



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

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

April 15, 2020, at 7:30 p.m.

South Pasadena City Council Statement of Civility

As your elected governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for April 15, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (http://www.spectrumstream.com/streaming/south_pasadena/live.cfm) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments in writing for City Council consideration, by emailing them to: ccpubliccomment@southpasadenaca.gov. **Public Comments must be received by 6 p.m., April 14, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER: Mayor Robert S. Joe.

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

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Diana Mahmud

SPECIAL PRESENTATION

1. Coronavirus Update and Discussion

CLOSED SESSION ANNOUNCEMENTS

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

PRESENTATIONS

3. Proclamation: DMV/Donate Life

COMMISSION APPOINTMENTS

4. Authorize Commission Appointments

Recommendation

It is recommended that the City Council:

1. Appoint the following residents to the Mobility and Transportation Infrastructure Commission:
 - a. Kim Hughes - Appointment by Mayor Joe
 - b. John Fisher - Appointment by Mayor Pro Tem Mahmud
 - c. Lawrence Abelson - Appointment by Councilmember Cacciotti
 - d. Michelle Hammond - Appointment by Councilmember Khubesrian
 - e. Samuel Zneimer - Appointment by Councilmember Schneider

2. Appoint the following residents to the Public Works Commission:
 - a. Sam Hernandez - Appointment by Mayor Joe
 - b. Julie Riley - Appointment by Mayor Pro Tem Mahmud

- c. Charles Trevino - Appointment by Councilmember Cacciotti
 - d. Arcelia Arce - Appointment by Councilmember Khubesrian
 - e. David Maling - Appointment by Councilmember Schneider
3. Authorize staff to hold a public lottery subsequent to Council appointments to determine term length for each appointment.

PUBLIC COMMENTS AND SUGGESTIONS

The City Council welcomes public input. Members of the public may address the City Council by emailing: ccpubliccomment@southpasadenaca.gov. Public Comments must be received by 6 p.m., April 14, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

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**5. 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.

6. City Manager Communications**7. Reordering of and Additions to the Agenda****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

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**8. Minutes of the Regular City Council Meeting on December 18, 2019****9. Minutes of the Regular City Council Meeting on January 15, 2020**

10. Approval of Prepaid Warrants in the Amount of \$819,776.70; ACH Payments in the Amount of \$807,247.70; General City Warrants in the Amount of \$167,671.31

Recommendation

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

11. Approval of Updated Mayor’s List of City Council Liaison and Regional Group Appointments for 2020

Recommendation

It is recommended that the City Council approve the Mayor’s Updated list of City Council Liaison and Regional Group Appointments to include Councilmember Richard Schneider as Council Liaison to the Mobility and Transportation Infrastructure Commission and Mayor Robert S. Joe as the Council Liaison to the Public Works Commission.

12. Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials

Recommendation

It is recommended that the City Council adopt a resolution establishing a Code of Ethics and Conduct Policy (Policy) for all elected and appointed officials, including members of advisory boards, commissions and committees to address responsibility, fairness, respect and integrity.

13. Administrative Action for Participation in Disaster Assistance Programs and the Designation of the City Manager as the Authorized Agent to Request Disaster Assistance Funds from the Federal and State Governments

Recommendation

It is recommended that the City Council take administrative action and designate the City Manager as the Authorized Agent to request disaster assistance funds from the Federal and State governments.

14. Approval of First Contract Amendment in the Amount of \$12,000 with RMG Communications for a Total Not-to-Exceed Amount of \$36,375

Recommendation

It is recommended that the City Council approve the first contract amendment to the Professional Services Agreement (PSA) with RMG Communications in the amount of \$12,000, for a total not-to-exceed amount of \$36,375.

15. Temporary Relaxation of Sign Permit Requirements to Support Local Businesses

Recommendation

It is recommended that the City Council receive and file the temporary relaxation of sign permit requirements in accordance with the provisions of the March 18, 2020 Local Emergency Declaration (LED) to support local businesses.

16. Approve Exclusive Franchise Agreements with 1) Navarro’s Towing and 2) Henry’s Towing and Recovery Incorporated for a Total Not-To-Exceed Amount of \$4,408 Over a Period of Four Years Each for Police Towing Services

Recommendation

It is recommended that the City Council approve the non-exclusive franchise agreements for tow truck services under the City’s Police Towing Services Contract to:

- 1) Navarro’s Towing (Navarro’s) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year); and
- 2) Henry’s Towing and Recovery Incorporated (Henry’s) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year).

ADJOURNMENT

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

May 6, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
May 20, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 3, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 17, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council Meeting agenda packets are available online at the City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection on the City’s website at www.southpasadenaca.gov/agendas. Additional Documents, when presented to City Council, will also be uploaded and available on the City’s website.

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 emailing CityClerk@southpasadenaca.gov or 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. 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. 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.

4/9/2020

Date

/s/

Maria E. Ayala
Chief City Clerk

CITY OF SOUTH PASADENA

PROCLAMATION



Declaring April 2020,
as “DMV /Donate Life California Month” in
the City of South Pasadena

- WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need; and
- WHEREAS, more than 112,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 17 people die each day while waiting due to the shortage of donated organs; and
- WHEREAS, the need for donated organs is especially urgent in Hispanic and African American communities;
- WHEREAS, more than 600,000 units of blood per year are needed to meet the need in California;
- WHEREAS, at any given time, 18,000 patients are in need of volunteer marrow donors; and
- WHEREAS, a single individual’s donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 75 others; and a single blood donation can help three people in need; and
- WHEREAS, millions of lives each year are saved and healed by donors of organs, tissues, marrow and blood; and
- WHEREAS, the spirit of giving and decision to donate are not restricted by age or medical condition; and
- WHEREAS, over 16 million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ and tissue donors are honored; and
- WHEREAS, California residents can sign up with the Donate Life California Donor Registry when applying for or renewing their driver’s licenses or ID cards at the California Department of Motor Vehicles;
- WHEREAS, California residents interested in saving a life through living kidney donation are encouraged to visit www.LivingDonationCalifornia.org for more information;

NOW, THEREFORE, BE IT RESOLVED that in recognition of National Donate Life Month, the month of April 2020 is hereby proclaimed “DMV /Donate Life Month” in the City of South Pasadena ” and in doing so we encourage all Californians to check “YES!” when applying for or renewing their driver’s license or I.D. card, or by signing up at www.donateLIFeCalifornia.org or www.doneVIDAcalifornia.org.

Robert S. Joe, Mayor

April 15, 2019
Date



City Council Agenda Report

ITEM NO. 4

DATE: April 15, 2020

FROM: Robert Joe, Mayor

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Authorize Appointments to Mobility and Transportation Infrastructure Commission and Public Works Commission**

Recommendation

It is recommended that the City Council:

1. Appoint the following residents to the Mobility and Transportation Infrastructure Commission:
 - a. Kim Hughes - Appointment by Mayor Joe
 - b. John Fisher - Appointment by Mayor Pro Tem Mahmud
 - c. Lawrence Abelson - Appointment by Councilmember Cacciotti
 - d. Michelle Hammond - Appointment by Councilmember Khubesrian
 - e. Samuel Zneimer - Appointment by Councilmember Schneider
2. Appoint the following residents to the Public Works Commission:
 - a. Sam Hernandez - Appointment by Mayor Joe
 - b. Julie Riley - Appointment by Mayor Pro Tem Mahmud
 - c. Charles Trevino - Appointment by Councilmember Cacciotti
 - d. Arcelia Arce - Appointment by Councilmember Khubesrian
 - e. David Maling - Appointment by Councilmember Schneider
3. Authorize staff to hold a public lottery subsequent to Council appointments to determine term length for each appointment.

Background

On February 19, 2020 City Council adopted Ordinance No. 2343 regarding the Mobility and Transportation Infrastructure Commission (MTIC), and Ordinance No. 2344 regarding the Public Works Commission (PWC). Some of MTIC responsibilities include advising City Council on mobility policy matters related to transportation and mobility including traffic management plans, transit, multi-modal transportation and active transportation, evolving transportation and ability technologies, parking management and regional transportation matters. The PWC also serves as an advisory body to Council with differing responsibilities as their focus is advising on non-transportation infrastructure including water, sewer, stormwater, buildings and city facilities.

At the time both ordinances were adopted, the process for commissioner appointments and determination of commissioner terms was also explained. Once Council takes action to approve the nominations, staff will conduct an onsite lottery to determine the terms for each seat of each commission. Their term lengths will be staggered as follows:

- one member will serve one three-year term;
- two members will serve one year and then be eligible for one additional three-year term; and
- the remaining two members will serve two years and then be eligible for one additional three-year term.

Fiscal Impact

There are no financial implications to the City.

Environmental Analysis

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environmental.

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*.



Wednesday, December 18, 2019
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, December 18, 2019, at 7:30 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

Absent: None

City Staff Present: City Manager DeWolfe; City Attorney Giragosian; City Clerk Zneimer; and Chief City Clerk Ayala were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Taylor and Tessa Holmes led the Pledge of Allegiance.

Mayor Khubesrian announced that the Presentation items on the agenda would be taken first.

PRESENTATIONS

1. Reading of Ode to South Pasadena

Taylor and Tessa Holmes read the poem.

2. Invocation

Police Chaplain, Sam Kil Joon Park, provide the Invocation for the meeting.

3. Administration of Oath of Office to Mayor Robert S. Joe by Los Angeles County Supervisor Kathryn Barger

Supervisor Barger administered the Oath of Office to Mayor Joe.

Chief City Clerk Ayala recognized the following Officials in the audience:

- Becky Cheng, Chief of Staff from U.S. Congresswoman Judy Chu’s Office (27th District)
- David Kim, Representative for Senator Portantino’s Office (25th District)
- Catherin Del Rosario, District Director for Assemblymember Chris Holden (District 41)
- Sussy Nemer, Field Deputy for Supervisor Kathryn Barger (5th District)

4. Comments by Incoming Mayor

Mayor Joe thanked the Council for voting him as Mayor for the coming year; family for their support; and Supervisor Barger for swearing him in. Mayor Joe also thanked the restaurants who contributed to tonight’s reception prior to the Council Meeting. Mayor Joe followed with comments for the coming year regarding the City’s development, fiscal sustainability, and community engagement.

CLOSED SESSION ANNOUNCEMENTS

A. Potential Litigation

CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION, Pursuant to Government Code Section 54956.9 (d)(2):

Number of Potential Cases: 1

City Attorney Aleks Giragosian reported that City Council met and discussed one item in closed session, provided direction to legal counsel and staff, but no reportable action was taken.

COMMISSION APPOINTMENTS

5. Authorize Commission Appointments and Re-appointments

Public Comment:

- Stephen Rossi – Expressed concerns over the proposed appointment of Lisa Padilla and possible conflict of interest.
- Anne Bagasao – Expressed concerns over the proposed appointment of Lisa Padilla and possible conflict of interest.

City Council held discussion regarding the qualifications of L. Padilla for appointment to the Planning Commission.

SUBSTITUTE MOTION TO ORIGINAL MOTION MADE BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 4-1 (Cacciotti) to

1. Appoint the following residents to three-year terms ending December 31, 2022:
 - Marcos Holguin, Animal Commission

- Rebecca Thompson, Cultural Heritage Commission
- Annie Chang, Library Board of Trustees
- Victoria Rocha, Parks and Recreation Commission
- Albert Ocon, Parks and Recreation Commission
- Lisa Padilla, Planning Commission
- Shireen Chang, Senior Citizen Commission

2.Re-appoint the following residents to three-year terms ending December 31, 2022:

- William Cross, Cultural Heritage Commission
- Edwin Choi, Finance Commission
- Amy Davis Jones, Natural Resources and Environmental Commission
- Lauren Myles, Natural Resources and Environmental Commission
- Jeremy Ding, Public Safety Commission

3.Appoint the following residents to an unexpired term ending December 2021:

- Laura Dahl to the Planning Commission
- Ed Donnelly to the Public Safety Commission

PUBLIC COMMENT

- Mackenzie Anderson – Commented on the release of records regarding the Vanessa Marquez Officer Involved Shooting
- Patricia Huerta – Commented on the release of records regarding the Vanessa Marquez Officer Involved Shooting
- Chris Bray – Thanked residents for pursuing government transparency; commented on having attended the recent WISPPA 10th Anniversary Annual Meeting; expressed concerns over transparency regarding departure of consultant Kaizer Rangwala
- Anne Bagasao – Read letter on behalf of Minerva Garcia, friend of Vanessa Marquez, regarding the release of records and information regarding the Vanessa Marquez Officer Involved Shooting
- Mike Fazioli – Comments regarding the topic of residential parking being included in the City’s General Plan

City staff confirmed the deadline for General Plan comments to be submitted, has been extended to January 18, 2020.

Mayor Joe announced the reordering of Agenda Item No. 17, and that the item would be taken next.

17. Air Quality Management District Presentation – Councilmember Michael A. Cacciotti

Councilmember Cacciotti (also AQMD Governing Board Member) provided a PowerPoint presentation.

Councilmember Schneider had questions regarding monitoring stations next to freeways. Mayor Pro Tem Mahmud provided comments regarding State and AQMD funding for EV Chargers. Councilmember Cacciotti provided responses accordingly.

Mayor Joe announced the reordering of Agenda Item No. 16, and that the item would be taken next.

16. Consider Alternatives to Either Merge the Public Works Commission and the Freeway and Transportation Commission or to Continue Both as Permanent Bodies; and Approve the First Reading of an Ordinance to Implement the Chosen Course of Action

City Manager DeWolfe provided the staff report.

Mayor Pro Tem Mahmud provided comments regarding the presented alternatives, restructuring, and renaming of the commissions.

Public Comment:

- Joanne Nuckols – Expressed support in maintaining two separate commissions
- Gayle Glauz – Expressed concerns over the potential for overlapping responsibilities of the two commissions
- Anne Bagasao – Expressed support in maintaining two separate commissions

Considerable discussion ensued regarding the proposed alternatives including: current charge of the Public Works Commission; proposed charge for new/renamed commission; 710 project problems that have yet to be resolved; maintaining the current status of the commissions without imposing a sunset on the commissions at this time; etc.

(Alternative) MOTION MADE BY MAYOR PROTEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTT, CARRIED 5-0 to introduce an ordinance amending article IVK referencing the Public Works Commission to repeal Section 2.79-6 such that the Public Works Commission would not sunset; Staff is directed to bring to Council a new proposed description of the respective scopes of work for the Public Works Commission and the Mobility and Transportation Infrastructure Commission (consistent with the Council discussion that further detailed the respective scope of work for each commission); and that each Councilmember will make an appointment to each respective commission once they are fully constituted (or reconstituted as in the case of the Public Works Commission).

COMMUNICATIONS

8. Councilmembers Communications

Councilmember Schneider reported recent recommendations to Council from the Planning Commission: request the opportunity to review specific ordinance amendments prior to being considered by City Council; request to review the final drafts of the General Plan and Zoning Plan in small increments as opposed to one final document at one time. Councilmember Schneider also reported that the Freeway and Transportation Commission asks that City

Council send letters to Senator Portantino and Assemblymember Holden regarding the CalTrans housing applications submitted by the City in September.

City Manager confirmed staff would prepare and mail a letter as it is already covered under the City's legislative platform.

Councilmember Schneider further reported that the Planning Commission also recommended the City reacquire previous traffic engineering firm, Nelson/Nygaard on a consultant basis. Also reported that the City consider a recent idea for a "loop ramp", suggested by Public Works Commissioner John Fisher, a work-in-progress and consider a suggestion from the Freeway and Transportation Commission to have drawings prepared for the concept.

Councilmember Khubesrian provided photos for her comments regarding: the National Trust for Historic Preservation – 12 Reservation Wins and that South Pasadena on the list; City Employee Holiday Luncheon and wished everybody Happy Holidays; and provided an update from the San Gabriel Valley Mosquito Vector Control District regarding invasive mosquito infestation and precautionary measures people should take.

Councilmember Cacciotti provided photos for his comments regarding: update on Gold Line project; gas-fueled shuttles that are going through South Pasadena, and hopeful that these services may be able to partake of recent VW Trust Fund monies available; new Tap Card machines available at local Gold Line station; local group of seniors at the station; Scoutmaster with his dog at Garfield Park; and South Pasadena scenic picture.

Mayor Pro Tem Mahmud reported on the following: participated in a meeting between President and Vice President of Los Angeles League of California Cities Division and Senator Portantino to discuss SB50 to propose changes to SB50, a bill proposing significant changes to housing and a city's local control on the establishment of new housing; is also working on stormwater issues for successor permit; draft order issued by State Water Resources Control Board regarding existing water management programs; shared that Heal the Bay issued a report criticizing water boards' lack of progress in compliance with city 2012 permits; and that she will be participating in a press conference in Friday, in her South Pasadena capacity, for Local Elected Officials to Protect California asking Governor Newsom to phase out fossil fuel production, etc.

Mayor Joe had no additional reports.

9. City Manager Communications

City Manager DeWolfe reported on the following:

- Introduced new Public Works Operations Manager, Garrett Crawford. Mr. Crawford said a few words and shared he is excited to join the City of South Pasadena;
- Announced on January 11th from 6-9 p.m. 11:11 An Art Exhibit will be hosting an art exhibit here at City Hall; and
- Announced upcoming City holiday closures.

CONSENT CALENDAR

No public comment on Consent Calendar.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve Consent Calendar Items Nos. 9 through 12.

9. Approval of Prepaid Warrants in the Amount of \$213,512.45 less \$250.00 in Voids, General City Warrants in the Amount of \$530,409.10.

Approved the Warrants as presented.

10. Second Reading and Adoption of an Ordinance No. 2336 to Amend Chapter 31 of the South Pasadena Municipal Code to Correct Inconsistent Definitions of a Parkway

Read by title only for second reading, waiving further reading, and adopted Ordinance No. 2336 to amend Chapter 31 of the South Pasadena Municipal Code (SPMC) to correct inconsistent definitions of a parkway.

11. Approval of Purchase Order with Camino Real Chevrolet for a not-to-exceed amount of \$64,000 for the Purchase of Two 2019 Chevrolet Bolt with a Grant under Local Government Partnership Program from South Coast Air Quality Management District

1. Accepted a pricing quotation dated October 28, 2019 from Camino Real Chevrolet for the purchase of Two 2019 Chevrolet Bolt; and
2. Authorized the City Manager to execute the agreements and any amendments with Camino Real Chevrolet for a not-to-exceed amount of \$64,000 (\$62,208.20 for the bid amount and \$1,781.80 for contingency); and
3. Authorized the fund transfer of \$32,000 from Water Enterprise Fund Reserve to Water Capital Outlay - Automotive (500-6010-6711-8540) and \$32,000 from Sewer Enterprise Fund Reserve to Sewer Capital Outlay - Automotive (210-6010-6501-8540); and
4. Rejected all other bids received.

12. Authorize the City Manager to Accept a Grant Agreement from the Los Angeles County Metropolitan Transportation Authority in the Amount of \$420,000 to Plan and Host the 626 Golden Streets Arroyo Fest 2.0

Authorized the City Manager to accept a grant award from the Los Angeles County Metropolitan Transportation Authority (Metro) in the amount of \$420,000 to plan and host the 626 Golden Streets Arroyo Fest 2.0 (Arroyo Fest 2.0), scheduled for November 15, 2020.

PUBLIC HEARING ITEMS

13. Adoption of Urgency Ordinance No. 2337 and Regular Ordinance by reference of the 2020 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes with certain amendments, additions and deletions thereto amending Chapter 9 Article 1 of the South Pasadena Municipal Code

Council reached consensus to waive a staff report from being presented.

No public comment provided.

Mayor Pro Tem Mahmud asked that the community be informed of the Council's action on this matter for purposes of providing consistency and ease-of-use.

Chief City Clerk Ayala read the title of the proposed ordinances.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to:

1. Introduced for first reading by title only and waive further reading of a regular ordinance adopting by reference and amending the 2020 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential and Existing Building Codes; and
2. Schedule a public hearing on January 15, 2020 to consider adoption and second reading of the same ordinance.
3. Read by title only and waived further reading of Urgency Ordinance No. 2337 adopting by reference and amending the 2020 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential and Existing Building Codes.

Mayor Pro Tem Mahmud commented on the timing of the urgency ordinance and explained how the City's timing was impacted by the County's timing in taking formal action.

14. Adoption of an Urgency Ordinance Amending Section 36.350.200 (Residential Uses— Accessory Dwelling Units) of Division 36.350 (Standards for Specific Land Uses) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code Regarding Accessory Dwelling Units

Margaret Lin, Manager of Long Range Planning and Economic Development, provided a PowerPoint presentation as a staff report on the item.

Councilmembers Cacciotti and Khubesrian asked questions regarding statutes dealing with categories for exterior design in historic neighborhoods. City Attorney Giragosian responded accordingly.

Mayor Pro Tem Mahmud had questions regarding the interpretation of proposed Section E. City Attorney Giragosian responded accordingly.

Mayor Joe asked Manager Lin if there was an expectation for a significant influx of ADU applications. Manager Lin and City Manager DeWolfe responded accordingly.

Mayor Pro Tem Mahmud had questions regarding sub-Section L on the proposed ordinance. City Manager DeWolfe responded accordingly.

Public Comment:

- Liz Altounian – spoke in support of the ADU ordinance expressing the positive impact an ADU would provide for her and her family.
- Mike Fazioli – provided comments regarding the guidelines and regulations on conversion of historic homes, and that the Planning Commission should be allowed to review this as well.
- John Srebalus – Thanked the Council for the recent adoption of just-cause urgency ordinance, and the City’s work and outreach on affordable housing. Shared comments regarding seeing ADUs taking into account elements for low income tenant affordability.

Mayor Pro Tem Mahmud, Councilmembers Schneider, Cacciotti, and Khubesrian had various questions and comments regarding Sections F, O, ADU size maximum, etc. City Attorney Giragosian responded accordingly.

Mayor Pro Tem Mahmud recommends modification to language in Section F, after the first full sentence, “...notwithstanding before going an applicant shall be permitted to construct an 800 square foot accessory dwelling unit.” Mayor Pro Tem Mahmud further recommended that staff work to modify existing ordinance.

City Manager DeWolfe responded accordingly, and explained that tonight’s proposed ordinance was intended to bring compliance with State law, and that a number of other issues within the realm of State law may be considered in the future and be properly vetted through the City’s process.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to include Mayor Pro Tem Mahmud’s language modification under Section F, and the revisions brought forth by the City’s Additional Documents and Adopt **Urgency Ordinance No. 2339** amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses—Accessory Dwelling Units) in compliance with Assembly Bill No. 68 (AB 68, Ting), Assembly Bill No. 881 (AB 881, Bloom), and Senate Bill No. 13 (SB 13, Wieckowski) and incorporating amendments as presented in Additional Documents presented to Council.

ACTION/DISCUSSION

15. Award of Contract for the Preparation of Integrated Water and Wastewater Resources Management Plan to Carollo Engineers, Inc. for a Total Not-to-Exceed Amount of \$579,395 for a Period of Two Years

Director of Public Works, Shahid Abbas, provided PowerPoint presentation as the staff report.

Councilmember Khubesrian and Mayor Pro Tem Mahmud posed questions regarding cost and consultant dealing with stormwater projects with third parties. City Manager DeWolfe and Director Abbas responded accordingly.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to include revisions to the Scope of Services as brought forth by the City's Additional Documents and

1. Accept a proposal dated September 30, 2019 from Carollo Engineers, Inc. for the preparation of Integrated Water and Wastewater Resources Management Plan; and
2. Authorize the City Manager to execute the agreements and any amendments with Carollo for a not-to-exceed amount of \$579,395 (\$526,723 for the proposal amount and \$52,672 for 10% contingency); and
3. Reject all other proposals received.

ADJOURNMENT

Councilmembers wished everybody Happy Holidays and announced the South Pasadena Tournament of Roses Committee's Crunch Party scheduled to take place on December 29th. There being no further business, at 11:01 p.m. Mayor Joe adjourned the meeting.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor



Wednesday, January 15, 2020
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, January 15, 2020, at 7:41 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

Absent: None

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

PLEDGE OF ALLEGIANCE

Councilmember Richard D. Schneider led the Pledge of Allegiance.

PRESENTATIONS

1. Certificate Merchant Minute – ACE Hardware

South Pasadena Chamber of Commerce President Laurie Wheeler, introduced Carlos Andrade, General Manager, and Jodie Williams, Commercial Service Specialist.

Mr. Andrade and Ms. Williams provided photos and information about the new Ace Hardware in South Pasadena.

2. Pink Patch Project Check Presentation to City of Hope - South Pasadena Fire and Police Associations

Police Officers Michael Palmieri and Arthur Burgos, Fire Battalion Chief Eric Zanteson, and Fire Engineer Justin Miller presented a check to Steve Scott, Sr. Director of Development for City of Hope.

Mr. Scott expressed gratitude for the contribution towards City of Hope’s cancer research efforts.

COMMISSION APPOINTMENTS

3. Authorize Commission Appointments

MOTION BY COUNCILMEMBER KHUBSERIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to:

1. Appoint the following residents to three-year terms ending December 31, 2022:
 - Melissa Hon Tsai, Design Review Board
 - Rachel Fox, Senior Citizen Commission

PUBLIC COMMENTS

- Eric Reese - Shared various ideas on how the City can increase efforts in environmental preservation to improve quality of life in the City.

Councilmember Schneider requested that staff provide a report to Council on the advantages and disadvantages of “reflective payment”. Councilmember Cacciotti provided a second.

- Brian Bright - Shared about recent traffic collision on Fremont Ave.; concerns over other traffic safety issues on Fremont Ave. and Meridian Ave.; suggests other measures the City can implement to increase traffic safety in these areas.
- Sherry Plotkin - Announced Annual “For Love of Chocolate” fundraising event sponsored by the Women’s Club of South Pasadena to sponsor high school seniors for college scholarships.
- Beatrice Simpson - Shared concerns over City’s efforts in assisting homeless individuals suffering with mental illnesses within the City.
- Ron Rosen - Commented on the public comment period for the City’s General Plan and the importance of allowing ample time for the community as well as considering extending it to June 15th.

City Manager DeWolfe announced that the comment period has been extended to February 12th, and there will be two upcoming public forums, Tuesday, January 28th at 6:30 p.m. and Saturday, February 1st at 10 a.m.

- Mary Urquhart - Commented on the City’s public comment for the General Plan, the need for a public forum, and the importance of the community’s input; expressed excitement

about development within the City and asks for appropriate parking coordination; expressed concerns about City leadership.

- Delaine Shane – Expressed concerns over traffic problems and safety issues on Fremont Ave. and Meridian Ave., and supports a 6-month extension on the General Plan Update.
- Josh Albrektson – Expressed concerns over treatment of homeless City residents; asks the City to consider additional assistance to the homeless residents in the City.

Mayor Pro Tem Mahmud asked Mr. Albrektson to provide additional information to the Police Department as they are working with various cities to address homelessness issues.

Councilmember Cacciotti also commented on how cities do make efforts to assist the homeless population, which, unfortunately, are sometimes declined.

- Denise Philley – Expressed concerns regarding traffic safety on Fremont Ave. and Meridian Ave. and asked the City to consider putting additional stop signs.

Mayor Joe requested that staff provide a report on the traffic safety efforts for the two areas. Councilmember Schneider provided a second.

City Manager DeWolfe provided information on the City’s current traffic study.

Councilmember Schneider requested that an agenda item be added in the future to discuss traffic safety on Meridian Ave. and Fremont Ave. Councilmember Cacciotti provided a second.

- Mary Ferrero – Expressed various concerns over traffic safety on Fremont Ave.
- Kay Mouradian – Expressed concerns over the direction the City is moving in with the General Plan; City’s financial stability; and questions regarding “outsourcing”.
- Andrea Fox - Expressed various concerns over traffic safety on Fremont Ave. and asks that the City consider allocating funding specifically for implementing traffic safety measures.
- Rafael Lopez – Expressed various concerns over traffic safety on Fremont Ave.
- Shlemo Nitzani - Asks the City to consider placement of speed bumps to address the traffic concerns on Fremont Ave.; shared various concerns over peafowl within the City.
- Brandon Yung - Commented on various areas of the General Plan; encourages multi-family housing within the City.
- Steve Stafford - Commented on possible locations for homeless shelters within the City.

- Alan Ehrlich - Shared concerns over safety traffic issues on Fremont Ave.; public comment process for the General Plan; suggested that the City consider creating an ad hoc commission to address the various issues on Fremont Ave. and Meridian Ave.

CLOSED SESSION ANNOUNCEMENTS

A. Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL—Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4):

Number of Potential Cases: 1

B. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation, Pursuant to Government Code Section 54956.9(d)(2):

Number of Potential Cases: 2

C. Public Employee Performance Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

City Attorney Highsmith reported the following:

Item A – City Council received a briefing from legal counsel regarding a matter of potential initiation of litigation; the matter was continued by City Council.

Item B – City Council received a briefing from legal counsel on two separate matters of potential litigation. No action was taken by City Council.

Item C – City Council met for the performance evaluation of the City Manager.

COMMUNICATIONS

4. Councilmembers Communications

Councilmember Cacciotti provided photos for his comments regarding: the City’s annual tree trimming and tree planting program; South Pasadena Tournament of Roses Committee Crunch Party and float decorating; Irwindale Gold Line Station; AQMD presentation at the City of Industry Council Meeting; attending the Foothill Gold Line Construction Authority meeting and a picture of their model of the Gold Line; picture of the agenda for that evening’s meeting and item regarding SB 50 (encouraged other elected officials to voice concerns and increase

outreach regarding SB 50); and pictures of heavy-duty trucks that have been converted to energy efficiency vehicles through AQMD funding.

Councilmember Khubesrian wished everybody a Happy New Year and asked if staff could provide information regarding the City's paramedic program subscription for ambulance services.

Division Chief Eric Zanteson provided information regarding the program and the costs associated with it.

Additionally, Councilmember Khubesrian announced that South Pasadena Tournament of Roses Committee float for the 2020 Parade was awarded the Mayor's Award. The 2021 theme will be "Education: The Ability of Education to Open Doors, Open Minds, and Change Lives" and the Committee is already working on developing design ideas for submittal prior to the January 21st deadline.

Councilmember Schneider reported on: attending the WISPPA meeting regarding the City's General Plan; attended a *Families on Fremont* Meeting and heard their concerns over traffic safety; and also attended the recent Planning Commission meeting where various presentations on General Plan topics were presented.

Mayor Pro Tem Mahmud reported on the following: attended the recent Municipal Separate Storm Sewer System workshop regarding a Clean Water Act permit compliance and cost; Chaired the San Gabriel Valley Water Policy Committee meeting where presentations were heard on scientific study proposals to help cities properly identify most efficient ways of achieving permit compliance; attended the recent WISPPA meeting and explained the legal time constraints involved with the General Plan and how they impact the public comment timeline; also attended the Planning Commission meeting, and encouraged the community to view the meeting recording on the City's website as it focused on "planning" elements of the General Plan; Chaired last week's Clean Power Alliance Board Meeting which discussed time-of-use pricing, and explained the ability of an individual to reduce energy use during peak periods and lowering their energy bill; reported on her recent experience with water utility billing contractor, MuniBilling, and encouraged the community to create and access online water billing and payment; and also reported on her experiences with traffic concerns and requested the portable speed sign be placed at Meridian and Fremont.

Mayor Joe recognized the upcoming Martin Luther King Jr. Holiday and why this is an important holiday.

5. City Manager Communications

City Manager DeWolfe reported on the City's recent transition to the new water billing service, MuniBilling; and announced the extension of the General Plan public comment period to February 12th, and that two public forums scheduled for January 28th and February 1st, and also announced that there will be presentations on the General Plan at every Planning Commission meeting from now until June; announced City Hall being closed in observance of the Martin Luther King Holiday and the City Library Martin Luther King, Jr. book exhibit. City Manager

further explained that the City has funding available for transportation projects, however those monies are regulated by grant goals and objectives.

6. Reordering of and Additions to the Agenda

Mayor Joe requested that Agenda Item No. 14, regarding the Climate Action Plan, be considered at this time.

14. Climate Action Plan (Presentation Only)

Public Works Director Shahid Abbas provided a PowerPoint presentation. Rincon Consultants, Inc. representatives, Lexi Journey and Hannah Mize also reported from the PowerPoint presentation.

City Council had various questions regarding the Climate Action Plan. Ms. Journey and Ms. Mize responded accordingly.

CONSENT CALENDAR

No public comment on Consent Calendar.

Councilmember Schneider pulled Agenda Item No. 12 from the Consent Calendar.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve Consent Calendar Items Nos. 7 through 11.

7. Minutes for the Special City Council Meeting on November 20, 2019

Approved the Minutes of the City Council Meeting on November 20, 2020

8. Approve Prepaid Warrants in the Amount of \$247,133.60 less \$1,885.40 in Voids. General City Warrants in the Amount of \$396,630.30.

Approved Warrants as presented.

9. Adoption of Resolution No. 7636 Authorizing Signatories on City Banking Accounts and Related Banking Documents

Adopted a resolution superseding Resolution No. 7619, Authorizing Signatures on City Bank Accounts

10. Implementation of New Sales Tax (Measure A) with the California Department of Tax and Fee Administration

Approved:

1. Adopt **Resolution No. 7637** authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration (CDTFA) for the implementation of a local transactions and use tax (Measure A); and
2. Adopt **Resolution No. 7638** authorizing City representatives and sale tax consultant to examine sales, transactions and use tax records pursuant to Revenue and Taxation Code Section 7056.

11. Authorize the Second Amendment to the Professional Services Agreement with Interwest Incorporated for Assistant Planner Staffing Services for a Total Not-To-Exceed Amount of \$97,100

Authorized the City Manager to execute the second amendment to the Professional Services Agreement (PSA) with Interwest Incorporated (Interwest) to extend the term of the PSA by three months and increase the contract amount by \$39,000 for a total not-to-exceed amount of \$97,100 to continue providing the City with assistant planner staffing services.

City Council next discussed Agenda Item No. 12.

12. Approval of Mayor’s List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations

Council had questions and discussion regarding the listed Mobility & Transportation Infrastructure Commission. City Manager DeWolfe provided additional clarification.

Councilmember Schneider requested that City Council send a letter to SCAG regarding the 710 Freeway Development as legislation has recently changed. City Manager DeWolfe confirmed that the City was already working on drafting such a letter.

Mayor Joe clarified appointments for the San Gabriel Valley Council of Governments.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to include appointment of Mayor Pro Tem Mahmud (Delegate) and Councilmember Cacciotti (Alternate) to the San Gabriel Valley Council of Governments, and that Mobility and Transportation Infrastructure Commission would be removed, with Freeway and Transportation Commission remaining on the list until further official action is taken, and

1. Approve the Mayor’s list of City Council Liaison and Regional Group Appointments to various commission, boards, and committees
2. Adopt **Resolution No. 7641** appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

ACTION/DISCUSSION

13. Adoption of an Urgency Ordinance and First Reading and Introduction of an Ordinance Adopting by Reference the 2019 California Fire Code with Certain Amendments, Additions, and Deletions thereto Amending Chapter 14 of the South Pasadena Municipal Code

Staff Report was presented by Fire Division Chief Eric Zanteson.

City Council had various questions on the proposed ordinance and urgency ordinance. Fire Division Chief Zanteson responded accordingly.

Chief City Clerk Ayala read the titles to the proposed ordinances.

No public comment provided.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to:

1. Introduce for first reading by title only and waive further reading of an ordinance adopting by reference and amending the 2019 California Fire Code; and
2. Schedule a public hearing on February 5, 2020 to consider adoption and second reading of the ordinance; and
3. Read by title only and waive further reading of **Urgency Ordinance No. 2340** adopting by reference and amending the 2019 California Fire Code to include modifications to Section 14.1.1 (to include division map identifying high-risk fire risk area in the City as part of the urgency ordinance, and amend the definition to clarify that the “western area” extends to the western and southern boundary of the City.)

ADJOURNMENT

Mayor Joe adjourned the meeting in Memory of Raymond Remy and recognized his accomplishments serving various organizations and associations for the State of California. Mayor Joe announced the next regular City Council Meeting on February 5th. There being no further business, at 10:06 p.m. Mayor Joe adjourned the meeting.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor



City Council Agenda Report

ITEM NO. 10

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Karen Aceves, Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$819,776.70; ACH Payments in the Amount of \$807,247.70; General City Warrants in the Amount of \$167,671.31**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 310206-310331	\$	819,776.70
Void	\$	(12,143.16)

General City Warrants:

Warrant # 310332-310425	\$	167,671.31
Void	\$	0

Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	0
Wire Transfers (Acct # 1936)	\$	0
ACH Payment	\$	807,247.70

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	1,782,552.55
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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.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its

Approval of Warrants
April 15, 2020
Page 2 of 2

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. ACH & Electronic AP
5. Voids

ATTACHMENT 1
Warrant Summary

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

Date 04.15.2020

Fund No.	Amounts	
	Prepaid	Written
101	430,949.55	130,498.93
103	-	-
104	-	21,988.50
105	-	-
205	-	804.13
207	5,706.69	125.00
208	73,874.37	-
210	130.00	2,011.79
211	-	-
215	24,853.41	6,743.94
217	-	-
218	-	-
220	21,100.00	-
223	-	-
226	-	1,730.17
228	1,618.19	-
230	122.88	1,227.51
232	81.11	481.80
233	39,462.43	-
236	-	-
238	-	-
239	-	1,200.00
241	-	-
242	-	-
245	-	-
248	-	-
249	-	-
255	-	-
260	-	-
270	-	-
272	-	-
274	-	-
275	-	-
277	-	-
295	-	-
310	-	-
500	211,027.05	859.54
503	153.12	-
505	-	-
550	2,000.00	-
700	8,697.90	-
Column Totals:	819,776.70	167,671.31

Fund No.	Amounts	
	Prepaid	Written
227	-	-
RSA Report Totals:	-	-

City Report Totals: 987,448.01

Wire Transfer - LAIF	-
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	-
Wire Transfer - Acct # 1936	-
ACH Payment	807,247.70
Voids - Prepaid	(12,143.16)
Voids - General Warrant	-

Grand Report Total: 1,782,552.55

Robert Joe, Mayor

Karen Aceves, Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: EAlvarez
Printed: 04/07/2020 - 7:52PM



Check Number	Check Date		Amount
LLAC5270 - Acevedo, Leslie			
310263	04/07/2020		
		Inv 110450 Refund Rental of Garfield Park Gazebo	300.00
310263 Total:			300.00
LLAC5270 - Acevedo, Leslie Total:			
			300.00
ATGC8530 - Acorn Technology Corp.			
310206	03/12/2020		
		Inv 2145 CO # 215 Rev 1	130.00
		Inv 2146 CO # 165/77/189	48.75
		Inv 2147 CO # 224	25.00
		Inv 2148 CO # 225	25.00
		Inv 2149 CO # 226	12.50
		Inv 2150 CO # 211	2,520.00
		Inv 2152 CO # 210	25.00
		Inv 2154 CO # 212	2,455.00
		Inv 2155 CO # 223	50.00
		Inv 2157 CO # 205	2,202.50
		Inv 2158 Project 2015.0004	520.00
		Inv 2159 Managed IT Computer Monitoring	11,978.75
310206 Total:			19,992.50
ATGC8530 - Acorn Technology Corp. Total:			
			19,992.50
ADPLC818 - ADP, LLC			
310264	04/07/2020		
		Inv 548897931 City of South Pasadena ADP Services	4,679.96
		Inv 551122493 City of South Pasadena ADP Services	14.00
		Inv 551123752 City of South Pasadena ADP Services	10,581.76
		Inv 551950921 City of South Pasadena ADP Services	1,980.75
310264 Total:			17,256.47
ADPLC818 - ADP, LLC Total:			
			17,256.47
AIR6010 - Airgas USA LLC			
310207	03/12/2020		
		Inv 9969197467 Oxygen Cylinder Rental - February 2020	220.75
310207 Total:			220.75

Check Number	Check Date		Amount
310265	04/07/2020		
		Inv 9099542113 Oxygen Cylinder Rental & Refill	360.56
310265 Total:			360.56
AIR6010 - Airgas USA LLC Total:			581.31
ALVBB - Alvarez, Barbie			
310266	04/07/2020		
		Inv 110451 Refund for Rental of Arroyo Park Gazebo	120.00
310266 Total:			120.00
ALVBB - Alvarez, Barbie Total:			120.00
HYAN - An, Hyera			
310267	04/07/2020		
		Inv 110511 Refund due to Class Cancellation	36.00
310267 Total:			36.00
HYAN - An, Hyera Total:			36.00
AT&T5006 - AT & T U-Verse			
310244	03/19/2020		
		Inv 284743823 02/26-03/25/2020	34.89
310244 Total:			34.89
AT&T5006 - AT & T U-Verse Total:			34.89
AT&T5011 - AT&T			
310208	03/12/2020		
		Inv 284 134-6100 Monthly Service 03/01-03/31/2020	28.56
		Inv 331 841-0756 Monthly Service 02/07-03/06/2020	33.03
		Inv 331 841-0802 Monthly Service 02/07-03/06/2020	33.03
		Inv 626 405-0051 LA County Connection: PD (02/11-03/10/20	897.43
		Inv 626 441-6497 Monthly Service 02/13-03/12/2020	364.79
310208 Total:			1,356.84
310209	03/12/2020		
		Inv 000014360161 9391062308 01/20-02/19/20	5,928.17
		Inv 000014377491 CLAPSSOPAS 01/27-02/26/2020	310.60
		Inv 000014379144 9391036942 01/27-02/26/2020	75.28
310209 Total:			6,314.05
310268	04/07/2020		
		Inv 331 841-0756 Account 331 841-0756 (03/07-04/06/2020)	66.06
		Inv 331 841-0802 Account 331 841-0756 (03/07-04/06/2020)	33.03

Check Number	Check Date	Amount
310268 Total:		99.09
AT&T5011 - AT&T Total:		7,769.98
CIN4011 - AT&T --Cingular Wireless		
310210	03/12/2020	
Inv 287014917916x02	City Mobile Devices - 01/09-02/08/2020	201.92
Inv 287269956155x02	PD Mobile Devices - 02/07-03/06/2020	717.04
310210 Total:		918.96
310269	04/07/2020	
Inv 287014917916x03	PD Mobile Devices Acct# 28714917916 (02/	321.92
310269 Total:		321.92
CIN4011 - AT&T --Cingular Wireless Total:		1,240.88
ATTM850 - AT&T Mobility		
310211	03/12/2020	
Inv 16018016	Taxes and Surcharges for 2 New Lines and	1,626.44
310211 Total:		1,626.44
ATTM850 - AT&T Mobility Total:		1,626.44
BRBC5270 - Balcom, Brigid Reagan		
310270	04/07/2020	
Inv 110380	Reimb. for Cancelled Spring Break Camp	150.00
310270 Total:		150.00
BRBC5270 - Balcom, Brigid Reagan Total:		150.00
BART4610 - Bartolome, Jennifer		
310212	03/12/2020	
Inv 99295/110013	Refund Security Deposit for WMB (02.15.2	500.00
310212 Total:		500.00
BART4610 - Bartolome, Jennifer Total:		500.00
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
310271	04/07/2020	
Inv March 2020	Class Instructor: Yoga March 2020	94.40
310271 Total:		94.40
DABN8267 - Bohan, Diana Total:		94.40

Check Number	Check Date	Amount
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.)		
310245	03/19/2020	
Inv 11048896	Armored Car Svcs. 03/2020	2,056.40
Inv 3146606	Armored Car Svcs. 02/2020	184.39
310245 Total:		2,240.79
DBAR3011 - Brinks Inc. (Formerly Dunbar Inc.) Total:		2,240.79
CAME2015 - CA Maintenance & Environmental		
310213	03/12/2020	
Inv 31422	Underground Storage Tank Inspection Nove	125.00
Inv 31423	Underground Storage Tank Inspection Nove	125.00
310213 Total:		250.00
310246	03/19/2020	
Inv 29547	Underground Fuel Storage Tank February	125.00
310246 Total:		125.00
CAME2015 - CA Maintenance & Environmental Total:		375.00
CAN0607 - Cantu Graphics		
310214	03/12/2020	
Inv 5739	Commission Congress Brochures Event (Feb	281.42
Inv 5741	Business Cards - Michale Casalou, Raquel	98.39
Inv 5742	Business Cards - Community Services Dire	49.22
310214 Total:		429.03
CAN0607 - Cantu Graphics Total:		429.03
NYCT - Castro, Nayeli		
310272	04/07/2020	
Inv 110549	Refund Rental of Gazebo due to COVID-19	240.00
310272 Total:		240.00
NYCT - Castro, Nayeli Total:		240.00
CAT0700 - Catering Systems Inc.		
310273	04/07/2020	
Inv 5467	Senior Meal Program 03/16-03/20/20	2,246.40
310273 Total:		2,246.40
CAT0700 - Catering Systems Inc. Total:		2,246.40
CDW5246 - CDW Government LLC		

Check Number	Check Date		Amount
310215	03/12/2020		
		Inv XCX6136 Microsoft Surface GAS Office Edition P&B	283.71
		Inv XDB1729 Microsoft Surface 3 Year Warranty P&B	251.67
310215 Total:			535.38
310247	03/19/2020		
		Inv NIZ33022 Credit Memo	-1,056.20
		Inv WSD3406 Order of Surface Pro	1,632.43
		Inv WSD3408 Order of Qty # 2 Surface Pro 6's with I7	3,264.86
		Inv WSN8472 Microsoft Surface Pro Warranty (Qty # 2)	503.34
		Inv WSN8481 Microsoft Surface Warranty - 3 Years	251.67
310247 Total:			4,596.10
CDW5246 - CDW Government LLC Total:			5,131.48
CBSE6010 - Cell Business Equipment			
310216	03/12/2020		
		Inv 66915219 Public Works Copier 02/01-02/29/2020	251.61
310216 Total:			251.61
310274	04/07/2020		
		Inv 67137624 Public Works Copier (03/01-03/31/2020)	264.20
310274 Total:			264.20
CBSE6010 - Cell Business Equipment Total:			515.81
CHWP2010 - Colantuono,Highsmith & Whatley,PC			
310275	04/07/2020		
		Inv 41668 General Services	10,088.07
		Inv 41669 Case 2	17,607.18
		Inv 41670 Labor & Employment	12,746.76
		Inv 41671 Misc. Litigation	9,062.98
		Inv 41672 Special Projects	18,000.50
		Inv 41673 Gardena v. RWQCB	65.00
		Inv 41674 Water & Utilities	730.00
310275 Total:			68,300.49
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			68,300.49
CZLR - Cozen, Laura			
310276	04/07/2020		
		Inv 110529 Refund due to Class Cancellation from CO	34.00
310276 Total:			34.00
CZLR - Cozen, Laura Total:			34.00

Check Number	Check Date	Amount
DEL4000 - Dell Marketing L.P.		
310217	03/12/2020	
Inv 10379009530	Dell 22 Inch Monitor for Community Services	107.29
310217 Total:		107.29
310277	04/07/2020	
Inv 10379299369	Dell 22 inch Monitor for Community Servi	107.29
Inv 10382625634	Five Optiplex for Senior Center	5,046.03
Inv 10382625650	Four Dell 20 inch Monitors	449.20
310277 Total:		5,602.52
DEL4000 - Dell Marketing L.P. Total:		5,709.81
DEL3011 - DeLuxe for Business		
310218	03/12/2020	
Inv 02046869996	Zform Checks for City Operating Account	742.12
310218 Total:		742.12
DEL3011 - DeLuxe for Business Total:		742.12
GEMT5550 - Dept. of Health Care Services, GEMT QAF		
310219	03/12/2020	
Inv GEM0120JIS9	GEMT Medi-Cal 19 Q3	6,152.52
Inv GEM042034B1	GEMT Medi-Cal 19 Q4	5,657.19
Inv GEM0519I92C	GEMT Medi-Cal 19 Q1	216.72
Inv GEM11190ZC8	GEMT Medi-Cal 19 Q2	5,396.49
310219 Total:		17,422.92
GEMT5550 - Dept. of Health Care Services, GEMT QAF Total:		17,422.92
DIG2000 - Digital Housing & Admin., LLC		
310278	04/07/2020	
Inv 13991	DNS Hosting - (04/01/2020-03/31/2021)	120.00
310278 Total:		120.00
DIG2000 - Digital Housing & Admin., LLC Total:		120.00
DIG0800 - Digital Telecommunications Corp		
310220	03/12/2020	
Inv 37774	IT Phones - April 2020	927.00
310220 Total:		927.00
310279	04/07/2020	
Inv 38057	Change of Main Line to City Hall and Est	285.00
310279 Total:		285.00

Check Number	Check Date	Amount
DIG0800 - Digital Telecommunications Corp Total:		1,212.00
DTV5012 - DIRECTV		
310221	03/12/2020	
Inv 37218771218	EOC Disaster Preparedness Communication	91.90
310221 Total:		91.90
DTV5012 - DIRECTV Total:		91.90
SIMD - Do, Sung Im		
310280	04/07/2020	
Inv 110548	Refund due to Class Cancellation	18.00
310280 Total:		18.00
SIMD - Do, Sung Im Total:		18.00
DDL8010 - Dr. Detail Ph.D		
310281	04/07/2020	
Inv 2088	COVID-19 Sanitation Clean of Transit Veh	285.00
310281 Total:		285.00
DDL8010 - Dr. Detail Ph.D Total:		285.00
ECC9000 - E.C.Construction		
310248	03/19/2020	
Inv 4	Measure R Monterey Rd. St. Improvement	296,116.80
310248 Total:		296,116.80
ECC9000 - E.C.Construction Total:		296,116.80
EJAS2010 - Emanuels Jones & Associates		
310222	03/12/2020	
Inv F02-02-11	Emmanuel Jones & Associates (February 20	2,575.00
Inv F20-01-11	Emmanuel Jones & Associates (January 202	2,500.00
Inv F20-03-12	Emmanuel Jones & Associates (March 2020)	2,500.00
310222 Total:		7,575.00
EJAS2010 - Emanuels Jones & Associates Total:		7,575.00
JSFG5270 - Fang, Jessica		
310282	04/07/2020	
Inv 110416	Refund Spring Break Camp due to Closure	290.00
310282 Total:		290.00

Check Number	Check Date	Amount
JSFG5270 - Fang, Jessica Total:		290.00
COBR7131 - Flex Advantage		
310223	03/12/2020	
Inv 117257	Reimb. Retirees January 2020 Admin. Fees	60.00
Inv P/R/E 03/07/20	Reimb. Retirees Batch: 1082611	1,719.44
310223 Total:		1,779.44
COBR7131 - Flex Advantage Total:		1,779.44
GALL5011 - Galls, LLC		
310283	04/07/2020	
Inv 15045400	Blauer Gore-Tex Gear for Offer. Christin	565.01
310283 Total:		565.01
GALL5011 - Galls, LLC Total:		565.01
GARAG - Garcia, Angela		
310284	04/07/2020	
Inv 110508	Refund due to Class Cancellation from CO	36.00
310284 Total:		36.00
GARAG - Garcia, Angela Total:		36.00
GOV1249 - Gov't Finance Officers Ass'n		
310249	03/19/2020	
Inv 0142192	Membership for # 300242192	150.00
Inv 300242192	Enterprise Fund Accounting & CAFR	785.00
310249 Total:		935.00
GOV1249 - Gov't Finance Officers Ass'n Total:		935.00
KRCGR527 - Graham, Karisa C		
310285	04/07/2020	
Inv 110395	Refund Spring Break Camp due to Closure	150.00
310285 Total:		150.00
KRCGR527 - Graham, Karisa C Total:		150.00
HATC8025 - Halls Auto Tech Center		
310224	03/12/2020	
Inv 10313	CS Tire Replacement	441.58
Inv 10670	CS Tire Replacement	617.03

Check Number	Check Date	Amount
310224 Total:		1,058.61
HATC8025 - Halls Auto Tech Center Total:		1,058.61
CRHY8067 - Hartney, Corey		
310225	03/12/2020	
Inv Winter 2019	Class Instructor: Winter Basketball	552.50
310225 Total:		552.50
CRHY8067 - Hartney, Corey Total:		552.50
MHIG5270 - Higa, Marsha		
310286	04/07/2020	
Inv 110556	Refund due to Class Cancellation	18.00
310286 Total:		18.00
MHIG5270 - Higa, Marsha Total:		18.00
HDLC3010 - Hinderliter deLlamas & Associates		
310250	03/19/2020	
Inv 0033278-IN	Contrct. Svcs. Sales Tax 1st Qtr. Audit	1,889.15
310250 Total:		1,889.15
HDLC3010 - Hinderliter deLlamas & Associates Total:		1,889.15
HOM1515 - Home Depot Credit Services		
310287	04/07/2020	
Inv 2603833	Citywide Supplies	388.85
Inv 2741218	Citywide Supplies	254.71
Inv 2971149	Citywide Supplies	952.96
Inv 5510536	Citywide Supplies	29.29
Inv 5613075	Citywide Supplies	129.65
Inv 9101354	Citywide Supplies	399.88
310287 Total:		2,155.34
HOM1515 - Home Depot Credit Services Total:		2,155.34
HRCS2011 - Housing Rights Center		
310226	03/12/2020	
Inv 5	Housing Rights Center: Fair Housing Prog	825.25
Inv 6	Housing Rights Center: Fair Housing Prog	792.94
310226 Total:		1,618.19
HRCS2011 - Housing Rights Center Total:		1,618.19

Check Number	Check Date	Amount
HGHG5270 - Huang, Hang		
310288	04/07/2020	
Inv 110517	Refund due to Class Cancellation	18.00
310288 Total:		18.00
HGHG5270 - Huang, Hang Total:		18.00
INVMR517 - Invernizzi, Marta		
310289	04/07/2020	
Inv 110455	Refund Rental of Garfield Park Gazebo	120.00
310289 Total:		120.00
INVMR517 - Invernizzi, Marta Total:		120.00
JSAR4011 - Jack's Auto Repair		
310227	03/12/2020	
Inv 16,606	Front Break Pad for Vehicle #75	282.69
310227 Total:		282.69
JSAR4011 - Jack's Auto Repair Total:		282.69
APKS6713 - Kasparian, Arpy		
310290	04/07/2020	
Inv 02.28.2020	Mileage Reimb. for CalGreen Conference	153.12
310290 Total:		153.12
APKS6713 - Kasparian, Arpy Total:		153.12
LAC3010 - L.A.C.Tax Collector		
310251	03/19/2020	
Inv 5323 019 270	Property Tax 07/01/19-06/30/20	90.43
Inv 5363 002 270	Property Tax 07/01/19-06/30/20	80.86
Inv 5363 010 270	Property Tax 07/01/19-06/30/20	15.59
Inv 5716 021 271	Property Tax 07/01/19-06/30/20	39.09
Inv 8920 851 390	Property Tax 07/01/19-06/30/20	29.15
310251 Total:		255.12
LAC3010 - L.A.C.Tax Collector Total:		255.12
STLE - Lee, Stephanie		
310291	04/07/2020	
Inv 110496	Refund due to Class Cancellation due to	45.75
310291 Total:		45.75

Check Number	Check Date	Amount
STLE - Lee, Stephanie Total:		45.75
LIFE822 - Life-Assist Inc.		
310292	04/07/2020	
Inv 977570	Medical Supplies	5,480.24
310292 Total:		5,480.24
LIFE822 - Life-Assist Inc. Total:		5,480.24
LCHD8011 - Lucas Holdings LLC		
310228	03/12/2020	
Inv 64075	Library Cards Qty # 10,000	1,401.80
310228 Total:		1,401.80
LCHD8011 - Lucas Holdings LLC Total:		1,401.80
JNMR - Marioka, Joanie		
310293	04/07/2020	
Inv 110521-110519	Refund due to Class Cancellation	36.00
310293 Total:		36.00
JNMR - Marioka, Joanie Total:		36.00
MSNT5270 - Masocco, Natalie		
310294	04/07/2020	
Inv 110317	Refund Client Cancellation of Gazebo	120.00
310294 Total:		120.00
MSNT5270 - Masocco, Natalie Total:		120.00
ERMT2920 - Mitchell, Erin		
310295	04/07/2020	
Inv 110457	Refund Security Deposit of EPH Reserv.	250.00
310295 Total:		250.00
ERMT2920 - Mitchell, Erin Total:		250.00
LYMO5260 - Morris, Lydia		
310296	04/07/2020	
Inv 110424	Refund Spring Break Camp due to Closure	290.00
310296 Total:		290.00
LYMO5260 - Morris, Lydia Total:		290.00

Check Number	Check Date	Amount
NGSI6010 - Natural Gas Systems Inc.		
310252	03/19/2020	
Inv 6139	Monthly Maint. Natural Gas Feb. 2020	375.00
310252 Total:		375.00
NGSI6010 - Natural Gas Systems Inc. Total:		375.00
KLSR8032 - North American Youth Activities LLC		
310229	03/12/2020	
Inv Winter 2020	Class Instructor: Mommy, Daddy & Me Socce	1,105.00
310229 Total:		1,105.00
KLSR8032 - North American Youth Activities LLC Total:		1,105.00
NSSAT - Nuss, Autumn		
310297	04/07/2020	
Inv 110513	Refund due to Class Cancellation	36.00
310297 Total:		36.00
NSSAT - Nuss, Autumn Total:		36.00
OREI6711 - O' Reilly Automotive Inc.		
310298	04/07/2020	
Inv 3213-160323	Wiper Baldes for Vehicle # 103	24.22
310298 Total:		24.22
OREI6711 - O' Reilly Automotive Inc. Total:		24.22
OSSS3010 - Olympic Staffing Services		
310299	04/07/2020	
Inv 211578	Temp Staffing - MGMT Assistant Part Time	581.25
310299 Total:		581.25
OSSS3010 - Olympic Staffing Services Total:		581.25
PKHD5270 - Parker, Heidi		
310300	04/07/2020	
Inv 110437	Refund Rental of Garfield Park Gazebo	80.00
310300 Total:		80.00
PKHD5270 - Parker, Heidi Total:		80.00
PHLD - Phuong, Linda		

Check Number	Check Date	Amount
310301	04/07/2020	
Inv 110477	Refund due to Class Cancellation	47.75
310301 Total:		47.75
PHLD - Phuong, Linda Total:		47.75
PBGF8031 - Pitney Bowes Global Fin. Svc LLC		
310253	03/19/2020	
Inv 3103786026	Postage Lease Payment	980.54
310253 Total:		980.54
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:		980.54
TOPL8267 - Plasil, Tony		
310302	04/07/2020	
Inv March 2020	Class Instructor: Ballroom Dance (March	50.00
310302 Total:		50.00
TOPL8267 - Plasil, Tony Total:		50.00
PODV8267 - Podvoll, Candace		
310303	04/07/2020	
Inv March 2020	Class Instructor: Meditation March 2020	60.00
310303 Total:		60.00
PODV8267 - Podvoll, Candace Total:		60.00
POS5265 - Post Alarm Systems		
310304	04/07/2020	
Inv 1254392	Monthly Monitoring Fee for WMB & Orange	103.48
310304 Total:		103.48
POS5265 - Post Alarm Systems Total:		103.48
PUWA8020 - Pure Water		
310230	03/12/2020	
Inv 201918393	Department Supplies - Monthly Water Marc	87.39
310230 Total:		87.39
PUWA8020 - Pure Water Total:		87.39
NEOF8011 - Quadient Finance USA, Inc.		
310305	04/07/2020	
Inv ACCT # 2044	Postage Meter Lease FY19-20 Library	51.14

Check Number	Check Date	Amount
310305 Total:		51.14
NEOF8011 - Quadient Finance USA, Inc. Total:		51.14
KRRP2920 - Rapisura, Krystle		
310231	03/12/2020	
Inv 106539/110016	Refund Security Deposit for WMB	500.00
310231 Total:		500.00
KRRP2920 - Rapisura, Krystle Total:		500.00
REGI1022 - Registrar-Recorder/County Clerk		
310306	04/07/2020	
Inv 11452-9149-0019	November 2019 Special Election	172,492.35
310306 Total:		172,492.35
REGI1022 - Registrar-Recorder/County Clerk Total:		172,492.35
RMGCM201 - RMG Communications		
310232	03/12/2020	
Inv 1046	On Call Consultant PIO (January 2020)	4,750.00
Inv 1054	On Call Consultant PIO February 2020	7,437.50
310232 Total:		12,187.50
RMGCM201 - RMG Communications Total:		12,187.50
ALRD - Rodriguez, Albert		
310307	04/07/2020	
Inv 110477	Refund due to Class Cancellation	34.00
310307 Total:		34.00
ALRD - Rodriguez, Albert Total:		34.00
EWGZ5011 - Rodriguez, Eduardo		
310233	03/12/2020	
Inv EE73959	Fire Dept. - Uniform Jacket Embroidery	52.56
310233 Total:		52.56
EWGZ5011 - Rodriguez, Eduardo Total:		52.56
JMRM5270 - Romo, Jaime		
310308	04/07/2020	
Inv 110434	Refund Rental of Garfield Park Gazebo	120.00

Check Number	Check Date	Amount
310308 Total:		120.00
JMRM5270 - Romo, Jaime Total:		120.00
SOU5230 - S.P.Firefighters L-3657		
310254	03/19/2020	
Inv P/R/E 03/06/20 Union & Association Ins. 03/2020		2,162.42
310254 Total:		2,162.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,162.42
SOU5435 - S.P.P. O. A.		
310255	03/19/2020	
Inv P/R/E 03/06/20 Union & Association Dues 03/2020		4,659.48
310255 Total:		4,659.48
SOU5435 - S.P.P. O. A. Total:		4,659.48
SOU5451 - S.P.Public Srvc Empl. Ass'n		
310256	03/19/2020	
Inv P/R/E 03/06/20 Assn. Dues 03/2020		1,380.00
310256 Total:		1,380.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:		1,380.00
SAEC4010 - SAE Communications		
310234	03/12/2020	
Inv 030520 On Call Crisis Management PIOServices		6,776.22
310234 Total:		6,776.22
SAEC4010 - SAE Communications Total:		6,776.22
SAN8032 - San Pascual Stables		
310235	03/12/2020	
Inv March 2020 Class Instructor: Horsemanship (March 20		1,188.00
310235 Total:		1,188.00
SAN8032 - San Pascual Stables Total:		1,188.00
MDSH5270 - Sharifi, Melody		
310309	04/07/2020	
Inv 110309 Refund Rental of Garfield Park Gazebo		120.00
310309 Total:		120.00

Check Number	Check Date	Amount
MDSH5270 - Sharifi, Melody Total:		120.00
WLST8267 - Shuttic, William 101-8030-8021-8267-000		
310310	04/07/2020	
Inv March 2020	Class Instructor: Functional Fitness 2 L	897.60
310310 Total:		897.60
WLST8267 - Shuttic, William Total:		897.60
SLMD5270 - Silverman, Madeline		
310311	04/07/2020	
Inv 110433	Refund Rental of Garfield Park Gazebo	120.00
310311 Total:		120.00
SLMD5270 - Silverman, Madeline Total:		120.00
SLYT2920 - Silvers, Curtis		
310312	04/07/2020	
Inv 110292	Refundable Security Deposit for Eddie Park	246.39
310312 Total:		246.39
SLYT2920 - Silvers, Curtis Total:		246.39
ALSM5270 - Smith, Alison		
310236	03/12/2020	
Inv 109434/109977	Refund Rental of Gazebo Due to Weather	80.00
310236 Total:		80.00
ALSM5270 - Smith, Alison Total:		80.00
SCOT8300 - So Cal Office Technologies		
310257	03/19/2020	
Inv IN1396180	Citywide Copier Charges Account # C72:21	29.94
310257 Total:		29.94
SCOT8300 - So Cal Office Technologies Total:		29.94
SOU6666 - So. CA Edison Co.		
310237	03/12/2020	
Inv 3-000-5677-90	1/17/20-2/18/20	46.32
Inv 3-000-5950-21	1/22/20-2/20/20	28.03
Inv 3-000-5950-22	12/24/19/1/25/20	41.71
Inv 3-000-7125-63	12/24/19/1/25/20	19.89
Inv 3-000-7125-66	12/24/19/1/25/20	20.43

Check Number	Check Date	Amount
Inv 3-000-7152-57	12/27/19/1/28/20	11.24
Inv 3-000-8455-69	12/26/19/1/27/20	50.05
Inv 3-000-9969-52	1/22/20-2/20/20	10.96
Inv 3-001-1810-93	1/01/20-2/01/20	31.59
Inv 3-001-1810-94	12/24/19/1/25/20	21.09
Inv 3-001-1810-98	12/18/19-1/17/20	20,864.14
Inv 3-001-1811-29	12/26/19-1/27/20	2,548.06
Inv 3-001-1811-44	1/22/20-2/20/20	406.44
Inv 3-001-1811-45	1/22/20-2/20/20	54.78
Inv 3-001-1811-48	12/23/19-1/24/20	30.98
Inv 3-001-1811-56	12/24/19-1/25/20	44.25
Inv 3-001-1811-58	1/01/20-2/01/20	29.65
Inv 3-001-1811-59	12/23/19-1/24/20	31.07
Inv 3-001-1811-63	12/23/19-1/24/20	11.04
Inv 3-001-1811-67	12/23/19-1/24/20	28.88
Inv 3-001-1811-68	12/23/19-1/24/20	68.97
Inv 3-001-1811-69	1/01/20-2/01/20	21.85
Inv 3-001-1811-75	12/23/19-1/24/20	59.51
Inv 3-001-1811-76	12/23/19-1/24/20	37.99
Inv 3-001-1811-77	12/23/19-1/24/20	28.41
Inv 3-001-1811-79	12/24/19-1/25/20	30.58
Inv 3-001-1811-80	12/24/19-1/25/20	28.85
Inv 3-001-1811-86	12/24/19-1/25/20	10.95
Inv 3-001-1811-87	12/24/19-1/25/20	16.29
Inv 3-001-1811-89	1/01/20-2/01/20	29.65
Inv 3-001-1811-90	12/24/19-1/25/20	29.99
Inv 3-001-1811-91	12/24/19-1/25/20	48.97
Inv 3-001-1811-92	12/24/19-1/25/20	14.37
Inv 3-001-1811-93	12/26/19-1/27/20	36.76
Inv 3-001-1811-95	12/26/19-1/27/20	11.59
Inv 3-001-1811-98	12/26/19-1/27/20	13.87
Inv 3-001-1812-06	12/26/19-1/27/20	21.55
Inv 3-001-1812-07	1/22/20-2/20/20	12.80
Inv 3-001-1812-08	12/23/19-1/24/20	43.25
Inv 3-001-1812-09	1/01/20-2/01/20	268.88
Inv 3-001-1812-10	12/26/19-1/27/20	47.62
Inv 3-001-1812-11	12/26/19-1/27/20	24.73
Inv 3-001-1812-12	12/26/19-1/27/20	15.47
Inv 3-001-1812-25	12/27/19-1/28/20	11.39
Inv 3-001-1812-26	12/27/19-1/28/20	506.72
Inv 3-001-1812-27	12/27/19-1/28/20	37.15
Inv 3-001-1812-31	12/30/19-1/29/20	30.04
Inv 3-001-1812-32	1/01/20-2/01/20	12.93
Inv 3-001-1812-35	12/31/19-1/30/20	13.58
Inv 3-001-1812-36	12/30/19-1/29/20	35.29
Inv 3-001-1812-38	12/31/19-1/30/20	10.65
Inv 3-001-1812-39	12/31/19-1/30/20	34.27
Inv 3-001-9413-97	12/31/19-1/30/20	1,599.97
Inv 3-002-4372-43	12/24/19-1/25/20	40.34
Inv 3-002-4373-12	12/26/19-1/27/20	10.95
Inv 3-003-7341-83	1/01/20-2/01/20	10.90
Inv 3-004-3214-58	12/26/19-1/27/20	19.33
Inv 3-004-4562-56	12/26/19-1/27/20	37.41
Inv 3-016-0678-82	12/23/19-1/24/20	60.98
Inv 3-022-6051-15	12/31/19-1/30/20	44.08

Check Number	Check Date	Amount
Inv 3-022-6897-57	12/23/19-1/24/20	12.12
Inv 3-022-6897-89	12/23/19-1/24/20	11.45
Inv 3-022-6897-99	12/23/19-1/24/20	11.58
Inv 3-022-6898-05	12/23/19-1/24/20	11.13
Inv 3-022-6898-17	12/30/19-1/29/20	11.45
Inv 3-046-7147-27	12/26/19-1/27/20	727.48
Inv 3-048-3503-18	12/24/19-1/25/20	0.10
Inv 3-048-3503-31	12/24/19-1/25/20	6.33
Inv 3-048-3504-12	12/24/19-1/25/20	0.46
Inv 3-048-3504-73	12/24/19-1/25/20	7.67
Inv 3-048-3505-86	12/24/19-1/25/20	6.83
Inv 3-048-3506-21	12/24/19-1/25/20	4.37
Inv 3-048-3506-72	12/24/19-1/25/20	8.21
Inv 3-048-3507-28	12/24/19-1/25/20	11.85
Inv 3-048-3515-02	12/24/19-1/25/20	0.19
Inv 3-048-3515-19	12/24/19-1/25/20	27.65
Inv 3-048-3515-96	12/24/19-1/25/20	13.19
Inv 3-048-3518-15	12/24/19-1/25/20	7.26
Inv 3-048-3520-99	12/24/19-1/25/20	37.71
Inv 3-048-3524-22	12/24/19-1/25/20	23.92
Inv 3-048-3528-66	12/24/19-1/25/20	18.55
Inv 3-048-3529-42	12/24/19-1/25/20	24.41
Inv 3-048-3530-52	12/24/19-1/25/20	0.45
Inv 3-048-3587-48	12/24/19-1/25/20	8.54
Inv 3-048-3587-62	12/26/19-1/27/20	0.56
Inv 3-048-3593-95	12/26/19-1/27/20	17.95
Inv 3-048-3593-98	12/26/19-1/27/20	15.94
Inv 3-048-3594-36	12/26/19-1/27/20	4.09
Inv 3-048-3599-01	12/26/19-1/27/20	1,992.02
Inv 3-048-3599-97	12/26/19-1/27/20	33.49
Inv 3-048-3600-65	12/26/19-1/27/20	28.33
Inv 3-048-3601-53	12/26/19-1/27/20	964.67
Inv 3-048-3608-21	12/26/19-1/27/20	263.17
Inv 3-048-3659-74	12/27/19-1/28/20	211.29
Inv 3-048-3662-71	12/27/19-1/28/20	18.17
Inv 3-048-3664-38	12/27/19-1/28/20	0.36
Inv 3-048-3670-65	12/27/19-1/28/20	0.23
Inv 3-048-3735-77	12/30/19-1/29/20	17.76
Inv 3-048-3736-11	12/30/19-1/29/20	20.39
Inv 3-048-3750-12	12/30/19-1/29/20	0.87
Inv 3-048-3807-64	12/31/19-1/30/20	16.41
Inv 3-048-3810-70	12/31/19-1/30/20	0.32
Inv 3-048-3817-68	12/31/19-1/30/20	0.21
Inv 3-048-3819-71	12/31/19-1/30/20	13.06
Inv 3-048-3823-92	12/31/19-1/30/20	23.97
Inv 3-048-4954-40	12/20/19-1/22/20	184.41
Inv 3-048-4960-02	12/20/19-1/22/20	15.10
Inv 3-048-4960-34	12/20/19-1/22/20	6.91
Inv 3-048-4961-25	12/20/19-1/22/20	2.48
Inv 3-048-5125-68	12/20/19-1/22/20	43.61
Inv 3-048-5125-73	12/23/19-1/24/20	23.21
Inv 3-048-5127-24	12/23/19-1/24/20	13.61
Inv 3-048-5129-43	12/23/19-1/24/20	1.00
Inv 3-048-5129-59	12/23/19-1/24/20	11.88
Inv 3-048-5131-46	12/23/19-1/24/20	0.58

Check Number	Check Date	Amount
Inv 3-048-5131-47	12/23/19-1/24/20	11.53
Inv 3-048-5135-05	12/23/19-1/24/20	36.01
Inv 3-048-5136-08	12/23/19-1/24/20	19.07
Inv 3-048-5142-29	12/23/19-1/24/20	13.58
Inv 3-048-7780-74	12/23/19-1/24/20	1.61
Inv 3-048-7781-02	12/23/19-1/24/20	6.80
Inv 3-048-7781-59	1/01/20-2/01/20	57.27
Inv 3-048-7782-47	1/01/20-2/01/20	10.10
Inv 3-048-7782-87	1/01/20-2/01/20	1.61
Inv 3-048-7783-35	1/01/20-2/01/20	3.23
Inv 3-048-7786-19	1/01/20-2/01/20	6.80

310237 Total: 32,876.04

310258 03/19/2020

Inv 3-008-8091-11	02/04/-03/05/2020	2,619.43
Inv 3-008-8091-12	02/04/-03/05/2020	571.09
Inv 3-008-8091-13	03/20-02/01/2020	7,483.17
Inv 3-008-8091-14	02/04/-03/05/2020	10.90
Inv 3-008-8091-16	02/04/-03/05/2020	72.31
Inv 3-008-8091-17	02/04/-03/05/2020	30.78
Inv 3-008-8091-18	02/04/-03/05/2020	28.76
Inv 3-008-8091-19	02/04/-03/05/2020	22.48
Inv 3-008-8091-20	02/04/-03/05/2020	36.16
Inv 3-008-8091-21	02/04/-03/05/2020	58.46
Inv 3-008-8091-22	02/04/-03/05/2020	24.51
Inv 3-008-8091-23	02/04-03/05/2020	42.14
Inv 3-008-8091-24	02/04/-03/05/2020	37.21
Inv 3-008-8436-55	02/04/-03/05/2020	57.46
Inv 3-022-6898-28	01/29-02/28/2020	10.81
Inv 3-025-4910-19	02/04/-03/05/2020	62.36
Inv 3-026-3223-65	01/27/20-02/26/2020	13.88
Inv 3-026-6343-40	02/04/-03/05/2020	9.48
Inv 3-029-2458-05	01/27/20-02/26/2020	28.10
Inv 3-032-4192-98	01/27/20-02/20	18.34
Inv 3-045-0630-89	02/04/-03/05/2020	13.81
Inv 3-048-3587-38	01/27/20-02/26/2020	3.16
Inv 3-048-3594-16	01/27/20-02/20	7.86
Inv 3-048-3599-58	01/27/20-02/26/2020	14.96
Inv 3-048-3733-54	01/29-02/28/2020	0.31
Inv 3-048-4151-49	01/06-02/04/2020	24.18
Inv 3-048-4154-08	01/06-02/04/2020	32.34
Inv 3-048-4157-19	01/06-02/04/2020	56.03
Inv 3-048-4158-60	01/06-02/04/2020	62.52
Inv 3-048-4159-93	01/06-02/04/2020	57.64
Inv 3-048-4160-78	01/06-02/04/2020	2.63
Inv 3-048-4160-91	01/06-02/04/2020	72.65
Inv 3-048-4164-59	01/06-02/04/2020	19.40
Inv 3-048-4164-78	01/06-02/04/2020	27.37
Inv 3-048-4164-93	01/06-02/04/2020	17.17
Inv 3-048-4168-72	01/06-02/04/2020	33.57
Inv 3-048-4173-52	01/06-02/04/2020	39.03
Inv 3-048-7781-73	01/06-02/04/2020	3,385.36
Inv 3-048-7784-31	01/01-02/01/2020	784.92
Inv 3-048-7785-04	01/01-02/01/2020	3.22

Check Number	Check Date	Amount
Inv 3-048-7785-92	06/01/19-03/01/2020	7,078.23
Inv 3-048-7970-18	01/01-03/01/2020	6.80
310258 Total:		22,980.99
SOU6666 - So. CA Edison Co. Total:		55,857.03
SCMM6116 - So. Cal Mobile Maint.		
310313	04/07/2020	
Inv 17882	Emergency / Safety CNG Tank Repair fo th	4,000.00
310313 Total:		4,000.00
SCMM6116 - So. Cal Mobile Maint. Total:		4,000.00
CEAP7000 - South Pasadena Part Time Employees Assn. 700-0000-0000-2249-000		
310259	03/19/2020	
Inv P/R/E 03/06/20	Assn. Dues 03/2020	496.00
310259 Total:		496.00
CEAP7000 - South Pasadena Part Time Employees Assn. Total:		496.00
CHA3010 - SPCC Corp		
310314	04/07/2020	
Inv 7399	Chamber of Commerce FY19-20	21,100.00
310314 Total:		21,100.00
CHA3010 - SPCC Corp (Chamber of Commerce)Total:		21,100.00
STA5219 - Staples Business Advantage		
310238	03/12/2020	
Inv 3438581602	Management Services Office Supplies	384.50
Inv 3438666646	Management Services Office Supplies	272.70
Inv 3439109696	PD Office Supplies	337.71
Inv 3439193961	MS Office Supplies	56.98
Inv 3439193962	MS Office Supplies	154.54
Inv 3439674874	Management Services Office Supplies	295.31
Inv 3439674875	MS Office Supplies	95.78
Inv 3439828372	Commission Congress Supplies	92.54
310238 Total:		1,690.06
310315	04/07/2020	
Inv 3440336658	Community Services Office Supplies	79.92
Inv 3441203719	City Manger Office Supplies	124.27
Inv 3441203721	City Manger Office Supplies	437.98
Inv 3441203723	City Manger Office Supplies	437.99
Inv 3441543758	City Manger Office Supplies	32.83
Inv 3441543759	City Manger Office Supplies	142.23
Inv 3441543760	City Manger Office Supplies	49.73

Check Number	Check Date	Amount
Inv 3441953519	Community Services Office Supplies	289.77
310315 Total:		1,594.72
STA5219 - Staples Business Advantage Total:		3,284.78
STSM1020 - Studio Spectrum		
310239	03/12/2020	
Inv 191547	Mayor's State of the City Address (Decem	900.00
Inv 191567	City Council Streaming Svcs. July 2019	2,085.00
Inv 191568	City Council Streaming Svcs. September 2	3,000.00
Inv 191569	City Council Streaming Svcs. October 201	2,085.00
Inv 191571	City Council Streaming Svcs. December 20	3,405.00
Inv 191572	City Council Streaming Svcs. January 202	1,950.00
Inv 191573	July 2019 - February 2020 Monthly Invoic	3,270.00
310239 Total:		16,695.00
310316	04/07/2020	
Inv 191324	Streaming Services Studio Spectrum	4,950.00
Inv 191348	Streaming Services Studio Spectrum	2,355.00
Inv 191389	Streaming Services Studio Spectrum	2,235.00
Inv 191570	Streaming Services Studio Spectrum	2,640.00
Inv 191598	City Council Streaming Services	3,810.00
310316 Total:		15,990.00
STSM1020 - Studio Spectrum Total:		32,685.00
MIKSU527 - Sung, Min Kyoung		
310317	04/07/2020	
Inv 110420	Refund Spring Break Camp due to Closure	290.00
310317 Total:		290.00
MIKSU527 - Sung, Min Kyoung Total:		290.00
TLFX5011 - Teleflex LLC		
310318	04/07/2020	
Inv 9502246298	Emergency Supplies	1,220.00
310318 Total:		1,220.00
TLFX5011 - Teleflex LLC Total:		1,220.00
SOU5030 - The Gas Company		
310319	04/07/2020	
Inv 072 519 1300 5	02/13/20-03/16/2020	17.99
Inv 080 919 2900 3	02/13/20-03/16/2020	252.50
Inv 080 919 3600 8	02/13/20-03/16/2020	82.06
Inv 083 019 3600 4	02/13/20-03/16/2020	63.55
Inv 135 519 3700 9	02/13/20-03/16/2020	146.51

Check Number	Check Date	Amount
Inv 137 619 3700 5	02/13/20-03/16/2020	134.69
Inv 148 220 0900 8	02/13/20-03/16/2020	93.43
310319 Total:		790.73
SOU5030 - The Gas Company Total:		790.73
THLE5270 - Thien, Lee		
310320	04/07/2020	
Inv 110395	Refund Spring Break Camp due to Closure	328.00
310320 Total:		328.00
THLE5270 - Thien, Lee Total:		328.00
TIM4011 - Time Warner Cable		
310240	03/12/2020	
Inv 008 0070193	Account # 8448 30 008 0070193(03/01-03/	78.95
Inv 008 0224964	Account # 8448 30 008 0244964(02/08-03/	167.56
Inv 008 0251967	Account # 8448 30 008 0251967(02/22-03/	433.80
Inv 008 0269985	Account # 8448 30 08 0269985 (02/17-03/1	2.64
Inv 008 0311688	Account # 8448 30 008 0311688(02/11-03/	1,223.00
Inv 008 0311704	Account # 8448 30 008 031174 (02/11-03/1	1,223.00
Inv 008 0311712	Account # 8448 30 008 0311712(02/11-03/	1,190.00
Inv 008 0345504	Account # 8448 30 008 0345504(02/21-03/	360.00
Inv 008 0355990	Account # 8448 30 008 0355990(03/02-04/	407.20
310240 Total:		5,086.15
310321	04/07/2020	
Inv 008 0224964	Acct# 8848 30 008 0224964 (03/08-04/07/2	382.85
Inv 008 0311688	Acct# 8848 30 008 0311688 (03/11-04/10/2	1,223.00
Inv 008 0311704	Acct# 8848 30 008 0311704 (03/11-04/10/2	1,223.00
Inv 008 0311712	Acct# 8848 30 008 0311712 (03/11-04/10/2	1,190.00
Inv 008 0357905	Acct# 8448 30 008 0357905 (03/05-04/04/2	130.49
Inv 899 0029763	Acct# 8448 20 899 0029763 (02/16-03/15/2	257.35
310321 Total:		4,406.69
TIM4011 - Time Warner Cable Total:		9,492.84
TRPH - Truong, Phimy		
310322	04/07/2020	
Inv 110530	Refund Rental of Garfield Park Gazebo	240.00
310322 Total:		240.00
TRPH - Truong, Phimy Total:		240.00
UIIKR - Ullman, Karen		
310323	04/07/2020	
Inv 110478	Refund of Gazebo Rental due to COVID-19	120.00

Check Number	Check Date	Amount
310323 Total:		120.00
UIHKR - Ullman, Karen Total:		120.00
POR4707 - United Site Services, Inc.		
310324	04/07/2020	
Inv 114-9950861	Portable Toilet Services for Skate Park	339.35
310324 Total:		339.35
POR4707 - United Site Services, Inc. Total:		339.35
PTUZ2920 - Urzua, Patricia		
310241	03/12/2020	
Inv 106902/110068	Refundable Security Deposit for Eddie Ho	250.00
310241 Total:		250.00
PTUZ2920 - Urzua, Patricia Total:		250.00
VERW6711 - Verizon Wireless		
310242	03/12/2020	
Inv 9848595893	Account: 842311063-00001 01/18-02/17/202	250.64
310242 Total:		250.64
310260	03/19/2020	
Inv 9849219992	Account: 270619951-00002	494.13
Inv 9849219993	Account: 270619951-00004	499.48
310260 Total:		993.61
VERW6711 - Verizon Wireless Total:		1,244.25
GLWG5270 - Wagner, Glenn		
310325	04/07/2020	
Inv 110442	Refund Spring Break due to Closure	169.00
310325 Total:		169.00
GLWG5270 - Wagner, Glenn Total:		169.00
MEWA5270 - Wagner, Melanie		
310326	04/07/2020	
Inv 110535	Refund Gazebo Rental due to Closure	80.00
310326 Total:		80.00
MEWA5270 - Wagner, Melanie Total:		80.00

Check Number	Check Date	Amount
WFGO6712 - Wells Fargo Bank		
310261	03/19/2020	
Inv 1824519	Administration Charges, So Pas Water Rev	2,000.00
310261 Total:		2,000.00
WFGO6712 - Wells Fargo Bank Total:		2,000.00
WLHD8020 - Westlake Hardware		
310243	03/12/2020	
Inv 14300607	City Hardware Supplies	122.88
Inv 14300618	City Hardware Supplies	139.03
Inv 14300639	City Hardware Supplies	125.40
Inv 14300647	City Hardware Supplies	3.27
Inv 14300655	City Hardware Supplies	47.03
310243 Total:		437.61
WLHD8020 - Westlake Hardware Total:		437.61
PUFG8267 - Wong, Pauline		
310327	04/07/2020	
Inv March 2020	Class Instructor: Line Dance Half Month	60.00
310327 Total:		60.00
PUFG8267 - Wong, Pauline Total:		60.00
XRXF5010 - Xerox Financial Svcs		
310262	03/19/2020	
Inv 1996100	1414 Mission Street Model 3TX415910 (02/	322.50
310262 Total:		322.50
XRXF5010 - Xerox Financial Svcs Total:		322.50
TMYM5270 - Yamamoto, Tomoyuki		
310328	04/07/2020	
Inv 110456	Refund of Rental for GarfieldPark Gazeb	80.00
310328 Total:		80.00
TMYM5270 - Yamamoto, Tomoyuki Total:		80.00
YENML - Yen, Melissa		
310329	04/07/2020	
Inv 110501	Refund due to Class Cancellation from CO	34.00
310329 Total:		34.00

Check Number	Check Date	Amount
YENML - Yen, Melissa Total:		34.00
VLYM - Youman, Valerie		
310330	04/07/2020	
Inv 110527-28	Refund due to Class Cancellation due to	68.00
310330 Total:		68.00
VLYM - Youman, Valerie Total:		68.00
FGZH5270 - Zhang, Feng		
310331	04/07/2020	
Inv 110444	Refund Spring Break Camp due to Closure	150.00
310331 Total:		150.00
FGZH5270 - Zhang, Feng Total:		150.00
Total:		819,776.70

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: EAlvarez
Printed: 04/07/2020 - 8:22PM



Check Number	Check Date		Amount
ADA0143 - Adamson Police Products			
310332	04/15/2020		
		Inv INV319606 Hi-Risk Powder Free Exam Gloves	428.32
310332 Total:			428.32
ADA0143 - Adamson Police Products Total:			428.32
AEAH8021 - AED Institute of America Inc.			
310333	04/15/2020		
		Inv 030220M2 Annual AED Readiness Renewal / AED Unit	300.00
310333 Total:			300.00
AEAH8021 - AED Institute of America Inc. Total:			300.00
HLAX5270 - Alexander, Hilary			
310334	04/15/2020		
		Inv 110296 Refund of Garfield Park Gazebo Rental	101.00
310334 Total:			101.00
HLAX5270 - Alexander, Hilary Total:			101.00
ALH0179 - Alhambra Car Wash			
310335	04/15/2020		
		Inv 03.02.2020 Car Wash of Engineering Vehicles	22.00
		Inv February 2020 Police Department Car Washes February 2	187.00
310335 Total:			209.00
ALH0179 - Alhambra Car Wash Total:			209.00
ALH0183 - Alhambra Foundry Co LTD			
310336	04/15/2020		
		Inv 114786 Sole Source Provider for Emergency Street Services	825.86
310336 Total:			825.86
ALH0183 - Alhambra Foundry Co LTD Total:			825.86

Check Number	Check Date	Amount
ACMT2920 - All City Management		
310337	04/15/2020	
Inv 66984	Crossing Guard Services 02/09-02/22/2020	6,318.81
Inv 67322	Crossing Guard Services FY19-20	7,187.94
310337 Total:		13,506.75
ACMT2920 - All City Management Total:		13,506.75
ALL0197 - All Star Fire Equipment, Inc.		
310338	04/15/2020	
Inv 221764	Safety Clothing & Equipment for New Hire	620.16
Inv 221854	Safety Clothing & Equipment for New Hire	305.94
Inv 221855	Safety Clothing & Equipment for New Hire	305.94
310338 Total:		1,232.04
ALL0197 - All Star Fire Equipment, Inc. Total:		1,232.04
AIS0107 - Alliant Insurance Svcs, Inc.		
310339	04/15/2020	
Inv SEP41030	Special Reporting January to March 2020	423.64
310339 Total:		423.64
AIS0107 - Alliant Insurance Svcs, Inc. Total:		423.64
AMLN8011 - American Library Association		
310340	04/15/2020	
Inv 1099232	Library Director Individual ALA Membersh	225.00
310340 Total:		225.00
AMLN8011 - American Library Association Total:		225.00
ANT0243 - Antrim's Security Co., Inc.		
310341	04/15/2020	
Inv 56132	Planning Director Door Key Duplication	13.23
310341 Total:		13.23
ANT0243 - Antrim's Security Co., Inc. Total:		13.23
AXON4010 - Axon Enterprise Inc.		
310342	04/15/2020	
Inv Q-246677	Police Department Supplies	171.37
310342 Total:		171.37
AXON4010 - Axon Enterprise Inc. Total:		171.37

BAK0369 - Baker & Taylor Books

310343	04/15/2020	
Inv 2034864033	Purchase of Books & Library Materials	213.86
Inv 2034888552	Purchase of Books & Library Materials	37.99
Inv 2034914796	Purchase of Books & Library Materials	145.17
Inv 2034937791	Purchase of Books & Library Materials	5.87
Inv 2035075124	Purchase of Books & Library Materials	599.05
Inv 2035082757	Purchase of Books & Library Materials	553.82
Inv 2035083195	Purchase of Books & Library Materials	65.98
Inv 2035094351	Purchase of Books & Library Materials	456.51
Inv 2035102088	Purchase of Books & Library Materials	1,863.17
Inv 2035102360	Purchase of Books & Library Materials	38.90
Inv 2035102590	Purchase of Books & Library Materials	41.10
Inv 2035103696	Purchase of Books & Library Materials	221.58
Inv 2035111992	Purchase of Books & Library Materials	405.26
Inv 2035112391	Purchase of Books & Library Materials	686.68
Inv 2035117962	Purchase of Books & Library Materials	659.00
Inv 2035118017	Purchase of Books & Library Materials	99.48
Inv 2035123797	Purchase of Books & Library Materials	120.11
Inv 2035131631	Purchase of Books & Library Materials	353.73
310343 Total:		6,567.26

BAK0369 - Baker & Taylor Books Total:

6,567.26

BAK0366 - Baker & Taylor Entertainment

310344	04/15/2020	
Inv H43831640	Purchase of CD's and DVD's & Library Mat	146.90
Inv H43913730	Purchase of CD's and DVD's & Library Mat	24.62
Inv H43958280	Purchase of CD's and DVD's & Library Mat	11.33
Inv H44011830	Purchase of CD's and DVD's & Library Mat	137.87
Inv H44016810	Purchase of CD's and DVD's & Library Mat	15.39
Inv H44032340	Purchase of CD's and DVD's & Library Mat	23.48
Inv H44032370	Purchase of CD's and DVD's & Library Mat	204.35
Inv H44118410	Purchase of CD's and DVD's & Library Mat	237.22
Inv H44170570	Purchase of CD's and DVD's & Library Mat	62.90
Inv H44189370	Purchase of CD's and DVD's & Library Mat	8.09
Inv H44219410	Purchase of CD's and DVD's & Library Mat	91.95
Inv H44219420	Purchase of CD's and DVD's & Library Mat	306.49
Inv H44280060	Purchase of CD's and DVD's & Library Mat	91.97
Inv H44324300	Purchase of CD's and DVD's & Library Mat	49.24
Inv H44351470	Purchase of CD's and DVD's & Library Mat	72.09
310344 Total:		1,483.89

BAK0366 - Baker & Taylor Entertainment Total:

1,483.89

BLSP8010 - Blackstone Publishing

310345	04/15/2020	
Inv 1165632	Purchase of Audiobooks & CD'sFY19-20	3,378.22
310345 Total:		3,378.22

Check Number	Check Date	Amount
BLSP8010 - Blackstone Publishing Total:		3,378.22
WDFD6116 - Bob Wondries Ford		
310346	04/15/2020	
Inv 600175	Repairs to Unit # 1406	425.58
310346 Total:		425.58
WDFD6116 - Bob Wondries Ford Total:		425.58
CAME2015 - CA Maintenance & Environmental		
310347	04/15/2020	
Inv 32074	Monthly Maint. Fee / Testing Mandated by	125.00
Inv 32075	Monthly Maint. Fee /Testing Mandated by	125.00
Inv 32111	Monthly Maint. Fee / Testing Mandated by	125.00
Inv 32112	Monthly Maint. Fee / Testing Mandated by	130.00
Inv 32113	Monthly Maint. Fee / Testing Mandated by	65.00
Inv 32124	Monthly Maint. Fee / Testing Mandated by	125.00
310347 Total:		695.00
CAME2015 - CA Maintenance & Environmental Total:		695.00
CAN0607 - Cantu Graphics		
310348	04/15/2020	
Inv 5740	Business Cards for Cynthia Mitchem & Jud	87.49
310348 Total:		87.49
CAN0607 - Cantu Graphics Total:		87.49
CAT0700 - Catering Systems Inc.		
310349	04/15/2020	
Inv 5440	Senior Meal Program 02/24-02/28/2020	1,744.20
Inv 5448	Senior Meal Program 03/02-03/06/2020	1,836.00
310349 Total:		3,580.20
CAT0700 - Catering Systems Inc. Total:		3,580.20
CDW5246 - CDW Government LLC		
310350	04/15/2020	
Inv XKF3784	Two Applecare + for IMAC Senior Center	326.18
310350 Total:		326.18
CDW5246 - CDW Government LLC Total:		326.18
CHE6010 - Chem Pro Laboratory, Inc.		
310351	04/15/2020	

Check Number	Check Date	Amount
Inv 659424	Cooling Tower Water Treatmentfor Civic	164.00
310351 Total:		164.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		164.00
CHSH5270 - Chong, Shirley		
310352	04/15/2020	
Inv 110305	Refund Rental of Arroyo Park Gazebo	120.00
310352 Total:		120.00
CHSH5270 - Chong, Shirley Total:		120.00
CR2011 - Circlepoint		
310353	04/15/2020	
Inv 1911039	Contract Services for (CirclePoint)	1,430.00
310353 Total:		1,430.00
CR2011 - Circlepoint Total:		1,430.00
ALH4011 - City of Alhambra		
310354	04/15/2020	
Inv SouthPas-01/20	Inmate Housing January 2020	2,322.00
Inv SouthPas-02/20	Inmate Housing February 2020	2,752.00
310354 Total:		5,074.00
ALH4011 - City of Alhambra Total:		5,074.00
SOU5402 - City of South Pasadena PD Petty Cash		
310355	04/15/2020	
Inv 03.12.2020	Reimb. Petty Cash	449.97
310355 Total:		449.97
SOU5402 - City of South Pasadena PD Petty Cash Total:		449.97
CNAR - Control Air Enterprises LLC		
310356	04/15/2020	
Inv 3057236	Police Department Watch Control Office	476.85
Inv 3057237	Civic Center HVAC Water Boiler Service C	246.00
310356 Total:		722.85
CNAR - Control Air Enterprises LLC Total:		722.85
CORE6011 - CoreLogic Information Solutions, Inc.		
310357	04/15/2020	

Check Number	Check Date	Amount
Inv 82009603	Public Information Database -Public Wor	300.00
310357 Total:		300.00
CORE6011 - CoreLogic Information Solutions, Inc. Total:		300.00
CRFG - Credence Financial Group		
310358	04/15/2020	
Inv 15658	Refund Rental Fee & Insurance of Library	593.47
310358 Total:		593.47
CRFG - Credence Financial Group Total:		593.47
DSP0755 - D & S Printing		
310359	04/15/2020	
Inv 8696	Print Senior Center Newsletter March - A	410.63
Inv 8727	Annual Overnight Parking Decals Qty # 25	1,040.25
310359 Total:		1,450.88
DSP0755 - D & S Printing Total:		1,450.88
DOJ4011 - Dept of Justice		
310360	04/15/2020	
Inv 439393	Fingerprint Apps for Month of February	320.00
310360 Total:		320.00
DOJ4011 - Dept of Justice Total:		320.00
CTDFI527 - Di Felice, Catherine		
310361	04/15/2020	
Inv 110324	Refund of Arroyo Park Gazebo Rental	80.00
310361 Total:		80.00
CTDFI527 - Di Felice, Catherine Total:		80.00
DIG0800 - Digital Telecommunications Corp		
310362	04/15/2020	
Inv 37427	Telephone Services	225.00
310362 Total:		225.00
DIG0800 - Digital Telecommunications Corp Total:		225.00
DOO0805 - Dooley Enterprises Inc		
310363	04/15/2020	
Inv 57703	Police Department Ammunition Supplies	1,298.39

Check Number	Check Date	Amount
310363 Total:		1,298.39
DOO0805 - Dooley Enterprises Inc Total:		1,298.39
DDL8010 - Dr. Detail Ph.D		
310364	04/15/2020	
Inv 2087	Spot Cleaning of Carpet in Teen Section	95.00
310364 Total:		95.00
DDL8010 - Dr. Detail Ph.D Total:		95.00
EMPI5011 - Empire Cleaning Supply		
310365	04/15/2020	
Inv 1167039	Spartan CDC- Cleaning Solution	210.85
310365 Total:		210.85
EMPI5011 - Empire Cleaning Supply Total:		210.85
EMBD5270 - Ervin-Morgan, Brenda		
310366	04/15/2020	
Inv 110302	Refund of Arroyo Park Gazebo	120.00
310366 Total:		120.00
EMBD5270 - Ervin-Morgan, Brenda Total:		120.00
FED1109 - FedEx		
310367	04/15/2020	
Inv 6-914-41803	Delivery for Paul Junker (Interwest)	34.26
Inv 6-949-03939	Police Department Postage	31.83
310367 Total:		66.09
FED1109 - FedEx Total:		66.09
FLAD5270 - Flaherty, Aidan		
310368	04/15/2020	
Inv 110313	Refund Rental of Garfield Park Gazebo	120.00
310368 Total:		120.00
FLAD5270 - Flaherty, Aidan Total:		120.00
GALL5011 - Galls, LLC		
310369	04/15/2020	
Inv 014997200	Duty Belt System for Officer Calderon	91.61
Inv 015073986	Department Expense Uniform	16.41

Check Number	Check Date	Amount
Inv 015102418	1 ALS Holster Level 111 for Ofcr, Calder	187.39
Inv 015108327	Police Department Supplies	559.93
Inv 015162007	Department Expense - Uniform Pants for N	383.47
Inv 15124932	Uniform Polo Shirts for Deputy Chief Sol	67.55
310369 Total:		1,306.36
GALL5011 - Galls, LLC Total:		1,306.36
GRTK9203 - Geo Tek, Inc.		
310370	04/15/2020	
Inv 68501	On-Call Material Testing & Geotechnical	750.00
310370 Total:		750.00
GRTK9203 - Geo Tek, Inc. Total:		750.00
GOLD6417 - Golden Bell Products, Inc.		
310371	04/15/2020	
Inv 17026	Senior Lift Station Maint. Items	481.80
310371 Total:		481.80
GOLD6417 - Golden Bell Products, Inc. Total:		481.80
GPPT9090 - Gopher Patrol		
310372	04/15/2020	
Inv 393549	Gopher Patrol / Abatement	250.00
Inv 393550	Gopher Patrol / Abatement	250.00
Inv 393826	Gopher Patrol / Abatement	95.00
310372 Total:		595.00
GPPT9090 - Gopher Patrol Total:		595.00
GPACS290 - GPA Consulting		
310373	04/15/2020	
Inv 20-10403	Initial Study: El Centro Street (Seven P	13,675.00
310373 Total:		13,675.00
GPACS290 - GPA Consulting Total:		13,675.00
HMBN2980 - Hartman Baldwin		
310374	04/15/2020	
Inv 1822	Refundable Securitiy Deposit -1822 Missi	975.00
310374 Total:		975.00
HMBN2980 - Hartman Baldwin Total:		975.00

Check Number	Check Date	Amount
HQAB8100 - Hi Quality Auto Body Inc.		
310375	04/15/2020	
Inv 16740	Repairs to Unit # 314	159.70
310375 Total:		159.70
HQAB8100 - Hi Quality Auto Body Inc. Total:		
		159.70
INCG6011 - Interwest Consulting Group		
310376	04/15/2020	
Inv 58183	On-Call Construction Management & Inspect	2,812.50
310376 Total:		2,812.50
INCG6011 - Interwest Consulting Group Total:		
		2,812.50
IICC8025 - Irwindale Industrial Clinic		
310377	04/15/2020	
Inv 279976-954648	Drug Screen & Medical Card Update for St	125.00
310377 Total:		125.00
IICC8025 - Irwindale Industrial Clinic Total:		
		125.00
JHMS8020 - JHM Supply		
310378	04/15/2020	
Inv 115985/1	Irrigation Supplies for City Parks, Medi	394.06
Inv 115995/1	Irrigation Supplies for City Parks, Medi	105.17
Inv 116065/1	Irrigation Supplies for City Parks, Medi	37.94
Inv 205901/1	Irrigation Supplies for City Parks, Medi	266.12
310378 Total:		803.29
JHMS8020 - JHM Supply Total:		
		803.29
JCRS5011 - Jones Coffee Roasters		
310379	04/15/2020	
Inv 47531	Fire Department Supplies	139.05
310379 Total:		139.05
JCRS5011 - Jones Coffee Roasters Total:		
		139.05
LSLL6010 - LA Solutions For Engineering Resources, LLC		
310380	04/15/2020	
Inv 202003-01	On-Call Stormwater Mgmt.	1,200.00
Inv 202003-02	Consultant: FY19-20 On-Call Public Works	2,475.00
310380 Total:		3,675.00

Check Number	Check Date	Amount
LSLL6010 - LA Solutions For Engineering Resources, LLC Total:		3,675.00
WLEE4610 - Lee, Wende		
310381	04/15/2020	
Inv 110306	Refund Rental of Garfield Park Gazebo	80.00
310381 Total:		80.00
WLEE4610 - Lee, Wende Total:		80.00
LIFE822 - Life-Assist Inc.		
310382	04/15/2020	
Inv 977253	Protective Gear for ParamedicResponse	136.09
Inv 977262	Protective Gear for ParamedicResponse	145.36
Inv 979736	Emergency Medical Supplies	409.97
310382 Total:		691.42
LIFE822 - Life-Assist Inc. Total:		691.42
MARM2920 - Mendoza, Mary		
310383	04/15/2020	
Inv 110322	Refund of Garfield Park Gazebo Rental	80.00
310383 Total:		80.00
MARM2920 - Mendoza, Mary Total:		80.00
MMV9126 - Mission Meridian Village POA		
310384	04/15/2020	
Inv COM001	POA Hospital Dues	804.13
Inv COM002	POA Parking Dues	1,730.17
310384 Total:		2,534.30
MMV9126 - Mission Meridian Village POA Total:		2,534.30
MMEP4010 - Municipal Maintenance Equipment		
310385	04/15/2020	
Inv 0146202-IN	Rapairs to Vehicle # 1801	243.18
310385 Total:		243.18
MMEP4010 - Municipal Maintenance Equipment Total:		243.18
OREI6711 - O' Reilly Automotive Inc.		
310386	04/15/2020	
Inv 3213-158448	Vehicle Maint. Supplies for Water Distr.	36.10
310386 Total:		36.10

Check Number	Check Date	Amount
OREI6711 - O' Reilly Automotive Inc. Total:		36.10
OFF4011 - Office Solutions		
310387	04/15/2020	
Inv I-01737851	Police Department Supplies	161.16
310387 Total:		161.16
OFF4011 - Office Solutions Total:		161.16
NCON5270 - Ornela-Garcia, Nicole		
310388	04/15/2020	
Inv 110310	Refund for Rental of Arroyo Park Gazebo	120.00
310388 Total:		120.00
NCON5270 - Ornela-Garcia, Nicole Total:		120.00
OVD8011 - OverDrive Inc.		
310389	04/15/2020	
Inv 01148CO20040496	Purchase of Digital Books & Audiobooks f	856.09
Inv 01148CO20048405	Purchase of Digital Books & Audiobooks f	1,426.94
310389 Total:		2,283.03
OVD8011 - OverDrive Inc. Total:		2,283.03
PHS4011 - Pasadena Humane Society		
310390	04/15/2020	
Inv MAR2020SoPas	Animal Control Services - March 2020	10,741.00
310390 Total:		10,741.00
PHS4011 - Pasadena Humane Society Total:		10,741.00
PHOE4610 - Phoenix Group Information Systems		
310391	04/15/2020	
Inv 000091	Custom Citation Rolls	2,253.13
Inv 012020184	Citations Processed for January 2020	2,340.75
310391 Total:		4,593.88
PHOE4610 - Phoenix Group Information Systems Total:		4,593.88
PLWK7011 - Placeworks		
310392	04/15/2020	
Inv 71495	Consultant for General Plan Update (Down	9,488.29
310392 Total:		9,488.29

Check Number	Check Date	Amount
PLWK7011 - Placeworks Total:		9,488.29
STPRBV - Porras-Bouvet, Stephani		
310393	04/15/2020	
Inv 110304	Refund for Rental of GarfieldPark Youth	496.39
310393 Total:		496.39
STPRBV - Porras-Bouvet, Stephani Total:		496.39
PEDS6010 - Prime Electric Distributors		
310394	04/15/2020	
Inv S1406568.001	Streetlight LED Replacement -Orange Gro	437.74
Inv S1406716.001	City Hall HAVAC Part Relay	66.15
Inv S1407115.001	Streetlight LED Replacement -Orange Gro	492.45
310394 Total:		996.34
PEDS6010 - Prime Electric Distributors Total:		996.34
POSU8132 - Prudential Overall Supply		
310395	04/15/2020	
Inv 51019060	Public Works Uniform Supply	-144.00
Inv 52331961	Uniform Cleaning Services	280.06
Inv 52338678	Public Works Scraper Mats	12.47
Inv 52338679	Public Works Scraper Mats	19.35
Inv 52338680	Public Works Uniform Supply	73.70
Inv 52341133	Public Works Scraper Mats	12.47
Inv 52341134	Public Works Scraper Mats	19.35
Inv 52341135	Public Works Uniform Supply	73.70
Inv 52343154	Public Works Uniform Supply	67.73
Inv 52343155	Public Works Scraper Mats	12.47
Inv 52343156	Public Works Scraper Mats	19.35
Inv 52343157	Public Works Uniform Supply	73.70
Inv 52345416	Public Works Uniform Supply	67.73
Inv 52345417	Public Works Scraper Mats	12.47
Inv 52345418	Public Works Scraper Mats	19.35
Inv 52345419	Public Works Uniform Supply	73.70
310395 Total:		693.60
POSU8132 - Prudential Overall Supply Total:		693.60
PVP7777 - PVP Communications, Inc.		
310396	04/15/2020	
Inv 127243	Police Department Communication Supplies	1,112.47
310396 Total:		1,112.47
PVP7777 - PVP Communications, Inc. Total:		1,112.47

Check Number	Check Date	Amount
OMRG5270 - Ragab, Omar		
310397	04/15/2020	
Inv 110294	Refund Rental of Garfield Park Gazebo	341.00
310397 Total:		341.00
OMRG5270 - Ragab, Omar Total:		341.00
RED8995 - Red Wing Shoe Store		
310398	04/15/2020	
Inv 989-1-24674	Street Department Footware - Hugo Housto	218.27
310398 Total:		218.27
RED8995 - Red Wing Shoe Store Total:		218.27
REF6601 - Refrigeration Supplies Distrib		
310399	04/15/2020	
Inv 1522893-00	Electric Relay Base for 30 Ton Unit	3.83
Inv 1523217-00	Air Conditioning Filters	96.42
310399 Total:		100.25
REF6601 - Refrigeration Supplies Distrib Total:		100.25
RSSA5010 - RSCCD/Santa Ana College		
310400	04/15/2020	
Inv Wellness 2019-2	Professional Service-Wellness Class Mate	308.00
310400 Total:		308.00
RSSA5010 - RSCCD/Santa Ana College Total:		308.00
SSW8031 - S & S Worldwide, Inc.		
310401	04/15/2020	
Inv IN100298028	Camp Med Games & Supplies	65.05
310401 Total:		65.05
SSW8031 - S & S Worldwide, Inc. Total:		65.05
SCAT6710 - Scott's Automotive		
310402	04/15/2020	
Inv 14873	Parking Gear Issue Repair forUnit # 209	85.00
Inv 14888	AC Replacement Unit # 34	155.24
310402 Total:		240.24
SCAT6710 - Scott's Automotive Total:		240.24

Check Number	Check Date	Amount
SDSI0107 - SDS Security Design Systems		
310403	04/15/2020	
Inv 225161	Monthly Security Access	655.26
310403 Total:		655.26
SDSI0107 - SDS Security Design Systems Total:		655.26
MDSH5270 - Sharifi, Melody		
310404	04/15/2020	
Inv 110309	Refund of Garfield Park Gazebo Rental	120.00
310404 Total:		120.00
MDSH5270 - Sharifi, Melody Total:		120.00
STPD - South Pasadenan		
310405	04/15/2020	
Inv INV31143	Library Periodicals 2-year Subscription	70.00
310405 Total:		70.00
STPD - South Pasadenan Total:		70.00
STA5219 - Staples Business Advantage		
310406	04/15/2020	
Inv 3438732519	PD Office Supplies	115.62
Inv 3439109695	FD Office Supplies	44.19
Inv 3439109697	PW Office Supplies	644.26
Inv 3439109698	PW Office Supplies	166.42
Inv 3439392231	Library Office Supplies	205.22
Inv 3439392233	PW Office Supplies	73.90
Inv 3439674877	Library Office Supplies	144.96
Inv 3439674878	Library Office Supplies	36.12
Inv 3439757014	PW Office Supplies	10.17
Inv 3439828373	PW Office Supplies	106.74
Inv 3439828375	PW Office Supplies	6.89
Inv 3439828376	PW Office Supplies	85.26
Inv 3439828377	PW Office Supplies	48.84
Inv 3439958071	Library Office Supplies	91.93
Inv 3440336657	P&B Office Supplies	184.95
Inv 3441203725	Library Office Supplies	82.63
Inv 3441341070	FD Office Supplies	48.84
Inv 3441434153	FD Office Supplies	121.68
Inv 3441659893	P&B Office Supplies	12.58
Inv 3441839345	Library Office Supplies	145.79
310406 Total:		2,376.99
STA5219 - Staples Business Advantage Total:		2,376.99

Check Number	Check Date	Amount
SSDM5270 - Staudenmaier, Saida		
310407	04/15/2020	
Inv 110311	Refund Security Deposit for Youth House	250.00
310407 Total:		250.00
SSDM5270 - Staudenmaier, Saida Total:		
		250.00
SRYC5011 - Stericycle Inc.		
310408	04/15/2020	
Inv 3005041038	Hazardours Wate - Medical Disposal	143.49
310408 Total:		143.49
SRYC5011 - Stericycle Inc. Total:		
		143.49
HYLE - The Hayes Law Firm		
310409	04/15/2020	
Inv 15682	Refund Fee for Rental of Library Communi	465.00
310409 Total:		465.00
HYLE - The Hayes Law Firm Total:		
		465.00
HODE8011 - The Home Depot Pro (Formerly Supply Works)		
310410	04/15/2020	
Inv 485917587	Library Supplies	334.66
Inv 485917595	Library Supplies	204.59
Inv 486329279	Credit Memo	-279.38
Inv 486329287	Credit Memo	-251.89
Inv 495787004	Library Supplies	127.31
Inv 496273889	Credit Memo	-127.31
Inv 505822114	Credit Memo	-127.31
Inv 507508018	Credit Memo	-333.14
Inv 507508026	Library Supplies	231.02
Inv 510262876	Library Supplies	407.08
Inv 520063652	Library Supplies	300.64
310410 Total:		486.27
HODE8011 - The Home Depot Pro (Formerly Supply Works) Total:		
		486.27
TOMN5270 - To, Mona		
310411	04/15/2020	
Inv 110280	Refund Garfield Park Gazebo Rental due t	61.00
310411 Total:		61.00
TOMN5270 - To, Mona Total:		
		61.00
TRSH5270 - Tracy, Shawn		

Check Number	Check Date	Amount
310412	04/15/2020	
Inv 110204	Refund Camp Med Due to Client Request	360.00
310412 Total:		360.00
TRSH5270 - Tracy, Shawn Total:		360.00
TRAD5270 - Turnhue, Andrew		
310413	04/15/2020	
Inv 110323	Refund of Garfield Park Gazebo Rental du	80.00
310413 Total:		80.00
TRAD5270 - Turnhue, Andrew Total:		80.00
UCL6115 - UCLA Center for Prehospital Care		
310414	04/15/2020	
Inv 2515	Continuing Education for Paramedic March	2,344.60
310414 Total:		2,344.60
UCL6115 - UCLA Center for Prehospital Care Total:		2,344.60
UQMS8010 - Unique Mgmt Svcs Inc.		
310415	04/15/2020	
Inv 592525	Contract Services Recovery Agency Services	187.95
310415 Total:		187.95
UQMS8010 - Unique Mgmt Svcs Inc. Total:		187.95
URBP8035 - Urban Pet		
310416	04/15/2020	
Inv 220000071650	Dog Food for K-9 Lisu	137.98
Inv 220000083881	Dog Food for K-9 Barry	163.98
Inv 220000109336	Dog Food for K-9 Lisu	137.98
Inv 220000141931	Dog Food for K-9 Barry	163.98
Inv 220000147803	Dog Food for K-9 Lisu	137.98
Inv 220000165160	Dog Food for K-9 Barry	163.98
Inv 220000198477	Dog Food for K-9 Lisu	143.98
Inv 220000208854	Dog Food for K-9 Barry	169.98
Inv 220000229977	Dog Food for K-9 Lisu	65.99
Inv 220000233483	Dog Food for K-9 Barry	169.98
310416 Total:		1,455.81
URBP8035 - Urban Pet Total:		1,455.81
VPSI407 - Valley Power Systems Inc.		
310417	04/15/2020	
Inv I33739	Vehicle Maint. Repair DamagedCoolant Li	372.00

Check Number	Check Date	Amount
310417 Total:		372.00
VPSI407 - Valley Power Systems Inc. Total:		372.00
VEWI8020 - Vision Electric Wholesale Inc.		
310418	04/15/2020	
Inv 37384	Streetlight Photo Volt Cell Lighting Con	50.11
Inv 37386	Orange Grove Streetlight Replacement	235.86
Inv 37449	LED Streetlight Replacement	235.86
310418 Total:		521.83
VEWI8020 - Vision Electric Wholesale Inc. Total:		521.83
WES4152 - West Coast Arborists, Inc.		
310419	04/15/2020	
Inv 157757	Street Tree Maint. Contract Services	7,190.00
310419 Total:		7,190.00
WES4152 - West Coast Arborists, Inc. Total:		7,190.00
WGZM6011 - WG Zimmerman Engineering, Inc.		
310420	04/15/2020	
Inv 20-02-131	Traffic Study for Low Income Senior Livi	8,501.40
310420 Total:		8,501.40
WGZM6011 - WG Zimmerman Engineering, Inc. Total:		8,501.40
WIL5896 - Willdan Associates		
310421	04/15/2020	
Inv 00222298	P& B Consultant: Temporary Code Enforcem	7,410.00
Inv 00222393	P& B Consultant: Temporary Code Enforcem	7,280.00
310421 Total:		14,690.00
WIL5896 - Willdan Associates Total:		14,690.00
WIL2010 - Willdan Engineering		
310422	04/15/2020	
Inv 00415765	On-Call Construction Mgmt. & Inspection	18,426.00
310422 Total:		18,426.00
WIL2010 - Willdan Engineering Total:		18,426.00
YTH1023 - Y Tire Complete Auto		
310423	04/15/2020	

Check Number	Check Date	Amount
Inv 0013403	PD 2 Eage Tires	432.05
310423	Total:	432.05
YTI1023 - Y Tire Complete Auto Total:		432.05
THZE - Zeiss, Theodore		
310424	04/15/2020	
Inv 110303	Refund Rental of Arroyo Park Gazebo due	240.00
310424	Total:	240.00
THZE - Zeiss, Theodore Total:		240.00
ZUMAR103 - Zumar Industries, Inc.		
310425	04/15/2020	
Inv 87337	Surface Mounted Brackets for Sign Post	299.46
310425	Total:	299.46
ZUMAR103 - Zumar Industries, Inc. Total:		299.46
Total:		167,671.31

ATTACHMENT 4
ACH & Electronic AP



ACH Payment Log			
Date	Vendor	Amount	Description
03.17.2020	SoCal Edison	\$272.80	Establish SCE Account for Graves Reservoir
03.24.2020	Smartphone Meter Reading LLC	\$6,007.30	Water Meter Reading System Upgrade
03.25.2020	Teleflex LLC	\$1,220.00	Fire Dept. Medical Emergency Supplies
03.25.2020	UMPQUA Bank	\$10,815.96	February 2020 Citywide Credit Card Charges
03.26.2020	SP Police Officers Association	\$4,659.48	Union Dues & Insurance
03.31.2020	SP Firefighters Union	\$2,162.42	Union Dues & Insurance
04.01.2020	Bank of New York Mellon	\$781,613.74	2016 Water Revenue Refunding Bonds Interest Payment
04.07.2020	SP Part Time Employees Assn.	\$496.00	Union Dues
Total:		\$807,247.70	

ATTACHMENT 5
Prepaid & General Warrant Voids

Accounts Payable

Void Check Proof List

User: EAlvarez
 Printed: 04/07/2020 - 5:10PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SDSI0107	SDS Security Design Systems									
Check No: 310403	Check Date: 04/15/2020									
	350.13	225161	04/06/2020	Monthly Security Access City hall Janu				20269	No	1
101-6010-6601-8180-000	305.13	225161	04/05/2020	Monthly Security Access				20269	No	1
101-6010-6601-8180-000										
Check Total:	<u>655.26</u>									
Vendor Total:	<u>655.26</u>									
Report Total:	<u><u>655.26</u></u>									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 4/7/2020 - 5:11 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	655.26	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	350.13	101-6010-6601-8180-000	Contract Services	SDSI0107
	0.00	305.13	101-6010-6601-8180-000	Contract Services	SDSI0107
Total for Section 1:101	655.26	655.26			
Grand Total:	655.26	655.26			

Stop Payment Request - Confirmation

Stop Payments Submitted

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Disclosure Information

Important Disclosure: Stop payment requests submitted on the WebDirect Stop Payment Initiation screen apply ONLY to paper checks and not electronic payments. The exact check number and exact amount of the item written are required information. If any of the information you provide concerning the check is not provided or is incorrect (including your failure to give the exact amount of the item, correct to the penny), the stop payment will not be effective. This stop payment will not be effective if the Bank has already paid or committed to paying the check. If you have any questions, please refer to the WebDirect User Guide or contact Cash Management Customer Service at 800-400-2781 or your assigned representative.

Accounts Payable

Void Check Proof List

User: EAlvarez
 Printed: 04/07/2020 - 7:38PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: LSSL6010				LA Solutions For Engineering F						
Check No: 310066				Check Date: 03/04/2020						
	1,250.00	202002-01	02/03/2020	On-Call Stormwater Mgmt.				19393	No	1
101-6010-6011-8170-000										
	1,700.00	202002-02	02/03/2020	Consultant: FY19-20 On-Call Public V				20049	No	1
101-6010-6011-8170-000										
Check Total:	<u>2,950.00</u>									
Vendor Total:	<u>2,950.00</u>									
Report Total:	<u><u>2,950.00</u></u>									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 4/7/2020 - 7:39 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	2,950.00	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,700.00	101-6010-6011-8170-000	Professional Service	LSLL6010
	0.00	1,250.00	101-6010-6011-8170-000	Professional Service	LSLL6010
Total for Section 1:101	2,950.00	2,950.00			
Grand Total:	2,950.00	2,950.00			

Stop Payment Request - Confirmation

Stop Payments Submitted

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Disclosure Information

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Accounts Payable

Void Check Proof List

User: EAlvarez
 Printed: 04/07/2020 - 7:31PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SOU5230		S.P.Firefighters L-3657								
Check No: 310254		Check Date: 03/19/2020								
	147.42	P/R/E 03/06/20	03/18/2020	Union & Association Ins. 03/2020					No	0
700-0000-0000-2252-000	90.00	P/R/E 03/06/20	03/18/2020	Union & Association Rec Fees. 03/2020					No	0
700-0000-0000-2250-000	1,925.00	P/R/E 03/06/20	03/18/2020	Union & Association Dues 03/2020					No	0
700-0000-0000-2250-000										
Check Total:	2,162.42									
Vendor Total:	2,162.42									
Report Total:	2,162.42									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 4/7/2020 - 7:32 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:700Payroll Clearing Fund					
	2,162.42	0.00	700-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,925.00	700-0000-0000-2250-000	S.P. Firefighters Assn. Dues	SOU5230
	0.00	90.00	700-0000-0000-2250-000	S.P. Firefighters Assn. Dues	SOU5230
	0.00	147.42	700-0000-0000-2252-000	Firefighters Rec.& Ins.	SOU5230
Total for Section 1:700	<u>2,162.42</u>	<u>2,162.42</u>			
Grand Total:	<u><u>2,162.42</u></u>	<u><u>2,162.42</u></u>			

Stop Payment Request - Confirmation

Stop Payments Submitted

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Disclosure Information

Important Disclosure: Stop payment requests submitted on the WebDirect Stop Payment Initiation screen apply ONLY to paper checks and not electronic payments. The exact check number and exact amount of the item written are required information. If any of the information you provide concerning the check is not provided or is incorrect (including your failure to give the exact amount of the item, correct to the penny), the stop payment will not be effective. This stop payment will not be effective if the Bank has already paid or committed to paying the check. If you have any questions, please refer to the WebDirect User Guide or contact Cash Management Customer Service at 800-400-2781 or your assigned representative.

Accounts Payable

Void Check Proof List

User: EAlvarez
 Printed: 03/25/2020 - 7:35AM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SOU5435	S.P.P. O. A.									
Check No: 310255	Check Date: 03/19/2020									
	2,129.48	P/R/E 03/06/20	03/18/2020	Union & Association Ins. 03/2020					No	0
700-0000-0000-2246-000										
	2,530.00	P/R/E 03/06/20	03/18/2020	Union & Association Dues 03/2020					No	0
700-0000-0000-2246-000										
Check Total:	4,659.48									
Vendor Total:	4,659.48									
Report Total:	4,659.48									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 3/25/2020 - 7:35 AM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:700Payroll Clearing Fund					
	4,659.48	0.00	700-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	2,129.48	700-0000-0000-2246-000	Withholding - SPPOA	SOU5435
	0.00	2,530.00	700-0000-0000-2246-000	Withholding - SPPOA	SOU5435
Total for Section 1:700	4,659.48	4,659.48			
Grand Total:	4,659.48	4,659.48			

Stop Payment Request - Confirmation

Stop Payments Submitted

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Disclosure Information

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Accounts Payable

Void Check Proof List

User: EAlvarez
Printed: 03/30/2020 - 5:21PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CEAP7000				South Pasadena Part Time Emp						
Check No: 310259				Check Date: 03/19/2020						
	496.00	P/R/E 03/06/20	03/18/2020	Assn. Dues 03/2020					No	0
700-0000-0000-2249-000										
Check Total:	496.00									
Vendor Total:	496.00									
Report Total:	496.00									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 3/30/2020 - 5:23 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:700Payroll Clearing Fund					
	496.00	0.00	700-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	496.00	700-0000-0000-2249-000	CEA Part-Time Dues	CEAP7000
Total for Section 1:700	496.00	496.00			
Grand Total:	496.00	496.00			

Stop Payment Request - Confirmation

Stop Payments Submitted

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VS#dhw#lp h#tp sac|hhv#vq1

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Disclosure Information

Important Disclosure: Stop payment requests submitted on the WebDirect Stop Payment Initiation screen apply ONLY to paper checks and not electronic payments. The exact check number and exact amount of the item written are required information. If any of the information you provide concerning the check is not provided or is incorrect (including your failure to give the exact amount of the item, correct to the penny), the stop payment will not be effective. This stop payment will not be effective if the Bank has already paid or committed to paying the check. If you have any questions, please refer to the WebDirect User Guide or contact Cash Management Customer Service at 800-400-2781 or your assigned representative.

Accounts Payable

Void Check Proof List

User: EAlvarez
 Printed: 04/07/2020 - 9:38PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: TLF5011				Teleflex LLC						
Check No: 310318			04/07/2020	Check Date:						
101-5010-5012-8020-000	1,220.00	9502246298	04/07/2020	Emergency Supplies				20383	Yes	1
Check Total:	1,220.00									
Vendor Total:	1,220.00									
Report Total:	1,220.00									

Accounts Payable

Void Check Distribution List

User: EAlvarez
 Printed: 4/7/2020 - 9:39 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	1,220.00	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,220.00	101-5010-5012-8020-000	Special Departmental Expense	TLFX5011
<hr/>					
Total for Section 1:101	1,220.00	1,220.00			
<hr/>					
Grand Total:	1,220.00	1,220.00			
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Stop Payment Request - Confirmation

Stop Payments Submitted

Total submitted: 1

[View Status Definitions](#)

Account	Duration	Check Range	Issue Date	Payee	Amount	Reason	Status
041533688.CITY OF SOUTH PASADENA OPERATING	6 Months	310318		Teleflex LLC	1,220.00	Check Cancelled	Released

Disclosure Information

Important Disclosure: Stop payment requests submitted on the WebDirect Stop Payment Initiation screen apply ONLY to paper checks and not electronic payments. The exact check number and exact amount of the item written are required information. If any of the information you provide concerning the check is not provided or is incorrect (including your failure to give the exact amount of the item, correct to the penny), the stop payment will not be effective. This stop payment will not be effective if the Bank has already paid or committed to paying the check. If you have any questions, please refer to the WebDirect User Guide or contact Cash Management Customer Service at 800-400-2781 or your assigned representative.



City Council Agenda Report

ITEM NO. 11

DATE: April 15, 2020

FROM: Robert Joe, Mayor

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Approval of Updated Mayor's List of City Council Liaison and Regional Group Appointments for 2020**

Recommendation

It is recommended that the City Council approve the Mayor's Updated list of City Council Liaison and Regional Group Appointments to include Councilmember Richard Schneider as Council Liaison to the Mobility and Transportation Infrastructure Commission and Mayor Robert S. Joe as the Council Liaison to the Public Works Commission.

Discussion/Analysis

On an annual basis, the Mayor submits a list of City Council Liaison and Regional Group Appointments to the City Clerk's Division. This is a routine item that requires approval by the City Council.

Background

On January 15, 2020, the Mayor provided appointments to various commissions, boards, committees, and regional groups for the calendar year. At that time, however, there were no formal appointments made to either the Mobility and Transportation Infrastructure Commission or the Public Works Commission as Council had yet to formally take action on the implementation and restructuring of said commissions.

On February 19, 2020, the Council adopted Ordinance No. 2343 (adding a new article IVD (Mobility and Transportation Infrastructure Commission), and Ordinance No. 2344 (adding a new article IVK (Public Works Commission). With both commissions now officially established, it is the appropriate time for the Mayor to appoint a Council Liaison to each commission for the 2020 year.

Legal Review

The City Attorney has not reviewed this item.

Environmental Analysis

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no

City Council Liaison and Regional Group Appointments

April 15, 2020

Page 2 of 2

potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

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:

List of Updated City Council Liaison & Regional Group Appointments for 2020



Liaison and Regional Group Appointments (Updated)
Robert S. Joe, Mayor
January 2020 to December 2020

City Commissions, Boards, and Committees	Appointed Liaison
Animal Commission	Cacciotti
Cultural Heritage Commission	Khubesrian
Design Review Board	Schneider
Finance Commission	Joe
Fourth of July – Festival of Balloons Committee	Mahmud
Mobility and Transportation Infrastructure Commission	Schneider
Library Board of Trustees	Joe
Natural Resources and Environmental Commission	Khubesrian
Parks and Recreation Commission	Khubesrian
Planning Commission	Mahmud
Public Arts Commission	Schneider
Public Safety Commission	Schneider
Public Works Commission	Joe
Senior Citizen Commission	Joe
South Pasadena Tournament of Roses Committee	Khubesrian
Youth Commission	Cacciotti

Ad Hoc/Committees	Appointed Liaisons
Ad Hoc/Committee: City Council and SPUSD Subcommittee	Joe & Khubesrian
Ad Hoc/Committee: Economic Development	Joe & Khubesrian
Ad Hoc/Committee: General Plan Advisory	Mahmud & Cacciotti
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Khubesrian & Mahmud
Ad Hoc/Committee: Caltrans Homes Subcommittee	Khubesrian & Schneider

Ad Hoc/Committees	Appointed Liaisons
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Legislative	Mahmud
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Economic Development	Joe
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Chamber Board	DeWolfe, City Manager

■ Members not appointed by Mayor

Liaison & Regional Group Appointments

Page 2

Regional Groups – Appointment by City		Appointed Liaison	Alternate(s)	
	Arroyo Verdugo Communities Joint Powers Authority	Khubesrian	Mahmud	
	Foothill Employment and Training Consortium Policy Board	Joe	Schneider	
	Los Angeles County City Selection Committee	Joe (always Mayor)	Cacciotti	
★ Δ	Los Angeles County Sanitation Districts, Board of Directors, District 16	Joe (always Mayor)	Mahmud	
	League of California Cities, Los Angeles Division	Mahmud	Cacciotti	
❖ Δ	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Schneider	
❖ Δ	San Gabriel Valley Council of Governments Governing Board	Mahmud	Cacciotti	
❖ Δ	Southern California Association of Governments General Assembly	Mahmud	Joe	
❖ Δ	San Gabriel Valley Mosquito and Vector Control District	Khubesrian	N/A	
❖	Clean Power Alliance	Mahmud	Kim Hughes	Joe

Regional Groups – Appointment by Regional Group		Appointed Liaison	Alternate(s)	
Δ	Arroyo Verdugo Communities Representative to the Southern California Association of Governments Community, Economic and Human Development Committee	Joe	None	
	Arroyo Verdugo Communities Appointment to the League of California Cities, LA County Division Board of Directors	Mahmud	None	
	Santa Monica Mountains Conservancy	Cacciotti	None	
 Δ	South Coast Air Quality Management District San Gabriel Valley Board Member	Cacciotti	None	

- Requires FPPC Form
- ❖ Council vote
- ★ Board Member is current Mayor; Alternate is appointed by Mayor
- Voted by Regional Group
- Δ Stipend



City Council Agenda Report

ITEM NO. 12

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk
Teresa L. Highsmith, City Attorney

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

Recommendation

It is recommended that the City Council adopt a resolution establishing a Code of Ethics and Conduct Policy (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

The proposed policy was vetted by City commissions. Feedback from various commissions was taken into account in preparation of the final document. Most commission feedback focused on the provisions of the proposed policy which restates and simplifies the requirements of the Political Reform Act (PRA). The City's proposed Policy is a quick condensing of some of the most important provisions of the PRA, and was drafted in a manner intended to be easier understood and to comply with.

Discussion/Analysis

The Code of Ethics and Conduct Policy 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 Policy 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 of 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 Policy 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

In October 2019, City Council adopted Ordinance No. 2333 adding a Code of Ethics and Conduct section to the City's Municipal Code. At the time of adoption, Council provided instruction to staff to defer initial review of the resolution (consisting of the actual policy as an exhibit) to each commission for their review and feedback.

Staff received and reviewed the feedback provided by the commissions. Feedback from the various commissions was taken into consideration in finalizing the Policy. Staff worked with the City Attorney to draft the final language of the Policy.

Next Steps

1. Upon Council approval, the Code of Ethics and Conduct Policy will be provided to each current City elected and appointed official for signature.
2. The Code of Ethics and Conduct Policy will be included in the regular orientations for candidates for elected offices including City Council, City Treasurer, and applicants to Board, Committee and Commissions.
3. Members entering office shall sign a statement acknowledging they have read and understood the Code of Ethics and Conduct Policy.
4. The Code of Ethics and Conduct Policy will be periodically reviewed by the City Council and updated as necessary by Council Resolution.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

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

Public Notification of Agenda Item

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

Attachments:

1. Proposed resolution establishing Code of Ethics and Conduct Policy
2. Ordinance No. 2333, Ordinance Adding a Code of Ethics and Conduct Section

ATTACHMENT 1
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 15th day of April, 2020..

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of April, 2020, 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.

Members shall respect the determinations of the City Council or board and commission majority, understanding that a tenant of parliamentary procedure is finality—after vigorous discussion, debate, and vote the matter is deemed closed, and members shall refrain from requesting to revisit the matter, other than through a motion for reconsideration consistent with parliamentary procedure set forth in Roberts Rules of Order or Rosenberg’s Rules of Order.

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. The City Manager may request input from an elected official who possesses relevant professional experience, special knowledge or training which would be useful in development of requests for proposals or the selection process.

(e) Do not solicit political support from staff

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

(f) No Individual Attorney-Client Relationship

Members shall not seek to establish an individual attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members seeking advice on matters which are inconsistent with City policy. While the City Attorney may provide conflict of interest advise and other legal advice to members regarding matters within their subject matter jurisdiction and consistent with City policy, Members who consult with the City Attorney in any other capacity cannot enjoy or establish an attorney-client relationship with the attorney to the exclusion of other members of the legislative body.

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*

ATTACHMENT 2
**Ordinance No. 2333 Establishing of Code of Ethics
and Conduct Municipal Code Section**

ORDINANCE NO. 2333

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

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

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

“2.7-5 Code of Ethics and Conduct

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


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

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

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

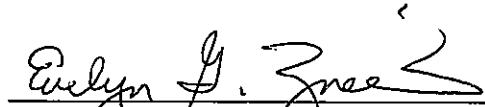
SECTION 4. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause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


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


Marina Khubestrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:


Evelyn G. Zneimer, City Clerk
(seal)


Teresa L. Highsmith, City Attorney

Date: 11/5/19

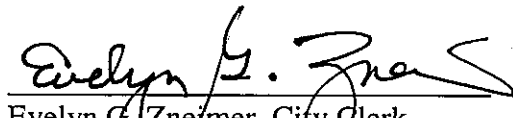
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 2nd day of October, 2019, by the following vote:

AYES: Cacciotti, Mahmud, Schneider, Joe, and Mayor Khubestrian

NOES: None

ABSENT: None

ABSTAINED: None


Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 13

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Administrative Action for Participation in Disaster Assistance Programs and the Designation of the City Manager as the Authorized Agent to Request Disaster Assistance Funds from the Federal and State Governments**

Recommendation

It is recommended that the City Council take administrative action and designate the City Manager as the Authorized Agent to request disaster assistance funds from the Federal and State governments.

Commission Review and Recommendation

This matter was not reviewed by any Commission.

Discussion/Analysis

As a result of the Novel Coronavirus (COVID-19) global outbreak, California Governor, Gavin Newsom, declared a State of Emergency on March 4, 2020. Subsequently, on March 12, 2020, the Federal Government declared a National State of Emergency, invoking the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Stafford Act). The City Council adopted Resolution No. 7646 on March 18, 2020, proclaiming the existence of a local emergency due to the worldwide spread of the virus. Additionally, on March 23, 2020, the City Manager sent a letter to the Los Angeles County Office of Emergency Management (LA OEM) requesting financial Public Assistance to assist in the response and recovery efforts.

In accordance with the Stafford Act and the California Disaster Assistance Act (CDAA) the City Council must also take administrative action and designate the City Manager as the Authorized Agent for the City. Adoption of the Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) authorizes the City Manager, or designee, to apply for and seek reimbursement of disaster assistance funds from federal and State governments.

This action on the part of the City Council will allow the City to continue to seek reimbursement for eligible disaster related expenditures under the Federal Emergency Management Agency (FEMA) and Cal OES disaster assistance programs.

Background

FEMA and the California Governor’s Office of Emergency Services (Cal OES) have provided the City of South Pasadena (City) with specific guidelines for the management and administration of disaster assistance programs. These guidelines detail the activities and expenditures that are allowable under their respective programs established by the Stafford Act and the CDAA.

The COVID-19 reimbursement process is managed by the state using federal grant funding. There will be federal grant requirements forthcoming but for now, the designation of Authorized Agent meets the state requirements and established deadlines.

Next Steps

Upon approval of the City Council, five originals of the signed Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES Form 130) will be sent to the Chief Executive Office, Office of Emergency Management-Recovery/Public Assistance, for processing.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The action on the part of the City Council will allow the City to continue to participate fully in past, present, and future federal and State disaster assistance programs. The City has been participating in the current open declared disaster, DR-4482 COVID-19, and will be eligible for the reimbursement of funds associated with the response and recovery efforts. The costs eligible for reimbursement include such items as, Overtime of staff directly involved in response and recovery efforts, needed supplies that are not distributed through LA OEM, and loss of revenues due to “safer at home” orders.

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: Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES Form 130).

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Council OF THE City of South Pasadena
(Governing Body) (Name of Applicant)

THAT Emergency Service Director/City Mgr, OR
(Title of Authorized Agent)
Assistant Emergency Service Director, OR
(Title of Authorized Agent)
Fire Chief
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of South Pasadena, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of South Pasadena, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) DR-4482 COVID-19

Passed and approved this 15th day of April, 2020

Robert S. Joe, Mayor
(Name and Title of Governing Body Representative)

Diana Mahmud, Mayor Pro-Tem
(Name and Title of Governing Body Representative)

Councilmembers: Michael Cacciotti, Marina Khubesrian, M.D., and Richard Schneider, M.D.
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Maria E. Ayala, duly appointed and Chief City Clerk of
(Name) (Title)
City of South Pasadena, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of South Pasadena
(Governing Body) (Name of Applicant)
on the 15th day of April, 2020.

(Signature) Chief City Clerk
(Title)



City Council Agenda Report

ITEM NO. 14

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Approval of First Contract Amendment in the Amount of \$12,000 with RMG Communications for a Total Not-to-Exceed Amount of \$36,375**

Recommendation Action

It is recommended that the City Council approve the first contract amendment to the Professional Services Agreement (PSA) with RMG Communications in the amount of \$12,000, for a total not-to-exceed amount of \$36,375.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

RMG Communications provides interim communications services for the City of South Pasadena, including communications strategy, community and media relations, social media monitoring and management. The original term of the PSA was for 13 weeks at approximately 15 hours per week, for a total contract amount of \$24,375.

RMG Communications has provided exceptional communications services to the City since January, including public relations support with the media and operating several official channels of communication to ensure residents and businesses remain informed of events, issues, and other essential information related to the City. The consultant delivered on a number of communications projects and challenging issues including the redesign of the electronic newsletter, the relaunch of the City's blog, and the press conference for the officer involved shooting. RMG Communications is currently providing ongoing messaging in response to the COVID-19 health emergency.

Due to the current economic climate the City will not be recruiting to fill the vacant PIO position. Staff will be issuing a Request for Proposals (RFP) for a consultant to provide part-time communication support. The RFP will be released in April and a contract award is anticipated by June.

In order to maintain the continuity and consistency of the city's communications, it is recommended to approve the first amendment to the contract for an additional \$12,000 to carry us through the next six weeks.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Salary savings in personnel budget of the vacant Public Information Officer (PIO) position will offset the professional services account to allow for the amendment to the RMG Communication contract. Account to be encumbered is 101-2010-2011-8230.

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. RMG Communications PSA
2. First Amendment to RMG Communications PSA

Attachment 1:
Original PSA
RMG Communications

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / RMG Communications)

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Stephanie DeWolfe, City 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 Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is not to exceed Twenty-Four Thousand Dollars (\$24,375).
- 3.5. “Commencement Date”: January 6, 2020.
- 3.6. “Termination Date”: June 30, 2020

4. TERM

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

5. CONSULTANT’S DUTIES

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

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

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

this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

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

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

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 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 \$500,000

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

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

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

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

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

- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Management Services, South Pasadena, CA 95945.
- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.
- City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.
- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

If to Consultant

City Manager
City of South Pasadena
Management Services Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

Rachel McGuire
747 S. Mission Road, #535
Fallbrook, CA 92028
Telephone: 760-707-4149

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of

Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

“City”

City of South Pasadena

By: 

Signature

Printed: Stephanie DeWolfe

Title: City Manager

Date: 01/04/2020

“Consultant”

RMG Communications

By: 

Signature

Printed: Rachel McGuire

Title: CEO / Principal in charge

Date: 1/3/2020

Attest:

By: 

Evelyn G. Zneimer, City Clerk

Date: 01/15/2020

Approved as to form:

By: 

Teresa L. Highsmith, City Attorney

Date: 01/07/2020

Exhibit A
Scope of Work

Services will be provided for three months (13 weeks) at approximately 15 hours per week.

Principal in charge will work in-house at the City for one day per week.

Scope

Provide interim communications services for the City of South Pasadena, including communications strategy, community and media relations, photography, videography, social media monitoring and management, and writing.

**Exhibit B
Fee Schedule**

Services will be provided for three months (13 weeks) at approximately 15 hours per week.

Principal in charge will work in-house at the City for one day per week.

Hourly rates

Rachel McGuire, Principal - \$125 per hour

The total not-to-exceed costs shall not exceed \$24,375 for the contract term.

Ongoing consul and implementation above and beyond the scope will be billed at the rate of \$125/hour.

RMG Communications will bill this engagement monthly.



RMG COMMUNICATIONS
747 S. Mission Road, #535
Fallbrook, CA 92028
760.707.4149

CITY OF SOUTH PASADENA COMMUNICATIONS SERVICES COST PROPOSAL

SCOPE

Provide interim communications services for the City of South Pasadena, including communications strategy, community and media relations, social media monitoring and management and writing.

Services will be provided for three months at approximately 15 hours per week. Principal-in Charge will work in-house at the city for one day per week.

Hourly Rate

Principal \$125

TOTAL FOR 13 WEEKS - \$24,375

Ongoing counsel and implementation above and beyond the scope will be billed at the rate of \$125 per hour. RMG Communications will bill this engagement monthly.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/13/2020

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

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

PRODUCER H. Linwood Insurance 4021 Layang Layang Circle Ste H Carlsbad, CA 92008	CONTACT NAME: Hadley Wood PHONE (A/C, No, Ext): (760) 720-4632 FAX (A/C, No): (760) 720-0574 E-MAIL ADDRESS: hadley@hlinwood-insurance.com														
INSURED RMG Communications 747 S. Mission Road #535 Fallbrook, CA 92028	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Hiscox Insurance Company</td> <td style="text-align: center;">10200</td> </tr> <tr> <td>INSURER B: Kemper Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hiscox Insurance Company	10200	INSURER B: Kemper Insurance Company		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>		UDC-4031728-CGL-19	01/04/2020	01/04/2021	EACH OCCURRENCE § 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) § 100,000 MED EXP (Any one person) § 5,000 PERSONAL & ADV INJURY § 1,000,000 GENERAL AGGREGATE § 2,000,000 PRODUCTS - COMP/OP AGG § 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>		CAHLS20-01	01/13/2020	01/13/2021	COMBINED SINGLE LIMIT (Ea accident) § 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	EXEMPT			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			UDC-4031728-EO-19	01/04/2020	01/04/2021	Each Claim 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 On-Call Communication Services for the City of South Pasadena
 The City of South Pasadena, its City Council, Commissions, officers and employees are additional insured to the above General Liability insurance. Coverage is primary and non contributory. AI Endorsement attached.

CERTIFICATE HOLDER City of South Pasadena Management Services Department 1414 Mission Street South Pasadena, CA 91030	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Hadley Wood
--	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSUREDS

This endorsement modifies insurance provided under the following:
GENERAL LIABILITY COVERAGE PART

POLICY NUMBER: UDC4031728-CGL	ENDORSEMENT EFFECTIVE : 01/04/2020
NAMED INSURED: RMG Communications	COUNTER SIGNED BY: <i>Emile Lacayo</i>

SCHEDULE

Name of Person(s) or Organization(s): Any person or Organization that the named insured is obligated by virtue of a written contract or agreement to provide insurance such as is afforded by this policy.
Location(s): Various

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. **Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only to the extent that the person or organization shown in the Schedule is held liable for your acts or omissions arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added.

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

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

C. The words "you" and "your" refer to the Named Insured shown in the Declarations.

D. The following are added to **SECTION V – DEFINITIONS**:

"Your work" means work or operations performed by you or on your behalf; and materials, parts or equipment furnished in connection with such work or operations.

E. The following additional provisions apply to any entity that is an insured by the terms of this endorsement:

1. Primary Wording

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

2. Waiver of Subrogation

If required by written contract or agreement: We waive any right of recovery we may have against an entity that is an additional insured per the terms of this endorsement because of payments we make for injury or damage arising out of "you work" done under a contract with that person or organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – PRIMARY NON CONTRIBUTORY
DESIGNATED INSURED**

This endorsement modifies insurance provided under the following:
BUSINESS AUTO COVERAGE PART

POLICY NUMBER: CAHLS20-01 RMG Communications	ENDORSEMENT EFFECTIVE : 01/13/2020 COUNTER SIGNED BY: <i>Nan Yong</i>
---	--

SCHEDULE

Name of Person(s) or Organization(s): Any Persons or Organizations under written Contract or Agreement with the insured for work performed by the insured.

This insurance is Primary and Non-Contributory only insofar as the Named Insured has a written agreement with the above listed Scheduled person(s) or organization(s).

With respect to the coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement. This endorsement identifies person(s) or organization(s) who are insureds under the Who is an Insured Provision of the Coverage Form. This endorsement does not alter the coverage provided in the Coverage Form.

Each person or organization in the Schedule is an insured for Liability coverage but only to the extent that person or organization qualifies as an "insured" under the "Who Is An Insured" Provision contained in the Coverage Form.

Attachment 2:
First Amendment to
RMG Communications PSA

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“First Amendment”) is made and entered into on the 15th day of April 2020, by and between the CITY OF SOUTH PASADENA (“City”) and RMG Communications (“Consultant”).

RECITALS

WHEREAS, on January 6, 2020, the City and Consultant entered into an Agreement to provide Communication Services on an as-needed, time and materials basis; and

WHEREAS, the Maximum Amount Payment for Services in the Agreement shall not exceed the authorized amount of \$24,375 unless the City has given specific advance approval in writing; and

WHEREAS, due to expanded needs of the City for Communication Services to maintain continuity and consistency of communications during the COVID-19 emergency, additional authorization for funding is needed without the need to extend the term of the Agreement.

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

1. Paragraph 3.4 “Maximum Amount” is amended to read as follows:
“The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is not to exceed Thirty-Six Thousand, Three Hundred Seventy-Five Dollars (\$36,375).

2. Paragraph 3.6 “Termination Date” to remain as: “June 30, 2020”.

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

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

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“CITY”
City of South Pasadena

“CONSULTANT”
RMG COMMUNICATIONS

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: _____



City Council Agenda Report

ITEM NO. 15

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development
Margaret Lin, Manager of Long Range Planning and Economic Development

SUBJECT: **Temporary Relaxation of Sign Permit Requirements to Support Local Businesses**

Recommendation

It is recommended that the City Council receive and file the temporary relaxation of sign permit requirements in accordance with the provisions of the March 18, 2020 Local Emergency Declaration (LED) to support local businesses.

Discussion/Analysis

To support local businesses during the Coronavirus pandemic the City Manager has relaxed existing Sign Permit requirements for use of temporary portable sidewalk signs (“sandwich board”) and Planning application fees for all temporary signs. For the duration of the LED, local businesses may use temporary “sandwich board” signs, temporary window signs, and temporary banner signs to notify patrons of their available hours and services. Under Section 11 Emergency Authority of the March 18, 2020, LED, the City Manager may “take any measures necessary to protect and preserve public health and safety,” including the relaxation of permit requirements for temporary signs and fee waivers.

South Pasadena Municipal Code Section (SPMC)	Existing Requirement	LED Requirements
Temporary Sandwich Board Signs SPMC Section 36.320.080(E)	Allows one sandwich board sign with a Sign Permit approved by the Design Review Board (DRB) and an Encroachment Permit from the Public Works Department.	Would waive the requirement for a Design Review. Would still require an Encroachment Permit to ensure a minimum clearance of 36 inches on sidewalks and no obstruction to vehicular sight lines. Would waive the Encroachment

Temporary Relaxation of Sign Permit Requirements to Support Local Businesses

April 15, 2020

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South Pasadena Municipal Code Section (SPMC)	Existing Requirement	LED Requirements
		Permit fee. Staff will review the sign for compliance with the standards in Section 36.320.080(E), which regulates the size and location for display of the signs.
Temporary Window Signs SPMC Section 36.320.080(J)(2)	Allows temporary window signs with a Sign Permit from the Planning Department.	Staff will review the sign for compliance with the standards in Section 36.320.080(6)(2), which regulates the size and location of the signs.
Temporary Banners SPMC Section 36.320.080(B)	Allows temporary banner with approval of a Temporary Banner Permit from the Planning Department.	Would waive the \$50 application fee. Staff will review the banner for compliance with the standards in Section 36.320.080(B) which regulates the size and location of the banner.

Therefore, for the duration of the LED, temporary sandwich board, window, and banner signs are allowed in all zoning districts and must comply with the standards outlined above. Each business will be allowed to have up to two temporary signs (with only one located in the public right of way), which may be displayed for 30 days or until the LED has been lifted, whichever is later. The waiving of permit fees during this difficult time would help local businesses financially.

In addition, Staff will be posting resources to support small businesses and working with the City's Chamber of Commerce to post a list of essential services/businesses that are open during the pandemic on the Economic Development page of the City's website.

Next Steps

1. The Sign Permit requirements will be reinstated immediately following the City Council's proclamation to terminate the emergency declaration.

Background

An outbreak of pneumonia in Wuhan, China was reported to the World Health Organization on December 31, 2019, and an illness caused by a novel coronavirus called COVID-19 was soon identified as the cause. During the week of February 23, 2020, the Centers for Disease Control and Prevention reported evidence of community spread of the virus in cases located in California, Oregon, and Washington. On March 4, 2020, Governor Gavin Newsom declared a

Temporary Relaxation of Sign Permit Requirements to Support Local Businesses

April 15, 2020

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state of emergency to exist in California as a result of COVID-19. The same day, the State of California and Los Angeles County Department of Public Health declared health emergencies.

On March 18, 2020, the City Council adopted a Resolution proclaiming a local emergency due to the COVID-19 outbreak and authorized the City Manager to take all necessary actions as the Director of Emergency Services.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

During the temporary waiver of the Sign Permit requirements, no fees would be required for the temporary signs. This would include the \$50 permit fee for Temporary Banners and \$105 for Encroachment Permits.

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: Local Emergency Declaration Sign Permit Requirement Modifications

**Local Emergency Declaration Modifications to the Sign Permit Requirements:
South Pasadena Municipal Code Sections 36.320.080(B), (E), (H), and (J)**

B. Banners. Banners, including commercial real estate banners, may be displayed subject to the following standards.

1. Required City approvals. A banner permit shall be obtained from the Department prior to the display of any banner, provided that a banner permit shall not be issued sooner than 14 days after the end of a previous permit.
2. Time limits.
 - a. Commercial real estate banners. A commercial real estate banner permit may be issued only for a six-month period, provided that the permit may be renewed at the discretion of the Director.
 - b. All other banners. Banners may be displayed on a temporary basis only, ~~in compliance with Section H. for a maximum of 30 consecutive days, and for no more than 90 cumulative days per calendar year.~~
3. Limitation on number. No more than one banner per business, and no more than one commercial real estate banner per building shall be permitted or displayed at any time.
4. Banner size. The total surface area of any banner shall not exceed 32 square feet.
5. Materials. Banners must be made of pliable, weather-resistant, durable materials, including canvas, vinyl, or similar materials.

E. Portable sidewalk signs. Each business may display one portable sidewalk sign in compliance with the following standards.

1. Required City approvals.
 - a. ~~Design Review. The design of each portable sidewalk sign shall be approved by the Design Review Board.~~
 - b. Encroachment permit. An encroachment permit shall be obtained from the Public Works Department before any sign is placed in the public right-of-way. A public liability insurance policy, approved by the City attorney and naming the City of South Pasadena and its officers and employees as insured, shall be provided the City prior to issuance of an encroachment permit.
2. Sign size. Each sign shall not exceed a width of 2'-6". Sign height shall be limited to four feet, except that signs for businesses fronting on Fair Oaks Avenue and Huntington Drive may have a height of five feet. Sign height shall be measured perpendicular from the sidewalk surface to the highest point of the sign.
3. Sign placement. A portable sidewalk sign shall be placed only within the boundaries of the applicable business' street frontage, and shall be positioned so that it will not:

- a. Obstruct the sidewalk clearance required by the Americans with Disabilities Act (ADA).
 - b. Impede any line of sight for motorists at vehicular public right-of-way intersections, as recommended by the City Engineer.
 - c. Interfere with people exiting and entering parked cars.
4. Stabilization. The sign shall be stabilized to withstand wind gusts or must be removed during windy conditions.
 5. Daily removal. The sign shall be removed from the sidewalk at the close of business.

H. Temporary signs. Temporary signs are allowed in all zoning districts subject to the following requirements.

1. Maximum area and height. Sign area shall not exceed six square feet and sign height shall not exceed 48 inches.
2. Number. No more than ~~one~~ **two** temporary ~~on-site~~ signs shall be **allowed per business placed on any parcel**. Temporary window signs shall be limited to 20 percent of the window area. **No more than one temporary sign shall be located in the public right-of-way.**
3. Duration. ~~No~~ **Temporary signs** shall be in place for more than 30 days, ~~and after removal, the site shall be free from temporary signs for a minimum of 30 days~~ **or until the Local Emergency Declaration has been lifted, whichever is later.**

J. Window signs. The following standards apply to window signs in all zoning districts where allowed by Section 36.320.070 (Zoning District Sign Standards).

1. Permanent window signs.
 - a. Signs shall be allowed only on windows located on the ground level and second story of a building frontage.
 - b. Permanent window signs shall not occupy more than 20 percent of the total window area.
 - c. Signage shall consist of individual letters, logos, or symbols applied to the glass surface; however, neon signs with transparent backgrounds may be hung inside the window glass line.
2. Temporary window signs. Temporary window signs may be allowed subject to the following limitations.
 - a. The signs may be displayed inside a window ~~for a maximum of 15 days.~~
 - b. The area of the signs shall not exceed 20 percent of the total window area, including permanent signs.
 - c. Signs shall only be located within the ground-floor windows of the structure.



City Council Agenda Report

ITEM NO. 16

DATE: April 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joe Ortiz, Police Chief
Thomas Jacobs, Lieutenant

SUBJECT: **Approve Non-Exclusive Franchise Agreements with 1) Navarro's Towing and 2) Henry's Towing and Recovery Incorporated for a Total Not-To-Exceed Amount of \$4,408 Over a Period of Four Years Each for Police Towing Services**

Recommendation

It is recommended that the City Council approve the non-exclusive franchise agreements for tow truck services under the City's Police Towing Services Contract to:

- 1) Navarro's Towing (Navarro's) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year); and
- 2) Henry's Towing and Recovery Incorporated (Henry's) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year).

Commission Review and Recommendation

On January 14, 2019, the Public Safety Commission (PSC) reviewed the proposed non-exclusive franchise agreements and unanimously supported the agreements. The PSC recommends that the City Council approve the non-exclusive franchise agreements.

Discussion/Analysis

The South Pasadena Police Department (SPPD) provides public safety towing services for the community to expeditiously remove damaged, disabled, abandoned, or illegally-parked vehicles from City of South Pasadena (City) streets.

The City's Master Fee Schedule, adopted on May 8, 2018, established a franchise fee of \$1,102 per year for tow truck operators. The fee was established in compliance with the California Vehicle Code (CVC) Section 12110 (b) as a means for police departments to recover costs incurred with clerical time, on-site inspections of tow yards, and labor costs associated with processing and impounding a vehicle. The annual fee is collected at the issuance of a contract for tow services.

On October 9, 2019, a Request for Proposal (RFP) was solicited from tow truck operators within a five-mile radius of the City. As required by the RFP, each tow truck operator agrees to the

provisions of a non-exclusive rotational format for tow services to provide an equitable distribution of work. The proposed contract term for each operator is four years. The rotation is based on alternating each tow truck operator after a one-year period.

Six tow truck operators (Al's Towing, Navarro's Towing, Henry's Towing, M&M Action Towing, Dickson Motor Service, A-Car Auto) submitted proposals in response to the RFP. Four proposals were determined to be qualified based on a neutral grading scale judged by an independent panel. City staff conducted site visits of the four qualified tow truck operators to inspect the police evidence storage; interior and exterior vehicle storage; and facility security systems. Upon completion of the site visits, two tow truck operators were determined to best meet our needs, Navarro's and Henry's.

Alternatives Considered

1. The first alternative option was a non-rotational contract for a single tow company and staff did not consider this option because it would be unfair to other local tow companies.
2. The second alternative was per-tow fee paid by tow companies who are on a rotational basis and staff considered this to be problematic as it would appear to reward the city and the tow companies for a higher number of vehicles towed.

Next Steps

Award to Navarro's Towing and Henry's Towing an Official Police Towing Services contract on a non-exclusive rotational format with an annual fee of \$ 1,102 per contractor. There are no other fees. The \$1,102 fee is subject to increase by council action. On approval by the City Council the contract can be implemented in four to six week period.

Background

This matter was reviewed by the PSC on January 14, 2019. The PSC unanimously supported the proposed Ordinance to the South Pasadena Municipal Code (SPMC) – Article VIII - Police Tow Service Franchise and recommended it be brought forth to the City Council for review.

On February 6, 2019, the first reading and introduction of an Ordinance to the SPMC regulating a Police Department Tow Service through a non-exclusive Franchise Agreement was submitted. The outcome of the Ordinance was postponed until the City adopted the Fee Schedule on May 8, 2019. Said Fee Schedule was approved which set the annual franchise fee at \$1,102 for each tow truck operator.

The Ordinance to the South Pasadena Municipal Code (SPMC) – Article VIII - Police Tow Service Franchise was adopted and provides for non-exclusive franchise agreements with multiple tow truck operators and the payment by the tow truck operators of an annual franchise fee.

The fee schedule for tow costs was determined from the current tow rates of the California Highway Patrol (CHP) Altadena Station. The CHP surveys the local tow companies within their

jurisdiction. An average price is determined that sets the fees at a level not to be exceeded by the tow companies. The fee schedule in the South Pasadena tow contract reflects the CHP standards for our jurisdiction. The current fee schedule is listed in the tow contract, Attachment 1.

The SPPD will receive a release fee of \$128.00 from the registered owner of the vehicle. This fee supports clerical costs of the department. Once received, the registered owner of the vehicle will pay all tow fees to the company for the return of their vehicle. SPPD tows on an average of 350 vehicles per year.

A standard of comparison can be seen with local cities:

City	Impound Fee (per vehicle)	Franchise Fee
South Pasadena	\$128.00	\$1,102.00
Alhambra	\$97.75	\$0.00
San Gabriel	\$125.00	\$0.00
San Marino	\$130.00	\$100.00 per vehicle

Legal Review

The City Attorney reviewed the RFP and the final version of the Official Police Towing Services contract.

Fiscal Impact

The City will receive a fee of \$1,102 per year per tow truck operator per the franchise fee in the Official Police Towing Services contract. The fee of \$1,102 paid yearly was the only fee to cover clerical costs of the department. There were no other fees. The \$1,102 fee is subject to increase by council action.

Public Notification of Agenda Item

The public was made aware that this item was to be considered 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. Official Police Towing Services contract.

ATTACHMENT 1
2020-2024 Police Tow Contract

**CITY OF SOUTH PASADENA NON-EXCLUSIVE FRANCHISE AGREEMENT
TO PROVIDE OFFICIAL POLICE TOW SERVICES**

THIS AGREEMENT is made and entered into as of _____, 2020 between the City of South Pasadena, a municipal corporation ("CITY") and _____, a California corporation ("CONTRACTOR"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. RECITALS

This Agreement is made with respect to the following facts and purposes:

- A. The CITY seeks to retain tow service company(ies) to provide timely and professional towing and storage services for vehicles when a Police Officer or other authorized CITY representative requests towing services.
- B. In furtherance of this requirement, CITY wishes to enter into a non-exclusive franchise agreement with CONTRACTOR for towing and vehicle storage services.
- C. The Chief of Police of the South Pasadena Police Department, with the concurrence of the City Manager, is authorized to enter into towing service franchise agreements under California Vehicle Code Section 12110(b) with one or more qualified tow service companies upon payment of a franchise fee in an amount established by City Council Resolution.
- D. CONTRACTOR has submitted a response to the CITY's request for proposals and wishes to be awarded a non-exclusive franchise for towing services.

2. NON-EXCLUSIVE FRANCHISE FOR OFFICIAL POLICE TOW SERVICE

- A. _____ shall serve as one of the Official Police Tow Service Contractors for the CITY. The CONTRACTOR shall have the non-exclusive right during the terms of this Agreement to receive calls from the CITY to provide towing and storage services for vehicles which are involved in collisions, are disabled, abandoned or impounded for evidence, are impeding the flow of traffic or are otherwise subject to being towed and stored at the direction of the CITY.
- B. CONTRACTOR shall pay the franchise fee required by City Council Resolution upon execution of this Agreement.

3. TERM OF AGREEMENT

This Agreement shall commence on _____, _____, 2020, and shall remain and continue in effect until _____, _____, 2024, with an option to extend one (1) additional year upon the same terms and conditions contingent upon the recommendation and approval of the Chief of Police, unless sooner terminated as provided in Section 29.

Shall an extension be granted, the tow rates shall remain the same as those currently in effect.

4. BASIS FOR ACCEPTANCE OF SERVICE

- A. Whenever a driver or vehicle owner is requesting from the CITY a towing service and does not specify a business, or when a police officer or other authorized CITY representative requests a towing service that does not specify a particular business, the CITY may request the CONTRACTOR. When more than one (1) vehicle is to be towed from the scene of a traffic collision and the drivers do not specify a preference, the CONTRACTOR may be called for each vehicle being towed.
- B. If the CITY cancels the towing service, up to and including arrival at the scene, the CONTRACTOR shall not charge for the call.
- C. If the CONTRACTOR is not available at the time of the service request, is unable to respond within the required response time or is unable to handle the call, the CITY may request another towing service to respond.

5. ABILITY TO PERFORM AGREEMENT

The CONTRACTOR shall at all times have sufficient towing equipment and storage yard capacity to perform the obligations set forth in this Agreement. The storage yard shall be in full compliance with the applicable zoning and building requirements of the city in which it is located. The CONTRACTOR shall, possess a valid CITY Business License throughout the duration of this Agreement.

6. LOCATION

The CONTRACTOR's business office and storage facility must be at the same location and shall be located within five (5) road miles of the CITY.

7. PERSONNEL

The CONTRACTOR shall maintain at least four qualified drivers available at all times with at least one driver having a valid Class A license.

8. TRAINING / ABILITY – QUALIFICATIONS

- A. The CONTRACTOR's drivers and other personnel (collectively "employees") must be sufficiently trained and shall provide safe and proper service.
- B. All drivers shall possess the proper class of driver's license required to perform their duties according to section 12520(a) of the California Vehicle Code. The CONTRACTOR's drivers shall participate in the Employer Pull Notice Agreement through the Department of Motor Vehicles. The CONTRACTOR is required to notify the South Pasadena Police Department Watch Commander of any Pull Notices received about its drivers.

- C. The CONTRACTOR's drivers shall present a neat, clean and professional appearance. Drivers shall at all times wear uniform-type pants and shirt.
- D. The CONTRACTOR'S drivers shall conduct themselves at all times in a professional and responsible manner and shall not:
 - 1. Engage in rude or discourteous behavior.
 - 2. Fail to provide full and complete service covered by this Agreement.
 - 3. Drive in any unsafe manner.
 - 4. Be under the use or influence of alcohol or drugs while on duty.
 - 5. Appear at the scene of a tow call with the odor of alcohol. Any of the CONTRACTOR'S tow truck drivers shall submit to a preliminary alcohol-screening test upon demand by a South Pasadena Police Officer.

9. COMMUNICATIONS

The CONTRACTOR shall install and maintain radio transmission and reception equipment allowing for contact at all times with the tow vehicles in service.

10. BUSINESS HOURS – AVAILABILITY BY TELEPHONE

- A. Availability of Services: The CONTRACTOR shall be available to provide services on a twenty-four (24)-hour, seven (7) day a week basis, including holidays.
- B. Availability of Storage Facility: An employee or agent of the CONTRACTOR shall be available on site during normal business hours at the CONTRACTOR's storage facility to handle release of impounded/stored vehicles. Normal business hours will at a minimum be from 0800 to 1700 hours, five (5) days a week (Monday through Friday) and 0800 to 1200 hours on Saturdays, excluding legal holidays of the CITY.

11. IMPOUNDED VEHICLES

Any vehicle impounded pursuant to this Agreement will be documented by Police Department personnel. A report will be taken normally via a CHP 180 Impound form.

12. RELEASE OF VEHICLES AFTER STORAGE/IMPOUND

- A. Any vehicle stored or impounded pursuant to this Agreement upon direction of the CITY Police Department, **CANNOT** be released without receipt of CHP Form 180 signed by an authorized representative of the CITY Police Department.
- B. The CONTRACTOR shall not release a vehicle impounded at the request of an authorized representative of the Police Department to anyone unless that person provides proper identification and documentation that they are authorized to receive the vehicle.

- C. If the person requesting the release of a vehicle does not have a CHP Form 180 or other proper identification, the CONTRACTOR shall refer that person to the Police Department for further processing. In the event of any dispute over whether a vehicle shall be released, the decision of the on-duty Police Department Watch Commander or his or her designee shall be final.

13. RELEASE OF PERSONAL PROPERTY

- A. The CONTRACTOR shall not remove personal property from a stored vehicle without first obtaining authorization to do so from the Police Department. CONTRACTOR shall provide a receipt that lists the personal property and the identification of the person(s) who removed it and place a copy of the receipt in the stored vehicle.

- B. Personal property means any items that are not affixed to the vehicle.

14. OFFICIAL POLICE TOW SERVICES STORAGE FACILITY STANDARDS

- A. The CONTRACTOR shall make adequate provisions for the security of vehicles and personal property stored and under the control of the CONTRACTOR. At a minimum:
 - 1. All vehicles shall be stored in a building or storage area that is enclosed by a substantial wall or fence meeting the requirements of the jurisdiction in which the facility is located. CONTRACTOR shall obtain written approval of the Police Support Services Division Captain or his designated representative that the storage facility(ies) meets this requirement.

 - 2. The minimum capacity of the outside storage lot shall be at least fifty (50) vehicles.

- B. Required storage facilities must be available before approval of this Agreement.
- C. Any breach of security in buildings or fences required by this Section 14 must be repaired within twenty-four (24) hours of the discovery of the breach.

15. INSIDE STORAGE

- A. The CONTRACTOR shall maintain an enclosed locked storage facility for a minimum of ten vehicles. The CONTRACTOR shall maintain an additional two (2) indoor spaces that can be secured by the CITY for vehicles ordered impounded because of involvement in the commission of crimes or for other reasons. Enclosed storage spaces shall be protected from the elements of weather and other forms of environmental contamination.

- B. "Police Evidence" is any vehicle and its contents that is identified by an authorized representative of the Police Department as being connected with a criminal investigation. The CONTRACTOR shall ensure that all Police Evidence is protected and is not removed or touched by any person other than an authorized representative of the Police Department.

- C. An authorized representative of the Police Department shall inform CONTRACTOR when a vehicle is to be stored inside for Police Evidence purposes and may place a seal on each door of the vehicle or door(s) to maintain chain of evidence. Vehicles stored inside for Police Evidence purposes shall not be removed from such protection until approved in writing by the Police Department's Support Services Division Captain.

16. EQUIPMENT STANDARDS

A. CONTRACTOR shall provide, at its expense, the equipment listed below. Such equipment shall conform to the California Highway Patrol's Classification (CHP Class) for the gross vehicle weight ratings (GVWR) of a truck chassis. ALL of CONTRACTOR's vehicles performing services pursuant to this Agreement must comply with the applicable provisions of the California Vehicle Code and related tow truck Regulations, including but not limited to California Vehicle Code Sections 615, 21711, 24606, 25100, 27700, 27907, and all other statutes and regulations applicable to the vehicles. All vehicles must be equipped with a two-way radio. The CONTRACTOR shall, at a minimum, provide the following equipment:

Two (2) flatbed car carriers (Class A or Class B); plus

Four (4) light-medium duty tow trucks, consisting of:

One (1) light duty (Class A); plus

One (1) medium duty (Class B); plus

Two (2) additional tow trucks, whether (Class A), or (Class 8), or both; plus

One (1):

a) Heavy duty (Class C) truck; or

b) Super heavy duty (Class D) truck; plus

One (1) tow truck that is equipped to lift and carry a disabled person in a wheel chair;

B. All CONTRACTOR's tow vehicles must be equipped with at least the following equipment when in service:

Fire Extinguishers

Broom

Shovel

Reflective Triangles

Flares

Trash Can(s) with Absorbent Material

Office to Truck Radio System

C. Motorcycles that are stored, impounded or towed from a collision scene at the request of an authorized representative of the Police Department shall be hauled by a trailer that is designed to carry motorcycles or by a flatbed truck in an upright position.

D. Any and all equipment used and maintained by the CONTRACTOR shall be available for inspection by an authorized representative of the Police Department upon request.

E. The CONTRACTOR shall have all equipment and vehicles to be used under this Agreement inspected by the California Highway Patrol at least one time per year. All vehicles and

equipment shall display a current inspection sticker issued by the California Highway Patrol prior to use under this Agreement. The CITY may conduct random vehicle and equipment inspections to ensure compliance with this Agreement.

- F. An authorized representative of the Police Department may inspect the CONTRACTOR's facilities used under this contract at any time during normal business hours.
- G. The CONTRACTOR shall have equipment for unlocking locked vehicles and personnel proficient in use of such equipment. The personnel shall unlock vehicles when requested by an authorized representative of the Police Department.
- H. Throughout the term of this Agreement the CONTRACTOR shall maintain in good condition its facility, vehicles, equipment and material used in the performance of this Agreement.

17. RESPONSE TIME

- A. The CONTRACTOR shall respond to calls from the South Pasadena Police Department twenty-four (24) hours a day, seven days a week, including holidays, with the following maximum response times:

Daytime: (0700 to 1800) – 20 minutes
Nighttime: (1800 to 0700) – 25 minutes

- B. The CONTRACTOR's dispatcher shall notify the Police Dispatcher when a tow vehicle cannot respond within the response times listed above and shall give the reason for the delay and an estimated time of arrival.
- C. The CONTRACTOR may park up to two (2) tow trucks on CITY streets designated by the Police Chief during early morning hours (0100 hours to 0600 hours) to facilitate a timely response to police calls for tow services.

18. DUTIES AT SCENE

After being requested to the scene by an authorized representative of the Police Department the CONTRACTOR's driver shall:

- A. Neither move nor attach the tow truck to any vehicle until instructed to do so by an authorized representative of the Police Department.
- B. Clean up and remove any and all debris from an accident scene as directed by an authorized representative of the Police Department and as required by the California Vehicle Code.
- C. Provide vehicle owners, when present at the scene, with a business card or other information indicating where the vehicle will be stored and the phone number where a representative of the CONTRACTOR can be reached.

19. RECORDS

- A. The CONTRACTOR shall keep complete and accurate records of all vehicles impounded or stored, which records shall include the CONTRACTOR's charges for each vehicle. The records shall be compiled into a report including all the relevant information, including a separate list of the number of vehicles stored or impounded at the request of the CITY that are sold through lien sale. The CONTRACTOR shall provide the report to the Chief of Police within thirty (30) calendar days after the end of each month. The report need only include vehicles towed, impounded or stored at the request of the Police Department. The CONTRACTOR shall also maintain complete records of the times that the CONTRACTOR receives calls for service, when a tow truck was dispatched and when the tow truck arrived on scene. The record system should be adequate to provide an inquiry with the following information: Locate vehicles from license plate only if the make, model, color, date and location of impound are unavailable. The CONTRACTOR must provide notice to the California Highway Patrol as required by section 10652 of the California Vehicle Code.
- B. The CONTRACTOR shall maintain the records required by this Agreement for a period of not less than three (3) years from the date a vehicle is released or sold. The CONTRACTOR may save the records electronically in accordance with requirements approved by the Police Chief.

20. RECORDS INSPECTION/ RELEASE OF INFORMATION

- A. All records required to be kept by the CONTRACTOR shall be available for inspection in a usable form by representatives of the CITY and the California Highway Patrol.
- B. All information gained by the CONTRACTOR and reports compiled therefrom in performance of this Agreement shall be considered confidential and shall not be released by the CONTRACTOR without the prior written authorization of the Police Chief. The CONTRACTOR, its officers, employees, agents or subcontractors, shall not without written authorization from the Police Chief or the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any incident, service, project or property located within the CITY. Response to a subpoena or court order shall not be "voluntary" if the CONTRACTOR gives the CITY notice of such court order or subpoena. The CONTRACTOR shall promptly notify the CITY should the CONTRACTOR, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed hereunder or with respect to any incidents or locations within the CITY. The CITY shall have the right, but no obligation, to be present at any such deposition, hearing or similar proceeding. The CONTRACTOR agrees to cooperate fully with the CITY and to provide the CITY with the opportunity to review any response to discovery requests provided by the CONTRACTOR. The CITY cannot control, direct, or rewrite any response.

21. TOW RATES AND STORAGE FEES

A. Tow Rates

The rate for towing shall be from the primary towing facility and return to the same. The CONTRACTOR can charge one (1)-hour minimum. Charges in excess of one hour shall be charged in fifteen (15)-minute increments. There shall be no additional charge for mileage or any other add-on.

Rates for 2020-2024

The applicable rates for July 1, 2020 to June 30, 2024 shall be:

Towing –

Class A	\$225.17 per hour
Class B	\$274.89 per hour
Class C	\$369.70 per hour
Class D	\$447.60 per hour

Storage –

Inside Storage Class A	\$63.53 per day
Outside Storage Class A	\$60.38 per day
Inside Storage Class B	\$63.53 per day
Outside Storage Class B	\$65.31 per day
Inside Storage Class C	\$72.63 per day
Outside Storage Class C	\$69.69 per day
Inside Storage Class D	\$71.93 per day
Outside Storage Class D	\$69.15 per day

Labor–

Class A Tow	\$57.08
Class B Tow	\$57.08
Class C Tow	\$57.08
Class D Tow	\$57.08

Special Equipment (low boy)	\$365.19
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B. Determination of a Day

Vehicles stored eight (8) hours or less shall be charged no more than one (1)-day storage. Each day thereafter shall be calculated by the calendar day.

C. Copy of Rate Schedule

A copy of the rate schedule shall be maintained inside each tow vehicle and presented upon request to the vehicle owner or driver.

D. No Charge for Unauthorized Tow

In the event that a vehicle is stored or impounded at the direction of an authorized representative of the Police Department and it is subsequently determined that the CITY did not have sufficient grounds for calling for the tow, the CONTRACTOR shall impose no charge for the tow.

E. After Hour Vehicle Releases

The CONTRACTOR may charge a flat after-hours release fee of \$75.00 in addition to any previously incurred tow and storage fees for vehicles released outside the CONTRACTOR's normal business hours.

F. Towing of CITY Vehicles

The CONTRACTOR shall tow CITY-owned Class A vehicles and motorcycles within the CITY limits free of charge. The CONTRACTOR shall tow outside of the CITY limits and provide storage of CITY owned Class B, C, or, D vehicles at one half of the applicable rates and storage fees.

22. SERVICE CALLS AND LABOR

Rates for service calls (out of gas, lock outs, etc.) shall be from the time dispatched to the end of the service and shall be at an hourly rate of \$60.00 with thirty (30) minutes minimum. Charges in excess of thirty (30) minutes may be imposed in fifteen (15)-minute increments. This rate shall be in effect from July 1, 2019 to June 30, 2022 and any extension of this Agreement. The CITY vehicles will not be charged for service calls.

23. DISPUTES

In the event a dispute arises concerning any charge made by the CONTRACTOR in performance of this Agreement, the dispute shall be decided by an authorized representative of the Police Department, pursuant to California Vehicle Code Section 22852. The decision of the Police Department shall be binding on all involved parties.

24. ACCEPTANCE OF PAYMENT

The operator shall accept payment for towing, impounding and storage by a valid debit card, credit card or cash. The CONTRACTOR shall have sufficient cash on the premises to accommodate and make change in a reasonable monetary transaction. The CONTRACTOR shall accept payment from the registered owner, legal owner or the agent or the owner claiming the vehicle. (22651.1CVC)

25. SIGNS AND ADVERTISING

The CONTRACTOR shall not display any signs or advertising material which indicates that his/her business is an official towing service or police storage facility of the CITY without the express written permission from the Chief of Police.

26. INDEMNITY

- A. THE CONTRACTOR shall, at its sole cost and expense, indemnify, defend, and hold harmless the CITY, its elected officials, officers, agents, employees, and volunteers and those CITY agents serving as independent contractors in the role of CITY officers from all claims, suits, or actions of every name, kind, and description (collectively, "Claims"), including fees and costs of accountants, attorneys and other professionals, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the alleged willful misconduct, negligent acts, errors or omissions, the CONTRACTOR or any person directly or indirectly employed by or acting as agent for the CONTRACTOR in the performance of this Agreement, or CONTRACTOR's failure to comply with its obligations set forth in this Agreement, including the concurrent or successive active or passive negligence of the CITY, its officers, agents, employees or volunteers, except for claims arising

from the sole negligence or willful misconduct of CITY. CONTRACTOR shall promptly pay any judgment rendered against CONTRACTOR or CITY covering Claims. If CITY is made a party to any suit or action filed or prosecuted against CONTRACTOR for such claims, CONTRACTOR shall pay CITY any and all costs and expenses incurred by CITY in such suits or actions, together with attorneys' fees.

- B. It is understood that the duty of the CONTRACTOR to indemnify and hold harmless the CITY includes the duty to defend as set forth in Section 2778 of the California Civil Code. CONTRACTOR shall defend any action or actions filed in connection with a claim with counsel of CITY's choice and pay all costs and expenses, including attorneys' fees incurred in connection therewith.
- C. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve the CONTRACTOR from liability under this indemnification and hold harmless clause. This indemnification and hold harm less clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages and shall survive expiration or termination of this Agreement.

27. INSURANCE

Without limiting the CONTRACTOR's indemnification of the CITY as provided in this Agreement, the CONTRACTOR shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverage and provisions:

A. Insurance Required

CONTRACTOR shall maintain insurance as described in this section and shall require all of its subcontractors, 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.

B. 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: [Official Police Towing Service]
- 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.

C. 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 one person) \$10,000
- Garage Keeper's Legal Liability with a limit of one hundred thousand dollars (\$100,000) per occurrence.

- On Hook Coverage with minimum limits of \$100,000 per occurrence.

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.

D. 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.

E. Workers' 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.

F. Automobile Liability Insurance

Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

G. 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.

H. 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.

I. 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.

J. 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: [South Pasadena Police Department], 1422 Mission Street, South Pasadena, CA 91030.

K. 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.

L. 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.

M. 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.

N. 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 is subject to CITY's approval.

O. 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.

28. RISK

The CONTRACTOR shall be responsible for damage to or theft of the vehicles and other property towed and stored by the CONTRACTOR, its employees or agents. Any and all claims, demands or liability arising out of or encountered in connection with this Contract shall be borne by the CONTRACTOR.

29. TERMINATION

- A. The CITY may terminate this Agreement, for any reason or no reason, on thirty (30) days written notice to the CONTRACTOR. Prior to the effective date of termination, the CONTRACTOR shall continue to fulfill all of its obligations under this Agreement. If the Agreement is terminated by the CITY, and provided CONTRACTOR is not then in breach, the CONTRACTOR shall be paid for services satisfactorily rendered to the last working day the Agreement is in effect, and the CONTRACTOR shall have no other claim against the CITY by reason of such termination.

- B. The CONTRACTOR may terminate this Agreement only for a material breach and if the CITY fails to cure the breach within sixty (60) days following written notice from the CONTRACTOR.

30. OFFICIAL POLICE TOW SERVICE/ POLICE DEPARTMENT COMMUNICATIONS

The Support Services Division Captain or designee shall conduct regular meetings to discuss issues of concern in the implementation of this Agreement. These meetings shall be mandatory for the operator or his/her designee. The CITY shall give the operator five (5) days written notice of these meetings.

31. GENERAL PROVISIONS

A. Independent Contractor

At all times during the term of this Agreement, the CONTRACTOR shall be an independent contractor and shall not be an employee of the CITY. The CITY shall have the right to control the CONTRACTOR only insofar as the results of the CONTRACTOR's services rendered pursuant to this Agreement; however, the CITY shall not have the right to control the means by which the CONTRACTOR accomplishes services rendered pursuant to this Agreement.

B. Required Licenses and Permits

The CONTRACTOR represents and warrants to the CITY that the CONTRACTOR has all licenses, permits, qualifications and approvals that are legally required for the CONTRACTOR to perform the service required under this Agreement pursuant to Vehicle Code Section 12804.9. The CONTRACTOR represents and warrants to the CITY that the CONTRACTOR shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for the CONTRACTOR to perform the services.

C. No Agency

Except as the CITY may specify in writing, the CONTRACTOR shall have no authority, express or implied, to act on behalf of the CITY as an agent in any capacity whatsoever. The CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement, to bind the CITY to any obligation.

D. Assignment

The CONTRACTOR shall not assign any right or obligation pursuant to this Agreement without the prior written consent of the City Council. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect and constitute a default under this Agreement. The sale or transfer of controlling interest in a company shall constitute an assignment within the meaning of this Agreement.

E. Standard of Performance

The CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the services in which the CONTRACTOR is engaged in the geographical area in which the CONTRACTOR practices his profession.

F. No Employee Financial Interest

No employee of the CITY engaged in the preparation or supervision of this Agreement shall have any direct financial interest in the CONTRACTOR.

G. Compliance with all Law and Regulations

The CONTRACTOR shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The CONTRACTOR shall at all times observe and comply with all such ordinances, laws and regulations. The CITY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONTRACTOR to comply with this section.

H. Notices

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (I) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To CITY: City of South Pasadena
 Police Department
 1422 Mission Street
 Attention: Office of City Clerk

To CONTRACTOR: Name:
 Address:
 Attn:

I. Time of Essence

In the performance of this Agreement, time is of the essence.

J. Authority to Execute

The persons executing this Agreement on behalf of the CONTRACTOR warrants and represents that he or she has the authority to execute this Agreement on behalf of the CONTRACTOR and has the authority to bind the CONTRACTOR to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SOUTH PASADENA

Robert Joe
Mayor

ATTEST:

Maria Ayala
Chief City Clerk

APPROVED AS TO FORM:

Teresa L. Highsmith
City Attorney

OFFICIAL POLICE TOW SERVICE

_____ TOW, INC.

By:
Name:
Title:

By:
Name:
Title:

Two corporate officers are required to sign this Agreement