inv 665651 Total		1,410.00

Check Number	Check Date	Amount
307801 Total:		1,410.00
DCLA8268 - Discovery Cube LA Total:		1,410.00
MADH1021 - Donohue, Marc		
307939	07/30/2019	
Inv	1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Preparation of City Council Minutes (5/1/19, 5/15/19, 6/19/19)	1,170.00
Inv 1 Total		1,170.00
307939 Total:		1,170.00
MADH1021 - Donohue, Marc Total:		1,170.00
DDL8010 - Dr. Detail Ph.D		
307819	07/15/2019	
Inv	1822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Fleet Cleaning for Transit Vehicles (75,77,78,79,80,250)	330.00
Inv 1822 Total		330.00
307819 Total:		330.00
DDL8010 - Dr. Detail Ph.D Total:		330.00
DRQU5270 - Draine, Quida		
307802	07/11/2019	
Inv	R103100/103544	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Client Cancellation Due to Conflict	95.00
Inv R103100/103544 Total		95.00
307802 Total:		95.00
DRQU5270 - Draine, Quida Total:		95.00
ELL1017 - Ellen's Silkscreening		
307970	08/01/2019	
Inv	71821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Camp Med Summer 2019 Shirts - New Camp Participants	213.09

Check Number	Check Date	Amount
Inv 71821 Total		213.09
		<hr/>
307970 Total:		213.09
		<hr/>
ELL1017 - Ellen's Silkscreening Total:		213.09
BEEM1011 - Emirhanian, Elisabeth		
307820	07/15/2019	
Inv	03.15.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Reimb. Be King to Animals	100.49
Inv 03.15.19 Total		100.49
		<hr/>
307820 Total:		100.49
		<hr/>
BEEM1011 - Emirhanian, Elisabeth Total:		100.49
EAPP5082 - Employer Annual Pass Program		
307821	07/15/2019	
Inv	95-6000798	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Employer Annual B-TAP for (1414 Mission & 825 Mission St.)	9,992.00
Inv 95-6000798 Total		9,992.00
		<hr/>
307821 Total:		9,992.00
		<hr/>
EAPP5082 - Employer Annual Pass Program Total:		9,992.00
ENMS5270 - Enomoto, Masako		
307971	08/01/2019	
Inv	R104072/104118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Camp Cancellation for Egghead Slime Camp (Low Enrollment)	145.00
Inv R104072/104118 Total		145.00
		<hr/>
307971 Total:		145.00
		<hr/>
ENMS5270 - Enomoto, Masako Total:		145.00
FDBC8025 - Fast Deer Bus Charter Inc.		
307803	07/11/2019	
Inv	144021	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/17/2019	Recreation Summer Camp Excursions 7/17/19	2,686.56
Inv 144021	Total	2,686.56
Inv 144022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Recreation Summer Camp Excursions 7/24/19	2,686.56
Inv 144022	Total	2,686.56
307803 Total:		5,373.12
307843	07/22/2019	
Inv 144023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2019	Recreation Summer Camp Excursion John's Incredible Pizza	3,106.80
Inv 144023	Total	3,106.80
307843 Total:		3,106.80
307912	07/30/2019	
Inv 144024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Recreation Summer Camp Week 8	2,686.56
Inv 144024	Total	2,686.56
307912 Total:		2,686.56
308025	08/12/2019	
Inv 144020A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Recreation Summer Camp Excursion Newport Dune Overtime Char,	195.00
Inv 144020A	Total	195.00
308025 Total:		195.00
FDBC8025 - Fast Deer Bus Charter Inc. Total:		11,361.48
FED1109 - FedEx		
307844	07/22/2019	
Inv 6-611-28428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	Finance Overnight Shipping	39.87
Inv 6-611-28428	Total	39.87

Check Number	Check Date	Amount
307844 Total:		39.87
307940	07/30/2019	
Inv	6-596-94641	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	City Clerk Notarized Letter	29.90
Inv 6-596-94641 Total		29.90
307940 Total:		29.90
FED1109 - FedEx Total:		69.77
COBR7131 - Flex Advantage		
307972	08/01/2019	
Inv	112807	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Reimb. Retirees Invoice 112807 July Admin Fees	66.00
Inv 112807 Total		66.00
Inv	P/R/E 7/21/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Reimb. Retirees Batch ID: 1004974	1,626.49
Inv P/R/E 7/21/19 Total		1,626.49
307972 Total:		1,692.49
COBR7131 - Flex Advantage Total:		1,692.49
GOL4011 - Golden West College		
308026	08/12/2019	
Inv	09/09-09-20	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2019	Training Class for Cpl. Philips 9/9-9/20/2019	254.00
Inv 09/09-09-20 Total		254.00
308026 Total:		254.00
GOL4011 - Golden West College Total:		254.00
CHGM5270 - Gomez, Charmaine		
307822	07/15/2019	

Check Number	Check Date	Amount
Inv R102899/103400		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Client Cancellation of Park Reservation	37.50
Inv R102899/103400 Total		37.50
307822 Total:		37.50
CHGM5270 - Gomez, Charmaine Total:		37.50
ANGY8030 - Grady, Anthony Q.		
307990	08/09/2019	
Inv June 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Class Instructor Jiu Jitsu June 2019	182.00
Inv June 2019 Total		182.00
307990 Total:		182.00
308027	08/12/2019	
Inv Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Class Instructor Jiu Jitsu 2019	455.00
Inv Summ 2019 Total		455.00
308027 Total:		455.00
ANGY8030 - Grady, Anthony Q. Total:		637.00
GRDR5270 - Grama, Darryl		
307845	07/22/2019	
Inv R103698/103829		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Refund Camp Med Due to Conflict	115.20
Inv R103698/103829 Total		115.20
307845 Total:		115.20
GRDR5270 - Grama, Darryl Total:		115.20
GWSW5012 - Grey Wall Software Inc.		
307846	07/22/2019	

Check Number	Check Date		Amount
Inv	4106		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/09/2019	VEOCI Software Subscription Service August 1st - July 31 2020		5,760.00
Inv 4106 Total			5,760.00
307846 Total:			5,760.00
GWSW5012 - Grey Wall Software Inc. Total:			5,760.00
CRHY8067 - Hartney, Corey			
308028	08/12/2019		
Inv	Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Class Instructor Basketball (2 Classes)		331.50
Inv Summ 2019 Total			331.50
308028 Total:			331.50
CRHY8067 - Hartney, Corey Total:			331.50
MGHZ5270 - Hartz, Megan			
308029	08/12/2019		
Inv	R103479/104127		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Class Cancellation Super Soccer + STEAM		400.00
Inv R103479/104127 Total			400.00
308029 Total:			400.00
MGHZ5270 - Hartz, Megan Total:			400.00
HNGL8032 - Hernandez, Gloria			
307973	08/01/2019		
Inv	T0719-01/SH0719		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Residential Rebate HET & SH - Water Efficiency Rebate		250.00
Inv T0719-01/SH0719 Total			250.00
307973 Total:			250.00
HNGL8032 - Hernandez, Gloria Total:			250.00

Check Number	Check Date		Amount
KTHLS270 - Hillel, Kate			
308030	08/12/2019		
Inv	R103492/104119		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Camp Cancellation for Egghead Slime Camp		145.00
Inv R103492/104119 Total			145.00
308030 Total:			145.00
KTHLS270 - Hillel, Kate Total:			145.00
MHHM5270 - Himawan, Michelle			
308031	08/12/2019		
Inv	R103478/104172		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Partial Refund Due to Instructor Lacking Full Equipment		32.80
Inv R103478/104172 Total			32.80
308031 Total:			32.80
MHHM5270 - Himawan, Michelle Total:			32.80
HOM1515 - Home Depot Credit Services			
307991	08/09/2019		
Inv	2012506		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2019	Citywide Supplies		170.64
Inv 2012506 Total			170.64
Inv	4903187		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/18/2019	Citywide Supplies		52.45
Inv 4903187 Total			52.45
Inv	5121070		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2019	Citywide Supplies		100.18
Inv 5121070 Total			100.18
Inv	5123391		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/28/2019	Citywide Supplies		57.75
Inv 5123391 Total			57.75

Inv 543732

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/12/2019	Citywide Supplies	525.75

Inv 543732 Total 525.75

Inv 5970034

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/17/2019	Citywide Supplies	841.20

Inv 5970034 Total 841.20

Inv 7762775

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/05/2019	Citywide Supplies	65.68

Inv 7762775 Total 65.68

Inv 7764031

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/25/2019	Citywide Supplies	265.86

Inv 7764031 Total 265.86

Inv 7973819

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/05/2019	Citywide Supplies	928.34

Inv 7973819 Total 928.34

Inv 9740783

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
06/03/2019	Citywide Supplies	24.57

Inv 9740783 Total 24.57

307991 Total: 3,032.42

HOM1515 - Home Depot Credit Services Total: 3,032.42

HRCS2011 - Housing Rights Center

307941 07/30/2019

Inv 12

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
07/15/2019	Fair Housing Services Program (June 2019)	660.09

Inv 12 Total 660.09

Check Number	Check Date	Amount
307941 Total:		660.09
307955	08/01/2019	
Inv 10		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Fair Housing Services Program	418.02
Inv 10 Total		418.02
Inv 11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2019	Fair Housing Services Program (May 2019)	389.45
Inv 11 Total		389.45
Inv 7		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Fair Housing Services Program (January 2019)	670.00
Inv 7 Total		670.00
307955 Total:		1,477.47
HRCS2011 - Housing Rights Center Total:		2,137.56
HSSP5270 - Hsu, Sophie		
307992	08/09/2019	
Inv R100738/104158		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2019	Partial Refund Due to n	32.80
Inv R100738/104158 Total		32.80
307992 Total:		32.80
HSSP5270 - Hsu, Sophie Total:		32.80
HYJU5270 - Hyunju, Lee		
307823	07/15/2019	
Inv R102238/103146		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Client Cancellation of Recreation Class	256.00
Inv R102238/103146 Total		256.00
307823 Total:		256.00

Check Number	Check Date	Amount
HYJU5270 - Hyunju, Lee Total:		256.00
JGHS5270 - Jang, Sung Hee		
307974	08/01/2019	
Inv	R103247/104047	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Client Cancellation of SY Camp Med	360.00
Inv R103247/104047 Total		360.00
307974 Total:		360.00
JGHS5270 - Jang, Sung Hee Total:		360.00
JIPC8268 - John's Incredible Pizza Company		
307847	07/22/2019	
Inv	07.31.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Recreation Camp Excursion Week 8 John's Incredible Pizza	1,508.49
Inv 07.31.19 Total		1,508.49
307847 Total:		1,508.49
JIPC8268 - John's Incredible Pizza Company Total:		1,508.49
AKIM8031 - Kim, Anthony		
307913	07/30/2019	
Inv	07.19.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Reimb, for Purchase of Camp Med Sankes & Supplies	157.19
Inv 07.19.19 Total		157.19
307913 Total:		157.19
AKIM8031 - Kim, Anthony Total:		157.19
SUKI5270 - Kim, Sung Yon		
307875	07/22/2019	
Inv	R101551/103649	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	class cancelled due to low enrollement, utilized credit to acct	100.00
Inv R101551/103649 Total		100.00

Check Number	Check Date	Amount
307875 Total:		100.00
SUKI5270 - Kim, Sung Yon Total:		100.00
JHLF5270 - LaFond, John		
307975	08/01/2019	
Inv R104125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Refund due to Difference between Camp Med. Week 8 & Soccer ST	62.00
Inv R104125 Total		62.00
307975 Total:		62.00
JHLF5270 - LaFond, John Total:		62.00
LKRD6713 - Lake, Randall		
307976	08/01/2019	
Inv DT0719-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Residential Rebate for Drought Tolerant Plants	81.95
Inv DT0719-01 Total		81.95
307976 Total:		81.95
LKRD6713 - Lake, Randall Total:		81.95
IVLB5270 - Lanzas-Benavides, Ivonne		
307956	08/01/2019	
Inv R99661/104116		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2019	Camp Cancellation for Egghead Slime Camp Low Enrollment	145.00
Inv R99661/104116 Total		145.00
307956 Total:		145.00
307993	08/09/2019	
Inv R99661/104159		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2019	Partial Refund due to Instructor Lacking Equipment	32.80
Inv R99661/104159 Total		32.80
307993 Total:		32.80

Check Number	Check Date		Amount
IVLB5270 - Lanzas-Benavides, Ivonne Total:			177.80
LCCS8060 - League of CA Cities			
307876	07/22/2019		
Inv	105292		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	2019 Local Streets and Roads Needs Assessment		500.00
Inv 105292 Total			500.00
307876 Total:			500.00
LCCS8060 - League of CA Cities Total:			500.00
LCC111 - League of Cal. Cities			
307914	07/30/2019		
Inv	3789		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/14/2019	LA County Division Dues 7/1/19-06/30/20		1,181.25
Inv 3789 Total			1,181.25
307914 Total:			1,181.25
LCC111 - League of Cal. Cities Total:			1,181.25
LCW7456 - Liebert Cassidy Whimore			
307877	07/22/2019		
Inv	1480488		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	Personnel matters - 05/2019		111.00
Inv 1480488 Total			111.00
Inv	1480489		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	Personnel matters - 05/2019		1,147.00
Inv 1480489 Total			1,147.00
Inv	1480490		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	Personnel matters - 05/2019		37.00
Inv 1480490 Total			37.00

Check Number	Check Date	Amount
Inv 1480491		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	74.00
Inv 1480491 Total		74.00
Inv 1480492		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	671.00
Inv 1480492 Total		671.00
Inv 1480493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	5,883.00
Inv 1480493 Total		5,883.00
Inv 1480494		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	3,959.00
Inv 1480494 Total		3,959.00
Inv 1480495		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	1,443.00
Inv 1480495 Total		1,443.00
Inv 1480496		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	8,806.00
Inv 1480496 Total		8,806.00
Inv 1480497		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	8,372.00
Inv 1480497 Total		8,372.00
Inv 1480529		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Personnel matters - 05/2019	37.00
Inv 1480529 Total		37.00
307877 Total:		30,540.00

Check Number	Check Date		Amount
LCW7456 - Liebert Cassidy Whimore Total:			30,540.00
LQDSPR - LiquidSpring LLC			
307915	07/30/2019		
Inv	0028593-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2019	Vehicle Maint. Engine 81 (Hydraulic Shocks)		1,798.44
Inv 0028593-IN Total			1,798.44
307915 Total:			1,798.44
LQDSPR - LiquidSpring LLC Total:			1,798.44
ZHLU5270 - Liu, Zhaoxia			
307824	07/15/2019		
Inv	R100484/103183		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2019	Refund due to Client Cancellation of Summer Camp		266.00
Inv R100484/103183 Total			266.00
307824 Total:			266.00
ZHLU5270 - Liu, Zhaoxia Total:			266.00
STLP2920 - Lopa, Stacie			
307957	08/01/2019		
Inv	R101409/103883		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2019	Refund Deposit WMB # 103883		500.00
Inv R101409/103883 Total			500.00
307957 Total:			500.00
STLP2920 - Lopa, Stacie Total:			500.00
JELN5270 - Luop-Northrup, Jennifer			
307878	07/22/2019		
Inv	103561		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	Partial Refund for Class - Expectations not met. Inst. Approved.		101.00
Inv 103561 Total			101.00

Check Number	Check Date		Amount
Inv	103562		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	Partial Refund for Class - Expectations not met. Inst. Approved.		116.00
Inv 103562 Total			116.00
307878 Total:			217.00
JELN5270 - Luop-Northrup, Jennifer Total:			217.00
MKSW5270 - Mack, Shawna			
307994	08/09/2019		
Inv	R101928/104155		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/22/2019	Partial Refund Instructor Missing Equipment		32.80
Inv R101928/104155 Total			32.80
307994 Total:			32.80
MKSW5270 - Mack, Shawna Total:			32.80
MJRI2950 - Magic Jump Rentals Inc.			
307804	07/11/2019		
Inv	257297		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Camp Med In-House Activities Rental - Week # 4		442.80
Inv 257297 Total			442.80
307804 Total:			442.80
307848	07/22/2019		
Inv	257096		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	2019 National Night Out - Inflatibles / Carnival / Rockwall		500.00
07/15/2019	2019 National Night Out - Inflatibles / Carnival / Rockwall		1,310.80
Inv 257096 Total			1,810.80
307848 Total:			1,810.80
MJRI2950 - Magic Jump Rentals Inc. Total:			2,253.60
DIMD1010 - Mahmud, Diana			
307942	07/30/2019		

Check Number	Check Date		Amount
Inv	06.13.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/13/2019	Transportation & Parking Reimb. (League of CA Cities Conference)		195.42
Inv 06.13.19 Total			195.42
307942 Total:			195.42
DIMD1010 - Mahmud, Diana Total:			195.42
MNMC5270 - Mancini, Michelle F.			
307943	07/30/2019		
Inv	R102500/103959		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/08/2019	Client Cancellation for Jiu Jitsu Class		17.00
Inv R102500/103959 Total			17.00
307943 Total:			17.00
MNMC5270 - Mancini, Michelle F. Total:			17.00
AMMZ8032 - Martinez, Alma			
308032	08/12/2019		
Inv	Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Class Instructor Zumba Class		104.00
Inv Summ 2019 Total			104.00
308032 Total:			104.00
AMMZ8032 - Martinez, Alma Total:			104.00
MTSU5270 - Matthews, Suman			
307944	07/30/2019		
Inv	R101559/103925		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/08/2019	Reservation Cancellation / Client Emergency		75.00
Inv R101559/103925 Total			75.00
307944 Total:			75.00
MTSU5270 - Matthews, Suman Total:			75.00

Check Number	Check Date		Amount
MDER5270 - Mendez, Erika			
307825	07/15/2019		
Inv	R102687/103355		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/17/2019	Refund due to Client Cancellation of Summer Camp		128.00
Inv R102687/103355 Total			128.00
307825 Total:			128.00
MDER5270 - Mendez, Erika Total:			128.00
MMSC2011 - MMASC			
308033	08/12/2019		
Inv	13871126		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	Membership Renewal Karen Aceves		85.00
Inv 13871126 Total			85.00
308033 Total:			85.00
MMSC2011 - MMASC Total:			85.00
JLMD5270 - Mondragon, Julianna			
307916	07/30/2019		
Inv	R103808/103854		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Class Cancellation of Mommy/Daddy & Me Due to Low Enrollment		85.00
Inv R103808/103854 Total			85.00
307916 Total:			85.00
JLMD5270 - Mondragon, Julianna Total:			85.00
DVMR5270 - Moore, David			
307977	08/01/2019		
Inv	R103418/104154		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/04/2019	Partial Refund for 1 Day due to Instructor Missing Equipment		32.80
Inv R103418/104154 Total			32.80
307977 Total:			32.80

Check Number	Check Date		Amount
DVMR5270 - Moore, David Total:			32.80
MOR2900 - Morrow & Holman Plumbing Inc			
307945	07/30/2019		
Inv	P-6-10843		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	Plumbing Services for Arroyo Seco Pedestrian Trail		2,122.41
Inv P-6-10843 Total			2,122.41
307945 Total:			2,122.41
MOR2900 - Morrow & Holman Plumbing Inc Total:			2,122.41
UNI6200 - MUFG Union Bank, N.A			
307995	08/09/2019		
Inv	1165035		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Finance Annual Administration Fee 7/1/18-6/30/19		2,013.00
Inv 1165035 Total			2,013.00
307995 Total:			2,013.00
UNI6200 - MUFG Union Bank, N.A Total:			2,013.00
CRML5270 - Muller, Ciara			
307996	08/09/2019		
Inv	R102434/104150		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2019	Class Cancellation of Kindermusik Mixed Ages Low Enrollment		61.00
Inv R102434/104150 Total			61.00
307996 Total:			61.00
CRML5270 - Muller, Ciara Total:			61.00
VRMZ7000 - Munoz, Valerie			
307805	07/11/2019		
Inv	P/R/E 7/7/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	Garnishment		750.00
Inv P/R/E 7/7/19 Total			750.00

Check Number	Check Date		Amount
307805 Total:			750.00
307896	07/29/2019		
Inv	P/R/E 7/21/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2019	Garnishment		750.00
Inv P/R/E 7/21/19 Total			750.00
307896 Total:			750.00
308004	08/09/2019		
Inv	P/R/E 8/4/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2019	Garnishment		750.00
Inv P/R/E 8/4/19 Total			750.00
308004 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			2,250.00
NGLZ2920 - Naguiat, Lizelle			
307958	08/01/2019		
Inv	R99762/103882		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2019	Refund Deposit WMB # 103882		500.00
Inv R99762/103882 Total			500.00
307958 Total:			500.00
NGLZ2920 - Naguiat, Lizelle Total:			500.00
NGSI6010 - Natural Gas Systems Inc.			
307879	07/22/2019		
Inv	5564		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/20/2019	Natural Gas Systems to replace Fuel Nozzles		1,000.73
Inv 5564 Total			1,000.73
Inv	5596		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/15/2019	Natural Gas Systems to replace Fuel Nozzles		504.06
Inv 5596 Total			504.06

Check Number	Check Date	Amount
307879 Total:		1,504.79
NGSI6010 - Natural Gas Systems Inc. Total:		1,504.79
NEOG2013 - NeoGov		
307849	07/22/2019	
Inv	INV29593	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	NeoGov Insight Software License FY19-20	7,853.00
Inv INV29593 Total		7,853.00
307849 Total:		7,853.00
307917	07/30/2019	
Inv	INV-10356	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	GovernmentmentJobs.com Annual Subscription Fee FY 19-20	900.00
Inv INV-10356 Total		900.00
307917 Total:		900.00
NEOG2013 - NeoGov Total:		8,753.00
JLNL5270 - Noel, Jill		
307997	08/09/2019	
Inv	R102042/104329	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2019	Park Reservation Cancellation	37.50
Inv R102042/104329 Total		37.50
307997 Total:		37.50
JLNL5270 - Noel, Jill Total:		37.50
PEG4590 - NUFIC		
307850	07/22/2019	
Inv	P/R/E 7/12/19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	A.D.D Ins. - Basic - July 2019	186.00
07/17/2019	A.D.D Ins. - Voluntary - July 2019	731.90
Inv P/R/E 7/12/19 Total		917.90

Check Number	Check Date	Amount
307850 Total:		917.90
PEG4590 - NUFIC Total:		917.90
OREI6711 - O' Reilly Automotive Inc.		
307998	08/09/2019	
Inv 319275		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Purchase of Vehicle Equipment	50.60
Inv 319275 Total		50.60
307998 Total:		50.60
OREI6711 - O' Reilly Automotive Inc. Total:		50.60
WILS8032 - Ortiz, Monica		
307851	07/22/2019	
Inv 2019-2020		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/17/2019	Women in Leisure Services - Gamma Chapter Membership	85.00
Inv 2019-2020 Total		85.00
307851 Total:		85.00
WILS8032 - Ortiz, Monica Total:		85.00
PKJI5270 - Park, Jisun		
307959	08/01/2019	
Inv R100426/104048		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2019	Class Cancellation Due to Low Enrollment (Jurassic Dinoworld)	165.00
Inv R100426/104048 Total		165.00
307959 Total:		165.00
PKJI5270 - Park, Jisun Total:		165.00
PRKA8267 - Parker-Anderson		
307806	07/11/2019	
Inv Summer 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Class Instructor 1 class (TechKids, Coding Wizard)	618.75

Check Number	Check Date	Amount
Inv Summer 2019 Total		618.75
307806 Total:		618.75
PRKA8267 - Parker-Anderson Total:		618.75
PAKH5011 - Parkhouse Tire Inc.		
307918	07/30/2019	
Inv 4010148390		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	Vehicle Maint. Engine 81	3,943.09
Inv 4010148390 Total		3,943.09
307918 Total:		3,943.09
PAKH5011 - Parkhouse Tire Inc. Total:		3,943.09
SMKB5270 - Partlow Samuel, Kimberli		
307960	08/01/2019	
Inv R10108/104109		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2019	Class Cancellation of Egghead Slime Low Enrollment	145.00
Inv R10108/104109 Total		145.00
307960 Total:		145.00
SMKB5270 - Partlow Samuel, Kimberli Total:		145.00
PATC3011 - PayTech		
307880	07/22/2019	
Inv SIN017981		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Contract for Implementation Svcs. for ADP Setup	2,910.00
Inv SIN017981 Total		2,910.00
307880 Total:		2,910.00
307919	07/30/2019	
Inv SIN018087		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Contract for Implementation Svcs. for ADP Setup	2,400.00
Inv SIN018087 Total		2,400.00

Check Number	Check Date		Amount
Inv	SIN018196		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2019	Contract for Implementation Svcs. for ADP Setup		2,400.00
Inv SIN018196 Total			2,400.00
307919 Total:			4,800.00
307978	08/01/2019		
Inv	SIN018251		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Contract for Implementation Svcs. for ADP Setup		1,950.00
Inv SIN018251 Total			1,950.00
307978 Total:			1,950.00
PATC3011 - PayTech Total:			9,660.00
PLTK8032 - Play Well Teknologies			
307826	07/15/2019		
Inv	DB17899		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2019	Class Instructor, Payment for Summer Camp Classes (6/24-6/28/19)		738.00
Inv DB17899 Total			738.00
307826 Total:			738.00
PLTK8032 - Play Well Teknologies Total:			738.00
PNJM5270 - Ponsolt, James			
308034	08/12/2019		
Inv	R104095/104265		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Classs Cancellation Kindermusik Low Enrollment		61.00
Inv R104095/104265 Total			61.00
308034 Total:			61.00
PNJM5270 - Ponsolt, James Total:			61.00
POS5265 - Post Alarm Systems			
307852	07/22/2019		

Check Number	Check Date		Amount
Inv	1185975		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2019	Monthly Monitoring Fee for WMB & Orange Grove Rec Bldg.		50.23
07/05/2019	Monthly Monitoring Fee for WMB & Orange Grove Rec Bldg.		50.23
Inv 1185975 Total			100.46
307852 Total:			100.46
POS5265 - Post Alarm Systems Total:			100.46
PRHD5012 - Presidio Networked Solutions Group LLC			
307881	07/22/2019		
Inv	6013219004143		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/04/2019	CAD System Mobile Upgrade		13,997.13
Inv 6013219004143 Total			13,997.13
307881 Total:			13,997.13
PRHD5012 - Presidio Networked Solutions Group LLC Total:			13,997.13
HDPRS270 - Prieto, Hilda			
308035	08/12/2019		
Inv	R103964/104393		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2019	Park Reservation Cancellation		37.50
Inv R103964/104393 Total			37.50
308035 Total:			37.50
HDPRS270 - Prieto, Hilda Total:			37.50
PRLX5270 - Proulx, Anna			
307979	08/01/2019		
Inv	R103935/104153		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2019	Partial Refund for 1 Day to Instructor Missing Equipment		32.80
Inv R103935/104153 Total			32.80
Inv	R104115		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2019	Class Cancellation & Initial Class Transfer		165.00
Inv R104115 Total			165.00

Check Number	Check Date	Amount
307979 Total:		197.80
PRLX5270 - Proulx, Anna Total:		197.80
PUWA8020 - Pure Water		
308036	08/12/2019	
Inv 201815266		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	FD Supplies August 2019	87.39
Inv 201815266 Total		87.39
308036 Total:		87.39
PUWA8020 - Pure Water Total:		87.39
REUC1021 - Regents of the University of California		
307920	07/30/2019	
Inv 10882593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	CA Municipal Law Handbook 2019	459.64
Inv 10882593 Total		459.64
307920 Total:		459.64
REUC1021 - Regents of the University of California Total:		459.64
SPRT2920 - Rigolot, Stephanie		
307827	07/15/2019	
Inv R101732/103332		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2019	Refund Deposit for Rental of Eddie Park House	250.00
Inv R101732/103332 Total		250.00
307827 Total:		250.00
SPRT2920 - Rigolot, Stephanie Total:		250.00
JLRD5270 - Rindone, Julie		
307807	07/11/2019	
Inv R102328/103539		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Client Cancellation Due to Move out of State	95.00

Check Number	Check Date	Amount
Inv R102328/103539 Total		95.00
307807 Total:		95.00
JLRD5270 - Rindone, Julie Total:		95.00
RMSF8025 - Routematch		
307980	08/01/2019	
Inv 40322		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Annual Technical Support & Maint. Year 4	5,981.06
Inv 40322 Total		5,981.06
307980 Total:		5,981.06
RMSF8025 - Routematch Total:		5,981.06
SAN4961 - S.G.V. Council of Gov'ts		
307921	07/30/2019	
Inv 5027		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2019	FY 2019-2020 Membership Dues / Fees	5,753.35
06/07/2019	FY 2019-2020 Membership Dues / Fees	9,240.00
Inv 5027 Total		14,993.35
307921 Total:		14,993.35
SAN4961 - S.G.V. Council of Gov'ts Total:		14,993.35
CHA3010 - S.P.Chamber of Commerce		
307922	07/30/2019	
Inv 7135		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2019	1st Qtr. Installment from BIT Reserves FY19-20	42,200.00
Inv 7135 Total		42,200.00
307922 Total:		42,200.00
CHA3010 - S.P.Chamber of Commerce Total:		42,200.00
SOU5230 - S.P.Firefighters L-3657		
307853	07/22/2019	

Check Number	Check Date		Amount
Inv	P/R/E 7/12/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Retro Rec Fees 7/19		180.00
07/17/2019	Union & Association Dues 7/19		2,450.00
07/17/2019	Union & Association Ins. 7/19		180.74
Inv P/R/E 7/12/19 Total			2,810.74
307853 Total:			2,810.74
SOU5230 - S.P.Firefighters L-3657 Total:			2,810.74
SPH2011 - S.P.High School ASB			
307981	08/01/2019		
Inv	SPHSASB		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Teen Center Advertisement @ South Pasadena High School		140.00
Inv SPHSASB Total			140.00
307981 Total:			140.00
SPH2011 - S.P.High School ASB Total:			140.00
SOU5435 - S.P.P. O. A.			
307854	07/22/2019		
Inv	P/R/E 7/12/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Union Association & Ins. 7/19		1,707.86
07/17/2019	Union Association & Dues 7/19		2,623.40
Inv P/R/E 7/12/19 Total			4,331.26
307854 Total:			4,331.26
SOU5435 - S.P.P. O. A. Total:			4,331.26
SOU5451 - S.P.Public Srvc Empl. Ass'n			
307855	07/22/2019		
Inv	P/R/E 7/12/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Assn. Dues 7/19		1,380.00
Inv P/R/E 7/12/19 Total			1,380.00
307855 Total:			1,380.00

Check Number	Check Date		Amount
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,380.00
SAN4958 - San Marino Security System			
307828	07/15/2019		
Inv	00116978		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/02/2019	Jan - March 2019		90.00
Inv 00116978 Total			90.00
Inv	00122168		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2019	April - June Monitoring Fee		90.00
Inv 00122168 Total			90.00
Inv	S 1707		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/25/2019	Addition of Six Panic Buttons		360.00
Inv S 1707 Total			360.00
307828 Total:			540.00
308037	08/12/2019		
Inv	00125944		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	San Marino Security System (Rec, WMB, Youth House, Garfield P:		207.00
07/01/2019	San Marino Security System (Rec, WMB, Youth House, Garfield P:		1,035.00
Inv 00125944 Total			1,242.00
308037 Total:			1,242.00
SAN4958 - San Marino Security System Total:			1,782.00
SSDV2018 - Sandoval, Sheila			
307808	07/11/2019		
Inv	P/R/E 7/7/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	Garnishment		343.43
07/11/2019	Garnishment		876.92
Inv P/R/E 7/7/19 Total			1,220.35
307808 Total:			1,220.35
307897	07/29/2019		

Check Number	Check Date		Amount
Inv	P/R/E 7/21/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2019	Garnishment		876.92
07/25/2019	Garnishment		753.26
Inv P/R/E 7/21/19 Total			1,630.18
307897 Total:			1,630.18
308005	08/09/2019		
Inv	P/R/E 8/4/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2019	Garnishment		876.92
08/08/2019	Garnishment		205.37
Inv P/R/E 8/4/19 Total			1,082.29
308005 Total:			1,082.29
SSDV2018 - Sandoval, Sheila Total:			3,932.82
SCHO8011 - Scholastic Library Publishing			
308038	08/12/2019		
Inv	19661574		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Subsription Renwal for Scholastic Go 7/16/19-7/15/20		4,361.00
Inv 19661574 Total			4,361.00
308038 Total:			4,361.00
SCHO8011 - Scholastic Library Publishing Total:			4,361.00
SRTO4011 - Serrato & Associates, Inc.			
307809	07/11/2019		
Inv	07.17.19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Training Class 7/17/19 Ofcr. Perez & Hang		150.00
Inv 07.17.19 Total			150.00
307809 Total:			150.00
SRTO4011 - Serrato & Associates, Inc. Total:			150.00
SHA8030 - Shakespeare by the Sea			
307810	07/11/2019		

Check Number	Check Date	Amount
Inv 04.644SBTS		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Shakespear in the Park 7/31/19	1,500.00
07/11/2019	Shakespear in the Park 8/01/19	1,500.00
Inv 04.644SBTS Total		3,000.00
307810 Total:		3,000.00
SHA8030 - Shakespeare by the Sea Total:		3,000.00
SCA4329 - So. CA Ass'n. of Government		
307923	07/30/2019	
Inv 2019-2020		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2019	SCAG Membership Dues 07/01/2019-06/30/2020	2,810.00
05/08/2019	SCAG Membership Dues 07/01/2019-06/30/2020	159.00
Inv 2019-2020 Total		2,969.00
307923 Total:		2,969.00
SCA4329 - So. CA Ass'n. of Government Total:		2,969.00
SOU6666 - So. CA Edison Co.		
307829	07/15/2019	
Inv 3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/30/19-06/28/19	10.38
Inv 3-022-6898-28 Total		10.38
Inv 3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	12.60
Inv 3-026-3223-65 Total		12.60
Inv 3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	30.98
Inv 3-029-2458-05 Total		30.98
Inv 3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	21.78
Inv 3-032-4192-98 Total		21.78

Check Number	Check Date	Amount
Inv	3-035-3494-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	04/29/19-05/29/19	31.03
06/30/2019	05/29/19-06/27/19	30.97
Inv 3-035-3494-19 Total		62.00
Inv	3-048-3587-38	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	2.51
Inv 3-048-3587-38 Total		2.51
Inv	3-048-3594-16	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	17.02
Inv 3-048-3594-16 Total		17.02
Inv	3-048-3599-58	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/28/19-06/26/19	25.13
Inv 3-048-3599-58 Total		25.13
Inv	3-048-3675-98	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/29/19-06/27/19	13.78
Inv 3-048-3675-98 Total		13.78
Inv	3-048-3733-54	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	05/30/19-06/28/19	0.45
Inv 3-048-3733-54 Total		0.45
307829 Total:		196.63
307946	07/30/2019	
Inv	3-008-8091-11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	2,624.70
Inv 3-008-8091-11 Total		2,624.70
Inv	3-008-8091-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	572.32

Check Number	Check Date	Amount
Inv 3-008-8091-12	Total	572.32
Inv	3-008-8091-13	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	7,457.09
Inv 3-008-8091-13	Total	7,457.09
Inv	3-008-8091-14	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	10.90
Inv 3-008-8091-14	Total	10.90
Inv	3-008-8091-16	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	60.38
Inv 3-008-8091-16	Total	60.38
Inv	3-008-8091-17	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	25.49
Inv 3-008-8091-17	Total	25.49
Inv	3-008-8091-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	24.22
Inv 3-008-8091-18	Total	24.22
Inv	3-008-8091-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	19.00
Inv 3-008-8091-19	Total	19.00
Inv	3-008-8091-20	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	31.32
Inv 3-008-8091-20	Total	31.32
Inv	3-008-8091-21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	55.38
Inv 3-008-8091-21	Total	55.38

Check Number	Check Date	Amount
Inv	3-008-8091-22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	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>	
07/29/2019	06/05/19-07/05/19	33.92
Inv 3-008-8091-23 Total		33.92
Inv	3-008-8091-24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	31.13
Inv 3-008-8091-24 Total		31.13
Inv	3-008-8436-55	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	45.56
Inv 3-008-8436-55 Total		45.56
Inv	3-025-4910-19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	49.85
Inv 3-025-4910-19 Total		49.85
Inv	3-026-6343-40	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/05/19-07/05/19	8.93
Inv 3-026-6343-40 Total		8.93
Inv	3-045-0630-89	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	13.82
Inv 3-045-0630-89 Total		13.82
Inv	3-048-4151-49	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	23.06
Inv 3-048-4151-49 Total		23.06
Inv	3-048-4154-08	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	31.88

Check Number	Check Date	Amount
Inv 3-048-4154-08	Total	31.88
Inv 3-048-4157-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	50.97
Inv 3-048-4157-19	Total	50.97
Inv 3-048-4158-60		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	05/06/19-06/05/19	53.40
Inv 3-048-4158-60	Total	53.40
Inv 3-048-4159-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	57.90
Inv 3-048-4159-93	Total	57.90
Inv 3-048-4160-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	05/06/19-06/05/19	2.45
Inv 3-048-4160-78	Total	2.45
Inv 3-048-4160-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	70.96
Inv 3-048-4160-91	Total	70.96
Inv 3-048-4164-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	17.88
Inv 3-048-4164-59	Total	17.88
Inv 3-048-4164-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	24.95
Inv 3-048-4164-78	Total	24.95
Inv 3-048-4164-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	15.99
Inv 3-048-4164-93	Total	15.99

Check Number	Check Date	Amount
Inv	3-048-4168-72	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	32.07
Inv 3-048-4168-72 Total		32.07
Inv	3-048-4173-52	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	03/06/19-04/04/19	35.90
Inv 3-048-4173-52 Total		35.90
Inv	3-048-7781-73	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	1,643.22
07/29/2019	05/01/19-06/01/19	1,901.09
Inv 3-048-7781-73 Total		3,544.31
Inv	3-048-7784-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	381.00
07/29/2019	05/01/19-06/01/19	440.79
Inv 3-048-7784-31 Total		821.79
Inv	3-048-7785-04	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	1.57
07/29/2019	05/01/19-06/01/19	1.81
Inv 3-048-7785-04 Total		3.38
Inv	3-048-7785-92	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	05/01/19-06/01/19	878.79
07/29/2019	06/01/19-07/01/19	759.59
Inv 3-048-7785-92 Total		1,638.38
Inv	3-048-7970-18	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	06/01/19-07/01/19	3.30
07/29/2019	05/01/19-06/01/19	3.82
Inv 3-048-7970-18 Total		7.12
307946 Total:		17,516.61
307982	08/01/2019	

Check Number	Check Date	Amount
Inv 3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2019	06/20/19-07/22/19	305.72
Inv 3-033-3452-62 Total		305.72
Inv 3-048-4948-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2019	06/20/19-07/22/19	373.20
Inv 3-048-4948-55 Total		373.20
307982 Total:		678.92
SOU6666 - So. CA Edison Co. Total:		18,392.16
MART8031 - SoSound		
307811	07/11/2019	
Inv IN-0052		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2019	Movie Audio/Visual for 8/16/19	1,100.00
Inv IN-0052 Total		1,100.00
Inv IN-0053		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2019	Summer Concerts @ the Park Audio 8/11/19	700.00
07/14/2019	Summer Concerts @ the Park Audio 7/14/19	700.00
07/28/2019	Summer Concerts @ the Park Audio 7/28/19	700.00
Inv IN-0053 Total		2,100.00
307811 Total:		3,200.00
MART8031 - SoSound Total:		3,200.00
TAHZ8267 - Sound Appeal		
308039	08/12/2019	
Inv Summ 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Class Instructor (Piano 1 Class)	1,294.80
Inv Summ 2019 Total		1,294.80
308039 Total:		1,294.80
TAHZ8267 - Sound Appeal Total:		1,294.80

Check Number	Check Date		Amount
SCIV4011 - South Cities Investigations			
307830	07/15/2019		
Inv	SPPD-19-2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/14/2019	Fee for pre-employment background investigation		1,750.00
Inv SPPD-19-2 Total			1,750.00
307830 Total:			1,750.00
SCIV4011 - South Cities Investigations Total:			1,750.00
CEAP7000 - South Pasadena Part Time Employees Assn.			
307856	07/22/2019		
Inv	P/R/E 7/12/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Ass. Dues 7/19		456.00
Inv P/R/E 7/12/19 Total			456.00
307856 Total:			456.00
CEAP7000 - South Pasadena Part Time Employees Assn. Total:			456.00
SPRE7011 - South Pasadena Review			
307947	07/30/2019		
Inv	F66091		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2019	Notice Ordinance (2332) 26 in. Column in SoPas Review		390.00
Inv F66091 Total			390.00
307947 Total:			390.00
SPRE7011 - South Pasadena Review Total:			390.00
SCLC8011 - Southern California Library Cooperation			
308040	08/12/2019		
Inv	SOPAS_1920		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	SCLC Membership Dues for FY19-20		2,589.00
Inv SOPAS_1920 Total			2,589.00
308040 Total:			2,589.00

Check Number	Check Date	Amount
SCLC8011 - Southern California Library Cooperation Total:		2,589.00
SPTR5270 - Sparnicht, Trudi		
307857	07/22/2019	
Inv	R102954/103852	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Client Cancellation Kick & Play Session 1	75.00
Inv R102954/103852 Total		75.00
307857 Total:		75.00
SPTR5270 - Sparnicht, Trudi Total:		75.00
SCTR1021 - Spectra Associates Inc.		
307999	08/09/2019	
Inv	39026-A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2019	Order of 15 Resolutions, 7 Ordinances, 3 Minutes, 100 Line Binde	3,095.00
Inv 39026-A Total		3,095.00
307999 Total:		3,095.00
SCTR1021 - Spectra Associates Inc. Total:		3,095.00
STA5219 - Staples Business Advantage		
307882	07/22/2019	
Inv	3417579885	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Office Supplies for Management Services Dept.	109.49
Inv 3417579885 Total		109.49
Inv	3417579886	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Office Supplies for Management Services Dept.	16.96
Inv 3417579886 Total		16.96
307882 Total:		126.45
307924	07/30/2019	
Inv	3418910147	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2019	Recreation Office Supplies	48.84
Inv 3418910147 Total		48.84

Check Number	Check Date		Amount
Inv	3419129931		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	Finance Office Supplies		97.67
Inv 3419129931 Total			97.67
Inv	3419329346		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	MS Office Supplies		278.91
Inv 3419329346 Total			278.91
Inv	3419329347		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	Finance Office Supplies		75.30
Inv 3419329347 Total			75.30
307924 Total:			500.72
307983	08/01/2019		
Inv	3419524076		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	Recreation Office Supplies		216.81
Inv 3419524076 Total			216.81
307983 Total:			216.81
308041	08/12/2019		
Inv	3419329350		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	CS Office Supplies		32.84
Inv 3419329350 Total			32.84
Inv	3419329352		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	CS Office Supplies		88.91
Inv 3419329352 Total			88.91
Inv	3419329353		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2019	CS Office Supplies		67.28
Inv 3419329353 Total			67.28

Check Number	Check Date	Amount
Inv 3419524073		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	MS Office Supplies	151.49
Inv 3419524073 Total		151.49
Inv 3419858796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2019	CS Office Supplies	44.63
Inv 3419858796 Total		44.63
Inv 3419926896		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2019	CS Office Supplies	22.68
Inv 3419926896 Total		22.68
Inv 3419926897		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2019	CS Office Supplies	23.63
Inv 3419926897 Total		23.63
Inv 3420016426		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	MS Office Supplies	186.80
Inv 3420016426 Total		186.80
Inv 3420147650		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	MS Office Supplies	93.18
Inv 3420147650 Total		93.18
Inv 3420228297		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2019	MS Office Supplies	216.78
Inv 3420228297 Total		216.78
308041 Total:		928.22
STA5219 - Staples Business Advantage Total:		1,772.20
SSSS8267 - Super Soccer Stars		
308042	08/12/2019	
Inv	Summ 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/30/2019		Class Instructor Soccer (3 Classes)	877.50
		Inv Summ 2019 Total	877.50
308042 Total:			877.50
SSSS8267 - Super Soccer Stars Total:			877.50
SPAW5012 - Superior Awning, Inc.			
307961	08/01/2019		
		Inv 19021301-20	
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/20/2019	Fabrication & Installation of 2 Shade Sails 32' Wide 47'		3,598.50
		Inv 19021301-20 Total	3,598.50
307961 Total:			3,598.50
SPAW5012 - Superior Awning, Inc. Total:			3,598.50
TECH8025 - Tech Air of California			
307984	08/01/2019		
		Inv 04976309	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	FD Oxygen Cylinder Rental		470.46
		Inv 04976309 Total	470.46
307984 Total:			470.46
308043	08/12/2019		
		Inv 04992756	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2019	FD Oxygen Cylinder Rental		187.50
		Inv 04992756 Total	187.50
308043 Total:			187.50
TECH8025 - Tech Air of California Total:			657.96
SOU5030 - The Gas Company			
307948	07/30/2019		
		Inv 072 519 1300 5	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		17.81

Check Number	Check Date		Amount
Inv 072 519 1300 5		Total	17.81
Inv 080 919 2900 3			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		201.33
Inv 080 919 2900 3		Total	201.33
Inv 080 919 3600 8			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		5.09
Inv 080 919 3600 8		Total	5.09
Inv 083 019 3600 4			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		25.72
Inv 083 019 3600 4		Total	25.72
Inv 135 519 3700 9			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		1.02
Inv 135 519 3700 9		Total	1.02
Inv 137 619 3700 5			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		54.52
Inv 137 619 3700 5		Total	54.52
Inv 148 220 0900 8			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	06/14/19-07/16/19		92.59
Inv 148 220 0900 8		Total	92.59
307948		Total:	398.08
307962	08/01/2019		
Inv 196-493-8529 1			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2019	CNG Fuel for City Vehicles		106.95
07/05/2019	CNG Fuel for City Vehicles		106.97
07/05/2019	CNG Fuel for City Vehicles		106.95
07/05/2019	CNG Fuel for City Vehicles		106.95
07/05/2019	CNG Fuel for City Vehicles		106.95
Inv 196-493-8529 1		Total	534.77

Check Number	Check Date	Amount
307962 Total:		534.77
<hr/>		
SOGA6501 - The Gas Company Total:		932.85
<hr/>		
HAFR7000 - The Hartford		
307858	07/22/2019	
Inv	089116963943	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Life Insurance 7/19 INV # (089116963943)	783.00
Inv 089116963943 Total		783.00
<hr/>		
307858 Total:		783.00
<hr/>		
HAFR7000 - The Hartford Total:		783.00
<hr/>		
TKO88 - The Kings of 88		
307812	07/11/2019	
Inv	07.28.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2019	Summer Concert Band for the Parks July 28, 2019	1,000.00
Inv 07.28.19 Total		1,000.00
<hr/>		
307812 Total:		1,000.00
<hr/>		
TKO88 - The Kings of 88 Total:		1,000.00
<hr/>		
TSCS8030 - The Sauce Creative Services		
307883	07/22/2019	
Inv	3484	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	2019 Summer Concerts - Hand Fans	499.49
Inv 3484 Total		499.49
<hr/>		
307883 Total:		499.49
<hr/>		
TSCS8030 - The Sauce Creative Services Total:		499.49
<hr/>		
TWBB - The Wiseguys Big Band		
307813	07/11/2019	
Inv	07.14.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2019	Band for 3rd Summer Concert in the Park 7/14/19	1,100.00

Check Number	Check Date	Amount
Inv 07.14.19 Total		1,100.00
307813 Total:		1,100.00
TWBB - The Wiseguys Big Band Total:		1,100.00
TIM4011 - Time Warner Cable		
307859	07/22/2019	
Inv 008 0012005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	1100 Oxley St. 6/29/19-07/28/19	5.25
Inv 008 0012005 Total		5.25
Inv 008 0070193		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	SPPD 7/1/19-7/31/19	78.95
Inv 008 0070193 Total		78.95
Inv 008 0355990		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	416 Garfield Ave. 7/2/19-08/01/19	399.30
Inv 008 0355990 Total		399.30
Inv 008 0357905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	Camp Med / Teen Center 7/5/19-8/4/19	110.49
Inv 008 0357905 Total		110.49
307859 Total:		593.99
307884	07/22/2019	
Inv 008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	SP Senior Center 06/22/19-07/21/19	212.75
Inv 008 0251967 Total		212.75
Inv 008 0345504		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	416 Garfield Ave. 06/21/19-07/20/19	360.00
Inv 008 0345504 Total		360.00
307884 Total:		572.75

Check Number	Check Date		Amount
307925	07/30/2019		
Inv	008 0224964		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Internet Upgrade 07/08/19-08/07/19		381.26
Inv 008 0224964 Total			381.26
Inv	008 0269985		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	1414 Mission St. 07/17-8/16/19		174.67
Inv 008 0269985 Total			174.67
Inv	008 0311704		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	825 Mission Street 07/11/19-08/10/19		1,223.00
Inv 008 0311704 Total			1,223.00
Inv	008 0311712		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/28/2019	1414 Mission Street 07/11/19-08/10/19		1,190.00
Inv 008 0311712 Total			1,190.00
307925 Total:			2,968.93
308044	08/12/2019		
Inv	008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	SP Senior Center 07/22-08/21/19		212.75
Inv 008 0251967 Total			212.75
Inv	008 0345504		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2019	416 Garfield Ave. 07/21-08/20/19		360.00
Inv 008 0345504 Total			360.00
Inv	899 0029763		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2019	PD Cable 07/16-08/15/19		393.48
Inv 899 0029763 Total			393.48
308044 Total:			966.23
TIM4011 - Time Warner Cable Total:			5,101.90

Check Number	Check Date		Amount
KATT5270 - Toutant, Kamonchanok			
307860	07/22/2019		
Inv	R103198/103844		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Class Cancellation for Tot/Pre-Soccer		85.00
Inv R103198/103844 Total			85.00
307860 Total:			85.00
KATT5270 - Toutant, Kamonchanok Total:			85.00
TSFT5011 - T-Shirt Factory Outlet			
308045	08/12/2019		
Inv	423522		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2019	FD Department Supplies		101.29
Inv 423522 Total			101.29
308045 Total:			101.29
TSFT5011 - T-Shirt Factory Outlet Total:			101.29
UMPQ3010 - UMPQUA Bank			
307888	07/24/2019		
Inv	05312019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	American Public Work - Job Posting		325.00
Inv 05312019 Total			325.00
Inv	06082019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Chipotle - Staff Training Lunch		287.44
Inv 06082019 Total			287.44
Inv	06092019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Jersey Mikes - Staff Training Lunch		328.50
Inv 06092019 Total			328.50
Inv	06112019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Gue's BBQ - SPFD Engineers Practical Exam Lunch		145.33

Check Number	Check Date	Amount
Inv 06112019 Total		145.33
Inv 06122019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Smart & Final - Camp Med Supplies	198.02
Inv 06122019 Total		198.02
Inv 06132019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Walmart.com - Department Supplies	48.49
Inv 06132019/1 Total		48.49
Inv 06132019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Gus's BBQ - Fire Fighter Paramedic Interview Panel Lunch	69.81
Inv 06132019/2 Total		69.81
Inv 06192019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Baja Fresh - Council Dinner	99.21
Inv 06192019/1 Total		99.21
Inv 06192019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	SQ*TY Catering - Public Works Appreciation Lunch	181.91
06/30/2019	SQ*TY Catering - Public Works Appreciation Lunch	181.92
Inv 06192019/2 Total		363.83
Inv 06202019		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Briganti - Legislative Lunch	170.83
Inv 06202019 Total		170.83
Inv 06272019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Costco - Camp Med Supplies	174.32
Inv 06272019/1 Total		174.32
Inv 06272019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Costco - Camp Med Supplies	215.99
Inv 06272019/2 Total		215.99

Check Number	Check Date		Amount
Inv	06292019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Intl Society of Arborist - Internation Society of Arborist Meber		530.95
Inv 06292019 Total			530.95
307888 Total:			2,957.72
307889	07/24/2019		
Inv	06122019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		120.00
Inv 06122019/1 Total			120.00
Inv	06122019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		230.00
Inv 06122019/2 Total			230.00
Inv	06122019/3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		165.00
Inv 06122019/3 Total			165.00
Inv	06132019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		140.00
Inv 06132019/1 Total			140.00
Inv	06132019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		140.00
Inv 06132019/2 Total			140.00
Inv	06132019/3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Libaray Assn. - 2019 Conference Admission		230.00
Inv 06132019/3 Total			230.00
Inv	06262019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	MyScenicDrives.com_Library Expense		156.65
Inv 06262019 Total			156.65

Check Number	Check Date		Amount
Inv	BU308125		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/11/2019	EOC Equioment - Iridium Phone Cards for Emergency Phones (Blu		1,770.00
Inv BU308125 Total			1,770.00
307889 Total:			2,951.65
UMPQVONS - UMPQUA Bank Total:			5,909.37
UMPQ1226 - UMPQUA Bank			
307890	07/24/2019		
Inv	06052019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	Tomoatoe Pie Pizza - City Council Dinner		169.88
Inv 06052019 Total			169.88
307890 Total:			169.88
307891	07/24/2019		
Inv	06202019/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	CA Library Assn. - 2019 Conference Admission		230.00
Inv 06202019/1 Total			230.00
Inv	06202019/2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2019	CA Library Assn. - 2019 Conference Admission		230.00
Inv 06202019/2 Total			230.00
307891 Total:			460.00
307892	07/24/2019		
Inv	06032019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	CA Park Rec Soc. - Job Posting		100.00
Inv 06032019 Total			100.00
Inv	06162019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Instant Checkmate - Unlimited Report Membership		26.82
Inv 06162019 Total			26.82

Check Number	Check Date		Amount
307892 Total:			126.82
307893	07/24/2019		
Inv	06062019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Mike & Anne's - FY19-20 Budget Meeting		40.09
Inv 06062019 Total			40.09
Inv	06122019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Shakers Pasadena - Finance Commission Dinner		40.82
Inv 06122019 Total			40.82
Inv	06192019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	Gue's BBQ - Finance Commission Dinner		40.48
Inv 06192019 Total			40.48
Inv	06272019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Mike & Anne's - Finance Dept. Meeting		114.46
Inv 06272019 Total			114.46
307893 Total:			235.85
307894	07/24/2019		
Inv	06142019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Pasadena Sandwich Co. - Promotional Exam Meal		60.64
Inv 06142019 Total			60.64
307894 Total:			60.64
UMPQVTCF - UMPQUA Bank Total:			1,053.19
POR4707 - United Site Services, Inc.			
307885	07/22/2019		
Inv	114-8662643		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/18/2019	Portable Toilet Service for Skate Park 6/18-7/15/2019		318.67
Inv 114-8662643 Total			318.67

Check Number	Check Date	Amount
307885 Total:		318.67
307926	07/30/2019	
Inv 114-8821724		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Portable Toilet Services for Skate Park 7/16-8/12/19	318.67
Inv 114-8821724 Total		318.67
307926 Total:		318.67
POR4707 - United Site Services, Inc. Total:		637.34
UPP7789 - Upper S.G.Mun. Water Dist.		
307949	07/30/2019	
Inv 2/06-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	MWD Water Supply (June 2019) Kollie Ave. / Monterey Rd.	232.91
Inv 2/06-19 Total		232.91
307949 Total:		232.91
307963	08/01/2019	
Inv SoPas-071719		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Water Conservation Rebate Program 04/01/19-06/30/19	3,067.99
Inv SoPas-071719 Total		3,067.99
307963 Total:		3,067.99
UPP7789 - Upper S.G.Mun. Water Dist. Total:		3,300.90
VEBU3010 - Verizon Business Svcs, MCI Comm Service		
307927	07/30/2019	
Inv 7DE37177		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Phone Conferencing Svcs. 7/19	37.29
Inv 7DE37177 Total		37.29
307927 Total:		37.29
308000	08/09/2019	
Inv SV193519		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/20/2019	Services for Period Ending 6/30/19	10.91
Inv SV193519 Total		10.91
308000 Total:		10.91
VEBU3010 - Verizon Business Svcs, MCI Comm Service Total:		48.20
VERW6711 - Verizon Wireless		
307831	07/15/2019	
Inv 9832745633		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Account # 571839627-0001 (5/24-6/23/19)	16.03
Inv 9832745633 Total		16.03
307831 Total:		16.03
307886	07/22/2019	
Inv 9832918879		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Acct # 270619951-00002 05/27-06/26/19	613.94
Inv 9832918879 Total		613.94
Inv 9832918880		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Acct # 270619951-00004 05/27-06/26/19	495.62
Inv 9832918880 Total		495.62
307886 Total:		1,109.56
307950	07/30/2019	
Inv 9830491998		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/11/2019	Acct # 971317126-00001 (04/20-05/19/19)	149.14
Inv 9830491998 Total		149.14
307950 Total:		149.14
308046	08/12/2019	
Inv 9834727828		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2019	571839627-00001 06/24-07/23/19	16.03
Inv 9834727828 Total		16.03

Check Number	Check Date	Amount
Inv 9834903293		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2019	270619951-00002 06/27-07/25/19	501.18
Inv 9834903293 Total		501.18
Inv 9834903294		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2019	270619951-0004 06/27-07/26/19	501.88
Inv 9834903294 Total		501.88
308046 Total:		1,019.09
VERW6711 - Verizon Wireless Total:		2,293.82
ROWE5270 - Wei, Rong		
307887	07/22/2019	
Inv R102445/103650		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Unable to attend - conflict in schedule	98.00
Inv R102445/103650 Total		98.00
307887 Total:		98.00
ROWE5270 - Wei, Rong Total:		98.00
WSJN5270 - Westin, Jennifer		
308001	08/09/2019	
Inv R100330/104173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2019	Partial Refund Instructor Lacking Equipment	32.80
Inv R100330/104173 Total		32.80
308001 Total:		32.80
WSJN5270 - Westin, Jennifer Total:		32.80
WHKR2920 - Wheldon, Kristen		
307832	07/15/2019	
Inv R100395/103013		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Refund Deposit for Youth House 6/15/19	250.00

Check Number	Check Date	Amount
Inv R100395/103013 Total		250.00
307832 Total:		250.00
WHKR2920 - Wheldon, Kristen Total:		250.00
WWMD5270 - Wlodyka, Waldemar		
307861	07/22/2019	
Inv	R103503/103833	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Class Cancellation Due to Low Enrollment	85.00
Inv R103503/103833 Total		85.00
307861 Total:		85.00
WWMD5270 - Wlodyka, Waldemar Total:		85.00
PUFG8267 - Wong, Pauline		
308002	08/09/2019	
Inv	Spring 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Class Instructor Line Dancing - March, April, May & June 2019	374.40
Inv Spring 2019 Total		374.40
308002 Total:		374.40
PUFG8267 - Wong, Pauline Total:		374.40
XXRF5010 - Xerox Financial Svcs		
307985	08/01/2019	
Inv	1696169	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Copier Lease Payment 07/10-08/09/19	1,893.11
Inv 1696169 Total		1,893.11
307985 Total:		1,893.11
308047	08/12/2019	
Inv	1703155	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Copier Lease Payment 07/06-08/05/19	273.17
Inv 1703155 Total		273.17

Check Number	Check Date	Amount
308047 Total:		273.17
XXRF5010 - Xerox Financial Svcs Total:		2,166.28
ZDAS8267 - Zahra Dance Arts		
308048	08/12/2019	
Inv	Summ 2019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Class Instructor Belly Dance Class (2 Classes)	748.88
Inv Summ 2019 Total		748.88
308048 Total:		748.88
ZDAS8267 - Zahra Dance Arts Total:		748.88
JDZM5270 - Zimmerman, Judy		
308049	08/12/2019	
Inv	R103425/104028	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2019	Gazebo Reservation Cancellation	37.50
Inv R103425/104028 Total		37.50
308049 Total:		37.50
JDZM5270 - Zimmerman, Judy Total:		37.50
ZOLL8021 - Zoll Medical Copr. GPO		
307862	07/22/2019	
Inv	90035545	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	X Series Manual / Defibrillator (8889-000011) & Preventative Mai	765.00
Inv 90035545 Total		765.00
307862 Total:		765.00
ZOLL8021 - Zoll Medical Copr. GPO Total:		765.00
Total:		1,419,304.69

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: ealvarez
 Printed: 08/14/2019 - 5:06PM



Check Number	Check Date		Amount
AFCY9190 - Ace Fence Company			
308107	08/21/2019		
Inv	17844		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2019	Service Main Gate(Automatic) for Water Distribution		350.00
Inv 17844 Total			350.00
308107 Total:			350.00
AFCY9190 - Ace Fence Company Total:			350.00
ALH0179 - Alhambra Car Wash			
308050	08/21/2019		
Inv	26766		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Detail of police unit for the 4th of July Parade.		90.00
Inv 26766 Total			90.00
Inv	26787		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Detail of unit 1405.		170.00
Inv 26787 Total			170.00
308050 Total:			260.00
308108	08/21/2019		
Inv	25613		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	Car Washes. June, 2019.		210.00
Inv 25613 Total			210.00
Inv	26770		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Detail of parking control vehicle for 4th of July Parade.		20.00
Inv 26770 Total			20.00

Check Number	Check Date	Amount
308108 Total:		230.00
ALH0179 - Alhambra Car Wash Total:		490.00
ALH0181 - Alhambra Hospital Med Ctr		
308109	08/21/2019	
Inv	06/21	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Medical Supplies	39.60
Inv 06/21 Total		39.60
308109 Total:		39.60
ALH0181 - Alhambra Hospital Med Ctr Total:		39.60
ALL0197 - All Star Fire Equipment, Inc.		
308110	08/21/2019	
Inv	216556	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Cert Training/Material	180.56
Inv 216556 Total		180.56
308110 Total:		180.56
ALL0197 - All Star Fire Equipment, Inc. Total:		180.56
AMPM5011 - AM/PM Door, Inc.		
308051	08/21/2019	
Inv	40978-39786	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Building Maintenance - Repair Door #4	395.00
Inv 40978-39786 Total		395.00
308051 Total:		395.00
AMPM5011 - AM/PM Door, Inc. Total:		395.00
ANT0243 - Antrim's Security Co., Inc.		
308052	08/21/2019	
Inv	54582	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	City Clerks Office Lock for Finance Drawer Locks	336.26

Check Number	Check Date	Amount
Inv 54582 Total		336.26
308052 Total:		336.26
ANT0243 - Antrim's Security Co., Inc. Total:		336.26
AMST8020 - Armstrong Lock & Safe		
308111	08/21/2019	
Inv 64426		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2019	Duplication keys.	54.68
Inv 64426 Total		54.68
Inv 64427		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2019	Duplication keys.	63.94
Inv 64427 Total		63.94
308111 Total:		118.62
AMST8020 - Armstrong Lock & Safe Total:		118.62
BFWB4011 - Badge Frame, Inc.		
308053	08/21/2019	
Inv 887682		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Slide-in-door sign for Deputy Chief Brain Solinsky	59.52
Inv 887682 Total		59.52
308053 Total:		59.52
308112	08/21/2019	
Inv 887669		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Print and Iaminate Magnet for Organizational Chart	21.01
Inv 887669 Total		21.01
308112 Total:		21.01
BFWB4011 - Badge Frame, Inc. Total:		80.53
BAK0369 - Baker & Taylor Books		
308113	08/21/2019	

Check Number	Check Date	Amount
Inv	3022843135	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Books	34.53
Inv 3022843135 Total		34.53
Inv	4012507110	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Books	182.87
Inv 4012507110 Total		182.87
Inv	4012507164	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Books	129.89
Inv 4012507164 Total		129.89
Inv	4012507165	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2019	Books	115.66
Inv 4012507165 Total		115.66
Inv	4012511795	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Books	148.35
Inv 4012511795 Total		148.35
Inv	4012512034	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2019	Books	283.44
Inv 4012512034 Total		283.44
Inv	4012569417	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/17/2019	Books	526.63
Inv 4012569417 Total		526.63
Inv	4012571995	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/18/2019	Books	199.68
Inv 4012571995 Total		199.68
Inv	4012576158	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/18/2019	Books	262.75

Check Number	Check Date	Amount
Inv 4012576158 Total		262.75
Inv 4012578558		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Books	325.84
Inv 4012578558 Total		325.84
Inv 4012578878		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Books	183.41
Inv 4012578878 Total		183.41
Inv 4012579489		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Books	317.69
Inv 4012579489 Total		317.69
Inv 4012580584		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Books	488.60
Inv 4012580584 Total		488.60
Inv 4012583857		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Books	4.58
Inv 4012583857 Total		4.58
308113 Total:		3,203.92
BAK0369 - Baker & Taylor Books Total:		3,203.92
BEDR6116 - Best Drive		
308114 08/21/2019		
Inv 21000481		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/10/2018	Flat Repair on Vehicle, #314 Back Hoe	25.00
Inv 21000481 Total		25.00
308114 Total:		25.00
BEDR6116 - Best Drive Total:		25.00

Check Number	Check Date		Amount
BLSP8010 - Blackstone Publishing			
308115	08/21/2019		
Inv	1126180		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2019	Audio Books & CDs for FY 18-19		34.94
Inv 1126180 Total			34.94
308115 Total:			34.94
BLSP8010 - Blackstone Publishing Total:			34.94
CAL5236 - CA Linen Services			
308054	08/21/2019		
Inv	1659094		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Department Supplies		90.35
Inv 1659094 Total			90.35
Inv	1663539		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2019	Department Supplies		90.31
Inv 1663539 Total			90.31
Inv	1668825		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Department Supplies		103.36
Inv 1668825 Total			103.36
Inv	1672224		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Department Supplies		91.04
Inv 1672224 Total			91.04
308054 Total:			375.06
CAL5236 - CA Linen Services Total:			375.06
CAME2015 - CA Maintenance & Environmental			
308116	08/21/2019		
Inv	30383		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/02/2019	Underground Storage Tank - Monthly Inspection June 2019		125.00
Inv 30383 Total			125.00

Check Number	Check Date	Amount
Inv 30384		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Underground Storage Tank - Monthly Inspection June 2019	125.00
Inv 30384 Total		125.00
Inv 30399		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	Urgent call out on a Sunday. Police Requested Assistance	195.00
Inv 30399 Total		195.00
308116 Total:		445.00
CAME2015 - CA Maintenance & Environmental Total:		445.00
CAN0607 - Cantu Graphics		
308055	08/21/2019	
Inv 5608		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Dial-A-Ride Fuel Sheets (10 pads) for Transit Div.	41.06
Inv 5608 Total		41.06
Inv 5610		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2019	Business cards for Deputy Chief Brain Solinsky	43.75
Inv 5610 Total		43.75
308055 Total:		84.81
308117	08/21/2019	
Inv 5603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Business Cards for Officers Valdez & Gutierrez.	65.59
Inv 5603 Total		65.59
308117 Total:		65.59
CAN0607 - Cantu Graphics Total:		150.40
CWNC2501 - Carl Warren & Company		
308118	08/21/2019	
Inv 1881078-1881096		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/01/2019		Liability Claims Administration Fees - 6/2019	846.00
		Inv 1881078-1881096 Total	846.00
308118 Total:			846.00
CWNC2501 - Carl Warren & Company Total:			846.00
CAEN9297 - Carollo Engineers			
308119	08/21/2019		
		Inv 0168754	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/12/2018		On-Call Hydraulic Distribution Systems Analysis Svcs	1,075.65
		Inv 0168754 Total	1,075.65
308119 Total:			1,075.65
CAEN9297 - Carollo Engineers Total:			1,075.65
CAT0700 - Catering Systems Inc.			
308056	08/21/2019		
		Inv 5149	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/05/2019		Senior Meal Program w/7/5/19	1,895.40
		Inv 5149 Total	1,895.40
		Inv 5157	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/12/2019		Senior Meal Program w/7/12/19	1,927.80
		Inv 5157 Total	1,927.80
		Inv 5165	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/20/2019		Senior Meal Program w/ 7/19/19	1,954.80
		Inv 5165 Total	1,954.80
		Inv 5173	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/27/2019		Senior Meal Program w/ 7/26/19	1,890.00
		Inv 5173 Total	1,890.00
		Inv 5181	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/04/2019		Senior Meal Program w/ 8/2/19	1,884.60

Check Number	Check Date	Amount
Inv 5181 Total		1,884.60
308056 Total:		9,552.60
308120	08/21/2019	
Inv 5119		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2019	Sr. Center Meals w/ 6/3-6/7/19	1,884.60
Inv 5119 Total		1,884.60
Inv 5125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2019	Sr. Center Meals w/ 06/10-06/14/19	2,170.80
Inv 5125 Total		2,170.80
Inv 5131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2019	Sr. Center Meals w/ 6/17-06/21/19	1,857.60
Inv 5131 Total		1,857.60
308120 Total:		5,913.00
CAT0700 - Catering Systems Inc. Total:		15,465.60
CBEC8110 - CBE Los Angeles		
308121	08/21/2019	
Inv IN2157587		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	Contract charges 5/20-6/19/19	35.53
Inv IN2157587 Total		35.53
Inv IN2167241		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2019	Sharp MX-M264N	59.64
Inv IN2167241 Total		59.64
308121 Total:		95.17
CBEC8110 - CBE Los Angeles Total:		95.17
CHE6010 - Chem Pro Laboratory, Inc.		
308122	08/21/2019	

Check Number	Check Date	Amount
Inv 650597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2019	Monthly Service Cooling Tower June 2019	164.00
Inv 650597 Total		164.00
308122 Total:		164.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		164.00
VICH5260 - Chinn, Victoria MA		
308057	08/21/2019	
Inv 07079		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2019	Request for Refund for Lost & Paid Library Material	8.00
Inv 07079 Total		8.00
308057 Total:		8.00
VICH5260 - Chinn, Victoria MA Total:		8.00
ALH4011 - City of Alhambra		
308123	08/21/2019	
Inv SoPas-6/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2019	Inmate housing - 6/19.	2,838.00
Inv SoPas-6/19 Total		2,838.00
308123 Total:		2,838.00
ALH4011 - City of Alhambra Total:		2,838.00
GLE2563 - City of Glendale		
308058	08/21/2019	
Inv 354		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	ICIS Roamer Fees. July - September 2019	1,275.00
Inv 354 Total		1,275.00
308058 Total:		1,275.00
GLE2563 - City of Glendale Total:		1,275.00

Check Number	Check Date		Amount
PAS4012 - City of Pasadena			
308124	08/21/2019		
Inv	30007732		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Services by the Field		541.25
Inv 30007732 Total			541.25
308124 Total:			541.25
PAS4012 - City of Pasadena Total:			541.25
ACSG8170 - Community Partners fbo Active SGV			
308125	08/21/2019		
Inv	201949		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Project Mgmt. and Coordination 626 Golden Streets Mission to Mis		21,369.30
Inv 201949 Total			21,369.30
308125 Total:			21,369.30
ACSG8170 - Community Partners fbo Active SGV Total:			21,369.30
CORE6011 - CoreLogic Information Solutions, Inc.			
308126	08/21/2019		
Inv	81968398		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Public Record and Property Information		300.00
Inv 81968398 Total			300.00
308126 Total:			300.00
CORE6011 - CoreLogic Information Solutions, Inc. Total:			300.00
DSP0755 - D & S Printing			
308059	08/21/2019		
Inv	8362		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	1M All Night Parking Permit Application Card.		470.85
Inv 8362 Total			470.85
Inv	8364		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	2M All Night Parking Permit Applications		443.48

Check Number	Check Date	Amount
Inv 8364 Total		443.48
Inv 8388		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	1 Rubber Stamp: "Criminal Record Search"	43.80
Inv 8388 Total		43.80
Inv 8389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Desk Signs	76.54
Inv 8389 Total		76.54
Inv 8391		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	Print nutrition program coupon cards	98.55
Inv 8391 Total		98.55
308059 Total:		1,133.22
DSP0755 - D & S Printing Total:		1,133.22
DBEL5010 - DB Electronics		
308060	08/21/2019	
Inv 990		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	Vehicle Maintenance - Repair Antenna on AU81	180.11
Inv 990 Total		180.11
308060 Total:		180.11
DBEL5010 - DB Electronics Total:		180.11
DEM0777 - Demco		
308127	08/21/2019	
Inv 6641915		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Computer Equipment (2 Kwikbost Mobile Device Charging Stations)	1,677.52
Inv 6641915 Total		1,677.52
308127 Total:		1,677.52
DEM0777 - Demco Total:		1,677.52

Check Number	Check Date		Amount
DOJ4011 - Dept of Justice			
308128	08/21/2019		
Inv	390547		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Applicant fingerprinting.		866.00
Inv 390547 Total			866.00
308128 Total:			866.00
DOJ4011 - Dept of Justice Total:			866.00
DEP5072 - Dept of Transportation			
308129	08/21/2019		
Inv	SL190946		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/10/2019	Coat Sharing with CA Dept. of Transportation Traffic Signals		2,887.18
Inv SL190946 Total			2,887.18
308129 Total:			2,887.18
DEP5072 - Dept of Transportation Total:			2,887.18
CSDI6601 - Dept. of Industrial Relations			
308061	08/21/2019		
Inv	E 1663384 SB		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Building Maintenance		225.00
Inv E 1663384 SB Total			225.00
308061 Total:			225.00
CSDI6601 - Dept. of Industrial Relations Total:			225.00
DDL8010 - Dr. Detail Ph.D			
308062	08/21/2019		
Inv	1895		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Festibal of Ballons - Pressure Wash the Fire Dept. Floor		210.00
07/08/2019	Festibal of Ballons - Pressure Wash the Fire Dept. Floor		210.00
Inv 1895 Total			420.00
308062 Total:			420.00

Check Number	Check Date	Amount
DDL8010 - Dr. Detail Ph.D Total:		420.00
DUB0187 - DuBois, Andrew		
308063	08/21/2019	
Inv	07DUBO	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	Training class on July 15-16, 2019 for Det. Dubois	90.24
Inv 07DUBO Total		90.24
308063 Total:		90.24
DUB0187 - DuBois, Andrew Total:		90.24
DUNN9257 - Dunn Edwards Paints		
308130	08/21/2019	
Inv	2170057715	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2019	4 Gallons of Paint for Library Entrance Lobby	162.68
Inv 2170057715 Total		162.68
308130 Total:		162.68
DUNN9257 - Dunn Edwards Paints Total:		162.68
ELL1017 - Ellen's Silkscreening		
308064	08/21/2019	
Inv	EE71736	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	FY 19/20 Recreation Div. Staff shirts	210.79
Inv EE71736 Total		210.79
Inv	S71821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Camp Med Summer 2019 Shirts - Order for new Camp participants	213.09
Inv S71821 Total		213.09
308064 Total:		423.88
308131	08/21/2019	
Inv	EE71545	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2019	(3) uniform shirts for new police assistance Sarah Velasquez	148.76

Check Number	Check Date	Amount
Inv EE71545 Total		148.76
308131 Total:		148.76
ELL1017 - Ellen's Silkscreening Total:		572.64
EMPI5011 - Empire Cleaning Supply		
308065	08/21/2019	
Inv 1125018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	Annual PO for Department Cleaning Supplies	1,435.77
Inv 1125018 Total		1,435.77
308065 Total:		1,435.77
EMPI5011 - Empire Cleaning Supply Total:		1,435.77
HERD8010 - Erdmann, Hollis		
308066	08/21/2019	
Inv 000000699		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Special Department Expense	175.00
Inv 000000699 Total		175.00
308066 Total:		175.00
HERD8010 - Erdmann, Hollis Total:		175.00
EURO6710 - Eurofins Eaton Analytical		
308132	08/21/2019	
Inv L0449834		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Water Quality Testing	60.00
Inv L0449834 Total		60.00
Inv L0449839		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Water Quality Testing	60.00
Inv L0449839 Total		60.00
Inv L0449840		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Water Quality Testing	60.00

Check Number	Check Date	Amount
Inv L0449840 Total		60.00
Inv L0449841		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Water Quality Testing	60.00
Inv L0449841 Total		60.00
Inv L0449842		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2019	Water Quality Testing	60.00
Inv L0449842 Total		60.00
Inv L0450309		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Water Quality Testing	127.00
Inv L0450309 Total		127.00
Inv L0451566		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Water Quality Testing	60.00
Inv L0451566 Total		60.00
Inv L0451567		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Water Quality Testing	60.00
Inv L0451567 Total		60.00
Inv L0451568		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Water Quality Testing	60.00
Inv L0451568 Total		60.00
Inv L0451569		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Water Quality Testing	60.00
Inv L0451569 Total		60.00
Inv L0451570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Water Quality Testing	60.00
Inv L0451570 Total		60.00

Check Number	Check Date	Amount
Inv	L0452173	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2019	Water Quality Testing	40.00
Inv L0452173 Total		40.00
Inv	L0452824	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2019	Water Quality Testing	127.00
Inv L0452824 Total		127.00
Inv	L0453242	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2019	Water Quality Testing	300.00
Inv L0453242 Total		300.00
Inv	L0454551	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2019	Water Quality Testing	127.00
Inv L0454551 Total		127.00
Inv	L0454999	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2019	Water Quality Testing	300.00
Inv L0454999 Total		300.00
Inv	L0455143	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Water Quality Testing	300.00
Inv L0455143 Total		300.00
Inv	L0455149	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2019	Water Quality Testing	127.00
Inv L0455149 Total		127.00
Inv	L0455937	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Water Quality Testing	300.00
Inv L0455937 Total		300.00
Inv	L0456110	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Water Quality Testing	300.00

Check Number	Check Date	Amount
Inv L0456110 Total		300.00
Inv L0457758		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2019	Water Quality Testing	300.00
Inv L0457758 Total		300.00
Inv L0457936		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/24/2019	Water Quality Testing	300.00
Inv L0457936 Total		300.00
Inv L0459697		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Water Quality Testing	127.00
Inv L0459697 Total		127.00
Inv L0459708		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Water Quality Testing	127.00
Inv L0459708 Total		127.00
308132 Total:		<u>3,502.00</u>
EURO6710 - Eurofins Eaton Analytical Total:		<u>3,502.00</u>
FED1109 - FedEx		
308133	08/21/2019	
Inv 2257-8577-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2019	Transportation charges.	63.73
Inv 2257-8577-5 Total		63.73
308133 Total:		<u>63.73</u>
FED1109 - FedEx Total:		<u>63.73</u>
GAR5011 - Garvey Equipment Co		
308067	08/21/2019	
Inv 121001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	Street Supplies	345.31

Check Number	Check Date	Amount
Inv 121001 Total		345.31
Inv 121156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Equipment & Maint. for Parks Division	229.31
Inv 121156 Total		229.31
Inv 121157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Equipment & Maint. for Parks Division	568.30
Inv 121157 Total		568.30
308067 Total:		1,142.92
GAR5011 - Garvey Equipment Co Total:		1,142.92
GAY8856 - Gaylord Bros., Inc.		
308068	08/21/2019	
Inv 2611515		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Technical Services supplies	269.50
Inv 2611515 Total		269.50
308068 Total:		269.50
GAY8856 - Gaylord Bros., Inc. Total:		269.50
GRTK9203 - Geo Tek, Inc.		
308134	08/21/2019	
Inv 60277		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2019	On-Call Material Testing & Geotechnical Services	2,943.00
Inv 60277 Total		2,943.00
308134 Total:		2,943.00
GRTK9203 - Geo Tek, Inc. Total:		2,943.00
THR5910 - George L.Throop Co.		
308135	08/21/2019	
Inv 1161		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2019	Supplies for Meter repairs	496.53

Check Number	Check Date	Amount
Inv 1161 Total		496.53
308135 Total:		496.53
THR5910 - George L.Throop Co. Total:		496.53
GSOT2015 - Golden State Overnight		
308136	08/21/2019	
Inv 3950899		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Express Delivery Services	17.08
Inv 3950899 Total		17.08
308136 Total:		17.08
GSOT2015 - Golden State Overnight Total:		17.08
GOL4011 - Golden West College		
308069	08/21/2019	
Inv 09/09-09/21/19		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2019	Training class on Sept. 9-20, 2019 for Cpls. Phillips & Johnson	508.00
Inv 09/09-09/21/19 Total		508.00
308069 Total:		508.00
GOL4011 - Golden West College Total:		508.00
GPPT9090 - Gopher Patrol		
308070	08/21/2019	
Inv 360038		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Gopher Patrol	250.00
Inv 360038 Total		250.00
Inv 360358		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Pasadena Median Gopher Control July 2019	95.00
Inv 360358 Total		95.00
308070 Total:		345.00

Check Number	Check Date		Amount
GPPT9090 - Gopher Patrol Total:			345.00
GREA6116 - Great Match Consulting			
308071	08/21/2019		
Inv	1690004022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/13/2019	Parks Temporary Staff Cesar Aguirre		555.66
07/09/2019	Facility Dept. Maint. Temp Staff w/ Isidro Ortiz & Micah Van Zan		1,317.12
Inv 1690004022 Total			1,872.78
308071 Total:			1,872.78
GREA6116 - Great Match Consulting Total:			1,872.78
GWRC8030 - Great Western Recreation			
308137	08/21/2019		
Inv	1906008		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	MDF Bottle Filler ADA Fountain & 6' Extra Heavy Duty Table		6,104.60
Inv 1906008 Total			6,104.60
308137 Total:			6,104.60
GWRC8030 - Great Western Recreation Total:			6,104.60
ISGU4011 - Gutierrez, Issac			
308072	08/21/2019		
Inv	07/15-16/19		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Training class on July 15-16, 2019 for Ofcr. Gutierrez		90.24
Inv 07/15-16/19 Total			90.24
308072 Total:			90.24
ISGU4011 - Gutierrez, Issac Total:			90.24
HYBS8180 - Haynes Building Services LLC			
308138	08/21/2019		
Inv	38720		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2019	Recoat of wax and cleaning per ticket 14666		572.00
Inv 38720 Total			572.00

Check Number	Check Date		Amount
308138 Total:			572.00
HYBS8180 - Haynes Building Services LLC Total:			572.00
HIW6710 - Hi-Way Safety Inc			
308073	08/21/2019		
Inv	90902		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/09/2019	Parking Restriction Entrance Signs K-markers for medians		483.99
Inv 90902 Total			483.99
308073 Total:			483.99
HIW6710 - Hi-Way Safety Inc Total:			483.99
INCG6011 - Interwest Consulting Group			
308139	08/21/2019		
Inv	50153		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/06/2019	Professional Traffic Engineering Consulting Svcs FY 18-19		150.00
Inv 50153 Total			150.00
Inv	51078		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	On-Call Construction Management & Inpection		22,932.50
Inv 51078 Total			22,932.50
Inv	51205		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2019	Professional Traffic Engineering Consulting Svcs May 2019		600.00
Inv 51205 Total			600.00
308139 Total:			23,682.50
INCG6011 - Interwest Consulting Group Total:			23,682.50
IICC8025 - Irwindale Industrial Clinic			
308074	08/21/2019		
Inv	279976-898451		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Drug Screen for Sean Friezer		45.00
Inv 279976-898451 Total			45.00

Check Number	Check Date	Amount
308074 Total:		45.00
ICC8025 - Irwindale Industrial Clinic Total:		45.00
JSAR4011 - Jack's Auto Repair		
308075	08/21/2019	
Inv	16,363	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2019	PD Vehicle Maint Unit # 1406	512.36
Inv 16,363 Total		512.36
Inv	16,364	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/09/2019	PD Annual Vehicle Maint. Unit # 1404	132.49
Inv 16,364 Total		132.49
Inv	16,369	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	PD Annual Vehicle Maint. Unit # 1407	273.02
Inv 16,369 Total		273.02
Inv	16,382	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Transit Division Maint. FY19-20	55.00
Inv 16,382 Total		55.00
Inv	16,386	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2019	PD Annual Vehicle Maint. Unit # 1201	66.56
Inv 16,386 Total		66.56
Inv	16,388	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	PD Annual Vehicle Maint. Unit # 1407	708.66
Inv 16,388 Total		708.66
Inv	16,390	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Transit Division Maint. FY19-20	117.73
Inv 16,390 Total		117.73

Check Number	Check Date		Amount
308075 Total:			1,865.82
JSAR4011 - Jack's Auto Repair Total:			1,865.82
JHMS8020 - JHM Supply			
308076	08/21/2019		
Inv	114090/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	Pats for Backflow and Irrigation Valve		338.26
Inv 114090/1 Total			338.26
Inv	114241/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	Street Tree Supplies		346.02
Inv 114241/1 Total			346.02
Inv	114353/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Hawthorne Sprinklers		20.60
Inv 114353/1 Total			20.60
Inv	K14136/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Library Park Sprinkler Supplies		202.71
Inv K14136/1 Total			202.71
Inv	K14155/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	Irrigation Stock Supplies		401.87
Inv K14155/1 Total			401.87
308076 Total:			1,309.46
JHMS8020 - JHM Supply Total:			1,309.46
JHA307 - John L. Hunter Associates, Inc.			
308140	08/21/2019		
Inv	SOPASNP0419		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/10/2019	NPEDS Consulting Svcs. / Stormwater Related		1,528.63
Inv SOPASNP0419 Total			1,528.63

Check Number	Check Date	Amount
Inv	SOPASNP0519	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/24/2019	NPEDS Consulting Svcs. / Stormwater Related	861.25
Inv SOPASNP0519 Total		861.25
Inv	SOPASNP0619	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	NPEDS Consulting Svcs. / Stormwater Related June 2019	1,591.25
Inv SOPASNP0619 Total		1,591.25
308140 Total:		3,981.13
JHA307 - John L. Hunter Associates, Inc. Total:		3,981.13
JCRS5011 - Jones Coffee Roasters		
308077	08/21/2019	
Inv	46034	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Department Supplies	139.05
Inv 46034 Total		139.05
308077 Total:		139.05
JCRS5011 - Jones Coffee Roasters Total:		139.05
KASA2920 - Kajimoto, Sayuri		
308141	08/21/2019	
Inv	103999	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Refund Deposit for GP Youth House on 7/20/2019	250.00
Inv 103999 Total		250.00
308141 Total:		250.00
KASA2920 - Kajimoto, Sayuri Total:		250.00
KAR1897 - Karbelnig, Dr. Alan		
308078	08/21/2019	
Inv	E.Camacho(SPPD)	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Fee for POST pre-employment psychological evaluation: Erendida F	400.00
Inv E.Camacho(SPPD) Total		400.00

Check Number	Check Date		Amount
Inv	SPPD		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Fee for POST pre-employment psychological evaluation: Sandra Cr		400.00
Inv SPPD Total			400.00
308078 Total:			800.00
KAR1897 - Karbelnig, Dr. Alan Total:			800.00
TIKI4011 - Kim, Timothy			
308142	08/21/2019		
Inv	7/18/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	Reimbursement for expense personally incurred by employee		50.00
Inv 7/18/2019 Total			50.00
308142 Total:			50.00
TIKI4011 - Kim, Timothy Total:			50.00
KOAC6010 - KOA			
308143	08/21/2019		
Inv	JB83108-6		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Traffic Engineering Svcs. (SSAR) Preperation		22,253.10
Inv JB83108-6 Total			22,253.10
Inv	JB9106-1REV		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2019	Professoanl Engineering Design Services for FY18-19 CIP Projects		9,010.00
Inv JB9106-1REV Total			9,010.00
308143 Total:			31,263.10
KOAC6010 - KOA Total:			31,263.10
LTAP5500 - L.A.C. M. T. A.			
308144	08/21/2019		
Inv	104081		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Bus pass sales June 2019		380.00
06/30/2019	Bus pass sales June 2019		380.00

Check Number	Check Date		Amount
Inv 104081	Total		760.00
308144 Total:			760.00
LTAP5500 - L.A.C. M. T. A. Total:			760.00
LACP4011 - LACPCA			
308079	08/21/2019		
Inv	2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2019	2019 Strategic Planning Workshop on 9/18-9/20/2018 in Temecula		200.00
Inv 2019	Total		200.00
308079 Total:			200.00
LACP4011 - LACPCA Total:			200.00
LSLL6010 - Laser, LLC.			
308080	08/21/2019		
Inv	201907-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	On-Call Stormwater Mgmt.		2,150.00
Inv 201907-01	Total		2,150.00
Inv	201907-02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2019	Consultant: FY19-20 On-Call Public Works and Capital Improve		3,825.00
Inv 201907-02	Total		3,825.00
308080 Total:			5,975.00
LSLL6010 - Laser, LLC. Total:			5,975.00
ERLI2920 - Licon, Erika			
308145	08/21/2019		
Inv	104000		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/23/2019	Refund Deposit for War Memorial Building use		500.00
Inv 104000	Total		500.00
308145 Total:			500.00

Check Number	Check Date		Amount
ERLI2920 - Licon, Erika Total:			500.00
LIFE822 - Life-Assist Inc.			
308081	08/21/2019		
Inv	933312		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2019	Annual PO for Medical Supplies FY19-20		2,626.51
Inv 933312 Total			2,626.51
Inv	934595		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2019	Annual PO for Medical Supplies FY19-20		23.68
Inv 934595 Total			23.68
Inv	935462		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2019	Annual PO for Medical Supplies FY19-20		23.68
Inv 935462 Total			23.68
308081 Total:			2,673.87
LIFE822 - Life-Assist Inc. Total:			2,673.87
LCSL4010 - Lotus Communications LLC.			
308146	08/21/2019		
Inv	19-0047-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/29/2019	Replacement for the Current Cabling Infrastructure in Several Ci		100,000.00
05/29/2019	Replacement for the Current Cabling Infrastructure in Several Ci		13,008.00
Inv 19-0047-01 Total			113,008.00
308146 Total:			113,008.00
LCSL4010 - Lotus Communications LLC. Total:			113,008.00
AVIC4010 - Manukian, Avick			
308082	08/21/2019		
Inv	07MANU		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2019	Training class on July 15-26, 2019 for Cpl. Manukian		235.44
Inv 07MANU Total			235.44

Check Number	Check Date	Amount
308082 Total:		235.44
AVIC4010 - Manukian, Avick Total:		235.44
MDCS4011 - MedCycle Systems		
308083	08/21/2019	
Inv 1209493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2019	Fee for disposal of regulated medical waste from Police Dept.	115.00
Inv 1209493 Total		115.00
308083 Total:		115.00
MDCS4011 - MedCycle Systems Total:		115.00
MMV9126 - Mission Meridian Village POA		
308084	08/21/2019	
Inv Amendment 2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2019	POA Dues - Parking	1,730.17
08/19/2019	POA Dues - Hospital	804.13
Inv Amendment 2 Total		2,534.30
308084 Total:		2,534.30
MMV9126 - Mission Meridian Village POA Total:		2,534.30
MOR2900 - Morrow & Holman Plumbing Inc		
308147	08/21/2019	
Inv P-10-8733		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2018	Tennis Court Facility Slab Leak Repair	110.00
Inv P-10-8733 Total		110.00
Inv P-15-10547		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2019	Tennis Court Facility Slab Leak Repair	272.31
Inv P-15-10547 Total		272.31
Inv P-5-10610		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2018	Tennis Court Facility Slab Leak Repair	384.23
Inv P-5-10610 Total		384.23

Check Number	Check Date	Amount
308147 Total:		766.54
MOR2900 - Morrow & Holman Plumbing Inc Total:		766.54
NGSI6010 - Natural Gas Systems Inc.		
308148	08/21/2019	
Inv	5736 Revd	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Monthly Inspection for CNG Station Pumps June 2019	375.00
Inv 5736 Revd Total		375.00
308148 Total:		375.00
NGSI6010 - Natural Gas Systems Inc. Total:		375.00
NUTI4011 - Nungaray Tires		
308149	08/21/2019	
Inv	1201	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	Mount and balance tire	392.86
06/02/2019	Mount and balance tire	317.86
Inv 1201 Total		710.72
Inv	1407	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2019	Install mounts; balance two front tires on Unit 1407	50.00
Inv 1407 Total		50.00
308149 Total:		760.72
NUTI4011 - Nungaray Tires Total:		760.72
NV5R9266 - NV5		
308150	08/21/2019	
Inv	129064	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2019	Construction Mgmt & Inspections Svcs - Graves Reservoir Replacm	36,136.20
Inv 129064 Total		36,136.20
308150 Total:		36,136.20

Check Number	Check Date	Amount
NV5R9266 - NV5 Total:		36,136.20
OFF4011 - Office Solutions		
308151	08/21/2019	
Inv	I-01596589	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2019	PD Office Chairs & Assembly	198.45
Inv I-01596589 Total		198.45
308151 Total:		198.45
OFF4011 - Office Solutions Total:		198.45
PHCP9255 - Pacific Hydrotech Corp.		
308152	08/21/2019	
Inv	11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Graves Reservoir Replacement Project	362,567.50
Inv 11 Total		362,567.50
308152 Total:		362,567.50
PHCP9255 - Pacific Hydrotech Corp. Total:		362,567.50
PSCY8520 - Pasadena Cyclery		
308153	08/21/2019	
Inv	012471480	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Repair bicycle: MP3. 1 lvl 1 Tune.	125.00
Inv 012471480 Total		125.00
Inv	PAS00003082	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/20/2019	Balance owed on Invoice 080818143318952	185.23
Inv PAS00003082 Total		185.23
308153 Total:		310.23
PSCY8520 - Pasadena Cyclery Total:		310.23
PHOE4610 - Phoenix Group Information Systems		
308154	08/21/2019	

Check Number	Check Date		Amount
Inv	062019184		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2019	Citation/Permit Processing For June 2019		1,591.18
07/16/2019	Citation/Permit Processing For June 2019		1,406.70
Inv 062019184 Total			2,997.88
308154 Total:			2,997.88
PHOE4610 - Phoenix Group Information Systems Total:			2,997.88
PBGF8031 - Pitney Bowes Global Fin. Svc LLC			
308155	08/21/2019		
Inv	3103254259		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2019	Postage meter lease invoice 3103254259		63.21
06/27/2019	Postage meter lease invoice 3103254259		63.21
06/27/2019	Postage meter lease invoice 3103254259		63.21
06/27/2019	Postage meter lease invoice 3103254259		63.21
Inv 3103254259 Total			252.84
308155 Total:			252.84
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:			252.84
PLU4589 - Plumbing Wholesale Outlet Inc			
308156	08/21/2019		
Inv	S100341824.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/25/2019	Plumbing Supplies for Facilities		200.41
Inv S100341824.001 Total			200.41
Inv	S100341830.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2019	Orange Grove & Garfield Park Drinking Fountain		211.35
Inv S100341830.001 Total			211.35
308156 Total:			411.76
PLU4589 - Plumbing Wholesale Outlet Inc Total:			411.76
POWA6711 - Pollardwater			
308085	08/21/2019		
Inv	WP004668		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
07/15/2019		Caution Blue INV Mark Paint Solv	259.52
		Inv WP004668 Total	259.52
		Inv WP004675	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/16/2019		Whit INV Mark Paint Solv	103.81
		Inv WP004675 Total	103.81
308085 Total:			363.33
POWA6711 - Pollardwater Total:			363.33
PRHD5012 - Presidio Networked Solutions Group LLC			
308157	08/21/2019		
		Inv 3001121900023	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/19/2019		CAD System Mobile Upgrade	2,035.18
		Inv 3001121900023 Total	2,035.18
		Inv 3007511901408	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/11/2019		CAD System Mobile Upgrade	6,250.00
		Inv 3007511901408 Total	6,250.00
308157 Total:			8,285.18
PRHD5012 - Presidio Networked Solutions Group LLC Total:			8,285.18
POSU8132 - Prudential Overall Supply			
308086	08/21/2019		
		Inv 52265007	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/02/2019		Uniform Svcs for the Public Works Staff	34.69
07/02/2019		Uniform Svcs for the Public Works Staff	26.55
		Inv 52265007 Total	61.24
		Inv 52265008	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/13/2019		Scraper Mats for Garfield Reservoir	12.47
		Inv 52265008 Total	12.47
		Inv 52265009	
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date		Amount
	07/02/2019	Scraper Mats for Service Yard	3.87
	07/02/2019	Scraper Mats for Service Yard	3.87
	07/02/2019	Scraper Mats for Service Yard	3.87
	07/02/2019	Scraper Mats for Service Yard	3.87
	07/02/2019	Scraper Mats for Service Yard	3.87
	Inv 52265009 Total		19.35
	Inv 52265010		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/02/2019	Uniform Svcs for the Public Works Staff	9.65
	07/02/2019	Uniform Svcs for the Public Works Staff	14.38
	07/02/2019	Uniform Svcs for the Public Works Staff	9.65
	07/02/2019	Uniform Svcs for the Public Works Staff	30.37
	07/02/2019	Uniform Svcs for the Public Works Staff	9.65
	Inv 52265010 Total		73.70
	Inv 52267292		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/09/2019	Uniform Svcs for the Public Works Staff	34.69
	07/09/2019	Uniform Svcs for the Public Works Staff	26.55
	Inv 52267292 Total		61.24
	Inv 52267293		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/09/2019	Scraper Mats for Garfield Reservoir	12.47
	Inv 52267293 Total		12.47
	Inv 52267294		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/09/2019	Scraper Mats for Service Yard	3.87
	07/09/2019	Scraper Mats for Service Yard	3.87
	07/09/2019	Scraper Mats for Service Yard	3.87
	07/09/2019	Scraper Mats for Service Yard	3.87
	07/09/2019	Scraper Mats for Service Yard	3.87
	Inv 52267294 Total		19.35
	Inv 52267295		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/09/2019	Uniform Svcs for the Public Works Staff	30.37
	07/09/2019	Uniform Svcs for the Public Works Staff	14.38
	07/09/2019	Uniform Svcs for the Public Works Staff	9.65
	07/09/2019	Uniform Svcs for the Public Works Staff	9.65
	07/09/2019	Uniform Svcs for the Public Works Staff	9.65
	Inv 52267295 Total		73.70
	Inv 52269611		
	<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/16/2019		Uniform Svcs for the Public Works Staff	34.69
07/16/2019		Uniform Svcs for the Public Works Staff	26.55
Inv 52269611 Total			61.24
Inv 52269612			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/16/2019		Scraper Mats for Garfield Reservoir	12.47
Inv 52269612 Total			12.47
Inv 52269613			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/16/2019		Scraper Mats for Service Yard	3.87
07/16/2019		Scraper Mats for Service Yard	3.87
07/16/2019		Scraper Mats for Service Yard	3.87
07/16/2019		Scraper Mats for Service Yard	3.87
07/16/2019		Scraper Mats for Service Yard	3.87
Inv 52269613 Total			19.35
Inv 52269614			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/16/2019		Uniform Svcs for the Public Works Staff	28.57
07/16/2019		Uniform Svcs for the Public Works Staff	11.45
07/16/2019		Uniform Svcs for the Public Works Staff	9.65
07/16/2019		Uniform Svcs for the Public Works Staff	14.38
07/16/2019		Uniform Svcs for the Public Works Staff	9.65
Inv 52269614 Total			73.70
Inv 52271807			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/23/2019		Uniform Svcs for the Public Works Staff	25.60
07/23/2019		Uniform Svcs for the Public Works Staff	35.64
Inv 52271807 Total			61.24
Inv 52271808			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/23/2019		Scraper Mats for Garfield Reservoir	12.47
Inv 52271808 Total			12.47
Inv 52271809			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/23/2019		Scraper Mats for Service Yard	3.87
07/23/2019		Scraper Mats for Service Yard	3.87
07/23/2019		Scraper Mats for Service Yard	3.87
07/23/2019		Scraper Mats for Service Yard	3.87
07/23/2019		Scraper Mats for Service Yard	3.87
Inv 52271809 Total			19.35

Inv 52271810

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/23/2019	Uniform Svcs for the Public Works Staff	28.57
07/23/2019	Uniform Svcs for the Public Works Staff	9.65
07/23/2019	Uniform Svcs for the Public Works Staff	11.45
07/23/2019	Uniform Svcs for the Public Works Staff	9.65
07/23/2019	Uniform Svcs for the Public Works Staff	14.38

Inv 52271810 Total 73.70

Inv 52274149

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Garfield Reservoir Uniform service	26.55
07/30/2019	Garfield Reservoir Uniform service	36.45

Inv 52274149 Total 63.00

Inv 52274150

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Scraper Mats for Garfield Reservoir	12.47

Inv 52274150 Total 12.47

Inv 52274151

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Scraper Mats for Service Yard	3.87
07/30/2019	Scraper Mats for Service Yard	3.87
07/30/2019	Scraper Mats for Service Yard	3.87
07/30/2019	Scraper Mats for Service Yard	3.87
07/30/2019	Scraper Mats for Service Yard	3.87

Inv 52274151 Total 19.35

Inv 52274152

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2019	Scraper Mats for Service Yard	11.45
07/30/2019	Scraper Mats for Service Yard	9.65
07/30/2019	Scraper Mats for Service Yard	9.65
07/30/2019	Scraper Mats for Service Yard	28.57
07/30/2019	Scraper Mats for Service Yard	14.38

Inv 52274152 Total 73.70

308086 Total: 835.56

POSU8132 - Prudential Overall Supply Total: 835.56

PUPE4011 - Public Policy Exchange

308087 08/21/2019

Check Number	Check Date	Amount
Inv PPE-240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2019	Training class on 11/7/2019 for Sgt. Shannon Robledo	316.00
Inv PPE-240 Total		316.00
308087 Total:		316.00
PUPE4011 - Public Policey Exchange Total:		316.00
RKIN4011 - Randy E. Kirby Investigations		
308088	08/21/2019	
Inv 2019002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2019	Fee for pre-employment background investigation: Krista F.	1,118.90
Inv 2019002 Total		1,118.90
308088 Total:		1,118.90
RKIN4011 - Randy E. Kirby Investigations Total:		1,118.90
RED8995 - Red Wing Shoe Store		
308089	08/21/2019	
Inv 989-1-15126		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2019	Safety Boots - Ruben Vegas	248.02
Inv 989-1-15126 Total		248.02
Inv 989-1-15474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2019	Safety Boots - Catrina Peguero	198.44
Inv 989-1-15474 Total		198.44
Inv 989-1-16262		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2019	Safety Boots - Edgar Willalobos	228.19
Inv 989-1-16262 Total		228.19
308089 Total:		674.65
RED8995 - Red Wing Shoe Store Total:		674.65
REF6601 - Refrigeration Supplies Distrib		

Check Number	Check Date		Amount
308090	08/21/2019		
Inv	1505776-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019	A/C Supplies		53.05
Inv 1505776-00 Total			53.05
Inv	1505849-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/02/2019	A/C Maintenance and Supplies		194.65
Inv 1505849-00 Total			194.65
Inv	1506280-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/10/2019	A/C Maintenance and Supplies		179.88
Inv 1506280-00 Total			179.88
308090 Total:			<hr/> 427.58
308158	08/21/2019		
Inv	1504647-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/17/2019	A/C Repair Council Chambers		43.64
Inv 1504647-00 Total			43.64
Inv	1504712-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/18/2019	A/C Supplies		34.13
Inv 1504712-00 Total			34.13
308158 Total:			<hr/> 77.77
REF6601 - Refrigeration Supplies Distrib Total:			<hr/> 505.35
REIM8120 - Reimagine Your Home			
308091	08/21/2019		
Inv	094699		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2019	Window treatment: Mini Blinds		280.32
Inv 094699 Total			280.32
308091 Total:			<hr/> 280.32

Check Number	Check Date		Amount
REIM8120 - Reimagine Your Home Total:			280.32
RHAL9158 - RHA Landscape Architects-Planners			
308159	08/21/2019		
Inv	0619026		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/25/2019	Design Development & Preperation of Documents for City Hall Cou		4,615.00
Inv 0619026 Total			4,615.00
Inv	0619027		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/25/2019	Design Development & Preperation of Documents for City Hall Cou		200.00
Inv 0619027 Total			200.00
308159 Total:			4,815.00
RHAL9158 - RHA Landscape Architects-Planners Total:			4,815.00
RIO2546 - Rio Hondo College RTC			
308092	08/21/2019		
Inv	X19-82-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/23/2019	Training class on July 15-26, 2019 for Cpl. Avick Manukian		228.00
Inv X19-82-ZSPS Total			228.00
308092 Total:			228.00
RIO2546 - Rio Hondo College RTC Total:			228.00
RKAC6010 - RKA Consulting Group			
308160	08/21/2019		
Inv	323004		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2019	Alpha Ave & Camino Del Sol Improvement Project Engineering De		13,660.00
Inv 323004 Total			13,660.00
308160 Total:			13,660.00
RKAC6010 - RKA Consulting Group Total:			13,660.00
ROB1111 - Robledo, Shannon			
308093	08/21/2019		

Check Number	Check Date	Amount
Inv	ROB10/14-25	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2019	Training class on October 14-25, 2019 for Sgt. Shannon Robledo	1,385.40
Inv ROB10/14-25 Total		1,385.40
308093 Total:		1,385.40
ROB1111 - Robledo, Shannon Total:		1,385.40
SAN4961 - S.G.V. Council of Gov'ts		
308094	08/21/2019	
Inv	SGV-ULAR-16	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Billing for Admin & Cost Sharing	6,510.00
Inv SGV-ULAR-16 Total		6,510.00
308094 Total:		6,510.00
SAN4961 - S.G.V. Council of Gov'ts Total:		6,510.00
SGV5685 - S.G.V. Medical Center		
308095	08/21/2019	
Inv	308759420002EB8	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Blood Alcohol Withdrawal: Abundes, Rafael.	48.00
Inv 308759420002EB8 Total		48.00
308095 Total:		48.00
SGV5685 - S.G.V. Medical Center Total:		48.00
SAN7775 - San Bernardino Sheriff's Dept		
308096	08/21/2019	
Inv	07CARR	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Training class on Aug. 19-23, 2019 for Ofcr. Carrillo	100.00
Inv 07CARR Total		100.00
308096 Total:		100.00
SAN7775 - San Bernardino Sheriff's Dept Total:		100.00

Check Number	Check Date		Amount
SAN4958 - San Marino Security System			
308161	08/21/2019		
Inv	R10755		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	Quarterly Security System Garfield Park		267.00
Inv R10755 Total			267.00
Inv	R10895		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/19/2019	Quarterly Security System Wilson Reservoir		435.00
Inv R10895 Total			435.00
308161 Total:			702.00
SAN4958 - San Marino Security System Total:			702.00
MICH4011 - Sanchez, Michael			
308097	08/21/2019		
Inv	07SANC		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2019	Training class on July 22-24, 2019 for Cpl. Sanchez		133.04
Inv 07SANC Total			133.04
308097 Total:			133.04
MICH4011 - Sanchez, Michael Total:			133.04
SEQ9000 - Sequel Contractors Inc.			
308162	08/21/2019		
Inv	#1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Bushnell Avenue & Diamond Ave. Street Improv.		131,009.51
Inv #1 Total			131,009.51
308162 Total:			131,009.51
SEQ9000 - Sequel Contractors Inc. Total:			131,009.51
SLGN8264 - Sherman Library & Gardens			
308098	08/21/2019		
Inv	8/5/2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/05/2019	Seniors excursion August 22, 2019 to Sherman Library & Gardens		210.00

Check Number	Check Date	Amount
Inv 8/5/2019 Total		210.00
308098 Total:		210.00
SLGN8264 - Sherman Library & Gardens Total:		210.00
SPRE7011 - South Pasadena Review		
308099	08/21/2019	
Inv G66065		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2019	Printing	87.00
Inv G66065 Total		87.00
Inv G66205		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Legal Notice - Street Imporevment Project for Monterey Road	855.00
Inv G66205 Total		855.00
308099 Total:		942.00
SPRE7011 - South Pasadena Review Total:		942.00
STA5219 - Staples Business Advantage		
308100	08/21/2019	
Inv 3417022245		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Office Supplies	71.05
Inv 3417022245 Total		71.05
Inv 3417022246		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Office Supplies	72.81
Inv 3417022246 Total		72.81
Inv 3417022247		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Office Supplies	72.81
Inv 3417022247 Total		72.81
Inv 3417022248		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2019	Office Supplies	72.81
Inv 3417022248 Total		72.81

Check Number	Check Date	Amount
Inv 3418377944		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	Office Supplies	293.36
Inv 3418377944 Total		293.36
Inv 3418377945		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2019	Class program supplies/coffee program supplies	87.71
Inv 3418377945 Total		87.71
Inv 3418445570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/04/2019	Class program supplies/coffee program supplies	7.44
Inv 3418445570 Total		7.44
Inv 3418810142		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2019	Office Supplies	98.09
Inv 3418810142 Total		98.09
Inv 3419063216		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2019	Office Supplies	342.54
Inv 3419063216 Total		342.54
Inv 3419129933		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2019	Office Supplies	157.77
Inv 3419129933 Total		157.77
Inv 3419524077		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2019	Office Supplies	18.82
Inv 3419524077 Total		18.82
Inv 3419594341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2019	Office Supplies	59.86
Inv 3419594341 Total		59.86
Inv 3419858798		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
07/16/2019		Office Supplies	52.55
Inv 3419858798		Total	52.55
Inv 3419858800			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/20/2019		Office Supplies	173.71
Inv 3419858800		Total	173.71
308100 Total:			1,581.33
308163	08/21/2019		
Inv 3415963939			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/05/2019		CS Office Supplies	101.55
Inv 3415963939		Total	101.55
Inv 3416035276			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		CS Office Supplies	39.19
Inv 3416035276		Total	39.19
Inv 3416370560			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/06/2019		CS Office Supplies	294.10
Inv 3416370560		Total	294.10
Inv 3416841666			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/15/2019		Library Office Supplies	44.99
Inv 3416841666		Total	44.99
Inv 3416937309			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/16/2019		Library Office Supplies	68.54
Inv 3416937309		Total	68.54
Inv 3417104844			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/20/2019		CS Office Supplies	105.77
Inv 3417104844		Total	105.77
Inv 3417104845			
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/20/2019	PW Office Supplies		162.66
06/20/2019	PW Office Supplies		50.41
06/20/2019	PW Office Supplies		24.99
06/20/2019	PW Office Supplies		24.99
Inv 3417104845 Total			263.05
Inv 3417368331			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2019	Library Office Supplies		180.87
Inv 3417368331 Total			180.87
Inv 3417579887			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2019	PD Office Supplies		358.00
Inv 3417579887 Total			358.00
Inv 3417656914			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2019	FD Office Supplies		59.85
Inv 3417656914 Total			59.85
Inv 3417919649			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2019	Library Office Supplies		7.65
Inv 3417919649 Total			7.65
Inv 3418146448			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2019	Library Office Supplies		54.34
Inv 3418146448 Total			54.34
Inv 3418910145			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2019	FD Office Supplies Credit Memo		-28.79
Inv 3418910145 Total			-28.79
Inv 3418910146			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2019	Library Office Supplies		203.99
Inv 3418910146 Total			203.99
308163 Total:			1,753.10

Check Number	Check Date		Amount
STA5219 - Staples Business Advantage Total:			3,334.43
SCRR4010 - Superior Court of CA, County of LA			
308164	08/21/2019		
Inv	April 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2019	Revenue distribution for the month of April 2019		11,089.00
Inv April 2019 Total			11,089.00
Inv	July 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Revenue distribution for the month of June 2019		8,063.00
Inv July 2019 Total			8,063.00
Inv	May 2019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2019	Revenue distribution for the month of May 2019		8,179.50
Inv May 2019 Total			8,179.50
308164 Total:			27,331.50
SCRR4010 - Superior Court of CA, County of LA Total:			27,331.50
HODE8011 - The Home Depot Pro (Formerly Supply Works)			
308101	08/21/2019		
Inv	499458925		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Building Maintenance		126.82
Inv 499458925 Total			126.82
Inv	500140140		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/02/2019	Building Maintenance		305.71
Inv 500140140 Total			305.71
Inv	500383096		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2019	Building Maintenance		84.49
Inv 500383096 Total			84.49
Inv	502742851		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2019	Building Maintenance		263.29

Check Number	Check Date	Amount
Inv 502742851 Total		263.29
308101 Total:		780.31
308165	08/21/2019	
Inv 496273905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2019	Janitorial Supplies Library	126.74
Inv 496273905 Total		126.74
308165 Total:		126.74
HODE8011 - The Home Depot Pro (Formerly Supply Works) Total:		907.05
TOM4455 - Tom's Clothing & Uniforms Inc		
308102	08/21/2019	
Inv 1,719		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2019	Uniforms & Accessories for PCO Jared Valdivez.	569.33
Inv 1,719 Total		569.33
308102 Total:		569.33
308166	08/21/2019	
Inv 1,699		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Uniform and accessories for Police Assistant Sarah V.	278.10
Inv 1,699 Total		278.10
308166 Total:		278.10
TOM4455 - Tom's Clothing & Uniforms Inc Total:		847.43
TRE9241 - Trench Shoring		
308103	08/21/2019	
Inv 1170605-0004		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2019	K Rail for 1853 Hanscom Dr	180.00
Inv 1170605-0004 Total		180.00
308103 Total:		180.00

Check Number	Check Date	Amount
TRE9241 - Trench Shoring Total:		180.00
TTTC6710 - TT Technologies, Inc.		
308167	08/21/2019	
Inv	0206183	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Service (2) City Owned Grundomate Horizontal Boring Equipment	1,392.14
Inv 0206183 Total		1,392.14
308167 Total:		1,392.14
TTTC6710 - TT Technologies, Inc. Total:		1,392.14
TWSV6501 - Tunnelworks Svcs		
308168	08/21/2019	
Inv	1652	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/10/2019	Emergency Sewer Maintenance	10,395.00
Inv 1652 Total		10,395.00
308168 Total:		10,395.00
TWSV6501 - Tunnelworks Svcs Total:		10,395.00
UND6710 - Underground Service Alert		
308169	08/21/2019	
Inv	18dsbfec3564	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Fees paid to CA state board for regulatory costs	101.07
Inv 18dsbfec3564 Total		101.07
Inv	620190699	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2019	Underground Service Alerts (134) June 2019	231.10
Inv 620190699 Total		231.10
308169 Total:		332.17
UND6710 - Underground Service Alert Total:		332.17
URBP8035 - Urban Pet		
308170	08/21/2019	

Check Number	Check Date	Amount
Inv CR1029398		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2018	Dog food for "Barry".	151.09
Inv CR1029398 Total		151.09
Inv CR1030664		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2019	Dog food for "Barry".	170.58
Inv CR1030664 Total		170.58
Inv CR2112714		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2019	Dog food for "Barry".	170.58
Inv CR2112714 Total		170.58
Inv CR2114441		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2018	Dog food for "Barry".	151.09
Inv CR2114441 Total		151.09
Inv S032037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2018	Dog food for "Barry".	170.58
Inv S032037 Total		170.58
308170 Total:		813.92
URBP8035 - Urban Pet Total:		813.92
SAVE4011 - Velasquez, Sarah		
308171	08/21/2019	
Inv 114-5142060		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/19/2019	Reimbursement for expense personally incurred by employee	50.00
Inv 114-5142060 Total		50.00
308171 Total:		50.00
SAVE4011 - Velasquez, Sarah Total:		50.00
VEWI8020 - Vision Electric Wholesale Inc.		
308104	08/21/2019	

Check Number	Check Date		Amount
Inv	35362		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2019			30.33
Inv 35362 Total			30.33
308104 Total:			30.33
VEW18020 - Vision Electric Wholesale Inc. Total:			30.33
WEFN6501 - Water Environment Federation			
308105	08/21/2019		
Inv	2019-20		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2019	WEF Renewal 2019-2020		328.00
Inv 2019-20 Total			328.00
308105 Total:			328.00
WEFN6501 - Water Environment Federation Total:			328.00
WES4152 - West Coast Arborists, Inc.			
308172	08/21/2019		
Inv	146705		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2019	Contract- Tree Maint.		11,491.00
03/31/2019	Contract- Tree Maint.		24,554.00
Inv 146705 Total			36,045.00
Inv	148055		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/15/2019	Contract- Tree Maint.		13,245.00
05/15/2019	Contract- Tree Maint.		10,715.00
Inv 148055 Total			23,960.00
Inv	148675		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2019	Contract- Tree Maint.		1,238.00
05/31/2019	Contract- Tree Maint.		12,162.00
Inv 148675 Total			13,400.00
Inv	148981		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2019	Contract- Tree Maint.		2,120.00

Check Number	Check Date	Amount
Inv 148981 Total		2,120.00
Inv 149596		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2019	Contract- Tree Maint.	5,620.00
Inv 149596 Total		5,620.00
308172 Total:		81,145.00
WES4152 - West Coast Arborists, Inc. Total:		81,145.00
WEWW6710 - Western Water Works		
308173	08/21/2019	
Inv 519265-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2019	Western Water Works for Various Backflow Assemblies	1,123.69
Inv 519265-00 Total		1,123.69
308173 Total:		1,123.69
WEWW6710 - Western Water Works Total:		1,123.69
YAMD8010 - Yamada Enterprises		
308174	08/21/2019	
Inv 19085		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2019	15 Chairs for Public Areas Library	4,155.53
Inv 19085 Total		4,155.53
308174 Total:		4,155.53
YAMD8010 - Yamada Enterprises Total:		4,155.53
YZHU5270 - Zhu, Yan		
308106	08/21/2019	
Inv T0819-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2019	Residential Rebate for HET	100.00
Inv T0819-02 Total		100.00
308106 Total:		100.00

Check Number	Check Date	Amount
YZHUS270 - Zhu, Yan Total:		100.00
ZUMAR103 - Zumar Industries, Inc.		
308175	08/21/2019	
Inv	84118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2019	Street Name Signs & Supplies	178.33
Inv 84118 Total		178.33
308175 Total:		178.33
ZUMAR103 - Zumar Industries, Inc. Total:		178.33
Total:		977,371.14

ATTACHMENT 4
Payroll 07/12/2019
Payroll 07/19/2019
Payroll 07/26/2019
Payroll 08/09/2019

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 07.12.2019

Account Number	Account Name	08.21.19
101-0000-0000-1010-000	General Fund - Payroll cash	593,154.70
	Other Withholding Payables	\$ 261,557.57
101-0000-0000-1010-000	Net General Fund - Payroll Cash	331,597.13
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,141.28
207-0000-0000-1010-000	Prop C - Payroll Cash	6,237.53
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	12,611.28
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C:	3,775.93
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	15,179.35
239-0000-0000-1010-000	Measure W	1,169.86
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	42,285.29
503-0000-0000-1010-000	Water Efficiency Fund	2,200.39
700-0000-0000-2210-000	Internal Revenue Service	69,709.93
700-0000-0000-2220-000	Employment Development Dept.	26,804.17
700-0000-0000-2230-000	Internal Revenue Service	20,643.53
700-0000-0000-2240-000	PERS Pension	183,376.32
700-0000-0000-2260-000	Deferred Comp - Empower	15,099.67
700-0000-0000-2262-000	PERS Health - Actives	1,663.36
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		741,495.02
Checks		19,853.40
Direct Deposits		406,008.00
I.R.S Payments		90,353.46
E.D.D. - State of CA		26,804.17
PERS Pension		183,376.32
Deferred Comp - Empower		15,099.67
PERS Health		
		741,495.02

To 700
Other PR Payable
ACH Payable

667,565.57
261,557.57
406,008.00

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 07.19.2019

Account Number	Account Name	08.21.19
101-0000-0000-1010-000	General Fund - Payroll cash	166,496.58
	Other Withholding Payables	\$ 35,586.62
101-0000-0000-1010-000	Net General Fund - Payroll Cash	130,909.96
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	
207-0000-0000-1010-000	Prop C - Payroll Cash	518.45
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	3,300.29
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	1,226.49
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	2,908.05
239-0000-0000-1010-000	Measure W	12.67
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	12,033.88
503-0000-0000-1010-000	Water Efficiency Fund	
700-0000-0000-2210-000	Internal Revenue Service	15,701.05
700-0000-0000-2220-000	Employment Development Dept.	5,593.66
700-0000-0000-2230-000	Internal Revenue Service	4,931.38
700-0000-0000-2240-000	PERS Pension	9,335.53
700-0000-0000-2260-000	Deferred Comp - Empower	25.00
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		186,496.41
Checks		39,695.97
Direct Deposits		111,213.82
I.R.S Payments		20,632.43
E.D.D. - State of CA		5,593.66
PERS Pension		9,335.53
Deferred Comp - Empower		25.00
PERS Health		
		186,496.41

To 700
Other PR Payable
ACH Payable

146,800.44
35,586.62
111,213.82

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 07.26.2019

Account Number	Account Name	08.21.19
101-0000-0000-1010-000	General Fund - Payroll cash	673,969.80
	Other Withholding Payables	\$ 371,152.63
101-0000-0000-1010-000	Net General Fund - Payroll Cash	302,817.17
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,907.33
207-0000-0000-1010-000	Prop C - Payroll Cash	6,728.22
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	17,440.18
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR Ca	4,710.04
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	16,223.44
239-0000-0000-1010-000	Measure W	1,462.26
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	53,153.64
503-0000-0000-1010-000	Water Efficiency Fund	2,908.28
700-0000-0000-2210-000	Internal Revenue Service	63,587.41
700-0000-0000-2220-000	Employment Development Dept.	24,643.76
700-0000-0000-2230-000	Internal Revenue Service	20,285.60
700-0000-0000-2240-000	PERS Pension	108,900.32
700-0000-0000-2260-000	Deferred Comp - Empower	14,367.92
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		647,135.57
Checks		22,451.71
Direct Deposits		392,898.85
I.R.S Payments		83,873.01
E.D.D. - State of CA		24,643.76
PERS Pension		108,900.32
Deferred Comp - Empower		14,367.92
PERS Health		
		647,135.57

To 700
Other PR Payable
ACH Payable

764,051.48
371,152.63
392,898.85

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 08.09.2019

Account Number	Account Name	08.21.19
101-0000-0000-1010-000	General Fund - Payroll cash	580,173.50
	Other Withholding Payables	\$ 251,180.70
101-0000-0000-1010-000	Net General Fund - Payroll Cash	328,992.80
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	9,817.39
207-0000-0000-1010-000	Prop C - Payroll Cash	6,265.48
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	13,928.13
211-0000-0000-1010-000	CTC Traffic Improvement	
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C:	3,849.77
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	13,194.57
239-0000-0000-1010-000	Measure W	1,169.91
274-0000-0000-1010-000	Homeland Security Grant	
310-0000-0000-1010-000	Sewer Capital Projects Fund	
500-0000-0000-1010-000	Water Fund - Payroll Cash	48,332.61
503-0000-0000-1010-000	Water Efficiency Fund	2,671.67
700-0000-0000-2210-000	Internal Revenue Service	62,342.24
700-0000-0000-2220-000	Employment Development Dept.	23,647.81
700-0000-0000-2230-000	Internal Revenue Service	21,326.78
700-0000-0000-2240-000	PERS Pension	232,106.33
700-0000-0000-2260-000	Deferred Comp - Empower	14,567.36
700-0000-0000-2262-000	PERS Health - Actives	112,796.00
101-3011-3041-7131-000	PERS Health - Retirees	48,852.26
Total Checks & Direct Deposits		943,861.11
Checks		22,839.06
Direct Deposits		405,383.27
I.R.S Payments		83,669.02
E.D.D. - State of CA		23,647.81
PERS Pension		232,106.33
Deferred Comp - Empower		14,567.36
PERS Health		161,648.26
		943,861.11

To 700
Other PR Payable
ACH Payable

656,563.97
251,180.70
405,383.27

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **08.21.19**

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
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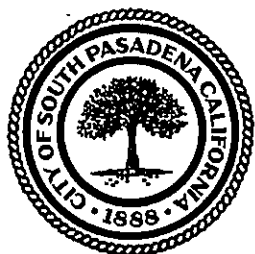
No Items to be reported for this period.

RSA Report Total \$ -

Marina Khubesrian M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary

Karen Aceves & Lucy Demirjian, Agency Treasurer



City Council Agenda Report

ITEM NO. 10

DATE: August 21, 2019
FROM: Stephanie DeWolfe, City Manager *SD*
PREPARED BY: Karen Aceves, Acting Finance Director *KA*
Albert Trinh, Finance Manager *A-2*
SUBJECT: Monthly Investment Reports for June 2019

Recommendation Action

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

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

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

Background

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

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

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

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

Public Notification of Agenda Item

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

Attachments: City Investment Reports for June 2019

Exhibit A
City of South Pasadena
INVESTMENT REPORT
June 30, 2019
Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	56.97%	22,145,224.59	22,145,224.59
SUBTOTAL			56.97%	22,145,224.59	22,145,224.59
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.51%	30.69%	11,929,871.22	11,958,794.75
Corporate Bonds	See Exhibit B-1	2.96%	12.33%	4,794,131.06	4,818,737.79
SUBTOTAL			43.03%	16,724,002.28	16,777,532.54
TOTAL INVESTMENTS			100.00%	\$38,869,226.87	\$38,922,757.13

2016 WATER REVENUE BONDS ESCROW FUND **

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

Wells Fargo Govt. Securities	See Exhibit B-2	1.750%	40,909,600.35	40,045,907.60
Wells Fargo Uninvested Cash Balance			1,092.52	1,092.52

BANK ACCOUNTS:

Bank of the West Account Balance:	\$3,187,552.48
Morgan Stanley Uninvested Cash Balance:	\$186,408.28
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	889.76

Required Disclosures:

Average weighted maturity of the portfolio 294 DAYS

Average weighted total yield to maturity of the portfolio 2.225%

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

All investments are in conformity with the City Investment Policy.

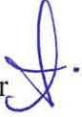
* Current market valuation is required for investments with maturities of more than twelve months.




City Council Agenda Report

ITEM NO. 11

DATE: August 21, 2019

FROM: Stephanie DeWolfe, City Manager 

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

SUBJECT: **Adoption of Resolution Establishing a Code of Ethics and Conduct Policy for Elected and Appointed Officials**

Recommendation

It is recommended that the City Council 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.

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. 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.
2. Members entering office shall sign a statement acknowledging they have read and understood the Code of Ethics and Conduct.
3. The Code of Ethics and Conduct will be periodically reviewed by the City Council and updated as necessary.

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*.

Attachment: Resolution establishing 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 21st day of August, 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 21st day of August, 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.

In accordance with the law, members shall 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.

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 board, 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 on matters 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 should 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.

(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 shall not seek to establish an 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. Members who consult with the City Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

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

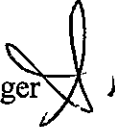
*Adopted on August 21, 2019
City Council Resolution No. XXXX*



City Council Agenda Report

ITEM NO. 12

DATE: August 21, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Karen Aceves, Acting Finance Director

SUBJECT: **Adoption of a Resolution Supporting and Authorizing the City Manager to File an Application for the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – Proposition 68**

Recommendation Action

It is recommended that the City Council:

1. Adopt a resolution approving an application for the Proposition 68 Per Capita Grant Fund; and
2. Authorize the City Manager or their designee to sign the applications and all related grant documents.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

Community Outreach has been conducted for several of the projects under consideration for this grant application including the conceptual design of proposed pocket parks.

Discussion/Analysis

The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Prop 68) was approved by voters in June 2018. Funding from Prop 68 is intended to support projects that support greening urban areas to mitigate the effects of climate change and pollution, and restore the state's natural resources. This grant program is open to local governments with a minimum funding eligibility of \$200,000 for shovel ready projects. The purpose of the program includes:

- Restore, protect, and acquire Native American, natural, cultural, and historic resources within the state.
- Convert and repurpose properties or parts of properties that served as the site of a fossil fuel powerplant that had been retired on the effective date of this division, or were scheduled to be retired prior to January 1, 2021, to create permanently protected open space, tourism, and park opportunities through fee title or conservation easements.

Adoption of a Resolution Approving a Grant Application for the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – Proposition 68 Per Capita Grant Funds

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- Enhance visitor experiences through development, expansion, and improvement of science centers operated by foundations or other nonprofit organizations in heavily urbanized areas.
- Enhance park, water, and natural resource values through improved recreation, tourism, and natural resource investments in those areas of the state not within the jurisdiction of a state conservancy.
- Promote, develop, and improve any of the following:
 - Community, civic, or athletic venues.
 - Cultural or visitor centers that recognize that contributions of California’s ethnic communities or celebrate the unique traditions of these communities, including those of Asian and Hispanic descent.
 - Visitor centers or nonprofit aquariums that educate the public about natural landscapes, aquatic species, or wildlife migratory patterns.

In order for the City to apply for grant funds, the State Department of Parks and Recreation requires a resolution from the City Council approving the City’s application. Eligible projects must meet one of the two conditions: (1) *Critical Lack of Park Space*- the community within proximity of the project has a site ratio of less than three acres of usable park space per 1,000 residents; or (2) *Significant Poverty*- the median household income of census tracts in proximity to the project is lower than \$51,026 based on the “California State Parks Community Fact Finder” report. Staff considered several projects for this application including Eddie Park House, Improvements to Oak Lawn Park, and Grevelia and Berkshire Pocket Parks. However, the only projects that would meet eligibility at this point are the Grevelia and Berkshire pocket parks, which are also included as priorities in the City’s Strategic Plan.

Next Steps

1. Submit grant application for the Prop 68 Per Capita Grant Funds for Grevelia and Berkshire pocket parks and communicate award decision to City Council

Background

The Program originated from Proposition 68, placed on the ballot via Senate Bill 5, and approved by voters on June 5, 2018. Funds for the Program were appropriated through the State budget. Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Local governments are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors. Eligible recipients of these Program funds are cities and eligible District excluding regional park districts and regional open space districts. The minimum allocation is \$200,000.

Eligible projects must be for recreational purposes, either acquisition or development but not a combination of both. Up to 5% of the allocation may be used for Community Access Projects

Adoption of a Resolution Approving a Grant Application for the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – Proposition 68 Per Capita Grant Funds

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meaning transportation, physical activity programming, resource interpretation, multilingual translation, nature science, workforce development and career pathways, education,

communication related to water, parks, climate, coastal protection and other outdoor pursuits. Multiple projects may be completed under one contract; each project requires a separate application packet. A project can only have one location and one project that serves several parks in not permitted. Projects not serving a “severely disadvantaged community” (median household income less than 60% of the statewide average) require a 20% match. Eligible match sources are federal, local, private, in-house employee services and volunteer labor. State funds are ineligible as a match source. The grant performance period is July 1, 2018 – June 30, 2022.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is a 20% match required since the City of South Pasadena does not serve a “severely disadvantaged community” where the median household income is less than 60% of the statewide average which would be less than \$43,083. The match will be paid from the City’s Park Impact Fee account.

Public Notification of Agenda Item

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

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING APPLICATION(S) FOR PER CAPITA GRANT
FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

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

SECTION 1. Approves the filing of project application (s) for Per Capital program grant project(s); and

SECTION 2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capital funding, sufficient funds to complete the project(s), and

SECTION 3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and

SECTION 4. Certifies all the projects proposed will be consistent with the park and recreation element of the City of South Pasadena general or recreation plan (PRC C §80063(a)),

SECTION 5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and

SECTION 6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and

SECTION 7. (PRC §80001(b)(8)(A-G) To the extent practicable, as identified in the “Presidential Memorandum—Promoting Diversity and Inclusion in our National Parks, National Forests and Other Public Lands and Waters,” dated January 12, 2017, the City of South Pasadena will consider a range of actions that include, but are not limited to the following:

(A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities and the public generally about specific programs and opportunities.

(B) Mentoring new environmental outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribe, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

SECTION 8. Agrees that to the extent practicable, the projects will provide workforce education, and training, contractor and job opportunities for disadvantaged communities.

SECTION 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spend on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient’s annual expenditures. (PRC §80062(d)).

SECTION 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

SECTION 11. Delegates the authority to the Community Services Director or designee to conduct all negotiations, sign and submit all documents including, but not limited to applications, agreements, amendments, and payment requests which may be necessary for the completion of the grant scope(s); and

SECTION 12 Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED AND ADOPTED ON this 21st day of August, 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 21st day of August, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 13

DATE: August 21, 2019

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

PREPARED BY: Shahid Abbas, Public Works Director *[Signature]*
 Kristine Courdy, Deputy Public Works Director *[Signature]*

SUBJECT: **Authorize the Second Amendment with West Coast Arborist Inc. for 2019-20 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute the second Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2019-20 Fiscal Year (FY) Urban Forestry Services.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

On February 21, 2018, the City Council approved a five year contract with WCA to perform Urban Forestry Services, and authorized a not-to-exceed contract amount of \$375,000 for FY 2017-18. On August 15, 2019, the City Council approved the first amendment to the contract with WCA in a not-to-exceed amount of \$404,500 for the FY 2018-19. Through the FY 2019-20 budget process, the City Council approved \$379,500 for Urban Forest Services. The proposed second contract amendment will therefore establish a new not-to-exceed contract amount of \$379,500 with WCA for FY 2019- 20. The service rates will remain as established in the original contract. Below is an overview of the proposed FY 2019-20 Urban Forestry Services:

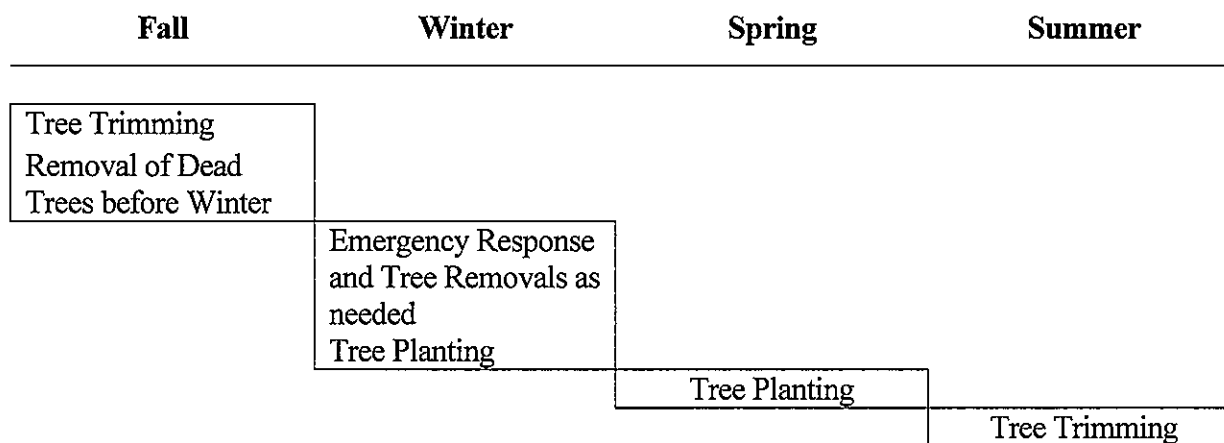
2019-20 FY Urban Forestry Services	Budget Amount
Park Tree Trimming, Removals and Planting	\$50,000
Grid Pruning (Approximate 2,800 trees)	\$230,000
Tree Planting (Planting 100 Trees)	\$35,000
Removals, Service Requests & Emergency Response (only as needed)	\$50,000
2019-20 FY Urban Forestry Services	Budget Amount
Consulting Arborist Services	\$14,500
TOTAL 2019-20 FY Urban Forestry Services Budget	\$379,500

Next Steps

1. Staff will begin to schedule Urban Forestry Services with WCA.
2. Once the FY 2020-21 budget is approved, a contract amendment will be prepared for the FY 2020-21 Urban Forestry Services. Contract amendments will be prepared each FY in alignment with the City approved budget.

Background

South Pasadena has a mature urban forest that consists of 10,291 street and median trees, 375 trees in City Parks, and 113 trees at the City Water Reservoirs. The City has been an Arbor Day Foundation Tree City USA for over 20 years. It is prudent for cities to establish maintenance plans to properly maintain their urban forest. In addition, trees should be planted regularly to replenish the existing vacant tree wells and replace aging trees. Below is a summary of the typical schedule for annual Urban Forestry Services performed throughout the City:



Service requests for tree maintenances are done on an as needed basis throughout the year, the above schedule provides an overview of how the majority of the tree work is programmed. The major components of the City’s Urban Forestry Program consists of tree trimming, tree removals, and tree planting. Below is a summary of the work performed over the last three fiscal years:

Activity	2016-17 FY	2017-18 FY	2018-19 FY
Tree Trimming	3,053	2,803	2,908
Tree Planting	178 ^a	109 ^b	93 ^c
Tree Removal	174	115	93
South Pasadena Beautiful has hosted a tree planting drive over the past few years. Below is an overview of the donations received which are included in the overall tree planting numbers in the table above: <ul style="list-style-type: none"> a) 73 tree donations received in the FY 2016-17 b) 42 tree donations received in the FY 2017-18 c) 13 tree donations received in the FY 2018-19 			

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The total FY 2019-20 budget for Urban Forestry Services is \$379,500. This funding is included in the following accounts:

2019-20 FY Budget Line Item	Amount
Park Maintenance Contract Services: 101-6010-6410-8180	\$50,000
Street Tree Maintenance Contract Services: 215-6010-6310-8180	\$230,000
Street Tree Maintenance In-Lieu Tree Planting: 215-6010-6310-8181	\$10,000
Street Tree Maintenance Annual Tree Planting: 215-6010-6310-8184	\$25,000
Street Tree Maintenance Removal/Replacement: 215-6010-6310-9181	\$50,000
Street Tree Maintenance Professional Services: 215-6010-6310-8170	\$14,500
TOTAL 2019-20 FY Tree Program Budget	\$379,500

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. West Coast Arborist Proposed Second Contract Amendment
2. West Coast Arborist First Contract Amendment
3. West Coast Arborist Agreement

ATTACHMENT 1
West Coast Arborist Proposed
Second Contract Amendment

SECOND AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made as of this 21st day of August, 2019, by and between the CITY OF SOUTH PASADENA (“City”) and WEST COAST ARBORISTS INC., (“Contractor”).

RECITALS

WHEREAS, on February 21, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide urban forestry services for the City trees included tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services; and

WHEREAS, the original Agreement was in the amount of \$375,000 for Fiscal Year 2017-18 urban forestry services; and

WHEREAS, on August 15, 2018 the City and Contractor entered into the first contract amendment for 2018-19 urban forestry services in the amount of \$404,500; and

WHEREAS, it is recommended Contractor perform urban forestry services for the City for Fiscal Year 2019-20; and

WHEREAS, the costs for said services, on an as needed basis, shall be in an amount not to exceed \$379,500.

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

1. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement. The Maximum Amount under this Agreement is one million one hundred and fifty nine thousand Dollars (which includes the compensation for the original scope of services for fiscal year 2017/2018 in the amount of \$375,000, additional services for fiscal year 2018/2019 in the amount of \$404,500 for the First Amendment, and services for fiscal year 2019/2020 in the amount of \$379,500 for the Second Amendment, totaling \$1,159,000).

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

“City”
City of South Pasadena

“Consultant”
West Coast Arborists, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

ATTACHMENT 2
West Coast Arborist
First Contract Amendment

FIRST AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT ("Amendment") is made as of this 15th day of August, 2018, by and between the CITY OF SOUTH PASADENA ("City") and WEST COAST ARBORISTS INC., ("Contractor").

RECITALS

WHEREAS, on February 21, 2018, the City and Contractor entered into a Maintenance Agreement ("Agreement") for the Contractor to provide urban forestry services for the City trees included tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services; and

WHEREAS, the original Agreement was in the amount of \$375,000 for Fiscal Year 2017-18 urban forestry services; and

WHEREAS, it is recommended Contractor perform urban forestry services for the City for Fiscal Year 2018-19; and

WHEREAS, the costs for said services, on an as needed basis, shall be in an amount not to exceed \$404,500.

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

1. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement. The Maximum Amount under this Agreement is seven hundred and seventy nine thousand five hundred Dollars (which includes the compensation for the original scope of services in the amount of \$375,000, additional services in the amount of \$404,500 for Amendment, totaling \$779,500).

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

"City"
City of South Pasadena

By: [Signature]
Signature

Printed: STEPHANIE DEVOLFE

Title: CITY MANAGER

Date: 8/15/2018

"Consultant"
West Coast Arborists, Inc.

By: [Signature]
Signature

Printed: Patrick Mahoney

Title: President

Date: 8/13/18

Attest:

By: [Signature]
Evelyn G. Zreimer, City Clerk

Date: 8/15/2018

Approved as to form:

By: [Signature]
Teresa L. Highsmith, City Attorney

Date: 8/15/2018

ATTACHMENT 3
West Coat Arborist Agreement

**MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages**

(City of South Pasadena / West Coast Arborists Inc.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and West Coast Arborists Inc. (“Contractor”).

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: Urban forestry services for the City of South Pasadena trees including tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services.
- 2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such maintenance services as are set forth in the Special Provisions attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Kristine Courdy, Public Works Operations Manager. 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 Contractor.
- 3.3. “Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is three hundred and seventy five thousand Dollars (\$375,000.00). Breakdown of the cost of

each item is included in the Payment for Services attached hereto as "Exhibit B" and incorporated herein by this reference.

3.4. "Payment for Services": City shall pay for the services performed by the Contractor pursuant to the terms of this Agreement. The compensation is set forth in the "Payment for Services" attached hereto as "Exhibit B" and incorporated herein by this reference.

3.5. "Commencement Date": February 21, 2018.

3.6. "Termination Date": June 30, 2021.

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 15 ("Termination") below. The contract may be extended for an additional two years under the same terms and conditions at the sole discretion of the City Manager or his/her representative, unless earlier terminated as provided in Section 15 herein. If the City desires to exercise the two year renewal option, the City shall notify the Contractor in writing. If the Contractor desires to adjust the rates as set forth in "Exhibit B" for such extension period, Contractor shall give City written notice sixty (60) days in advance for such adjustment. In no case shall said adjustment exceed the increase (or decrease) represented by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside standard Metropolitan Statistical Area ("Index") for March of the term then expiring from the Index for March one year prior thereto.

5. CONTRACTOR'S DUTIES

5.1. **Services.** Contractor 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. No additional work should be performed unless otherwise authorized by the City in writing.

5.2. **Performance to Satisfaction of City:** Contractor agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Contractor agrees that the services rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the

work will be done by the Agreement Administrator of their designee. If the quality of the work is not satisfactory, the City in its sole discretion has the right to:

- Meet with the Contractor to review the quality of the work and resolve the matter of concern;
 - Require the Contractor to repeat the work at no additional fee until satisfactory; and/or
 - Terminate the Agreement as hereinafter set forth.
- 5.3. **Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.4. **Budgetary Notification.** Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor'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.
- 5.5. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.6. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor 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.).
- 5.7. **Appropriate Personnel.** Contractor 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 Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. Herminio Padilla shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 5.8. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

- 5.9. Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.
- 5.10. Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.
- 5.11. Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

- 6.1. General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 6.3. Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in

all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

- 6.4. Compensation for Subcontractors.** Contractor 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 Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. Invoices.** Contractor 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. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.
- 7.3. Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor 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 Contractor.

8. LABOR CODE

- 8.1. Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 8.2. Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted

from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

- 8.3. Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.
- 8.4. Apprentices.** Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code Section 1777.5.
- 8.5. Payroll Records.** Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code Section 1811 and Labor Code Section 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code Section 1776.
- 8.6. 8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code Section 1810 and Labor Code Section 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work

more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

- 8.7. Registration with DIR.** Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code Section 1771 and Labor Code Section 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor 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. Contractor 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 Contractor.

10. RELATIONSHIP OF PARTIES

- 10.1. General.** Contractor is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. No Agent Authority.** Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor 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 Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor 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 Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or

employer contributions for CalPERS benefits on behalf of Contractor 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, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2. Contractor to Indemnify City.** To the fullest extent permitted by law, Contractor 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 Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor 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. Contractor 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. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5. Defense Deposit.** The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.
- 11.6. Waiver of Statutory Immunity.** The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7. Indemnification by Subcontractors.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor'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. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. 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 Contractor's obligation to provide them. Contractor 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: South Pasadena Urban Forestry Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
 \$4,000,000 aggregate
- General Liability:
 - General Aggregate \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

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

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

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

- 12.4. General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. Worker's Compensation Insurance.** Contractor 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 Contractor 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. 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 Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.8. 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, for liability arising out of ongoing and completed

operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors 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 Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

- 12.9. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor 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 Contractor under this Agreement. Failure of the Contractor 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.
- 12.10. Insurance 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. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.
- 12.11. Contractor's Insurance Primary.** The insurance provided by Contractor, 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 Contractor's insurance and shall not contribute with it.
- 12.12. Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor 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. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor'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 Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor 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 Contractor'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:

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

If to Contractor:

Victor Gonzales
West Coast Arborists Inc.
Vice President, Marketing
2200 East Via Burton
Anaheim, CA 92806
Telephone: (714) 991-1900
Facsimile: (714) 956-3745

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd., Ste 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor 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 thirty calendar days' written notice to Contractor. Contractor 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. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon thirty calendar days' notice.

- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor 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 Contractor'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 Contractor 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 Contractor.
- 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 Contractor for performance of this Agreement are deemed confidential and Contractor 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.** Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor 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 Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor 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.** Contractor 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 Contractor.
- 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.** Contractor 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. Contractor 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 Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor 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.** Contractor shall not be liable for any failure to perform if Contractor 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 Contractor.
- 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, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.
- 18.12. Venue.** The venue for any litigation shall be Los Angeles County, California and Contractor 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

"Contractor"
West Coast Arborists Inc.
By: [Signature]
Signature

Printed: STEPHANIE DEWOLFE

Printed: Patrick Mahoney

Title: CITY MANAGER

Title: President

Date: 02/21/2018

Date: 2/16/18

Attest:

By: [Signature]
Evelyn G. Zreimer, City Clerk

Date: 02/21/2018

Approved as to form:

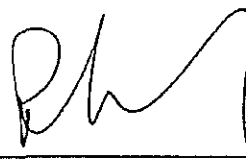
By: [Signature]
Teresa L. Highsmith, City Attorney

Date: 02/21/2018

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

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

Date: 2/16/18



Signature
Patrick Mahoney
Printed Name
President
Title

Exhibit A Scope of Services

SCOPE OF SERVICE

Contractor shall perform completely all work and incidentals appurtenant to the Specifications of the contract. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned, perform each operation described and provide all necessary labor, equipment, materials and incidentals.

Urban forestry services include complete responsibility for proper care of all trees including tree trimming, tree removal, tree planting, tree health care, emergency response, and consulting arborist services in the City of South Pasadena.

REQUIRED QUALIFICATIONS

The firm must hold a valid State of California Contractor's License (D49 and C27) in addition to providing current OSHA certification for all aerial devices to be used during this project. Contractor's Account Manager, Supervisor and Consulting Arborist must have a valid ISA Certified Arborist credential. These provisions must be kept current throughout the entirety of the contract.

Persons performing the work outlined in the contract must be qualified and trained in the urban forestry services industry. The use of subcontractors is not allowed except for specialized services. The subcontractor must be approved by the City prior to performing any work. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times.

The firm is required to provide and operate an electronic tree inventory and work order system that is Geographical Information System (GIS) based so the City can view the tree inventory on a map, submit work orders, update tree history, generate reports about work history within the City, and view the maintenance records for each City tree. The Contractor must submit and overview and information on their proposed electronic tree inventory and work order system for prior City approval before use.

The firm shall provide the City with a "Quality Control Plan" with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. In addition, the firm must submit to the City for approval, a current Safety Manual that meets Senate Bill 198 requirements for injury and illness prevention.

ADDITIONS/DELETIONS OF SERVICE

The City reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this contract, prices for such additions shall be in accordance with the Payment for Services schedule set for in "Exhibit B". No additional work should be performed unless otherwise authorized by the City in writing.

CONTRACTOR'S RESPONSIBILITY

The Contractor shall be responsible for any damages whatsoever to City property as applicable when such property is the responsibility or in custody of the Contractor, his/her employees or subcontractors.

RECORDS AND REPORTS

Contractor shall prepare and submit to the Parks Supervisor/Public Works Operations Manager such reports concerning the performance of the services required by this Agreement as required.

Contractor shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Parks Supervisor/Public Works Operations Manager to evaluate the performance of such services. The Parks Supervisors/Public Works Operations Manager shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by Contractor in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Parks Supervisor/Public Works Operations Manager upon the termination of this Agreement, and Contractor shall have no claim for further compensation as a result of the exercise by City of its full right of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by Contractor in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Parks Supervisor/Public Works Operations Manager.

SPECIAL PROVISIONS

1) General Requirements:

- a. Contractor must hold a valid, in good standing California D-49 and C-27 Contractor's License through the duration of the contract term.
- b. Normal working hours shall be 7:00 a.m. to 5:00 p.m. Monday through Friday. Use of motorized equipment must follow Chapter 19A of the City Municipal Code. Any afterhours work must be approved by the City in writing.
- c. Contractor shall be responsible for carefully inspecting the tree for any bird nests before beginning any tree operations Contractor shall stop work and notify the City if a bird nest is found while performing services. Services shall be scheduled after the bird nesting s complete. Contractor shall follow the Los Angeles Audubon Society Guide to Bird Friendly Tree and Shrub Trimming and Removals Guidelines.
- d. Assembly Bill 73:
 - i. The Contractor shall comply with the requirements of Assembly Bill 73. The law states that, "...every person planning to conduct any excavation is required to contact a regional notification center at least two (2) days prior to excavation..."
 - ii. Assembly Bill 73 defines excavation as, "any operation in which earth, rock, or other material in the ground is moved, removed or otherwise displaced by means of tools, equipment, or explosives in any of the following ways: grading, trenching, digging, ditching, drilling, auguring, tunneling, scraping, cable or pipe and driving, or any other way.
 - iii. Two (2) working days before starting any work below ground level, the Contractor shall contact Dig Alert at 1-800-227-2600. Contractor shall make sure utilities are located in the area and arrange their work so as not to damage any utility services. The Contractor is responsible for providing Dig Alert related field markings and coordination.
- e. The City will own all final documents developed ruing the services.

- 2) Services to be Provided: Contractor shall furnish all labor, equipment, materials and supervision to perform maintenance services for City trees as described herein including, but not limited to, the following:

- a. Tree Pruning (Grid Trim or Service Request Trim);
- b. Tree Removal;
- c. Stump Removal;
- d. Root Pruning;
- e. Tree Planting;
- f. Tree Staking;
- g. Removal of Hazardous Branches;
- h. Removal of tree debris and/or tree trimmings;
- i. Worksite Cleanup;
- j. Repair of Damaged Sprinklers;
- k. Repair or Replacement of Damaged Fences or Walls;
- l. Soil Replacement;
- m. Damaged Tree and /or Shrub Replacement;
- n. Collection of Tree Inventory Data;
- o. Distribution of No Parking Signs and Door hangers;
- p. Contact with the Public;
- q. Employee Uniforms with Company Logo or Designation;
- r. Vehicles and Equipment with Company Logos or Designation;
- s. Traffic Control; and
- t. Other Services Set Forth in this Agreement.

All work shall conform to the latest edition of Pruning Standards of the Western Chapter ISA and these specifications. In all cases the Director of Public Works, or their designee, shall have complete and sole discretion in determining conformance and acceptability of the trees trimmed by the Contractor. Trimmed trees rejected by the Director, or their designated representative(s), shall be excluded from payment.

Contractor shall have the duty to provide services for City trees as assigned.

Contractors shall be available twenty four (24) hours per day, seven (7) days a week to respond to all emergencies within two (2) hours of notification.

Contractor has the duty to familiarize and fully acquaint themselves with the conditions and possible difficulties associated with the performance of the contract. Contractor shall be responsible for carefully verifying the number of trees, tree varieties, and tree locations for any proposed work.

No additional compensation or relief from any obligation of the contract will be granted because of lack of knowledge of the site and /or conditions under which work will be accomplished.

- 3) **Areas to be Maintained:** Worksites will include City trees within the Public right-of-way. Worksites will also include Parks, Water Reservoirs, Medians, Parkways, Public Facilities or other areas where trees are under the jurisdiction of the City of South

Pasadena. Trees to be serviced will be provided on a monthly basis and may consist of individual trees located throughout the City. It should be understood that this project may not be solely "section" or "block" type tree trimming.

4) **Definitions:**

- a. Where "as directed", "as required", "as permitted", "approved", "acceptance", or words of similar importance are used, it shall be understood that the direction, requirement, permission, approval or acceptance of the Public Works Director is intended unless otherwise stated. As used herein, "provide" shall be understood to mean "provide complete", "in place", "this is", "furnish and install"; the work "site" as used hereinafter shall be understood to mean the location receiving the service. The use of the word "Director" shall be construed to mean the Director of Public Works, or their delegated representative(s). The use of the word "Contractor" shall be held to mean the Contractor and/or any person employed by him and working under this contract.
- b. The use of the words "shall" and "may" shall be held to mean "mandatory" and "permissive" respectively. The use of the words "his" or "him" shall be construed to mean either gender, as appropriate.
- c. The following are definitions for terms used in this project:
 - i. Branch Collar shall mean wood tissue ridges that form around the base of a branch between the main stem and the branch usually as a branch begins to die the branch collar begins to increase in size.
 - ii. Callus shall refer to the new growth made by the cambium layer around all of a wound.
 - iii. Cambium Layer shall mean the growing point between bark and sapwood.
 - iv. Closure shall refer to the roll of the callus growth around the wound area.
 - v. Crown shall mean the head or canopy of tree foliage.
 - vi. The Cut shall mean the exposed wood area that remains after the branch has been removed.
 - vii. Cut Back Drop Crotch shall mean the specified reduction of the overall size of a tree or individual branches, but may include the overall reduction of the sides as well as the top of the tree.

- viii. Dormant shall refer to a condition of non-active growth. Deciduous trees are considered to be dormant from the time the leaves fall until new foliage begins to appear.
- ix. Girdling Roots are located above or below ground level, whose circular growth around the base of the trunk or over the individual roots applies pressure to the bark area, thereby choking or restricting the flow of sap.
- x. Grid Trim shall consist of a group of trees to be pruned in a localized area as defines by the Director.
- xi. Leader shall mean central growth shoot.
- xii. Lifting shall refer to the removal of lower branches for under clearance.
- xiii. Parent System shall mean the main trunk system of the tree.
- xiv. Pre-cut or Pre-cutting shall mean the removal of the branch at least beyond the finished cut, to prevent splitting into parent stem or branch.
- xv. Pruning shall mean the removal of dead, dying, diseased, live, interfering, objectionable and weak branches in a scientific manner.
- xvi. Sap Flow shall mean the definite course assumed by sap in its movement through the tree.
- xvii. Scars or Injuries shall refer to natural or man-made lesions of the bark in which wood is exposed.
- xviii. Scatter Trim shall consist of the trimming of a tree, or group of trees, that do not consist of eight or more in a localized area.
- xix. Service Request Trim shall mean trees requiring service prior to their regularly scheduled grid or annual trim or to rectify a specific problem such as blocked street lighting or signs, right-of-way clearance, utility line clearance, or broken limbs will be performed as a "Service Request."
- xx. Suckers shall mean the abnormal growth of small branches usually not following the general pattern of the tree.
- xxi. Thinning Out shall mean the removal of live branches to reduce wind resistance and to create more space.
- xxii. Topping see Cut Back.

- xxiii. Tracing shall mean carefully cutting the bark along the lines of sap flow to encourage closure and to be the outline of the wound area.
 - xxiv. Trimming see Pruning.
 - xxv. Inspector shall mean the duly authorized representative of the Director who shall monitor the contractor's progress within the Urban Forestry project area he/she is assigned to.
 - xxvi. Trash and Litter shall mean any debris generated by the Contractor within the Urban Forestry project area such as paper, cans, bottles, limbs three inches in diameter or less, rocks, etc., which is not intended to be present as part of the landscape.
- d. **Emergency Work Charges:** Emergency work charges shall include all personnel, equipment and other material used in completing work in an emergency situation. This includes night work and work on weekends and holidays.
 - e. **Hourly Work Charges:** Regular hourly work charges shall include trimming and cleanup of broken limbs, thinning, restaking and/or removal of young trees, and other services need generally as a result of storm damage. This work shall occur during normal working hours.

5) Information Technology and System Requirements:

- a. Contractor is required to provide and operate an electronic tree inventory and work order system that is GIS based so the City can view the tree inventory on a map, submit work orders, update tree history, generate reports about work history within the City, and view the maintenance records for each City tree.
- b. Contractor is responsible for providing the City representative and their staff with login and password information for the system.
- c. Contractor is required to maintain the system through the entire contract term and issue any system updates needed.
- d. The existing City tree inventory will be provided to the Contractor in an Excel and Shape file format so it can be uploaded into the Contractor's system. The existing City's tree inventory contains the following information: Inventory Identification, District, Address, Tree Location (example: park, median, side, front), Tree Number, Tree Species (both common name and botanical name), diameter at breast height (DBH) expressed in a range, height expressed in a range,

Tree Condition, Latitude, Longitude, parkway width, location information, and past work history.

- e. Contractor's crews shall be provided with mobile devices to perform any updates to the tree inventory from the field.
- f. Maintaining and Updating City Tree Inventory:
 - i. During any services performed by the Contractor, the Contractor shall update the tree inventory including maintenance performed, updated condition, updated DBH, and updated height.
 - ii. If the City requests additional trees to be planted in the City, then the Contractor shall create new planting sites at the City requested location.
 - iii. The City tree inventory including any updates or revisions shall belong to the City. The Contractor shall supply the City with an updated Excel file of the tree inventory at the end of the contract term.
 - iv. The City will own all final documents and data developed during the services.

6) **General Tree Pruning Requirements:** All cuts shall be made sufficiently close to the trunk or parent limbs, without cutting into the branch collar or leaving a protruding stub, so that closure can readily start under normal conditions. Clean cuts shall be made at all times.

- a. Removal of Laterals: The final cut in removing a lateral branch should be immediately beyond the branch bark ridges, preserving the branch collar. Do not make stub cuts (an inch or more beyond the branch collar). Do not make flush cuts (through the branch collar). For any branch too large to be held while being cut, remove by means of the following cuts:
 - i. Under cut the branch 4 to 10 inches beyond the base (to prevent splitting or peeling).
 - ii. Cut off the branch beyond the undercut where necessary. to prevent property damage, branches shall be lowered to the ground by ropes and/or proper equipment.
 - iii. Remove the remaining stub via a final cut, as described above (Section 6 a 1).
- b. Removal of Terminals (Tip Thinning and Drop Crotching): Thinning or "Lacing out" terminal portions of branches by cutting terminals back to laterals. (The basal diameter of the remaining lateral should be 1/3 the diameter of the terminal

being removed). Remove numerous small terminals and laterals rather than taking out a few large ones.

Size Reduction takes out portions of the crown for height, remove terminals back to laterals. Each lateral should be suitably situated to serve as the new terminal, thus establishing the crown at a lower level. The basal diameter of a lateral should be at least 1/3 the basal diameter of the terminal being removed. Laterals smaller than this cannot function effectively as new terminals, and the effect is then similar to a stub cut.

Branches that pose a threat to the health, safety, and welfare of the general public shall be removed. In addition, branches that disrupt the aesthetic or general integrity of the tree shall be removed. Kinds of branches to be removed:

- i. Obstructing branches. Clear walks, traffic ways, buildings and other manmade structures. Clear other trees, plants as needed.
 - ii. Dead, broken, diseased or weak branches. (Also, stubs left by previous pruners).
 - iii. Crossing branches. This includes potentially crossing branches, also upright shoots (water sprouts) vigorous, and interior-directed branches.
 - iv. Narrow crotch-angle branches. For most kinds of trees, branches with a crotch angle narrower than 30 degrees should be removed.
 - v. Parallel branches. Branches less than a foot apart which run parallel for several feet may eventually damage each other. The less desirable one should be removed.
 - vi. Wind-breakage risks. Crowns that are too high and/or too dense should be thinned, and sometimes lowered to suitable laterals. Reducing wind resistance by thinning out many small branches is safer and better for the tree than taking out several large branches.
 - vii. Branches that disrupt tree form. Excessively vigorous branches, or those that run against the general branching pattern, should be trimmed for better balance and shape. (This does not mean the tree must be made perfectly symmetrical: asymmetry as such can be both attractive and safe).
- c. On trees known to be diseased, tools are to be disinfected with methyl alcohol at seventy percent (denatured wood alcohol diluted appropriately with water) or a Clorox (bleach) solution after each cut and between trees where there is known to be a danger of transmitting the disease on tools.

- d. Old injuries are to be inspected. Those not closing properly and where the callus growth is not already completely established should be traced where appropriate.
- e. All girdling roots visible to the eye are to be reported to the Director.
- f. The presence of any structural weakness, disease conditions, decayed trunk or branches, split crotches or branches, shall be reported in writing to the Director and corrective measures recommended.
- g. When pruning trees, the contractor shall make all trees shapely and typical of their species. Under no circumstances shall the any tree have their central leader removed without written consent from the Director.
- h. Tree Trimming Classifications and Tasks:
 - i. Full Trim shall consist of: Removal of all dead, dying, diseased, crossing or rubbing, and weak limbs or branches within the canopy; Clearing limbs from all wires, lights, buildings, and/or traffic signal devices; Raising the canopy to a minimum of 14 feet above the curb; Restructuring the crown to provide thinning out of, reduction of, and/or restoration of; Removal of trunk sprouts, water sprouts and suckers; Balancing of the crown; Removal of "v" crotches and establishing scaffold branches of young trees while maintaining clearance for vehicle and pedestrian traffic in public right-of-ways.
 - ii. A Clearance Trim shall consist of: Removing branches to provide a 14 foot clearance from the top of the curb; clearing limbs or branches away from wires, lights, buildings, and/or traffic signal devices; removal of trunk sprouts, water sprouts and suckers; clearing limbs or branches to provide for pedestrian travel.
 - iii. A Palm Trim shall consist of: Removing all dead or drooping fronds and fruiting clusters as close to the trunk as possible without cutting into outer trunk line, leaving approximately five to seven healthy fronds evenly spaced no more than 45 degrees above horizontal.

7) **General Palm Trimming Requirements:** All work shall be done in accordance with the following guidelines:

- a. Live fronds shall be removed as close as possible to the trunk. The remaining fronds are to be approximately forty five (45) degrees to the trunk.

- b. All dead fronds and parts thereof shall be removed to a sound, intact portion, neatly and closely trimmed to the circumference of the trunk.
- c. All vines shall be removed from the trunk and cut at ground level.
- d. Only full, live fronds shall remain at the crown. Precaution shall be taken so that remaining fronds and stalks are not partially cut.
- e. Climbing spurs are not to be used when trimming trees, because of the damage caused to trees. Under special conditions, the Director may consider the use of climbing spurs. The request must be in writing and there is no assurance that permission to use climbing spurs will be granted.
- f. The work shall include daily clean up and disposal of all branches, fronds, stubs, twigs, leaves and other debris resulting from the trimming operation including debris that fell into a neighboring tree resulting from the trimming operation.

8) Tree and Stump Removal Requirements:

- a. Trees identified for removal are to be cut back and lowered to the ground in sections. Sections shall be no larger than can be safely controlled. Extreme care must be taken to prevent unsafe working conditions and/or other hazardous conditions to individuals, landscape, structures, or obstacles.
- b. Trees shall not be stump cut and felled.
- c. Tree stumps not designated for removal shall be cut flush with the ground.
- d. Tree stumps to be removed shall be completely ground a minimum of eighteen inches (18") below soil surface unless utilities prevent an 18" depth removal. All surface roots within a depth of eight inches (8") in a twelve foot (12') diameter zone around the tree shall also be removed by grinding. Grinding of stump shall be completed within 48 hours of tree removal. Extreme care should be taken to prevent damage to landscape, irrigation, structures, obstacles, individuals, utilities, or private property. Contractor shall notify Dig Alert two working days prior to stump grinding at 1-800-227-2600.
- e. All excavation as a result of this process shall be back filled exactly level with surrounding soil, compacted and fine graded.
- f. Excess debris, trimmings, branches, and wood shall be removed from the worksite and shall follow as closely as possible to the removal operation. At all times the Contractor shall maintain access to the public right of way, such as street, sidewalks, and driveway aprons prior to vacating the worksites.

- g. All areas shall be left clean and free of debris at the close of each day's operation.
- h. All debris shall be properly disposed of offsite and at the Contractor's expense. All green waste products from Contractor's work shall be recycled. Contractor to provide weight slips or documentation on the disposal of the material.

9) Root Pruning:

- a. Root pruning consists of cutting the roots vertically with a power root cutter, along a straight, linear plane, usually along the curb and sidewalk and adjacent to the tree, to an 18" depth. Root pruning is done to prevent further damage to infrastructure and/or private property caused by surface roots of City trees. Root pruning is also done to accommodate repairs of sidewalk, curbs, asphalt, and other infrastructure.
- b. Extreme care should be taken to prevent damage to landscape, irrigation, structures, obstacles, individuals, or private property.
- c. All excavation as a result of this process shall be back filled exactly level with surrounding soil, compacted and fine graded. The sprinkler system shall be verified as operational, with any damage repaired within 24 hours.

10) Tree Planting:

- a. The City shall prepare a work order of tree planting locations throughout the City.
- b. Contractor shall follow the ANSI Planting Standards and ISA Best Management Practices for Tree Planting.
- c. Contractor shall provide a ninety (90) day warranty for all tree plantings. Contractor is responsible for tree watering and maintenance during the warranty period. Any trees that die or do not establish during the warranty period shall be replaced at the Contractor's sole expense. The warranty period will start over for any trees that require replacement.

11) Work Schedule:

- a. Work will be assigned and completed on a monthly basis.
- b. Contractor shall provide the City with a proposed schedule one (1) week in advance of performing services. Contractor shall notify City representative when they arrive on site to perform services within the City.

- c. Contractor will secure a list of tree maintenance locations from the Public Works Department during the last week of the month that identifies work assignments for the following month.
- d. Contractor shall keep the Public Works Department informed of their progress at all times.
- e. Upon submission of each monthly invoice during the term of this contract, the contractor shall submit to the Director a report describing in detail all work performed during the previous month. Said report shall be in a form easily transferred or downloaded into the City of South Pasadena Urban Forestry Database and include the following:
 - i. Date the work was performed.
 - ii. Tree address and location.
 - iii. Tree species (within attribute range).
 - iv. Diameter of trunk at breast height (within attribute range).
 - v. Tree height (within attribute range).
 - vi. Tree condition (within attribute range).
 - vii. Any visible decay, conks or hazardous condition.

12) Contractor's Liability:

- a. The Contractor will be held responsible for the preservation of all public and private property along and adjacent to the work being done, and will be required to exercise due precaution to avoid and prevent any damage or injury thereto as a consequence of their operation. All trees, shrubs, ground covers, fences, warning signals, street signs, walks, walls, structures, stairways, sprinklers or any other property, shall be adequately protected and should not be removed or disturbed without permission from the City. Any damages resulting from Contractor neglect shall be repaired and/or replaced at the Contractor's own expense.
- b. Such repairs and/or replacement shall be performed by the Contractor at no cost to the City, and shall be accomplished as directed by the Director or their representative. Repairs shall be made immediately after damage or alteration occurs. Deductions shall be made from the Contractor's payment in the amount necessary to compensate the City for such repairs in the event such repair work is done by City forces or another source.
- c. Irrigation damage shall be repaired or replaced within the following time limits:
 - i. Mainline irrigation breaks shall be repaired within two (2) hours.

- ii. All other irrigation repair and/or replacement shall be completed within twenty four (24) hours.
- d. All damages to turf, ground cover, shrubs or trees shall be repaired or replaced within forty-eight (48) hours:
 - i. Damage to turf shall be repaired by replacement with the appropriate variety of sod; reseeding shall not be considered as an adequate repair. Prior to trimming or removing any trees in large turf areas, the Contractor is required to lay down ¾ inch thick plywood sheets or approved equal to protect turf from damage and settling from vehicles traffic. Plywood is to be removed immediately after the completion of work. No plywood or mats are to be left more than five (5) hours on turf to prevent turf burn or compaction. Any physical damages incurred by the Contractor to private or public property shall be corrected by the Contractor in a manner and within a time period dictated by the Public Works Department. Failure by the Contractor to make such corrections may result in the City causing said corrections to be made and deducting the cost for the same from payments due the contractor for work performed. An additional 20% penalty charge shall be added as compensation to the City of overhead cost incurred in causing said corrections to be made.
 - ii. Damage to ground cover shall be repaired by replacement with the appropriate variety of plant material. Size and spacing shall be determined by the Director.
 - iii. Damage to shrubs may be corrected by appropriate pruning; however, if in the opinion of the Director the damage is severe, the shrub shall be removed and replaced with the same variety and size.
 - iv. Damage to trees shall be addressed in the following manner:
 - 1. Trees in the contract area may be checked before contract work begins, and random checks may be carried out during the contract period.
 - 2. The Contractor should inspect all trees for existing damages prior to conducting any work activity in the assigned project area. Observed tree damage shall be documented by memo to the assigned area inspector.
- e. Any damage to public or private property shall be reported to the City within one (1) hour.

- f. All work shall be inspected, verified, and completed to the satisfaction of the Director, or their authorized representative.

13) Unauthorized Removals: Unauthorized tree removals will incur the following penalties:

- a. Under twelve inch (12") diameter: \$ 1,200.00
- b. 12" to thirty six inch (36") diameter: \$ 2,400.00
- c. 36" diameter or greater: \$ 3,600.00

14) Public Relations:

- a. Contractor shall maintain good public relations at all times. The work shall be conducted in a manner that will cause the least possible interference or annoyance to the public.
- b. Contractor shall have the duty to purchase and supply door hangers printed in English, acceptable to the City, and distribute to residents where tree maintenance is planned seventy two (72) hours prior to the work being completed.

15) Inspections:

- a. Inspections will be performed at times mutually agreed upon by the Parks Supervisor and the Contractor representative. The Parks Supervisor may make random visits when the Contractor is working in a specific area at their discretion.
- b. All inspections called for by the Contractor shall be requested at least forty-eight (48) hours prior to the anticipated inspection.
- c. All work shall meet the approval of the Director or their designated representative, or is rectified by the Contractor to a condition that does meet this acceptance. Corrective action shall be performed at no additional cost to the City.
- d. If the Contractor calls for inspections and is not ready for the inspections, the Contractor shall be back charged at the hourly rate, including travel time, for all members of the team of inspectors involved.

16) Hazardous Conditions:

- a. It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any areas within this Agreement unsafe, as well as any unsafe

practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction.

- b. Contractors shall be responsible for making minor corrections including, but not limited to, filling holes in landscaped areas, using barricades or traffic cones to alert persons of the existence of hazards so as to protect all persons from injury.
- c. Contractors shall inspect all work sites for hazards, or potential hazards, prior, during and after performing the required work.
- d. During the required inspection of all work sites for hazards, or potential hazards, the Contractors shall keep a log indicating the date the area was inspected, any unsafe conditions, and the action taken.
- e. Contractors shall cooperate fully with the City of South Pasadena in the investigation of any accidental injury or death occurring on the premises, including the submission of a complete written report thereof to the Director within five (5) days following the occurrence.

17) Safety:

- a. Contractors shall perform all work outlined in these specifications in such a manner as to provide maximum safety to the public, and meet all accepted standards for safe practices during the maintenance operation; to safely maintain equipment, machines, and materials or other hazards consequential or related to the work; furthermore, to accept the sole responsibility for complying with all local, County, State or other legal requirements including, but not limited to, Senate Bill (SB) 198, California Department of Transportation (Caltrans) traffic control, American National Standards Institute (ANSI), OSHA and California OSHA (CALOSHA).
- b. The Director, or their representative, reserves the right to issue restraint, or cease and desist orders, to the Contractors when unsafe or harmful acts are observed or reported relative to the performance of work under this contract.
- c. Contractors shall so conduct its operation as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall furnish, erect and maintain such fences, barriers, lights and warning signs as deemed necessary by the Director. The Contractor must abide by the provisions of the "2016 WORK AREA TRAFFIC CONTROL HANDBOOK" published by Building News, Inc., and Caltrans traffic control requirements. When work is in progress, no street may be closed. Work may be only performed on one (1) side of the street at a time with proper traffic control and flagging.

- d. High Level Warning Devices provide advance warning of a work area by being visible to a driver even when the work area is obstructed from view by vehicles or construction equipment.
 - i. High Level Warning Devices shall be at least 9 feet high with legs, base, or truck mounting designed to resist overturning in brisk winds. Sandbags may be used to add weight to the base or legs. High Level Warning Devices shall be equipped with a yoke at the top to accommodate at least three flags. Flags shall be fabricated of high visibility orange material and equipped with stays to keep flags extended. Torn or dirty flags shall be immediately replaced.
 - ii. The warning signs are intended to be permanently mounted to the High Level Warning Device. These signs must be approved by the proper authorizing agency. When required, all signs must be provided, installed and maintained by the Contractors. No signs or supports shall bear any commercial advertising. These warning signs shall be high visibility orange material with black lettering.
 - iii. High Level Warning Devices shall be used where indicated by the Director, such as, at street approaches to locations where construction or maintenance work is being performed within or immediately adjacent to a traffic lane.
- e. Signs shall be installed immediately before work is to commence and must be removed immediately after work is complete. The location of the signs will depend upon alignment, grade, location of street intersections, and posted speed limit. Signs shall face and be visible to oncoming traffic and be mounted so as to resist displacement. The center of the warning sign shall be at least 4 1/2 feet above the roadway. The Advance Warning signs shall be located on the right hand side of traffic lanes. On divided roadways, supplemental Advance Warning signs shall be placed on the divider.

18) Contractor's Field Staff:

- a. Contractors shall furnish sufficient supervisory and working personnel capable of promptly accomplishing all work on schedule and to the satisfaction of the Director.
- b. Contractors shall have competent field supervisors furnished with a cell phone, who may be working supervisors, on the job at all times work is being performed who are capable to communicate effectively both in written and oral English, and discuss matters pertaining to this contract. Supervisors must be able to demonstrate to the satisfaction of the Director that they possess adequate technical

background. Adequate and competent supervision shall be provided for all work done by the Contractor's employees to ensure accomplishment of high quality work which will be acceptable to the Director. Any order or communication given to the supervisor shall be deemed as delivered to the Contractor. Contact information for the Supervisor shall be provided to the City.

- c. Contractors, and their employees, shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public. The Director may require a Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interest of the City of South Pasadena.
- d. Contractors shall require each of their employees to wear basic public works working uniform with clear identification. These are basically proper boots, and other gear required by State Safety Regulation, and proper wearing of the clothing. Shirts shall be worn and buttoned at all times; safety vests are required when indicated by the Work Area Traffic Control Handbook, or the Director.
- e. The Director may require the Contractors to establish an identification system for personnel assigned to service this Agreement which clearly indicates to the public the name of the Contractor responsible for the tree maintenance services. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and/or name badges as specified by the Director.

19) Contractor's Office Staff:

- a. Contractor shall have a responsible person(s) with the ability to take necessary action regarding all inquiries and/or complaints received from the City of South Pasadena or the Director.
 - i. This person(s) shall be reachable twenty-four (24) hours per day.
 - ii. An answering service shall be considered an acceptable substitute to full-time coverage, outside of prescribed working hours, provided the Contractors are notified of any communication within one (1) hour after receipt of said communication.
 - iii. The telephone number(s) of the Contractor or responsible person(s) of the Contractor shall be a toll-free number for the City of South Pasadena.
 - iv. During normal working hours, the Contractor and/or supervisors, who are responsible for providing tree maintenance services, shall be available for notification through pager, cellular telephone and/or radio communication.

20) **Storage Facilities:** The City of South Pasadena shall not provide any storage facilities for the Contractor.

21) **Signs:**

- a. Contractors shall not post signs or advertising matter upon the areas under maintenance or improvements thereon, unless prior written approval is obtained from the Director.
- b. Contractors shall, at all times, remove all unauthorized signs and advertising matter from trees receiving maintenance.

22) **Non-Interference:** Contractors shall not interfere with the public use of the premises, and shall conduct their operations so as to offer the least possible obstruction and inconvenience to the public, nor disrupt the peace and quiet of the area within which the services are performed.

23) **Parking:**

- a. Contractors shall park their vehicles and equipment within designated parking areas or in such a location to insure normal vehicular traffic.
- b. The Contractor's vehicles and equipment shall not be parked or set in such a manner that they block pedestrian access or vehicular right-of-way except as required to comply with all safety standards of OSHA or CAL-OSHA.
- c. The City of South Pasadena will not allow the Contractor to park or store any equipment or materials, used in the performance of this contract, in the City right-of-way or on City property.

24) **General Clean-up:**

- a. The Contractor shall promptly clean all job sites when work is completed, including the raking of leaves, twigs, and other debris generated from their operation, from the lawn, sidewalk and parkway and sweep the street.
- b. Each day's scheduled work shall be completed and cleaned up prior to the Contractor vacating the work site. Under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight.

25) Aerial Utilities:

- a. Contractor shall trim limbs a minimum of five (5) feet from street lights.
- b. Contractor shall comply with Standards of CAL OSHA and the American National Standard Institute, Z133.1-1988, Safety Requirements.
- c. The Contractor shall exercise precautions as necessary when working adjacent to aerial utilities. In the event that aerial utility wires present a hazard to the Contractor's personnel or others near the work site, work is to immediately cease and the appropriate utility company notified. Work shall then commence in accordance with instructions from the utility company.

26) Temporary "No Parking" Signs:

- a. During tree services, the contractor shall post "No Parking" signs forty eight (48) hours in advance of commencing work and they shall be placed at regular intervals 150 feet in advance and 150 feet beyond the restricted area.
- b. All costs for furnishing, posting and maintaining temporary "No Parking" signs shall be included in the various bid items and the Contractor shall be awarded no additional compensation for performing this function.
- c. "No Parking" signs shall be supplied by the Contractor and be constructed as follows:
 - i. Minimum size nine inches (9") by twelve inches (12").
 - ii. Color shall be red on white background.
 - iii. Markings and materials will be suitable so as to withstand exposure to inclement weather.
 - iv. Lettering size shall be a minimum of half inch in height.
 - v. Sign shall be approved by the Director prior to placement.
- d. The following information will appear on each posted "No Parking" sign:
 - i. "Temporary No Parking", "Tow Away", "By Order of the Police Department".
 - ii. Date(s) sign is in effect.

- iii. Time period sign is in effect.
 - iv. Reason for posting (i.e. Tree Trimming, Tree Removal, Tree Planting, etc.).
 - v. Date and time the sign was posted.
- e. Signs shall be posted conspicuously so as to allow unobstructed visibility of oncoming traffic and to the operators of vehicles parked in the restricted areas.
 - f. Signs shall not be posted more than fifty feet (50') apart.
 - g. Signs shall not be posted on private property.
 - h. Signs shall be posted within the parkway area or as close to the roadway as practical.
 - i. Signs shall be posted at the height so as to be visible over parked vehicles, but not higher.
 - j. Signs shall be securely fastened but in such a manner as to not damage the item to which they are affixed.
 - k. Signs may be posted on any standard or tree within the parkway, except that in the absence of such items, signs may be attached to traffic barricades.
 - l. Signs must be removed after tree services are completed.

27) Removal of Brush, Debris and All Equipment: It shall be the responsibility of the Contractor to ensure that the street, parkway, sidewalk, and slope areas of all property shall be left free of debris and equipment. This includes, but is not limited to cones, signs, dumpsters, safety devices, and all heavy and light equipment and vehicles, which shall be removed at the close of each day's operation. With the exception of the actual work performed, all sites shall be in their original condition at the conclusion of each working day. An exception to this paragraph is if the homeowner desires that the wood be cut up and left in the parkway. If this is the case, Contractor will cut up wood and stack in parkway.

28) Emergency Calls for Tree Services:

- a. The Contractor is required to respond on an on-call basis for emergency work such as downed trees and branches. Emergency work may occur twenty-four (24) hours a day, seven (7) days a week including weekdays, weekends, and holidays.

- b. The Contractor shall have the capability to receive and to respond immediately to call of an emergency nature during normal working hours and during hours outside of normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition.
- c. The Contractor shall have the duty to respond to emergency calls within two (2) hours from time of notification.
- d. Contractor must designate a person within their company who will respond to emergency calls twenty four (24) hours a day.
- e. Contractor shall submit telephone number(s) to the City that can be used to obtain emergency service on a twenty four (24) hour basis. The Contractor's name and telephone number will also be listed with the Police Department.
- f. Upon arriving at any emergency situation it shall be the responsibility of the Contractor to eliminate all unsafe conditions that would adversely affect the health, safety or welfare of the public.
- g. Failure to respond within two (2) hours of attempt to contact may result in a \$200 penalty per incident. Failure to respond to an emergency at any level will subject Contractor to any primary or secondary cost arising from said emergencies.

29) Consulting Arborist Services and Inspections:

- a. Contractor shall have a Consulting Arborist on staff that is a ISA Certified Arborist.
- b. The Contractor's Consulting Arborist shall provide and tree assessments, inspections, appraisals, surveys, and/or reports requested by the City representative at the approved hourly rates. The Consulting Arborist shall follow all ISA guidelines.
- c. Contractor shall provide one (1) hard copy and one (1) electronic copy of all tree assessments, inspections, appraisals, surveys, and/or reports requested by the City representative. The City will own all final documents.
- d. The City requires permits for residents to remove trees and trim trees. The Consulting Arborist, at the request of the City representative, may be required to perform the site inspections and confirm if the permit meets the requirements of Chapter 34 of the South Pasadena Municipal Code. All permit inspections and documentation will be performed at the approved hourly rates.

- e. The City has the right to receive a second opinion from another ISA Certified Arborist on the documents submitted by the Contractor.

30) Extraordinary Services:

- a. Contractors may be responsible for providing extraordinary tree maintenance services:
 - i. Extraordinary tree maintenance shall include answering emergency calls as required. Contractors shall respond to an emergency call within two (2) hours. Contractors shall maintain a twenty four (24) hours per day on-call service for emergency calls.
 - ii. The Contractor shall notify the Director of Public Works or their representative by telephone within twenty four (24) hours of any emergency extraordinary work that is performed. Non-emergency extraordinary work requires written approval before the work is performed.
 - iii. Contractors shall be compensated for extraordinary work as defined in the Schedule of Compensation.
- b. In situations involving emergency repair work after normal work hours, Contractors shall dispatch qualified personnel and equipment to reach the site within two (2) hours.
 - i. The Contractor's vehicle shall carry sufficient equipment to effect safe control of traffic.
 - ii. When the work site Contractor arrives at the site, the Contractor shall set up traffic warning and control devices, if deemed necessary, and proceed to repair on a temporary/permanent basis.
- c. If a City Representative is still at the site when the Contractor arrives, the Contractor shall quickly evaluate the situation and discuss it with that responsible person.
 - i. If the repair will take only a few minutes, the City Employee may stay to continue to direct traffic while the Contractor makes the repairs.
 - ii. If the repair will take longer than the City Employee can wait, the Contractor shall immediately set up temporary traffic control devices and all other necessary warning devices and relieve the City Representative.

- d. The following individuals or agencies may call an emergency at any time for extraordinary services involving emergency work:
 - i. City Manager or their designee;
 - ii. Public Works Director;
 - iii. Community Services Director;
 - iv. South Pasadena Police Department; and
 - v. South Pasadena Fire Department

Summary of South Pasadena Tree Inventory:

11,287 Trees in the City Tree Inventory

10,029 Street and Median Trees

822 Vacant Tree Wells

468 Trees in City Parks

113 Trees at City Water Reservoirs (Two Water Reservoirs located outside of South Pasadena city limits: 1) Wilson Reservoir is located at 545 Adelyn Dr., San Gabriel, CA; and 2) Graves Reservoir is located at 2225 El Molino Ave., San Marino, CA.)

SUPPLEMENTAL INFORMATION

- South Pasadena Municipal Code Chapter 34 – Trees and Shrubs:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena34.html>)
- South Pasadena Municipal Code Chapter 19A – Noise Regulations:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena19A.html>)
- South Pasadena Municipal Code Chapter 35. Article 35.41-35.43 – Hose Use:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena35.html#35.41>)
- City Observed Holidays:
 - 1) January 1st: New Year’s Day
 - 2) 3rd Monday in January: Martin Luther King, Jr. Birthday
 - 3) 3rd Monday in February: President’s Day
 - 4) Last Monday in May: Memorial Day
 - 5) July 4th: Independence Day
 - 6) 1st Monday in September: Labor Day
 - 7) 2nd Monday in October: Columbus Day
 - 8) November 11th: Veteran’s Day
 - 9) 4th Thursday in November: Thanksgiving Day
 - 10) Friday after Thanksgiving
 - 11) December 25th: Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday.

Exhibit B
Payment for Services

Contractor shall furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Scope of Services for the unit prices named in the following schedule, with specific work determined by the City Public Works Director:

Item No.	Description	Bid Item Price
A1	Grid or annual tree trimming All trees	\$ 80.00 (each)
A2	Service Request Tree Pruning 0" to 6"	\$60.00 (each)
A3	Service Request Tree Pruning 7" to 12"	\$120.00 (each)
A4	Service Request Tree Pruning 13" to 18"	\$180.00 (each)
A5	Service Request Tree Pruning 19" to 24"	\$260.00 (each)
A6	Service Request Tree Pruning 25" to 30"	\$320.00 (each)
A7	Service Request Tree Pruning 31" and Over	\$400.00 (each)
A8	Palm Tree Pruning "Washingtonia Palm", any size	\$80.00 (each)
A9	Palm Tree Pruning "Canary Is. Date Palm", any size	\$180.00 (each)
A10	Tree Removal and Stump Grinding	\$34.00 (per inch DBH)
A11	Stump Grinding Only	\$11.00 (per inch DBH)
A12	Tree Removal Only	\$24.00 (per inch DBH)
A13	Root Pruning	\$16.00 (per LF)
A14	Scheduled Work Crew (3 Staff, Aerial Unit, Box Truck, Chipper, Chain Saws & Misc. Equipment) Regular Business Hours	\$210.00 (per hour)

Item No.	Description	Bid Item Price
A15	Emergency Response Crew (3 Staff, Aerial Unit, Box Truck, Chipper, Chain Saws & Misc. Equipment) After Hours, Weekends & City Holidays	<u>\$300.00</u> (per hour)
A16	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 15 gallon w/ root barrier	<u>\$145.00</u> (each)
A17	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 15 gallon w/out root barrier	<u>\$120.00</u> (each)
A18	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 24" Box w/ root barrier	<u>\$335.00</u> (each)
A19	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 24" Box w/ out root barrier	<u>\$305.00</u> (each)
A20	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 36" Box w/ root barrier	<u>\$800.00</u> (each)
A21	Tree watering with Water Truck	<u>\$70.00</u> (per hour)
A22	Consulting Arborist Services	<u>\$120.00</u> (per hour)
A23	Tree Inventory Using GPS (outside of the above tree services)	<u>\$3.00</u> (per tree site)
A24	Crane (outside of the above tree services)	<u>\$180.00</u> (per hour)
A25	95-foot Aerial Tower (outside of the above tree services)	<u>\$180.00</u> (per hour)

Below are the hourly rates of Contractor's key personnel:

Personnel	Hourly rate
Pest Control Advisor	<u>\$120.00</u> (per hour)
Pest Control Applicator	<u>\$100.00</u> (per hour)
Sr. Tree Trimmer, Tree Trimmer or Grounds person	<u>\$70.00</u> (per hour)

Below are the rates of Contractor's Plant Health Care Services:

Description	Unit rate
Tree Canopy Spraying from the Ground Level (Foliar hydraulic spraying of recommended material)	\$2.00 (per DBH)
Tree Canopy Spraying from an Aerial Tower (Foliar hydraulic spraying of recommended material)	\$4.00 (per DBH)
Insecticide or Fungicide Trunk Banding (Trunk spraying of recommended material)	\$5.00 (per DBH)
Plant Growth Regulator (PGR) Trunk Banding (Trunk spray of the recommended material to regulate plant growth)	\$2.00 (per DBH)
Insecticide or PGR Soil Application (Cambistat) (Recommended insecticide soil injection or drench material to regulate plant growth)	\$4.00 (per DBH)
Insecticide or Fungicide Soil Application (Soil applied drench of recommended material)	\$2.00 (per DBH)
Soil Injection Fertilization (Soil applied drench of recommended material)	\$3.00 (per DBH)
Soil Drenching Fertilization (Soil application of recommended material)	\$2.00 (per DBH)
Trunk Injection (Insecticide/Miticide) (Trunk injected recommended material)	\$4.50 (per DBH)
Trunk Injection (Fungicide) (Trunk injected recommended material)	\$4.50 (per DBH)
Trunk Injection (Insecticide & Fungicide Combo) (Trunk injected recommended material)	\$8.00 (per DBH)
Avermectin Class Insecticide Injection (Recommended trunk injection of Emamectin benzoate active ingredient)	\$6.00 (per DBH)



City Council Agenda Report

ITEM NO. 14

DATE: August 21, 2019

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

PREPARED BY: Shahid Abbas, Public Works Director
Kristine Courdy, Deputy Public Works Director *K. Courdy*

SUBJECT: **Approve the Fiscal Year 2019-20 Street Improvement Project List**

Recommendation

It is recommended that the City Council approve the Fiscal Year (FY) 2019-20 Street Improvement Project list.

Commission Review and Recommendation

This matter was reviewed by the Public Works Commission (PWC) and the PWC made a recommendation for the City Council to approve the proposed FY 2019-20 Street Improvement Project list.

Community Outreach

The FY 2019-20 Street Improvement Project list was discussed at several open PWC meetings where community input and feedback was solicited.

Discussion/Analysis

On June 6, 2019 the City adopted a multi-year Capital Improvement Plan (CIP) for FY 2020-2024. In FY 2019-20 under the Street and Streetscape CIP section approximately \$2.4M was allocated to street improvement projects.

In 2015, the City of South Pasadena completed the Pavement Management Program (PMP), which generated a comprehensive report of the citywide Pavement Condition Index (PCI) for all streets. The PCI, in conjunction with engineering recommendation, citizen participation, and PWC input were utilized to establish the street list for capital improvements. The City has 68.9 section miles of roadway, and in 2015 the average PCI of the City streets was approximately 59.4. The City allocates approximately \$2.0M per FY for street improvement projects in effort of improving the City's pavement condition. Attachment 2 has a street improvement map showing projects completed since 2015, projects under construction, design, and proposed for the 2019-20 FY. Overall 4.7 miles of street improvement projects have been completed since 2015.

The PWC discussed street improvement priorities lists at several of their meetings. Staff presented the prioritized street improvement projects to the PWC on July 10, 2019 for

consideration and subsequent recommendation to the City Council for approval. Attachment 1 includes a list of the proposed street improvement projects throughout the City recommended by the PWC for the FY 2019-20, with associated PCI, proposed treatments, and estimated costs.

Alternatives Considered

1. The PWC evaluated paving Fair Oaks Avenue between Monterey Road and Huntington Drive. Below is an overview of the PCI and cost estimates:

Street	From	To	PCI	Visual Inspection	Estimates
Fair Oaks Ave	Monterey Road	Oak Street	58	Poor (60-41)	\$1,400,000
Fair Oaks Ave	Oak Street	Huntington Dr	65	Poor (60-41)	\$1,100,000

The City has two regional projects which may involve cutting into existing pavement, and physical roadway improvements:

- Fair Oaks Traffic Signal Fiber Optic Interconnect: The project design has been completed. Project will go out to bid after receiving Authorization to Proceed (E76) from Caltrans.
- Regional Traffic Corridor Improvement Project: This project is related to 710 Transportation System Demand/Transportation System Management (TSM/TDM) alternative. Staff is working with Metro on funding agreement.

Any roadway pavement projects completed by the City on Fair Oaks Avenue prior to the above projects would risk having its pavement condition compromised from subsequent pavement cuts and physical roadway improvements. In addition, combining the City’s pavement project with the Regional Traffic Corridor project would achieve synergistic benefits, including significant cost savings, avoidance of damaging new pavement, aversion of overlapping work/redundancy, and lessened construction traffic inconvenience. Therefore, these street segments are recommend for consideration in a future street improvement project list.

Next Steps

1. Once the list of street improvement projects are selected staff will prepare a request for proposal to solicit proposals from design engineers.
2. After contract award, the selected engineer will develop design documents and a bid package for the construction projects.
3. The construction project will go out for bid, and once awarded the projects construction will begin.

Legal Review

The City Attorney has not been asked to review this item.

Fiscal Impact

The following funding is available for Street Improvement Projects in the FY 2019-20 CIP:

Fund Description	Proposed FY 2020 CIP Budget
Measure R (233)	\$336,000
Gas Tax (230)	\$193,000
TDA (245)	\$19,000
General Fund (104)	\$1,420,000
RMRA-SB1 (237)	\$431,000
Total	\$2,399,000

Staff recommends that a target of \$2,000,000 be used for the construction budget of the street improvement projects to allow room in the budget for contingency and soft costs for design, material testing and inspections. The proposed Projects are within this recommended FY 2019-20 budget.

Public Notification of Agenda Item

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

Attachments:

1. List of Street Improvement Projects
2. Map of Street Improvement Projects

ATTACHMENT 1
List of Street Improvement Projects

List of Street Improvement Projects over last Three Fiscal Years

2019-20 FY Proposed Street Improvement Projects

Below are the list of proposed street segments for inclusion in the 2019-20 FY Street Improvement Project:

Streets	From	To	PCI	Treatment	Est. Cost¹
Pine Street	Meridian Ave	Huntington Dr	36	AC GO	\$740,000
Maple St	Fremont Ave	Primrose Ave	41	AC GO	\$91,000
Maple St	Meridian Ave	Huntington Dr	36	AC GO	\$64,000
Mill Rd	Garfield Ave	End of street	40	AC GO	\$38,000
Oneonta Knoll St	Fremont Ave	Primrose Ave	34	AC GO	\$89,000
Milan Ave	Edgewood Dr	Oak St	47	ARHM	\$150,000
Alta Vista Ave	Mtn View	Indiana Ave	35	AC GO	\$150,000
Edgewood Dr	Milan Ave	Wayne Ave	40	AC GO	\$200,000
Mission Street	Pasadena Ave	Arroyo Dr	37	PCC	\$80,000
Glendon Way	Monterey Rd	Lyndon Street	45	Cape Seal	\$35,000
Arroyo Verde Rd	Monterey Rd	Arroyo Verde Rd	55	Cape Seal	\$70,000
Orange Grove Ave ²	Hawthorne St	El Centro Rd	59	AC GO	\$250,000
Total:					\$1,957,000
Notes: AC GO = Asphalt Concrete Grind & Overlay; ARHM = Asphalt Rubberized Hot Mix; PCC=Portland Concrete Cement					
1) The cost estimates below are preliminary and are only for budgetary purposes. The final cost estimates will be based on final engineering design, inclusive of incidental improvements such as adjacent curb and gutter repair, cross gutter repairs, pavement markings, and striping, etc.					
2) Paving will be coordinated with Monterey Road Phase 3 and the Monterey Road and Orange Grove Signal Projects.					

2018-19 FY Approved Street Improvement Projects

Below is an overview of Street Improvement Projects that were included in the 2018-19 FY budget and a brief status update:

Street	From	To	PCI	Estimates	Status Update
Camino del Sol	Santa Teresa	Via Del Rey	59	\$450,000	Design completed. Project combined with 2017-18 Camino Lindo segment.
Monterey Road	West City Limit	Arroyo Verde Rd	40	\$155,000	Design awarded at May 15, 2019 City Council Meeting.
Monterey Road	Arroyo Verde Rd	Pasadena Ave	40	\$535,000	Design awarded at May 15, 2019 City Council Meeting.
Alta Vista Ave	Oak Crest Ave	Mountain View Ave	63	\$100,000	Design awarded at May 15, 2019 City Council Meeting.
Forest Ave	Mission St	Dead End	38	\$200,000	Design awarded at May 15, 2019 City Council Meeting.
Sterling Place	Grand Ave	Dead End	5	\$200,000	Design awarded at May 15, 2019 City Council Meeting.
Alpha Ave	Camino Lindo	La Fremontia	39	\$393,000	Design completed. Project combined with 2017-18 Alpha segment.
Pine Street	Atlantic	Huntington	36	\$60,000	City of Alhambra is project lead.

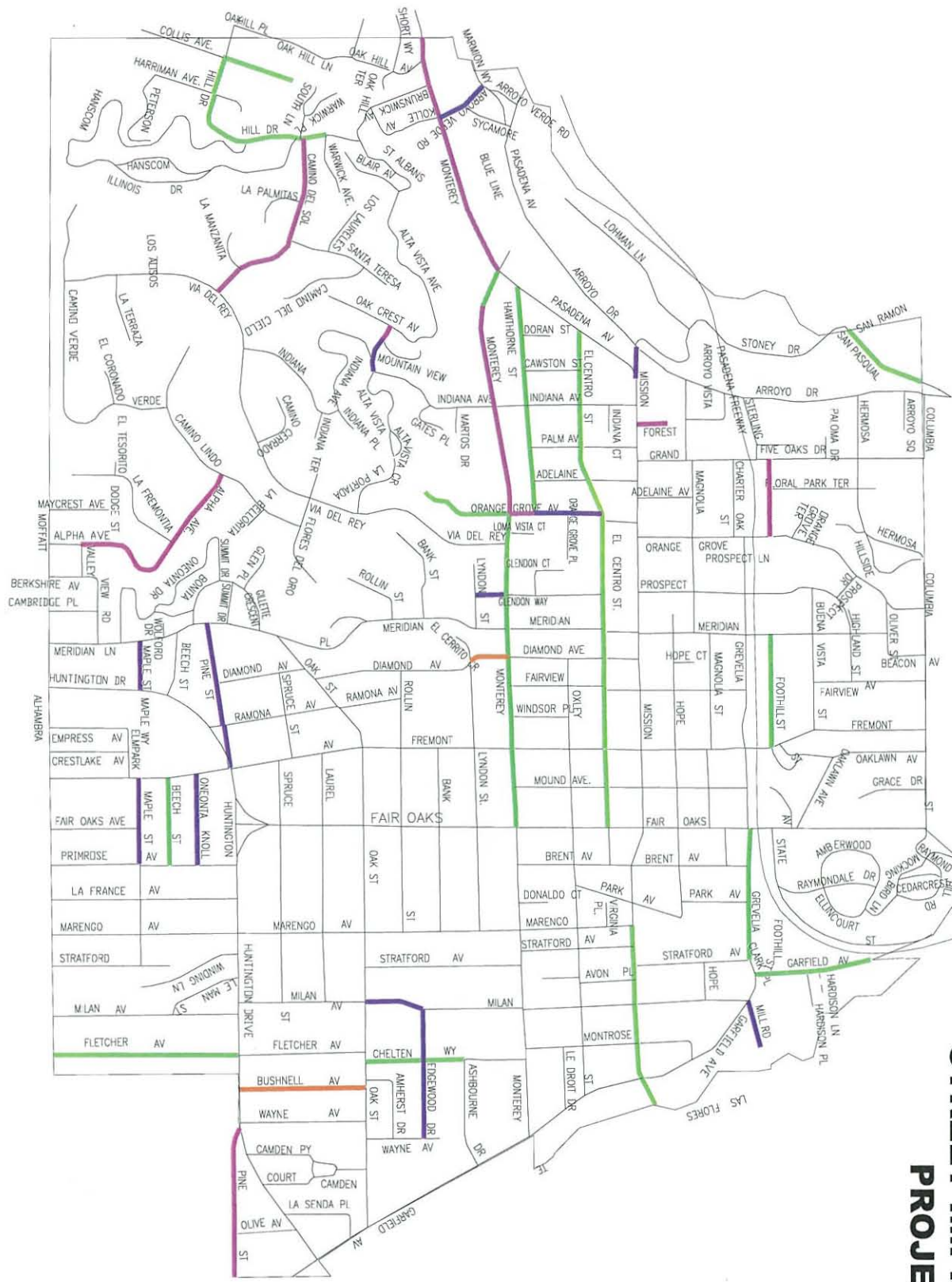
2017-18 FY Approved Street Improvement Projects

Below is an overview of Street Improvement Projects that were included in the 2017-18 FY budget and a brief status update:

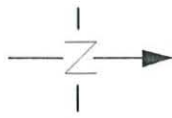
Street	From	To	PCI	Estimates	Status Update
Camino del Sol	St. Albans	Santa Teresa	38	\$450,000	Design completed. Advertise for bid in July 2019.
Monterey Road (Phase 3)	Via Del Rey	Pasadena Ave	40	\$425,000	Design Complete. Project is out to bid.
Bushnell Ave	Oak St	Huntington Dr.	32	\$400,000	Construction is anticipated to be complete in October 2019.
Diamond Ave	Monterey Road	Lyndon St	38	\$180,000	Construction is anticipated to be complete in October 2019.
Alpha Ave	La Fremontia	Valley View Rd	39	\$390,000	Design completed. Advertise for bid in July 2019.
Orange Grove Ave	Monterey Road	Hawthorne Street	37	93,500	Included in the Orange Grove and Monterey Road Traffic Signal Project

ATTACHMENT 2
Map of Street Improvement Projects

STREET IMPROVEMENT PROJECTS



- LEGEND**
- █ COMPLETED PROJECTS
 - █ PROJECTS UNDER CONSTRUCTION
 - █ PENDING PROJECTS - UNDER DESIGN
 - █ 2019-20 PROPOSED PROJECTS

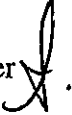





City Council Agenda Report

ITEM NO. 15

DATE: August 21, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Lucy Demirjian, Assistant to the City Manager 

SUBJECT: **Appointment of Voting Delegate and Alternate to Represent the City of South Pasadena at the 2019 League of California Cities' Annual Business Meeting**

Recommendation Action

It is recommended that the City Council appoint Mayor Marina Khubesrian as the City of South Pasadena's (City) voting delegate, and Councilmember Diana Mahmud as the voting alternate for the League of California Cities' (League) 2019 Annual Business Meeting on Friday, October 18, 2019, at the Long Beach Convention Center.

Discussion/Analysis

The City received a request from the League to designate a voting delegate to represent the City at the League's 2019 Annual Business Meeting scheduled on October 18, 2019, at the Long Beach Convention Center. According to the League's bylaws, the City is required to designate one voting delegate and up to two alternate voting delegates to the League in order for the City Official to vote during the Annual Business Meeting.

To ensure that the City is represented at the League's Annual Business Meeting, City Council action is required no later August 30, 2019.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Expenses involved in attending the Meeting have been accounted for in the Fiscal Year 2018-19 Budget- City Council Meetings and Conferences account 101-1010-1011-8090.

Public Notification of Agenda Item

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

Attachment: Voting Delegate/Alternate Form



CITY: _____

2019 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email _____

Mayor or City Clerk _____

Date _____ Phone _____

(circle one) (signature)

Please complete and return by Friday, October 4, 2019

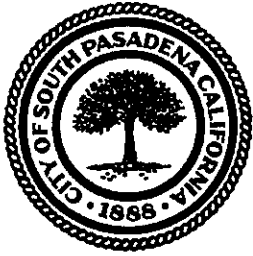
League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



City Council Agenda Report

ITEM NO. 16

DATE: August 21, 2019

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joe Ortiz, Chief of Police
Brian Solinsky, Deputy Chief

SUBJECT: **Approve an Agreement with the City of Pasadena to Provide them with Supplemental Law Enforcement Services for a Period of Three Years.**

Recommendation

It is recommended that the City Council approve an agreement for supplemental law enforcement services with the City of Pasadena Police Department (Pasadena) for large-scale, preplanned events for a three-year term.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The Pasadena Police Department provides law enforcement services to over 147,000 residents and covers over 23 square miles. Pasadena is home to several world-renowned businesses, educational facilities, and entertainment venues attracting visitors and participants from outside its jurisdiction. As such, the Pasadena Police Department reaches out to neighboring Cities with law enforcement agencies for additional law enforcement and crowd control services from time to time. The City of South Pasadena Police Department (SPPD) has been providing additional support to Pasadena for 20 years and this contract aims to continue this relationship with Pasadena.

The main event that Pasadena employs the SPPD is for the Annual Rose Parade (Parade). The Parade is a large-scale event, which garners both local (including the City of South Pasadena) as well as international participants. Over the past several years, the Parade has attracted one million visitors from all around the world. The SPPD is honored to represent the City of South Pasadena as one of several agencies providing law enforcement services at this prestigious event. Since this agreement is solely for planned events, officers will have ample time and notice in order to properly staff the department.

This agreement provides the officers from South Pasadena who will serve as part of a special detail to assist with law enforcement services, including the use of the police canine unit, at large-scale, preplanned events as needed. Historically, this agreement has been used for a single canine officer during special events to include the Rose Bowl football games. The yearly cost associated with this activity has never exceeded the maximum amount as indicated, and includes contingencies for additional officers. The Police Department believes the billing will not exceed the yearly allowance, but will continue to monitor and make adjustments if necessary.

The participating officers will continue to be under the employ of South Pasadena. They will wear their South Pasadena Police Department uniform and use their regular South Pasadena Police Department equipment. Pasadena will pay the officers one and one-half times their hourly rate, to include benefits, with payment being remitted to South Pasadena after invoicing.

This agreement for supplemental services will not impair or interfere with the City's ability to meet its general law enforcement responsibilities or result in any City loss of operational efficiency or readiness. Under the Agreement, Pasadena will generally provide 30 days' notice of its request for supplement police services to the South Pasadena Chief of Police, who will assign personnel for this purpose. There is no obligation to provide the supplemental police services under the Agreement and no liability for the failure to do so in the event that South Pasadena cannot spare the personnel. South Pasadena employees remain employees of South Pasadena while providing supplemental police services to Pasadena under this Agreement. Either party may terminate this Agreement with ten days' prior written notice.

Next Steps

Upon execution of the contract, the South Pasadena Police Department will begin providing supplemental law enforcement services to Pasadena as needed.

Background

Over the past ten years, the South Pasadena Police Department has participated as a regional partner and provided law enforcement assistance to Pasadena on all large-scale, preplanned events. The service provided by South Pasadena included traffic control, patrol, and general law enforcement duties by police officers, canine officers, detectives, and supervisors as needed.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The funds received will reimburse the City for the cost of the fully-burden rate of the officer's work at Pasadena events.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15061(b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, services for a Supplemental Law Enforcement Services will not have an environmental impact.

Public Notification of Agenda Item

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

AGREEMENT
FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES
(Parties: City of Pasadena and City of South Pasadena)

This Agreement for Supplemental Law Enforcement Services ("Agreement"), entered into this 17 day of July, 2019 ("Execution Date"), by and between the City of Pasadena, a California municipal corporation ("Pasadena") and the City of South Pasadena, a California municipal corporation ("South Pasadena"), is made with reference to the following:

RECITALS

WHEREAS, Pasadena is desirous of contracting with South Pasadena for the performance of supplemental law enforcement functions relating to major events ("Events"), other than the Rose Bowl Game and the Tournament of Roses Rose Parade, taking place at the Rose Bowl Stadium in the City of Pasadena annually; and

WHEREAS, South Pasadena is agreeable to rendering such services on the terms and conditions set forth in this Agreement; and

NOW THEREFORE, in consideration of mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1. Term.

This Agreement shall have a term ("Term") that begins on the Execution Date and shall remain in effect through June 30, 2022, unless sooner terminated or extended in whole or in part as provided herein.

2. Scope of Services.

2.1 South Pasadena agrees, through its Police Department, to provide supplemental law enforcement services to Pasadena for major events as requested by Pasadena. The amount and type of supplemental law enforcement services provided by South Pasadena to Pasadena for any specific Event shall be subject to availability as determined by South Pasadena in its sole and absolute discretion. Pasadena acknowledges, understands and agrees that South Pasadena may decline to provide supplemental law enforcement services for specific Events based on such determinations of availability. Pasadena shall notify South Pasadena in writing of its anticipated supplemental law enforcement needs for a specific Event at least thirty (30) calendar day prior to the date of the Event. Thereafter, South Pasadena will notify Pasadena indicating the amount and type of supplemental law enforcement services South Pasadena will provide for the Event along with any other parameters established by the South Pasadena Chief of Police. South Pasadena shall be under no obligation to consider requests for services that have not been requested by Pasadena in a timely manner. Notices provided by South Pasadena indicating the type and amount of supplemental services that will be provided by South Pasadena for a specific event must be signed by the Chief of Police in order to be valid and binding on South Pasadena.

2.2 Pasadena hereby grants to South Pasadena and its personnel the right to transmit and broadcast communications to the Pasadena Police Department's units via the Pasadena Police Department's primary dispatch frequency and/or any other law enforcement frequency for which Pasadena is licensed by the Federal Communications Commission.

2.3 Under no circumstances shall South Pasadena's inability or failure to provide supplemental law enforcement services because of an emergency, disaster, or other incident constitute a breach of this Agreement.

2.4 South Pasadena shall furnish and supply all necessary labor, supervision, personnel, equipment, communications, fuel, and supplies necessary to provide supplemental law enforcement services for major events. Notwithstanding the foregoing, the services performed by South Pasadena, the discipline of South Pasadena officers, and other matters incident to the performance of services, including the control of personnel so employed shall remain with South Pasadena and shall be performed pursuant to South Pasadena's Police Department's policies and procedures.

2.5 All services shall be performed to the satisfaction of Pasadena.

3. Personnel.

The classification, approximate numbers of personnel and number of hours shall be determined and mutually agreed up by the Parties prior to the provision of the requested supplemental law enforcement services.

4. Compensation.

Pasadena will reimburse for actual cost of personnel, which includes current hourly rate, plus the cost of benefits, and applicable overtime. For reference, the most current overtime hourly rates are set forth below:

Police Officer -	\$64.45 per hour
K9 Officer -	\$67.67 per hour
Sergeant -	\$80.60 per hour

5. Administration of Personnel.

Pasadena shall not be liable or legally responsible for the direct payment to any of South Pasadena's personnel for salaries, wages, or other compensation for services performed pursuant to this Agreement or for any claims made by South Pasadena's personnel for personal injuries, including but not limited to Workers' Compensation claims or benefits, arising in connection with services rendered pursuant to this Agreement. All South Pasadena employees who work in conjunction with the Pasadena pursuant to this Agreement shall remain employees of South Pasadena and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the Pasadena based on this Agreement. No South Pasadena employees shall become employees of Pasadena.

6. Indemnification.

6.1 Pasadena Indemnification and Hold Harmless

To the fullest extent permitted by law, Pasadena shall indemnify, defend, and hold harmless South Pasadena, its governing body, its elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Pasadena's acts and/or omissions arising from and/or relating to this Agreement.

6.2 South Pasadena Indemnification and Hold Harmless

To the fullest extent permitted by law, South Pasadena shall indemnify, defend, and hold harmless Pasadena, its governing body, its elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with South Pasadena's acts and/or omissions arising from and/or relating to this Agreement.

6.3 Limitation

The Indemnification and Hold Harmless provisions above shall be limited in duration to the Term of this Agreement. However, each entity's obligation to indemnify, defend, and hold harmless shall apply to any and all injuries, losses, or damages which occur or accrue during the date(s) of the special event, but which are reported after this Agreement's ending date.

7. Invoices.

Within forty-five (45) calendar days from each Event, South Pasadena will deliver to Pasadena an invoice for the Services and Pasadena will pay any undisputed amount within thirty (30) calendar days from the date South Pasadena's invoice. The invoice and payment shall each be delivered pursuant to the Notice requirements in Section 8.

8. Notice.

All notices, invoices, requests or approvals to be given under this Agreement, must be in writing and will be deemed served when delivered personally, by email, or on the third business day after deposit in the United States mail, postage prepaid, registered or certified, addressed as follows:

All notices, demands, requests or approvals to the Pasadena:
City of Pasadena Police Department
Attention: Lt. John Mercado
207 Garfield Avenue
Pasadena, California 91101

All notices, demands, requests or approvals to the South Pasadena:
City of South Pasadena Police Department
Attention: Captain Brian Solinsky
1422 Mission Street
South Pasadena, CA 91030

9. Integrated Contract.

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties. Any preliminary negotiations and agreements of any kind or nature are merged into this Agreement. No oral agreement or implied covenant may be held to vary the provisions of this Agreement. This Agreement may be modified only by written agreement signed by South Pasadena and Pasadena, and approved as to form by the City Attorneys for both cities.

10. Insurance.

Each party agrees to either self-insure in an amount not less than specified below or insure against damages or injuries which may arise from the activities contemplated by this Agreement by purchasing and maintaining for the term of this Agreement a commercial general liability insurance policy, and automobile policy, both with a combined single limit of not less than two million dollars (\$2,000,000), which policy shall include or be endorsed to include the other party as an additional insured. The Parties agree to provide evidence of such insurance upon request. Each party shall also carry Worker's Compensation Insurance for its own employees as required by law.

11. Waiver.

A waiver of any breach of this Agreement may not be deemed a waiver of any subsequent breach of the same or any other term, covenant, or condition of this Agreement.

12. Default and Termination.

12.1 Failure to Perform

If South Pasadena fails or refuses to perform any of the provisions of this Agreement, Pasadena may immediately terminate this Agreement by written notice to Pasadena.

12.2 Option to Terminate for Convenience

A Party to this Agreement may, at its sole discretion and without cause, terminate this Agreement for convenience by giving ten (10) calendar days' prior written notice to the other Party. Upon termination of this Agreement, Pasadena will pay South Pasadena any compensation earned and unpaid up to the effective date of termination.

13. Governing Law.

This Agreement will be interpreted and governed according to the laws of the State of California.

14. Venue and Jurisdiction.

South Pasadena and Pasadena agree that the Services will take place in Los Angeles County. Any litigation arising out of this Agreement may only be brought in either the United States District Court, Central District of California, or the Superior Court of California, County of Los Angeles, as appropriate. The parties agree that venue exists in either court, and each party expressly waives any right to transfer to another venue. The parties further agree that either court will have personal jurisdiction over the parties to this Agreement.

15. Survival of Provisions and Obligations.

Any provision of this Agreement, which by its nature must be exercised after termination of this Agreement, will survive termination and remain effective for a reasonable time. Any obligation that accrued prior to termination of this Agreement will survive termination of this Agreement.

(SIGNATURES ON NEXT PAGE)

This Agreement may be signed in counterpart by each party.

CITY OF SOUTH PASADENA, a Municipal Corporation

By: _____
Stephanie DeWolfe
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Teresa Highsmith
City Attorney

CITY OF PASADENA, a Municipal Corporation

By: _____
Steve Mermell
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Javan N. Rad
Chief Assistant City Attorney, City of Pasadena



City Council Agenda Report

ITEM NO. 17

DATE: August 21, 2019

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

PREPARED BY: Karen Aceves, Acting Finance Director *KA*
Lucy Demirjian, Acting Finance Director

SUBJECT: **Authorization to Execute a Contract Amendment with PayTech Payroll Implementation Services for an additional \$30,000 for a Total Not to Exceed Amount of \$90,000**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute an amended agreement with PayTech to assist with the implementation of additional payroll implementation services for an additional \$30,000 for a new total not-to-exceed contract amount of \$90,000

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

On November 7, 2018, the City Council approved the reorganization of the Finance Department and authorized the City Manager to execute an agreement with ADP, LLC (ADP) for the implementation and administration of electronic payroll services. At the time, ADP recommended PayTech, a premier payroll consultant, to assist the City with the implementation of the new payroll administration platform and a one-time implementation cost of \$19,500 was included.

Following approval of the contract for payroll administration services, additional custom hardware and software components were identified to record, track and schedule work shifts and work hours on specific projects including certified payroll, and grant tracking. The new custom software as well as the extended implementation timeline increased the total implementation costs to \$60,000, which was approved by Council in February 2019.

Currently, the City has received most of ADP's deliverables, however, staff discovered a formatting incompatibility when uploading the State Pension (CalPERS) report. In order to build a custom file to submit to the state, the implementation will be extended another six weeks through mid-September. Staff has worked with CalPERS and ADP and confirmed that there are no other potential solutions to shorten the implementation time. To cover the extension of the implementation, staff requests an additional \$30,000 for an implementation specialist through Paytech. The implementation specialist works as an intermediary between the City and ADP to

ensure compatibility within programs, and troubleshoot any issues that arise as the implementation is completed. The implementation specialist has been a key team member in ensuring a strong transition occurs as the City becomes fully operational on ADP.

In the amended contract executed in February 2019, the scope of work hours expanded to between 10-35 hours per a week depending on the various phases of the implementation timeline. This amended contract will continue at 10-35 hours as the consultants work varies based on ADP's progress. It is anticipated that the City will be fully transitioned to ADP for full payroll administration services in September 2019.

Legal Review

The City Attorney has reviewed this item and the agreement.

Fiscal Impact

There are sufficient funds in the Finance Department Contract Service Account No: 101-3010-3011-8180-000 in the amount of \$30,000 to cover allowable costs set forth in the contract amendment.

Public Notification of Agenda Item

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

Attachments:

1. Statement of Work
2. Amendment to Statement of Work

ATTACHMENT 1
Statement of Work

STATEMENT OF WORK

This Statement of Work dated November 27, 2018 is an extension to the Master Services Agreement between City of South Pasadena ("Client") and PayTech, Inc. ("PayTech") dated November 27, 2018.

SERVICES

The PayTech Project Manager will provide the following project services:

- Oversee the system implementation of ADP Comprehensive Services, coordinating tasks with the client and ADP Implementation team
- Identify resources and tasks required for an on-time implementation
- Create project plan and timeline in coordination with ADP implementation timeline, capturing internal tasks specific to Client project team, including communication and change management requirements
- Participate and lead, as applicable, weekly implementation status meetings with the selected Client and ADP project team
- Report, escalate and document project progress, risks and issues, coordinating with the ADP implementation team
- Track project budget and report back to project sponsors as needed

PayTech shall provide specific implementation services as follows:

- Requirements/Planning Phase
 - Manage the process of gathering needs & requirements, serving as a liaison between ADP and Client to ensure accurate and timely delivery of information
 - Provide system expertise and best practice recommendations for system setup
 - Provide functional Payroll, HR and system expertise in reviewing current HR and Payroll manual and automated processes, recommending changes and best practices as needed to meet Client's business requirements and strategy
 - Review existing data elements specific to HR requirements and tracking. Make recommendations on data conversion methodology
 - Assist with definition of reporting requirements and interface planning, identifying data needs required in Payroll/HR system
 - Assist with data conversion planning recommendations and coordination of data gathering from individual company systems
 - Coordinate planning with outside Vendors/third parties concerning all HRIS/HR interface requirements gathering
- Configuration Phase
 - Facilitate timely data file production from current system and additional HRIS sources, per the ADP specifications and timeline
 - Provide guidance on data mapping based on Internal HR processes and data needs
 - Assist Client with all change control procedures and requests
 - Manage and participate in data auditing, once employee data is converted from ADP
 - Assist with end user configuration, such as table builds, as applicable
 - Assist in identifying security roles and users as applicable
- Test & Audit Phase
 - Define the criteria for testing scenarios and assist in test plan creation
 - Coordinate data entry efforts for all test processing, providing data entry resources as required
 - Auditing of all test output, to include comparison to current system output
 - Determine appropriate data flow and system integration, as defined by ADP and Client internal resources
 - Test defined/configured reports for accuracy and validity

- Adjust system and information until errors in data or configuration are resolved
- Assist with development of Employee Communications announcing new system rollout, if necessary
- Assist with company specific training materials for employee rollout, as applicable
- Assist in training new Payroll/HR staff as needed
- Production Phase
 - Creation of task list (or updating existing project plan) including internal tasks required for go live processing, for example, data entry requirements, special calculations and or processes
 - Coordinate transition efforts and training to prepare for live processing
 - Audit process flow to ensure complete and accurate communications on input
- Closure Phase
 - Participate in ADP's transition to on-going support, ensuring all open issues are resolved or on schedule for resolution
 - Assist Client with establishing long-term goals for HR/PR department structure that optimizes the system
 - Complete Project Closure procedures with Client as needed

DELIVERABLES

- Weekly Project Status Updates, detailing what has been accomplished during the week, identification of issues or concerns, and goals to be accomplished in the following week
- Detailed project workbook for the implementation, including a project plan or supplementing the Vendor's project plan as applicable

CONTRACT RESPONSIBILITIES

(refer to Master Services Agreement)

TRAVEL SPECIFICATIONS

(refer to Master Services Agreement)

PAYMENT TERMS

(refer to Master Services Agreement)

The parties hereby agree that PayTech shall be paid for services provided:

- \$150 an hour for a PayTech Project Manager
- \$85 an hour for in-transit time which, when added to time spent performing work, causes work hours to exceed 40 hour work week
- \$150 an hour for PayTech HRIS Consultant
 - Only as requested and pre-approved by Client
- Reasonable parking fees will be added to the invoice
- Per Diem is \$66 for this Statement of Work, per assigned resource (refer to Master Services Agreement)

Level of consultant and rate is based on availability. Rate may also change for any level of consultant if Statement of Work is not signed within thirty (30) days of the Statement of Work date listed above.



IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this contract to be executed by their duly authorized representatives.

City of South Pasadena
Name: Stephanie DeWolfe
Title: City Manager

Signature: [Handwritten Signature]
Date: November 27, 2018

PayTech, Inc.
Name: LINDA MORENO
Title: SR. VP OF OPERATIONS

Signature: [Handwritten Signature]
Date: 12/3/2018

ATTACHMENT 2
Addendum to Statement of Work

ADDENDUM TO STATEMENT OF WORK

This Addendum dated August 21, 2019 is an addendum to the Statement of Work dated January 31, 2019, an extension to the Master Services Agreement between City of South Pasadena Hospital ("Client") and PayTech, Inc ("PayTech") November 27, 2018.

SERVICES

PayTech engaged with the City of South Pasadena on November 27, 2018 and has provided services in support of the engagement through August 15, 2019. A total of 145 hours has been worked during this timeframe. In addition to this work performed, Client has separately purchased additional hardware and software from ADP to enhance Client's timekeeping system to enable the tracking of time worked on 12 or 24 hour shifts for police and fire personnel, as well as additional hardware to monitor time for hourly workers. As a result for the additional hardware and software functions, and to ensure a 24 week implementation schedule, an additional 255 hours are required to perform the following tasks during the 12 week implementation period:

- Certified Payroll
- Grant Tracking
- Enhanced Timekeeping
- Hardware for Timekeeping

CONTRACT RESPONSIBILITIES

(refer to Master Services Agreement)

TRAVEL SPECIFICATIONS

(refer to Master Services Agreement)

PAYMENT TERMS

(refer to Master Services Agreement)

The total project budget amount for this combined Agreement and Addendum will not exceed \$90,000.00 (inclusive of associated travel costs) without receiving written approval from the City of South Pasadena.

Should work be halted by Client during the Project, PayTech will only bill the fee amount based on time incurred, as well as any project related expenses.

The following are the rates applicable to his Agreement:

- \$150 an hour for a PayTech Project Manager
- \$150 an hour for PayTech HRIS Consultant - Only as requested and pre-approved by Client
- Reasonable parking fees will be added to the invoice
- Per Diem is \$66 for this Statement of Work, per assigned resource (refer to Master Services Agreement)

Level of consultant and rate is based on availability. Rate may also change for any level of consultant if Statement of Work is not signed within thirty (30) days of the Statement of Work date listed above.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this contract to be executed by their duly authorized representatives.

Client: City of South Pasadena
Name: Stephanie DeWolfe
Title: City Manager

PayTech, Inc.
Name: _____
Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



City Council Agenda Report

ITEM NO. 18

DATE: August 21, 2019

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

PREPARED BY: Karen Aceves, Principal Management Analyst *[Signature]*
Arpy Kasparian, Water Conservation & Sustainability Analyst *[Signature]*

SUBJECT: **Adoption of a Resolution Authorizing Submittal of a Grant Application to Participate in the Used Oil Payment Program**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) Used Oil Payment Program (OPP); and
2. Authorize the City Manager to execute all documents required to obtain the grant.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

The California Oil Recycling Enhancement Act (Act) provides grant opportunities to local jurisdictions to help promote the recycling of used motor oil and motor oil filters, and for implementation of local used oil and filter collection programs. The City of South Pasadena (City) received grant funds from the OPP Cycle Nine and used the funds to establish a free Used Motor Oil Curbside Pick-up Program. The program allows residents to obtain free motor oil containers, filters, and funnels from the Public Works office. Residents can call Public Works to schedule an appointment to have their City-provided containers and filters picked up from their curbside. Pick-ups occur on the last Friday of every month and up to two one-gallon containers can be collected each time. The used motor oil is transported to a collection center and recycled. Residents have been informed about the program via the City website, eNeighbors, water bill inserts, and the South Pasadena Review. The Fiscal Year (FY) 2019-20 OPP Cycle Ten requires local jurisdiction adopt a resolution of support.

Discussion/Analysis

The grant funds will allow the City to continue the free Used Motor Oil Curbside Pick-up Program for South Pasadena residents. The funds will be used to provide residents with materials for motor oil collection, as well as education on stormwater mitigation and proper oil disposal.

Resolution Authorizing Submittal of Grant Application to Participate in the Used Oil Payment Program

August 21, 2019

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This program will also encourage residents to “check their number” to ensure that they are not changing their oil too frequently.

Fiscal Impact

The Cal Recycle Grants program does not require a match. Grant funds can be used for City staff time required for processing and administering the grant. The award amount for FY 2019-20 is unknown at this time; however based on information received from CalRecycle, the City could reasonably expect to receive approximately \$7,500 to fund the program for the current Fiscal Year.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachment: Resolution

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING THE SUBMITTAL OF A GRANT
APPLICATION TO PARTICIPATE IN THE USED OIL
PAYMENT PROGRAM CYCLE 10 (FISCAL YEAR
2019-20) AND RELATED AUTHORIZATIONS**

WHEREAS, pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

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

SECTION 1. The City of South Pasadena City Council is authorized to submit an application to CalRecycle for any and all payment programs offered.

SECTION 2. The City Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment.

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

PASSED, APPROVED AND ADOPTED ON this 21st day of August, 2019.

Marina Khubesrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Ayala, 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 21st day of August, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:


Maria Ayala, City Clerk
(seal)




City Council Agenda Report

ITEM NO. 19

DATE: August 21, 2019

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Karen Aceves, Principal Management Analyst 

SUBJECT: **Adoption of a Resolution Supporting and Authorizing the City Manager to File Applications for the Senate Bill 2 Planning Grants Program**

Recommendation

It is recommended that the City Council adopt a resolution supporting and authorizing staff to file applications for Senate Bill 2 (SB 2) Planning Grants

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

On March 28, 2019, The Department of Housing and Community Development (HCD) launched the SB 2 Planning Grants Program. A Notice of Funding Availability (NOFA) was released for approximately \$123 million, the statewide revenue earmarked for local government grants. Under this grant program, local governments are provided an eligibility allowance based on community population. The City of South Pasadena falls within the “small localities” category which is eligible for up to \$160,000 in grant funding. The purpose of the Planning Grants Program is to provide financial and technical assistance to local governments to update planning documents to:

- Accelerate housing production;
- Streamline the approval of housing development;
- Facilitate housing affordability;
- Promote the development of housing; and
- Ensure geographic equity in the distribution and expenditure of allocated funds.

Activities eligible for the grant funds include, among others:

- Updates to General Plans and zoning to promote or accelerate housing production;
- Environmental analyses that eliminate the need for project review;
- Local improvements to the permit process to expedite local planning review;
- Establishing and implementing special districts and zones such as a workforce housing opportunity zone; and

- Rezoning for “by-right” supportive housing, for special needs populations and for multi-family housing in high resource areas.

HCD anticipates that the timeframe for awarding the grants is approximately three months from application filing date. The call for applications closes on November 30, 2019.

To be eligible for grant funds, the local government agency must have a certified and compliant Housing Element; have completed the required Annual Progress Report (APR) on the Housing Element and submitted the APR to HCD; and demonstrate that the project will support a nexus to accelerate housing production.

The City meets all eligibility requirements and the funds are earmarked based on population, making this is an excellent opportunity. The City has several suitable projects for this opportunity on the Strategic Plan as well as the Capital Improvement Plan. These projects include the last phase of the General Plan update, streamlining project review, and exploring potential software to provide better access and service to residents.

Since there are various projects at different stages of completion, the City has not identified any one project to be funded through this approval. As such, staff will pursue grant funds for the project with the greatest benefit, which may mean multiple projects. The project with the greatest benefit will be selected based on timeline of project and cost to complete the project. The resolution drafted is not project specific and authorizes the City Manager to file the individual applications on behalf of the City. The resolution has been drafted in this manner so that each grant request application is not required to obtain City Council approval prior to filing.

Background

In 2017, Governor Brown signed SB 2. Referred to as the “Building Homes and Jobs Act,” this law establishes a permanent, on-going source of funding dedicated to promoting and facilitating affordable housing development. The source of funding is secured through a fee that is imposed at the time of the recording of every real estate instrument, paper or notice for each single real estate transaction on a parcel of property. The recording fee ranges from \$75.00 to \$225.00 depending upon the nature and scope of the property transaction. Sales transactions for single-family homes are exempt from this fee. Effective January 1, 2018, the fee is collected by the County Recorder, who, in turn forwards (quarterly) the fee revenues to the State Controller. The fee is projected to generate \$200 million in annual revenue statewide. The law prescribes that the revenue collected for the 2018 calendar year be deposited into two funds: a) 50% of the revenue is to be placed in a fund made available to local governments for planning grants; and b) 50% of the revenue is to be placed in a fund made available to HCD to assist persons experiencing or at risk of homelessness. For revenues collected after January 1, 2019, the allocation changes. The revenue allocated to local governments is to be used for planning to promote and facilitate the production of affordable housing throughout California. The local government share of this revenue is to be administered through a grant program.

Next Steps

1. The City will submit a grant application to the state and communicate the award decision to City Council.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City can receive up to \$160,000 in funds toward strategic priorities. This would allow the City to relieve the general fund and complete projects that may not be feasible without outside funding.

Environmental Analysis

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

Public Notification of Agenda Item

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

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SUPPORTING AND AUTHORIZING THE FILING OF
APPLICATIONS FOR THE SENATE BILL 2 (SB 2) PLANNING
GRANTS PROGRAM**

WHEREAS, in 2017, Governor Brown signed Senate Bill 2 (SB 2). Referred to as the “Building Homes and Jobs Act,” this law establishes a permanent, on-going source of funding dedicated to promoting and facilitating affordable housing development. The source of funding is secured through a fee that is imposed on every real estate transaction, statewide, except for sales transactions for single-family homes. The fee is projected to generate \$200 million in annual revenue statewide; and

WHEREAS, fifty percent (50%) of the annual revenue is to be made available to local governments for planning grants to promote and facilitate housing development. As a result, the SB 2 Planning Grants Program has been launched with an allocation of \$123 million. For 2018, the City of South Pasadena is eligible for up to \$160,000 in grant funding. The call for applications is through November 30, 2019; and

WHEREAS, the Planning and Building Department is working on several projects that either directly propose or promote housing development, which would benefit from and meet the qualifications of the SB 2 Planning Grants Programs. These projects include, among others, a streamlined permitting software, and final updates to the general plan; and

WHEREAS, given the current housing crisis and the City’s Strategic Plan goals that strongly encourage housing, the SB 2 Planning Grants Program is timely. Further, the Program does not require a “local match” or financial commitment that would impact the City’s General Fund.

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

SECTION 1. The City Council endorses the SB 2 Planning Grants Program and authorizes staff (City Manager) to file applications on behalf of the City for projects that are focused on promoting housing development and would benefit from the grant funding.

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

PASSED, APPROVED AND ADOPTED ON this 21st day of August, 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 21st day of August, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)