



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

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

June 3, 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 June 3, 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., June 2, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 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: Councilmember Marina Khubesrian, M.D.

SPECIAL PRESENTATION

1. Coronavirus Update and Discussion

CLOSED SESSION ANNOUNCEMENTS

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

PUBLIC COMMENT 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., June 2, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 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.

3. Public Comment – General

COMMUNICATIONS

- 4. 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.
- 5. City Manager Communications**
- 6. 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 a public comment has been received 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

7. **Minutes of the Regular City Council Meeting on April 15, 2020**
8. **Minutes of the Special City Council Meeting on April 29, 2020**
9. **Approval of Prepaid Warrants in the Amount of \$161,696.27; General City Warrants in the Amount of \$895,418.66; General City Warrant Voids in the Amount of (\$449.00); Supplemental ACH Payments in the Amount of \$25,085.48**

Recommendation

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

10. **Award Sole Source Purchase of Motorola APX 8500 All Band Mobile Radios in the Amount of \$25,050**

Recommendation

1. Authorize the purchase of three (3) Motorola APX 8500 All Band Portable Radios in the amount of \$25,050; and
2. Authorize a single sole source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(19).

11. **Discretionary Fund Requests Mayor Robert Joe (\$2,000), Mayor Pro Tem Diana Mahmud (\$3,000) and Councilmember Marina Khubesrian (\$3,000), for a Combined Total of \$8,000 for the True North Polling Survey Professional Services Agreement**

Recommendation

It is recommended that the City Council approve Discretionary Fund requests by Mayor Joe in the amount of \$2,000, Mayor Pro Tem Mahmud in the amount of \$3,000, and Councilmember Khubesrian in the amount of \$3,000, for a combined total of \$8,000 for the True North Polling Survey Professional Services Agreement.

Consent Item Added to Amended Agenda:**18. Discretionary Fund Request from Councilmember Dr. Richard Schneider in the amount of \$6,000 for a First Cut Scaled Drawing of the 710 Loop on Ramp**Recommendation

It is recommended that the City Council approve Discretionary Fund requests by Councilmember Richard Schneider for a first cut scaled drawing sketch of the 710 Loop on Ramp from northbound Fair Oaks Avenue to southbound Arroyo.

PUBLIC HEARING**12. Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2020-21**Recommendation

It is recommended that the City Council, after receiving public testimony at the Public Hearing, adopt the attached resolution confirming the annual, levy and collection of assessments for the Lighting and Landscaping Maintenance District (District) for Fiscal Year (FY) 2020-21.

13. Designation of Rollin Craftsman Cluster Historic District (Project No. 2114-LHD)Recommendation

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the properties in the Rollin Craftsman Cluster, including 1500, 1506, 1507, 1510, and 1512 Rollin Street, qualify under criteria (1), (4), (7), and (11) of the South Pasadena Municipal Code Section 2.63(b), for designation of a historic district; and
2. Designate the Rollin Craftsman Cluster Historic District

ACTION/DISCUSSION ITEMS**14. Approval of the First Amendment to the Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950**Recommendation

It is recommended that the City Council authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with True North Research, Inc. (True North) to expand the scope of services and modify the timeline to conduct a professional poll for a total not-to-exceed amount of \$24,950.

15. Approval of the Fiscal Year 2020-21 Water Conservation Rebate Program in the Amount of \$115,000

Recommendation

It is recommended that the City Council approve the Fiscal Year (FY) 2020-21 water conservation rebates and programs in the amount of \$115,000 funded from the existing Water Efficiency Fund.

16. Discussion of Regulatory Changes to Allow AI Fresco Options

Verbal Staff Report

INFORMATIONAL REPORTS

17. Presentation of Draft Budget for Review Prior to Adoption on June 17

ADJOURNMENT

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

June 17, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
July 1, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
July 15, 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: <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>

Agenda related documents provided to the City Council are available for public inspection on the City’s website at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>. 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 <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>.

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 or CityClerk@southpasadenaca.gov. 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.

5/29/2020

Date

/s/

Maria E. Ayala
Chief City Clerk



Wednesday, April 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, April 15, 2020, at 7:40 p.m. The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of new protocols in place in an effort to prevent the spread of COVID-19.

ROLL CALL

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

Absent: None

City Staff Present: City Manager DeWolfe; City Attorney Teresa Highsmith (in attendance via Zoom); 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

Mayor Pro Tem Diana Mahmud led the Pledge of Allegiance.

SPECIAL PRESENTATION

1. Coronavirus Update and Discussion

City Manager DeWolfe thanked the community and employees for their efforts during the pandemic. City Manager DeWolfe provided an overview of City operations and the potential impacts to the City's budget.

A PowerPoint presentation was provided by Directors for their respective departments. Those who presented were: Fire Chief Paul Riddle (provided a general City report in addition to a

report on the Fire Department); Police Chief Joe Ortiz; Julian Lee, Deputy Director of Public Works; Sheila Pautsch, Director of Community Services; Joanna Hankamer, Planning and Building Director; Cathy Billing, Library Director; Karen Aceves, Finance Director; Lucy Demirjian, Assistant to the City Manager (Management Services); and Laurie Wheeler (South Pasadena Chamber of Commerce).

Mayor Pro Tem Mahmud made a motion to a send letter to LA County Supervisor Barger requesting additional testing sites in San Gabriel Valley. Councilmember Cacciotti provided a second with the addition of including the San Gabriel Valley's Senator and Assemblymember representatives and copying the Mayors in the western San Gabriel Valley on the letter.

City Council had various questions and comments throughout the presentation for each department and the Chamber of Commerce, including on: number of tests available, safety of unhoused residents, safety measures implemented in the Police Department, Graves Reservoir Capital Improvement Project, Athens Recycling, power outages, Arroyo Seco Golf Course status, cancellation of facility reservations and class registrations, building applications, permits, and projects, Planning Commission meetings, ADU's, Housing Element, vacant properties, Library website redesign and services, COVID-19 reimbursement programs, budget outreach, rent moratorium, Farmers Market, etc.

Staff responded to questions and comments accordingly.

Chief City Clerk Ayala announced public comment was received for the item and proceeded to read the comments aloud.

Public Comment:

- Alan Ehrlich: Expressed the need for more involvement of the Public Safety Commission in response to the Coronavirus emergency preparedness plans.
- Ella Hushagen: Expressed concern for unhoused residents and asked City Council to provide shelter (public comment accompanied by signatures from an additional 48 residents)

Councilmember Cacciotti motioned having at least one briefing prior to the May 6 Regular Council Meeting or holding weekly Council meetings to include briefings by State and County representatives. Council reached consensus to hold a Special Meeting on April 29.

Council commented on the importance of and various impacts to staff with holding weekly meetings.

City Manager DeWolfe provided additional information on the resources needed to hold live broadcasted meetings.

A second was provided by Councilmember Schneider.

Chief City Clerk Ayala proceeded to call the roll call.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve having a special briefing on April 29, 2020 and include State and County representatives.

Councilmember Cacciotti motioned to send a letter to Congressmen Adam Schiff supporting legislation to create a commission that evaluates and assess the government's response to the coronavirus at the federal, state, and local municipal level. Legislation for said commission would require that the commission make recommendations on how the government can better prepare, coordinate, and be funded to address such an issue. A second provided by Councilmember Schneider.

City Attorney Highsmith advised that Councilmember Cacciotti's was a substantive motion that is regarding subject matter not on the agenda. City Attorney Highsmith further advised that Council direct the City Manager to bring this topic back as a calendared item on a future agenda.

Councilmember Cacciotti asked that the item be brought back on a future agenda. Councilmember Schneider provided a second.

2. CLOSED SESSION ANNOUNCEMENTS

A. Public Employee Performance Evaluation

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

Title: City Manager

B. Initiation of Litigation

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

Number of Potential Cases: 1

City Attorney Highsmith reported the following from City Council's Closed Session, also held in a virtual setting:

Item A – City Council met with the City Manager for a periodic performance evaluation. Direction was provided to the City Manager.

Item B – City Council received a briefing on initiation of litigation. City Council provided direction to the City Attorney.

PRESENTATIONS

3. Proclamation: DMV/Donate Life

Mayor provided comments on the City’s continued support for the DMV/Donate Life program and announced that due to COVID-19 the proclamation would be mailed to the Donate Life Ambassador, Rachel Rodriguez.

COMMISSION APPOINTMENTS

4. Authorize Commission Appointments

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

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

MOTION BY COUNCILMEMBER KUSBRESRIAN, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5- 0, to:

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

Chief City Clerk Ayala announced public comment was received for the item and proceeded to read the comments aloud.

Public Comment:

1. Westley Reutimann: Expressed support of nominations
3. Authorize staff to hold a public drawing subsequent to Council appointments to determine term length for each appointment.

Drawing for determination of terms was held live on camera in Council Chambers by Chief City Clerk Ayala, with results as follows:

Mobility and Transportation Infrastructure Commission:

Name	Seat	Term
Larry Abelson	1	12/31/22

Michelle Hammond	2	12/31/20
Sam Zneimer	3	12/31/20
John Fisher	4	12/31/21
Kim Hughes	5	12/31/21

Drawing for determination of terms was held, with results as follows:
PWC:

Name	Seat	Term
David Maling	1	12/31/22
Sam Hernandez	2	12/31/20
Charles Trevino	3	12/31/20
Arcelia Arce	4	12/31/21
Julie Riley	5	12/31/21

Clarification was provided by Chief City Clerk Ayala and City Attorney Highsmith on the appointments and terms of the commission seats.

PUBLIC COMMENTS

Mayor Joe announced public comments were received in writing via email from the following individuals on general topics. Comments received would be uploaded to Additional Documents and become part of the final meeting record.

Chief City Clerk Ayala added that any comments received past the deadline would be added to Additional Documents the following day.

- Chris Bray – Expressed concerns over the City’s financial future.
- William Kelly – Provided recommendations establishing additional social distancing measures.
- Elizabeth Bagasao – Commented on community volunteer efforts during the COVID-19 shutdown.
- Barbara Eisenstein – Provided recommendations establishing additional social distancing measures.

COMMUNICATIONS

5. Councilmembers Communications

Councilmember Cacciotti provided the following report: thanked the community, Council, and staff for their efforts; commented the City’s response to resident concerns on social distancing and open facilities; thanked Melissa Lu and Sabrina Lee who have provided donations to the City during this time.

Councilmember Khubesrian provided words of encouragement to all who have been affected during the pandemic, and thanked City staff and frontline healthcare workers for their work.

Councilmember Schneider reported on the Public Safety Commission's dissatisfaction on not being involved in the City's emergency measures set in place.

Mayor Pro Tem Mahmud reported on the following: expressed excitement for the City's technology implementation; acknowledged residents who have complied with the safety measures implemented; and asked those who have donated to the City be given a certificate of appreciation.

Mayor Joe requested the meeting be adjourned in the memory of Beatriz Solis. A second provided by Councilmember Cacciotti.

Councilmember Khubesrian provided information of a livestream *Celebration of Life* being held for Beatriz Solis.

6. City Manager Communications

No City Manager reports.

7. Reordering of and Additions to the Agenda

Mayor Joe asked that Agenda Item No. 12 be pulled from tonight's agenda and be brought back at a future meeting.

CONSENT CALENDAR

No public comment on Consent Calendar.

Mayor Pro Tem Mahmud announced additional documents for Agenda Item No. 16 (Franchise Towing Agreements).

Councilmember Cacciotti pulled items 10 and 14 for individual discussion.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve Consent Calendar Items Nos. 8, 9, 11, 13, 15, and 16.

8. Minutes of the Regular City Council Meeting on December 18, 2019

Minutes of the Regular City Council Meeting on December 18, 2019 were approved as presented.

9. Minutes of the Regular City Council Meeting on January 15, 2020

Minutes of the Regular City Council Meeting on January 15, 2020 were approved as presented.

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

City Council approved 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.~~

Item No. 12 was pulled by Mayor Joe and will be brought back at a future meeting.

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

City Council took administrative action and designated the City Manager as the Authorized Agent to request disaster assistance funds from the Federal and State governments.

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

City Council received and filed the temporary relaxation of 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

City Council approved 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).

Additional Documents providing a response to two questions regarding associated fees and a revised contract to reflect the source of definitions for vehicle class.

ITEMS PULLED FROM CONSENT

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

Councilmember Cacciotti asked about expenses regarding Colantuono, Highsmith, & Whatley as reflected on page 10-10 of the agenda packet.

City Attorney Highsmith responded to questions accordingly.

Mayor Pro Tem Mahmud commented on the City's efforts to provide as much of the information requested through Public Record Act requests on the City's website and asked that requesters be mindful of narrowing the scope of public records requests.

Councilmember Cacciotti expressed concern on expenses being made on: pg. 10-12, Emanuels Jones and Associates; pg. 10-14, Home Depot; pg. 10-19, RMG Communications; pg. 10-20 SAE Communications; pg. 10-51 UMPQUA Bank.

Councilmember Cacciotti requested that the Emanuels Jones and Associates agreement be placed on a future agenda for discussion. Second was provided by Councilmember Schneider.

Councilmember Cacciotti also requested that staff provide a breakdown of credit card charges.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve: 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

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

Councilmember Cacciotti expressed opposition to approve the proposed amendment.

Chief City Clerk Ayala announced public comment was received for the item and read them aloud.

Public Comment:

- Jan Marshall – Expressed opposition to proposed amendment.
- Alan Ehrlich – Expressed opposition to proposed amendment and concern for lack of communication from the City.
- Delaine Shane – Expressed opposition to proposed amendment and concern for lack of communication from the City.
- Joanne Nuckols – Expressed opposition to the proposed amendment and concern for lack of communication from the City.

Council held significant discussion on the proposed item including: concerns over the City's communication, existing staff's ability to be able to absorb PIO duties; public comments

received in support of the City's communications and proposed amendment; further concerns and opposition to the amendment by Council; concerns over the financial impact; etc.

City Manager DeWolfe answered questions accordingly and provided a description of the functions of a Public Information Officer.

Further discussion was held amongst City Council regarding the proposed amendment.

Mayor Pro Tem Mahmud motioned to approve the item with a request to renegotiate the hourly rate. A second provided by Councilmember Khubesrian.

SUBSTITUTE MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 3-2 (MAHMUD AND KHUBESRIAN), to not approve the proposed amendment.

ADJOURNMENT

Mayor Joe announced the next regular City Council meeting to be held on May 6, 2020.

Mayor Joe adjourned the meeting in memory of Beatriz Solis and shared that Ms. Solis had, unfortunately, lost after a long battle with cancer. Ms. Solis was a South Pasadena resident. She was the Director of Healthy Communities for The California Endowment and worked with underserved communities to improve and provide the resources needed for their success. She worked with citizens, organizations, and elected officials to find lasting solutions that would impact the most people, and her work has left a lasting impact in Los Angeles County. In 2018, she was also recognized during a Los Angeles Chargers' game for receiving the NFL's Hispanic Leadership nomination. Our deepest condolences to her husband Mohammad, and her two sons, Avrin and Aydin.

Councilmember Cacciotti added that Ms. Solis' advocacy efforts for the parks were tremendously appreciated.

There being no further business, at 12:34 a.m. Mayor Joe adjourned the meeting.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor



Wednesday, April 29, 2020
Minutes of the Special Meeting of the City Council

CALL TO ORDER

A Special Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, April 29, 2020, at 7:00 p.m., The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of the current protocols in place in an effort to prevent the spread of COVID-19.

ROLL CALL

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

Absent: None

City Staff Present: City Manager DeWolfe; City Attorney Teresa Highsmith (in attendance via Zoom); Fire Chief Riddle; Police Chief Joe Ortiz; and Chief City Clerk Ayala were present at Roll Call.

PLEDGE OF ALLEGIANCE

Mayor Robert Joe led the Pledge of Allegiance. After the Flag Salute, Mayor Joe acknowledged and expressed support for National Denim Day (which is observed today).

SPECIAL PRESENTATION

1. Briefing by Senator Portantino on State Efforts in Response to COVID-19 Pandemic

Mayor Joe introduced Senator Anthony J. Portantino.

State Senator Portantino, Representing the 25th District (also in attendance via Zoom) provided an update on the various State efforts in response to the COVID-19 pandemic.

Kristi Lopez, District Representative for Senator Portantino's Office (also in attendance via Zoom), provided a brief update on the City's concerns regarding Caltrans housing.

City Council had questions and comments for Senator Portantino regarding: communicating community's concerns or ideas to his office; concerns regarding food supply; State assistance for municipalities; traditional work model changes; 2020 Census; nation's healthcare system; etc.

Senator Portantino responded to City Council's questions and comments accordingly.

No public comment was submitted for this item.

PRESENTATION

2. South Pasadena COVID-19 Update

Fire Chief Riddle provided a PowerPoint presentation providing a City update and a Fire Department update; Police Chief Joe Ortiz provided a verbal update for the Police Department; and City Manager DeWolfe provided an update on recovery and reopening.

City Council had comments and questions regarding: Fire Department service calls in response to COVID-19 at the South Pasadena Care Center and calls in response to other incidents; COVID-19 reported cases within the City; testing of staff at the Care Center; Rose Bowl Stadium COVID-19 testing site; unhoused residents; delivery service apps; observations over the public wearing face masks; observations on cars speeding in the City; thanked Police Department for efforts in assisting a local homeless man; vacant property protocols; etc.

Councilmember Khubesrian requested that an update be provided on the City's reopening strategies.

Chief City Clerk Ayala announced public comments received and read them aloud.

Public Comment:

- Chris Bray – Asked City Council to move toward evidenced based public policy and trace sites of COVID-19 infection.
- Same Burgess – Asked various questions regarding COVID-19 related cases in the City.
- Maryliz Burns – Expressed concerns and need for notifications for the COVID-19 outbreak.

Chief Riddle provided information in response to the public comments.

ADJOURNMENT

Mayor Joe asked residents to continue to shop locally in an effort to support local businesses.

Mayor Joe announced the regular City Council Meeting on May 6. There being no further business, at 9:05 p.m. Mayor Joe adjourned the meeting.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor



City Council Agenda Report

ITEM NO. 9

DATE: June 03, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Karen Aceves, Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$161,696.27; General City Warrants in the Amount of \$895,418.66; General City Warrant Voids in the Amount of (\$449.00); Supplemental ACH Payments in the Amount of \$25,085.48.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 310767-310785	\$	70,292.78
ACH	\$	91,403.49
Voids	\$	0

General City Warrants:

Warrant # 310786-310835	\$	681,312.52
ACH	\$	214,106.14
Voids	\$	(449.00)

Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	0
Wire Transfers (Acct # 1936)	\$	0
Supplemental ACH Payment	\$	25,085.48

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>1,081,751.41</u>
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Approval of Warrants

June 03, 2020

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Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Supplemental ACH Payments
5. Voids

ATTACHMENT 1
Warrant Summary

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

Date 06.03.2020

Fund No.	Amounts	
	Prepaid	Written
101	65,744.54	168,177.40
103	-	30,956.00
104	-	-
105	-	-
205	-	1,730.17
207	560.00	6,037.13
208	-	71,977.75
210	11,592.68	4,013.10
211	-	-
215	7,365.38	245.23
217	-	-
218	-	37,729.42
220	-	-
223	-	-
226	-	804.13
228	-	886.61
230	2,600.80	-
232	2,524.02	-
233	-	47,464.38
236	-	-
238	-	-
239	-	-
241	-	-
242	-	93,346.00
245	-	38,041.00
248	-	156,500.00
249	-	-
255	-	-
260	-	-
270	-	-
272	-	-
274	-	-
275	-	-
277	-	-
295	-	-
310	-	-
500	58,214.42	230,340.83
503	-	7,169.51
505	-	-
550	-	-
700	13,094.43	-
		-
Column Totals:	161,696.27	895,418.66

Fund No.	Amounts	
	Prepaid	Written
227	-	-
RSA Report Totals:	-	-
City Report Totals:		1,057,114.93
Wire Transfer - LAIF		-
Wire Transfer - RSA		-
Wire Transfer - Acct # 2413		-
Wire Transfer - Acct # 1936		-
Supplemental ACH Payments		25,085.48
Voids - Prepaid		-
Voids - General Warrant		(449.00)
Grand Report Total:		1,081,751.41

Robert Joe, Mayor

Karen Aceves, Finance Director

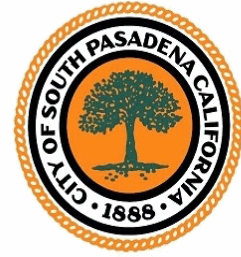
Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: EAlvarez
 Printed: 5/27/2020 9:13 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	BFWB4011 459156	Badge Frame, Inc. Police Dept. ID Cards W/ Magnets and Org. Cha	05/27/2020	652.63
Total for this ACH Check for Vendor BFWB4011:				652.63
ACH	CAEN9297 0185688 0185688 0186274A 0186274A	Carollo Engineers Integrated Water & Wastewater Resource Mgmt Integrated Water & Wastewater Resource Mgmt Preparation of City's Integrated Water & Wastew Integrated Water & Wastewater Resource Mgmt	05/27/2020	11,156.68 2,551.20 9,041.48 12,850.72
Total for this ACH Check for Vendor CAEN9297:				35,600.08
ACH	DDL8010 2107 2108	Dr. Detail Ph.D Fleet Cleaning for Dial-a-Ride Buses Fleet Cleaning for Dial-a-Ride Buses	05/27/2020	175.00 385.00
Total for this ACH Check for Vendor DDL8010:				560.00
ACH	DIG0800 38438	Digital Telecommunications Corp IT Phone (06/01-06/30/2020)	05/27/2020	927.00
Total for this ACH Check for Vendor DIG0800:				927.00
ACH	EJAS2010 F20-05-12	Emanuel Jones & Associates Legislative Representative Services May 2020	05/27/2020	2,500.00
Total for this ACH Check for Vendor EJAS2010:				2,500.00
ACH	LDCR6410 283441 283441 283441 283441 292937 292937 292937 292937	LandCare USA LLC January 2020 Landscape Maint. for City January 2020 Landscape Maint. for City January 2020 Landscape Maint. for City January 2020 Landscape Maint. for City February 2020 Landscape Maint. for City February 2020 Landscape Maint. for City February 2020 Landscape Maint. for City February 2020 Landscape Maint. for City	05/27/2020	19,168.77 1,262.01 3,682.69 1,468.42 1,262.01 1,468.42 19,168.77 3,682.69
Total for this ACH Check for Vendor LDCR6410:				51,163.78
310767	ACTM3010 55220812 55316862 55408637 55435254	Accountemps Finance Temp. Services for Backfill (Accountern Temporary Finacial Staffing for Financial Audit Temporary Finacial Staffing for Financial Audit Temporary Finacial Staffing for Financial Audit	05/27/2020	2,067.98 2,626.00 1,969.50 2,626.00
Total for Check Number 310767:				9,289.48
310768	ACHG2013 59-0611421	A-Check Global Electronic Background Services	05/27/2020	150.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	59-0613676	Electronic Background Services		46.75
			Total for Check Number 310768:	197.25
310769	AMBB9289	American Business Bank	05/27/2020	
	18	Graves Reservoir Project Escrow Account Reten		10,591.75
	19	Graves Reservoir Project Escrow Account Reten		7,647.00
	20	Graves Reservoir Project Escrow Account Reten		12,624.23
			Total for Check Number 310769:	30,862.98
310770	AT&T5011	AT&T	05/27/2020	
	331 841-0756	Account 331-841-0756 (04/07-05/06/2020)		33.18
	626 405-0051	Account 626 405-0051 (04/11-05/10/2020)		993.24
	626 441-6497	Account 626-441-6497 (04/13-05/12/2020)		349.19
			Total for Check Number 310770:	1,375.61
310771	CIN4011	AT&T --Cingular Wireless	05/27/2020	
	287269956155x04	AT&T Police Account # 287269956155		1,381.53
			Total for Check Number 310771:	1,381.53
310772	CAN0607	Cantu Graphics	05/27/2020	
	5762	Banner Thanking First Responders From City Cc		121.28
			Total for Check Number 310772:	121.28
310773	CAT0700	Catering Systems Inc.	05/27/2020	
	5530	Senior Meal Program 04/27-05/01/2020		2,581.20
			Total for Check Number 310773:	2,581.20
310774	CBSE6010	Cell Business Equipment	05/27/2020	
	67582986	PW Copier 04/01-04/30/2020		265.92
			Total for Check Number 310774:	265.92
310775	CSM0727	CSMFO	05/27/2020	
	300004945	CSMFO Municipal Membership - Karen Aceves		110.00
			Total for Check Number 310775:	110.00
310776	DEL0771	Delta Dental	05/27/2020	
	BE003912094	Dental Premiums Acct # 05-1063400000		11,116.78
			Total for Check Number 310776:	11,116.78
310777	COBR7131	Flex Advantage	05/27/2020	
	1110707	HRA June 2020 Preminum Reimb. Batch ID 111		1,719.44
	120449	HRA May 2020 Admin Fee		66.00
			Total for Check Number 310777:	1,785.44
310778	LOU1111	Spencer Louie	05/27/2020	
	SLouie	Reimb. Training Expense Sgt. Louie (02/03-02/0		738.55
			Total for Check Number 310778:	738.55
310779	PEG4590	NUFIC	05/27/2020	
	00091334467	ADD Insurance - Employee Voluntary		790.40
	00091334467	ADD Insurance - Employee		208.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310779:	998.90
310780	RGGS2013 10437 10642 10759	Regional Governmental Services Staff Professional Training Staff Professional Training Staff Professional Training	05/27/2020	463.07 192.90 270.00
			Total for Check Number 310780:	925.97
310781	SCO3311 FAUD-00002279	State Controllers Office Annual Street Audit Report FY18-19	05/27/2020	2,600.80
			Total for Check Number 310781:	2,600.80
310782	HAFR7000 081524582630	The Hartford Employee Life Insurance Benefits Inv# 0815245	05/27/2020	978.75
			Total for Check Number 310782:	978.75
310783	TIM4011 008 0251967 008 0311688 008 0311704 008 0311712 008 0355990	Time Warner Cable Acct# 8448 30 008 0251967 (04/22-05/21/20) Acct# 8448 30 008 0311688 (04/11-05/10/20) Acct# 8448 30 008 0311704 (04/11-05/10/20) Acct# 8448 30 008 0311712 (04/11-05/10/20) Acct# 8448 30 008 0355990 (04/02-05/01/20)	05/27/2020	215.29 1,223.00 1,223.00 1,190.00 407.20
			Total for Check Number 310783:	4,258.49
310784	VERW6711 9852770001 9853206481	Verizon Wireless Acct# 842311063-00001 (03/18-04/17/20) Acct# 571839627-00001 (03/24-04/23/20)	05/27/2020	291.49 16.03
			Total for Check Number 310784:	307.52
310785	WES4011 53235	Western Graphix Employee Photo ID Cards	05/27/2020	396.33
			Total for Check Number 310785:	396.33
			Total for 5/27/2020:	161,696.27
			Report Total (25 checks):	161,696.27

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: EAlvarez
 Printed: 5/27/2020 9:16 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AMPM5011 40978-43501 41449-42879 41449-43519	AM/PM Door, Inc. Repair to Door # 4 Fire Dept. Public Works Storage Yard Gate Repair Public Works Storage Yard Gate Repair	06/03/2020	430.41 344.73 269.16
Total for this ACH Check for Vendor AMPM5011:				1,044.30
ACH	ATGC8530 53498-D	Acorn Technology Corp. Secureworks COVID-19 Related Expense	06/03/2020	37,729.42
Total for this ACH Check for Vendor ATGC8530:				37,729.42
ACH	BAK0366 H44485420 H44569930 H44569940 H44622170 H45026430 H45059920 H45094540 H45293940 H45293950 H45293960 H45295980 H45296030 H45343810 H45375290 H45376490 H54296080	Baker & Taylor Entertainment Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material Purchase of CD's and DVD's & Library Material	06/03/2020	150.23 12.15 110.75 150.19 3,097.78 74.36 22.30 33.04 33.04 25.62 9.78 10.60 33.04 12.23 16.31 8.26
Total for this ACH Check for Vendor BAK0366:				3,799.68
ACH	BAK0369 0003205200 2035083293 2035109917 2035129503 2035145436 2035145768 2035146707 2035147130 2035147353 2035147447 2035147694 2035161795 2035168387 2035186048 2035196919 2035197283 2035197363	Baker & Taylor Books Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials Purchase of Books & Library Materials	06/03/2020	-13.54 1,164.40 1,178.33 451.69 454.71 20.02 306.42 272.85 648.42 82.17 51.82 442.55 3.80 453.91 10.86 8.94 21.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2035215667	Purchase of Books & Library Materials		128.96
Total for this ACH Check for Vendor BAK0369:				5,688.02
ACH	BRBC5270 110938	Brigid Reagan Balcom COVID-19 Refund for Camp Med	06/03/2020	220.00
Total for this ACH Check for Vendor BRBC5270:				220.00
ACH	CAEN9297 186886 186886	Carollo Engineers Preparation of City's Integrated Water & Wastew Preparation of City's Integrated Water & Wastew	06/03/2020	19,778.05 4,013.10
Total for this ACH Check for Vendor CAEN9297:				23,791.15
ACH	CAME2015 32319 32320	CA Maintenance & Environmental Monthly Maint. Fee / Testing Mandated by Los Monthly Maint. Fee / Testing Mandated by Los	06/03/2020	125.00 125.00
Total for this ACH Check for Vendor CAME2015:				250.00
ACH	CHWP2010 42084 42084 42084 42084 42084 42084 42084 42084 42084	Colantuono,Highsmith & Whatley,PC Case 1 Case 2 Water & Utilites Gardena v. RWWCB Misc Litigation Labor & Employment General Services Special Projects COVID-19	06/03/2020	367.50 13,543.50 612.50 161.00 5,576.94 1,483.00 4,194.95 22,577.56 5,841.00
Total for this ACH Check for Vendor CHWP2010:				54,357.95
ACH	DDL8010 2114	Dr. Detail Ph.D COVID-19 Sanitation Cleaning of Transit Vehic	06/03/2020	175.00
Total for this ACH Check for Vendor DDL8010:				175.00
ACH	DEL4000 10364961588 10374253006	Dell Marketing L.P. Dell Monitor & Laptop Sonic Gateway Renewal - Library	06/03/2020	3,309.95 585.48
Total for this ACH Check for Vendor DEL4000:				3,895.43
ACH	GAL7788 GaleMay2020	Donna Gale Class Instructor Online Tot/Youth/Adult Ballet &	06/03/2020	1,500.00
Total for this ACH Check for Vendor GAL7788:				1,500.00
ACH	ITCR2501 76-006438 76-006519 76-006605	Intercare Holdings Insurance Svcs Workers Compensation February 2020 Workers Compensation March 2020 Workers Compensation April 2020	06/03/2020	3,272.00 4,398.00 23,286.00
Total for this ACH Check for Vendor ITCR2501:				30,956.00
ACH	LCW7456 1496677 1496678 1496679 1496680	Liebert Cassidy Whimore Personnel Matters - 03/2020 Personnel Matters - 03/2020 Personnel Matters - 03/2020 Personnel Matters - 03/2020	06/03/2020	4,661.70 600.00 4,072.00 60.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1496681	Personnel Matters - 03/2020		422.00
	1496683	Personnel Matters - 03/2020		1,218.00
	1496684	Personnel Matters - 03/2020		9,112.00
	1496685	Personnel Matters - 03/2020		3,366.00
	1497033	Personnel Matters - 03/2020		3,176.00
	1497183	Personnel Matters - 03/2020		17,638.50
Total for this ACH Check for Vendor LCW7456:				44,326.20
ACH	MIKSU527 110941	Min Kyoung Sung COVID-19 Refund of Camp Med	06/03/2020	390.00
Total for this ACH Check for Vendor MIKSU527:				390.00
ACH	OVDR8011 01148DA20110258	OverDrive Inc. Purchase of Digital Books & Audiobooks for Lit	06/03/2020	12.99
Total for this ACH Check for Vendor OVDR8011:				12.99
ACH	STSM1020 191622 191623	Studio Spectrum City Council Streaming Production April 2020 Streaming Services for Cultural Heritage Commi	06/03/2020	3,270.00 2,700.00
Total for this ACH Check for Vendor STSM1020:				5,970.00
310786	AMBB9289 21	American Business Bank Graves Reservoir Project Escrow Account # 21	06/03/2020	9,205.31
Total for Check Number 310786:				9,205.31
310787	BPSV5505 00411545	Billpay Service Clearing Refund Processed Water Pmt. not for City of Sol	06/03/2020	125.00
Total for Check Number 310787:				125.00
310788	WDFD6116 602789	Bob Wondries Ford Replacement of Righ Hand Side Headlight Bulb	06/03/2020	94.62
Total for Check Number 310788:				94.62
310789	JNBC5270 110943	Jonathan Bucci COVID-19 Refund for Camp Med	06/03/2020	180.00
Total for Check Number 310789:				180.00
310790	BNIG9203 334-02-03	Bucknam Infrastructure Group Inc. Pavement and Asset Management Information S	06/03/2020	5,787.13
Total for Check Number 310790:				5,787.13
310791	CAL5236 1777042 1778098	CA Linen Services Linen Supply for Fire Dept. Linen Supply for Fire Dept.	06/03/2020	107.17 110.21
Total for Check Number 310791:				217.38
310792	CPC4011 15595	CA Police Chiefs Ass'n Membership Renewal - Chiefs - 51-75 Personnel	06/03/2020	695.00
Total for Check Number 310792:				695.00
310793	CAN0607 5761	Cantu Graphics Printing & Duplication of Library Card Applicat	06/03/2020	363.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310793:	363.83
310794	CAT0700 5543	Catering Systems Inc. Senior Meal Program (05/04-05/08/2020)	06/03/2020	2,462.40
			Total for Check Number 310794:	2,462.40
310795	ALH4011 SoPas03/20	City of Alhambra Inmate Housing March 2020	06/03/2020	1,978.00
			Total for Check Number 310795:	1,978.00
310796	CORE6011 82022520	CoreLogic Information Solutions, Inc. Public Information Database - Public Works	06/03/2020	300.00
			Total for Check Number 310796:	300.00
310797	DBEL5010 1010 938	DB Electronics Vehicle Main. - Install of Power Inverter Unit # 1 FD Radios w/ TICP Compatibility	06/03/2020	367.49 600.00
			Total for Check Number 310797:	967.49
310798	DEM0777 6794067	Demco Theft Detection DVD/ CD Overlay Tags	06/03/2020	466.94
			Total for Check Number 310798:	466.94
310799	MLDB5270 110940	Marlene Donabedian COVID-19 Refund of Camp Med.	06/03/2020	330.00
			Total for Check Number 310799:	330.00
310800	DKSC5270 110967	Scott Dukes COVID-19 for Garfield Park Gazebo Rental	06/03/2020	80.00
			Total for Check Number 310800:	80.00
310801	ECC9000 1 1 7 7 7	E.C.Construction Company for Installation of Bicycle Parking at V Company for Installation of Bicycle Parking at V STP-L Monterey Rd. St. Improvement Prop C Exchange Monterey Rd. St. Improvemen Measure R Monterey Rd. St. Improvement	06/03/2020	156,500.00 38,041.00 71,977.75 93,346.00 47,464.38
			Total for Check Number 310801:	407,329.13
310802	EMRS4010 T2020-255	Emergency Response Crime Scene Cleanin Cleaning of PD Unit # 198 (Covid-19)	06/03/2020	250.00
			Total for Check Number 310802:	250.00
310803	ENT5426 0151474-IN	Entenmann-Rovin One Corporal Uniform Badge, Flat Badge & Hat	06/03/2020	297.13
			Total for Check Number 310803:	297.13
310804	EWEM6010 11418566	Ewing Irrigation El Monte Landscape & Irrigation Supplies for Fair Oaks A	06/03/2020	277.46
			Total for Check Number 310804:	277.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
310805	HRCS2011 #7	Housing Rights Center Housing Rights Center: Fair Housing Program	06/03/2020	886.61
Total for Check Number 310805:				886.61
310806	IICC8025 279976-968199	Irwindale Industrial Clinic Drug Screen for transit staff	06/03/2020	75.00
Total for Check Number 310806:				75.00
310807	KRJN5270 110969	Kristen Juhan COVID-19 Refund of Garfield Park Gazebo	06/03/2020	80.00
Total for Check Number 310807:				80.00
310808	KNPY8010 KDEP-6332	Kanopy LLC Books/CDs/ DVDs and Film Database	06/03/2020	2,000.00
Total for Check Number 310808:				2,000.00
310809	CHLM5270 110935	Christophe Le Mouel COVID-19 Refund for Camp Med	06/03/2020	450.00
Total for Check Number 310809:				450.00
310810	CQLUO527 110937	Chunqiao Luo COVID-19 Refund for Camp Med	06/03/2020	230.00
Total for Check Number 310810:				230.00
310811	MDCS4011 1001	MedCycle Systems Fee for Disposal of Medical Waste	06/03/2020	115.00
Total for Check Number 310811:				115.00
310812	MLRB5270 110939	Robert Miller COVID-19 Refund of Camp Med	06/03/2020	330.00
Total for Check Number 310812:				330.00
310813	MMV9126 COM001 COM002	Mission Meridian Village POA POA Dues-Hospital POA Dues-Parking	06/03/2020	804.13 1,730.17
Total for Check Number 310813:				2,534.30
310814	NV5R9266 162010	NV5 Construction Mgmt & Inspections Svcs - Graves	06/03/2020	12,890.78
Total for Check Number 310814:				12,890.78
310815	OREI6711 3213-165622	O' Reilly Automotive Inc. Parts for Water Vehicle Maint.	06/03/2020	45.25
Total for Check Number 310815:				45.25
310816	OGOV3011 INV-004343	OpenGov.Inc. Professional Services: Open Town Hall	06/03/2020	9,450.00
Total for Check Number 310816:				9,450.00
310817	RCOT5270 110936	Rocio Ortega COVID-19 Refund of Camp Med	06/03/2020	310.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310817:	310.00
310818	PHCP9255 20	Pacific Hydrotech Corp. Graves Reservoir Replacement Project # 20	06/03/2020	174,900.82
			Total for Check Number 310818:	174,900.82
310819	MAPZ5270 110968	Mariel Perez COVID-19 Refund of Garfield Park Gazebo	06/03/2020	480.00
			Total for Check Number 310819:	480.00
310820	LCRM5270 110942	Lucrecia Ramella COVID-19 Refund of Camp Med	06/03/2020	230.00
			Total for Check Number 310820:	230.00
310821	RED8995 989-1-26351	Red Wing Shoe Store Safety Boots for Rick Hernandez	06/03/2020	245.23
			Total for Check Number 310821:	245.23
310822	RAMS3041 63132	Rogers Anderson, Malody & Scott LLP Citywide Financial Audit Prof. Services FY18-1'	06/03/2020	14,200.00
			Total for Check Number 310822:	14,200.00
310823	SCAT6710 15010 15015	Scott's Automotive Repair to Unit # 08 Water Division Repair to Unit # 16 Water Divison	06/03/2020	454.83 82.48
			Total for Check Number 310823:	537.31
310824	SDSI0107 227445 227446 227447 227448	SDS Security Design Systems PD Security Cameras Monthly Maint. PD Security Cameras Monthly Maint. PD Security Cameras Monthly Maint. PD Security Cameras Monthly Maint.	06/03/2020	65.18 113.00 217.46 30.00
			Total for Check Number 310824:	425.64
310825	SIR8011 INV02598 INV02766	SirsiDynix Library Informational Products June 1,2019 to M Library Informational Products June 1,2019 to M	06/03/2020	700.00 557.00
			Total for Check Number 310825:	1,257.00
310826	SPBK INV-ACC51649 INV-ACC52018	Springbrook Software LLC T&M Springbrook Premise Upgrade T&M Springbrook Premise Upgrade	06/03/2020	593.75 375.00
			Total for Check Number 310826:	968.75
310827	MON3111 1617089 1635489	Stantec Consulting Svcs Inc. GracesRsvr Engineering Svcs GracesRsvr Engineering Svcs	06/03/2020	6,157.78 6,393.09
			Total for Check Number 310827:	12,550.87
310828	TIM4011 008 0012005	Time Warner Cable Library 2nd Modem (03/29-04/28/2020)	06/03/2020	8.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310828:	8.41
310829	UND6710 420200698 dsb20192434	Underground Service Alert Underground Service Alert April 2020 Underground Service Alert Regulatory Fee April	06/03/2020	117.25 63.34
			Total for Check Number 310829:	180.59
310830	UPP7789 SoPas-050720	Upper S.G.Mun. Water Dist. Water Conservation Rebate Program Reimb.	06/03/2020	6,892.05
			Total for Check Number 310830:	6,892.05
310831	URBP8035 220000244064 220000248006	Urban Pet Dog Food for K-9 Lisu Dog Food for K-9 Lisu	06/03/2020	71.99 71.99
			Total for Check Number 310831:	143.98
310832	GIVG5270 110966	Gigi Vanegas COVID-19 Refund for Garfield Park Gazebo	06/03/2020	120.00
			Total for Check Number 310832:	120.00
310833	WCTP4011 W9036	WCT Products Inc. Replacement of Undeground Pipe Water Div.	06/03/2020	251.85
			Total for Check Number 310833:	251.85
310834	WIT6353 2004059	Wittman Enterprises LLC Paramedic Billing Services - April 2020	06/03/2020	4,543.29
			Total for Check Number 310834:	4,543.29
310835	YTI1023 0014099 0014104	Y Tire Complete Auto Vehicle Maint. RA81 Tire Install Repair to Fire Vehicle RA81	06/03/2020	2,442.07 130.90
			Total for Check Number 310835:	2,572.97
			Total for 6/3/2020:	895,418.66
			Report Total (66 checks):	895,418.66

ATTACHMENT 4
Supplemental ACH
Payments



ACH Payment Log

Date	Vendor	Amount	Description
5/18/2020	So. Cal. Edison	\$16,362.46	So Cal Edison April 2020 Utility Payment.
5/20/2020	Amazon/SYNCB	\$4,731.85	Online payment for Amazon Supplies (January - March 2020).
5/26/2020	UMPQUA Bank	\$3,991.17	Online payment of City Credit Card for service month April 2020.

Total: **\$25,085.48**

City of South Pasadena April 2020 Credit Card Summary

Date : 5/26/2020
Department: Finance Department
Payable to: UMPQUA Bank
P.O. Box 2310
Spokane, WA 99210-2310

Date	Vendor Name	Description	Amount
4/1/2020	Amazon	COVID-19 Purchase (Thermometers)	\$330.72
4/16/2020	DirecTV	Payment to EOC DirecTV account # 068653046	\$87.65
N/A	Chevron South Pasadena	Gasoline for Motor Officer Vehicles	\$73.13
4/3/2020	Sweet Bee Removal	Humane Bee Removal	\$250.00
4/9/2020	Restaurant Depot	Supplies for Senior Meal Program	\$363.90
4/9/2020	Cantu Graphics	Printing of Park Banners (Social Distancing)	\$418.40
4/9/2020	Cantu Graphics	Printing of Park Banners (Closures)	\$561.72
4/10/2020	Smart & Final	Equipment for Senior Lunch Program	\$17.60
4/3/2020	Evgo	Fuel for Dial a Ride Transit Plug in Vehicle	\$31.59
4/1/2020	WhenToWork Inc.	Data system for Recreation Division	\$200.00
4/6/2020	Libert Cassidy Whitmore	Human Resources Online Webinar Registration	\$100.00
4/11/2020	Dropbox	Renewal of City Dropbox Business Account	\$1,200.00
4/15/2020	Gus's BBQ	City Council Dinner	\$61.46
4/23/2020	The Bee Guys	Humane Bee Removal	\$295.00
TOTAL			\$3,991.17

ATTACHMENT 5
Prepaid & General Warrant Voids

Accounts Payable

Void Check Proof List

User: ealvarez
 Printed: 05/26/2020 - 2:20PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: IXII4010	IXII Group Inc.									
Check No: 310167	Check Date: 03/18/2020									
	99.00	04.22.2020	03/09/2020	Reimb. Training Class P.A. Sharae Sa					No	0
101-4010-4011-8200-000										
Check Total:	99.00									
Vendor Total:	99.00									
Vendor: TMON4011	Team One Network									
Check No: 310096	Check Date: 03/04/2020									
	350.00	14062T	02/07/2020	Training Class for Det. Dubois (03/19/					No	0
101-4010-4011-8200-000										
Check Total:	350.00									
Vendor Total:	350.00									
Report Total:	449.00									



City Council Agenda Report

ITEM NO. 10

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Award Sole Source Purchase of Motorola APX 8500 All Band Mobile Radios in the Amount of \$25,050.**

Recommendation Action

It is recommended that the City Council:

1. Authorize the purchase of three (3) Motorola APX 8500 All Band Portable Radios in the amount of \$25,050; and
2. Authorize a single sole source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(19).

Community Outreach

The City's ability to effectively respond to emergencies and recover from a disaster has been presented and discussed during previous annual Community Budget Forums. During these forums, emergency preparedness has been identified as a top priority. The purchase of the Motorola APX 8500 All Band Mobile Radios (Motorola Radios) has been identified as a necessary equipment replacement in order to maintain continuity of operations and to function during daily operations as well as during disasters.

Discussion/Analysis

Currently Fire apparatus operate a "mixed fleet" of new and old mobile radios. The older radios, XTL 5000's, are limited in their function as well as operating past their service life span. Fire currently has four (4) apparatus that are deployed using XTL 5000 mobile radios whose end of support was December 31, 2018. The concern is that if an XTL 5000 radio were to no longer function personnel would have to rely on handheld radios. Handheld radios are not as powerful as mobile radios and not ideal for use while responding to incidents.

Currently, Motorola has partnered with LA County Internal Service Department (ISD) and the Interagency Communications Interoperability (ICI) Radio System to offer discounted pricing for all radios. The current price reduction is 37% and the offer is only available to agencies located within Los Angeles County, or who are ICI subscribers. The deadline for agencies to place an

Purchase of Motorola APX 8500 All Band Portable Radios

June 3, 2020

Page 2 of 2

order and receive the discounted pricing is December 11, 2020. At this time, Motorola does not intend to repeat this pricing program in the future.

This purchase qualifies as a sole source purchase, pursuant to SPMC Section 2.99-29(19), because it uses the LA County ISD prior competitive bid process for the radio award of purchase.

Next Steps

1. Secure order of 3 Motorola APX 8500 Mobile Radios as set forth by the 2020 ICI System and Los Angeles County ISD Agencies Contract.

Background

Currently, the South Pasadena Fire Department apparatus utilizes Motorola XTL Mobile Radios. The current radios were purchased in the mid-2000's and have reached their expected lifespan for front-line mobile radios. In addition to reaching their expected lifespan, the Motorola XTL 5000's radios are not equipped with the latest technology and are no longer supported with updates from Motorola. When the new Motorola Radios go into service, the XTL 5000 parts will be stored and used as temporary replacement parts if one of the in-service units fails to operate.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Motorola Radios will be purchased out of General Fund account 101-5010-5011-8183. The funds were approved and appropriated as part of the Fiscal Year (FY) 2019-20 Budget.

Staff researched grant opportunities for the purchase of the radios, there were no grants funds available.

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:

Price Quote from Motorola

ATTACHMENT 1
Motorola Price Quote

City of South Pasadena

ITEM	SUMMARY SPREADSHEET	INDIVIDUAL LIST PRICE	DISCOUNT PRICE	QTY	EXTENDED LIST PRICE	EXTEND SUBSCRIBER DISCOUNT PRICE (37%)
1	APX 8500 O7 Single Head	\$11,106.00	\$6,996.78	2	\$22,212.00	\$13,993.56
2	APX 8500 O7 Dual Head	\$11,676.00	\$7,355.88	1	\$11,823.00	\$7,448.49
SUB TOTAL					\$34,035.00	\$21,442.05
TAX (9.5%)					\$3,233.33	\$2,036.99
WARRANTY					\$1,518.00	\$1,518.00
FREIGHT					\$52.95	\$52.95
TOTAL					\$38,839.28	\$25,050.00
Grand Total					\$25,050.00	



City Council Agenda Report

ITEM NO. 11

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Tamara Binns, Executive Assistant to the City Manager
Christina Munoz, Management Assistant

SUBJECT: **Discretionary Fund Requests from Mayor Robert Joe (\$2,000), Mayor Pro Tem Diana Mahmud (\$3,000) and Councilmember Marina Khubesrian (\$3,000), for a Combined Total of \$8,000 for True North Polling Survey Professional Services Agreement**

Recommendation

It is recommended that the City Council approve Discretionary Fund requests by Mayor Joe in the amount of \$2,000, Mayor Pro Tem Mahmud in the amount of \$3,000, and Councilmember Khubesrian in the amount of \$3,000, for a combined total of \$8,000 for the True North Polling Survey Professional Services Agreement.

Discussion/Analysis

On May 6, 2020, the City Council authorized the City Manager to execute a Professional Services Agreement (PSA) with True North Research, Inc. (True North) to conduct a professional poll for a total not-to-exceed amount of \$24,950. Mayor Joe, Mayor Pro Tem Mahmud, and Councilmember Khubesrian offered to fund a portion of the contract cost with their Councilmember discretionary funds, totaling \$8,000 of the total \$24,950 cost of the poll.

Staff recommended conducting a poll to produce an unbiased, statistically reliable evaluation of voters' interest in extending the existing Utility User Tax (UUT), as well as identify how best to align the potential measures with community priorities for the upcoming General Municipal Election in November. Additional potential poll questions have been raised by City Council and the community regarding adoption of a Transient Occupancy Tax (ToT) and amendment of the City's height limit restrictions to accommodate State housing mandates. These questions regarding the content of the poll will be addressed in a separate staff report on the City Council agenda.

The professional poll includes both a web programmed survey and telephone interviews. This would expand the City's ability to gather feedback, particularly from the senior population that may not have access through the web but would be interested in providing feedback. The full report, anticipated in early August, will include a detailed question-by-question analysis of results, an executive summary of the key findings and conclusions/recommendations, as well as

Discretionary Fund Request for the True North Polling Survey

June 3, 2020

Page 2 of 3

a comprehensive set of cross tabulations showing how the answers varied by subgroups of voters.

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City). The Fiscal Year (FY) 2019-20 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$8,000 per Councilmember account. Said allocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2019/20					
	Cacciotti	Joe	Khubesian	Mahmud	Schneider
Prior Year Balance Carryover Maximum>	\$10,000	\$10,000	\$9,750	\$10,000	10,000
Total with Current Year Allowance(Maximum Allowed \$10,000)	10,000	10,000	10,000	10,000	10,000
Date Pledged	Description				
8/21/2019			5,000		
9/18/2019		300			
11/20/2019			1,000		
11/20/2019		1,000			
11/20/2019				1,500	
12/4/2019	1,000				
5/6/2020			\$130		
5/20/2020	2,000	1,000			
6/4/2020		2,000	\$3,000	3,000	
6/4/2020					6,000
	<i>YTD Appropriations</i>	3,000	4,300	9,130	4,500
					6,000
Available at 6/5/20	\$7,000	\$5,700	\$870	\$5,500	\$4,000

Legal Review

The City Attorney has not reviewed this item.

Discretionary Fund Request for the True North Polling Survey

June 3, 2020

Page 3 of 3

Fiscal Impact

There are sufficient funds available in the FY 2019-20 City Council Discretionary Budget Account 101-1010-1011-8021. The remaining \$16,950 for the contract will be charged to Budget account 101-2010-2013-8170, for a total amount of \$24,950.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. <u>18</u>

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Tamara Binns, Executive Assistant to the City Manager
Christina Munoz, Management Assistant

SUBJECT: **Discretionary Fund Request from Councilmember Dr. Richard Schneider in the amount of \$6,000 for a First Cut Scaled Drawing of the 710 Loop on Ramp**

Recommendation

It is recommended that the City Council approve Discretionary Fund requests by Councilmember Richard Schneider for a first cut scaled drawing sketch of the 710 Loop on Ramp from northbound Fair Oaks Avenue to southbound Arroyo.

Discussion/Analysis

Fair Oaks Avenue near the Arroyo Seco Parkway ramps has long been recognized as a congested location (pre-COVID-19 pandemic) in the City and a bottleneck to north-south traffic flow. One of the reasons why the location is congested is that the signal time has to be allocated to many exclusive movements. As a result, there is often insufficient signal time to adequately serve traffic on Fair Oaks Avenue. These exclusive movements serve traffic on the northbound off ramp, Grevelia Street, State Street, and the northbound left turn to the southbound on ramp. During peak periods pedestrian waiting time may be excessive, and there are driver delays due to southbound traffic queues to Columbia Street.

Over the years there have been several proposals to address this problem. A long-standing proposal was to construct a southbound "hook" on ramp on State Street adjacent to the existing southbound off ramp near the City limit. The attached sketch is a conceptual drawing of a proposal to convert the northbound left turn to a right turn "loop" movement where drivers would enter southbound Arroyo Seco Parkway from northbound Fair Oaks Avenue to eastbound State Street, to a loop on ramp located opposite of the parking lot of the Ace Hardware retail area. In the sketch, the loop on ramp would be separated from State Street by a raised island and wall and would start its descent at a point just east of Fair Oaks Avenue. The proposed drawing of the loop on ramp illustrates utilizing the existing right of way from the southbound off ramp that was closed in the 1950's when State Street was built to serve the second phase of the development in the Raymond Hill community. The end of the loop on ramp traffic would enter the southbound Arroyo Seco Parkway as the beginning of third southbound lane. This discretionary fund request is to proceed with a first cut scaled drawing of the conceptual Loop on Ramp. The final drawing will be selected through a Request for Proposal process.

Discretionary Fund Request First Cut Scaled Drawing of Loop on Ramp

June 3, 2020

Page 2 of 3

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City). The Fiscal Year (FY) 2019-20 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$8,000 per Councilmember account. Said allocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2019/20					
	<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Prior Year Balance Carryover Maximum >	\$10,000	\$10,000	\$9,750	\$10,000	10,000
Total with Current Year Allowance (Maximum Allowed \$10,000)	10,000	10,000	10,000	10,000	10,000
Date Pledged	Description				
8/21/2019			5,000		
9/18/2019		300			
11/20/2019			1,000		
11/20/2019		1,000			
11/20/2019				1,500	
12/4/2019	1,000				
5/6/2020			\$130		
5/20/2020	2,000	1,000			
6/4/2020		2,000	\$3,000	3,000	
6/4/2020					6,000
	<i>YTD Appropriations</i>	3,000	4,300	9,130	4,500
					6,000
Available at 6/5/20	\$7,000	\$5,700	\$870	\$5,500	\$4,000

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There are sufficient funds available in the FY 2019-20 City Council Discretionary Budget Account 101-1010-1011-8021

Discretionary Fund Request First Cut Scaled Drawing of Loop on Ramp
June 3, 2020
Page 3 of 3

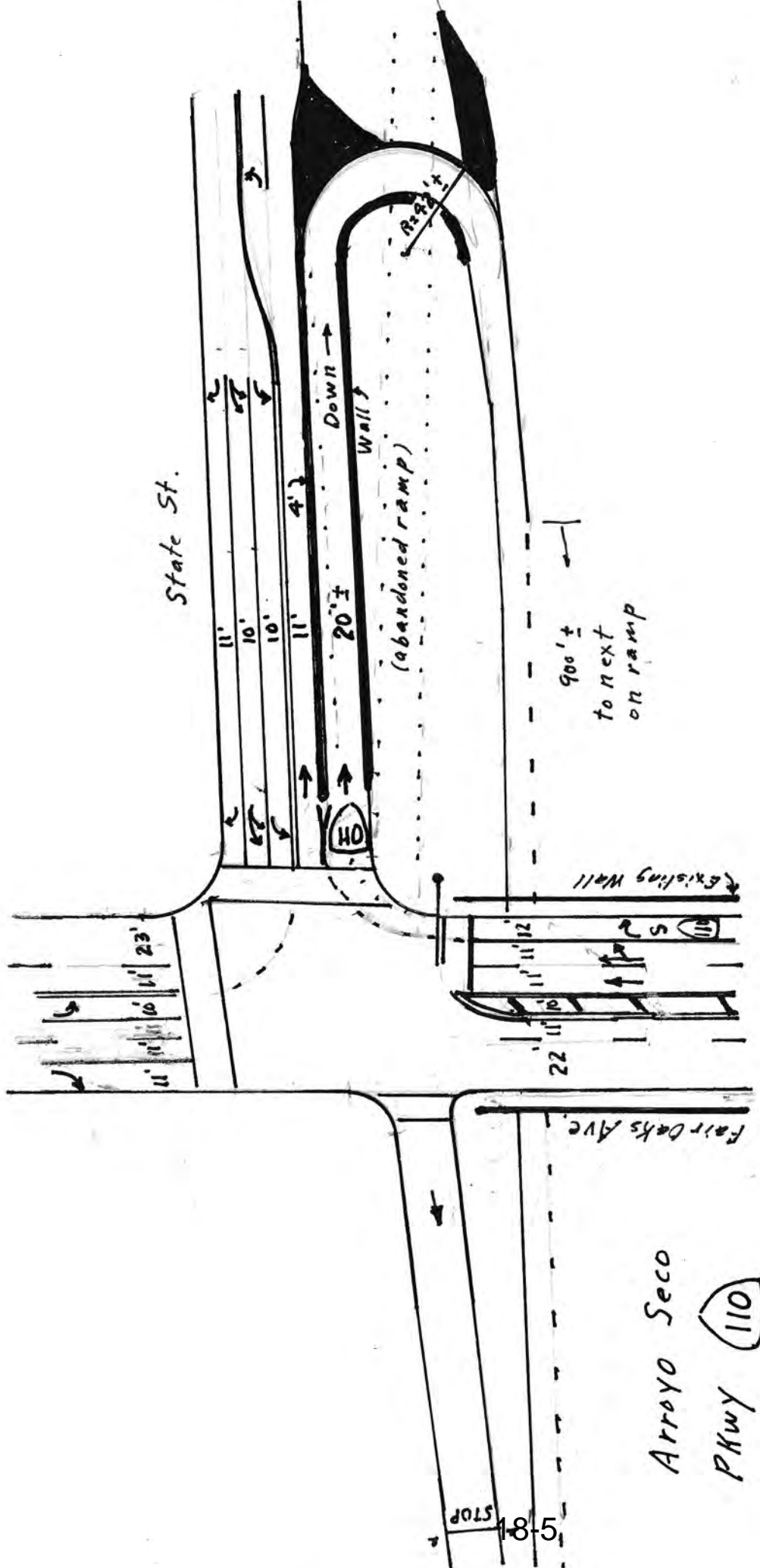
Public Notification of Agenda Item

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: Conceptual Drawing of the Loop On Ramp

ATTACHMENT

First Cut Scaled Drawing of the 710 Loop on Ramp



State St.

Down Wall

(abandoned ramp)

900'±
to next
on ramp

Existing Wall

Fair Oaks Ave.

Arrayo Seco

PKwy (110)

STOP
18' 5'



238
1-30-20

Proposed Loop
On-Ramp



City Council Agenda Report

ITEM NO. 12

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Shahid Abbas, Public Works Director

SUBJECT: **Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2020-21**

Recommendation

It is recommended that the City Council, after receiving public testimony at the Public Hearing, adopt the attached resolution confirming the annual, levy and collection of assessments for the Lighting and Landscaping Maintenance District (District) for Fiscal Year (FY) 2020-21.

Community Outreach

The public will have an opportunity to comment on this matter during tonight's Public Hearing. Copies of the Engineer's Report (Attachment 2) are available for viewing on the Public Works Department webpage.

Discussion/Analysis

The attached resolution confirms an annual levy and collection of assessment for the LLMD for FY 2020-21. The Public Hearing allows for property owners to comment on the assessments and is legally required to annually re-establish LLMD revenues. Attachment 1 provides the proposed resolution and Attachment 2 provides a draft of the Engineer's Report.

The LLMD assessments provides annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs. The annual process to levy assessments requires an Engineer's Report that provides the details of the LLMD including the maintenance cost estimate, the method of assessment, the assessment diagram and the assessment roll. The maintenance costs are distributed equitably by accession properties in accordance with special benefits received. Revenues generated by the LLMD will substantially cover the maintenance costs within the LLMD's service area, which coincides with the City of South Pasadena (City) boundaries. The City Council has previously approved the methodology for the assessment and such methodology will continue this year.

On March 18, 2020, the City Council approved Resolution 7645 authorizing the preparation of the Engineer's Report for the FY 2020-21 LLMD Assessment. On May 6, 2020, the City

Council approved Resolution 7649 approving the Engineer’s Report, declaring the intention to levy and collect the assessments and setting the Public Hearing for the LLMD for June 3, 2020 at 7:30 p.m. At tonight’s meeting City Council may confirm the levy and collection of assessments for the FY 2020-21 by adopting the attached Resolution (Attachment 1).

Next Steps

In July 2020, Harris & Associates will submit the assessments to the Los Angeles County (County) Auditor-Controller’s Office so that the assessments are included on the property tax bills that are mailed to property owners in the fall.

Background

Assessments are computed based on the number of equivalent single-family dwelling units (EDU) in the LLMD. The equivalent dwelling unit methodology includes adjustments to commercial, vacant, and multi-residential property in a manner detailed on pages six to eight in the Engineer’s Report. Local benefits are divided into four zones depending upon the type of street lighting in the neighborhood.

- Zone 1 - properties are adjacent to major thoroughfares, which are served by higher levels of lighting compared to residential areas.
- Zone 2 - properties are primarily residential served by streetlights owned and maintained by the City.
- Zone 3 - properties are primarily residential served by streetlights owned and maintained by Southern California Edison.
- Zone 4 - properties are in areas without local street lighting, and which pay no local benefit assessment.

The annual assessment rates for a single-family property in each of these zones are as follows:

Zone	Assessment (\$/EDU)		
	City Wide	Local Benefits	Total
1	\$71.26	\$25.85	\$97.11
2	\$71.26	\$32.83	\$104.09
3	\$71.26	\$7.66	\$78.92
4	\$71.26	none	\$71.26

Properties owned by the City (parks, municipal facilities, etc.), the South Pasadena Unified School District, the State (Caltrans properties), or the U.S. Government (post office) are exempt from LLMD assessments.

In January 2017, a proposed increase in assessment rates was presented to the property owners by way of mailed ballot. However, the weighted vote of the “No” ballots was 60.9% therefore the ballot measure failed as the simple majority requirement was not met. As a result, this kept assessment rates the same as those previously in effect. In FY 2020-21, there will be no change or increase in assessments under the currently-proposed LLMD.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

As a result of the COVID-19 pandemic the City is facing significant financial implications; \$1.6 million general fund shortfall through June 30, 2020 and \$3.5 million general fund shortfall through June 30, 2021. The cost to operate the LLMD district is \$1,082,800 and the annual revenue is \$894,890 requiring the general fund to subsidize the LLMD in the amount of \$187,910 annually. In order to close the budget gap, the City will be looking at several options to reduce expenditures. In order for the LLMD to be self-reliant, services within the LLMD may have to be reduced. This may take the form of increasing the interval between tree pruning cycles, eliminating tree plantings, deferring traffic signal maintenance, foregoing street light replacements, reducing median maintenance, and further deferring maintenance to hardscape caused by tree root infiltration. The detailed expenditures within the LLMD will be evaluated during the annual budget process. The consulting services of Harris & Associates have been engaged to prepare the Engineer's Report reflecting individual parcel assessments including recordation with the County. The consultant fee of \$7,700 is available in the LLMD Account Number 215-6201-8170.

Public Notification of Agenda Item

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

Attachments:

1. Resolution
2. LLMD Engineer's Report for FY 2020-21

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
CONFIRMING THE FISCAL YEAR 2020-21 ANNUAL LEVY AND
COLLECTION OF ASSESSMENTS CERTAIN MAINTENANCE IN
AN EXISTING DISTRICT PURSUANT TO THE PROVISIONS OF
DIVISION 15, PART 2 OF THE STREETS AND HIGHWAYS
CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the City Council of the City of South Pasadena (City Council), California, has previously formed a Street Lighting and Landscaping Maintenance District pursuant to the terms and provision of the “Landscaping and Lighting Act of 1972,” in what is known and designated as City of South Pasadena (City), Lighting and Landscaping Maintenance District (District) for Fiscal Year 2020-21; and

WHEREAS, on May 6, 2020, the City Council approved the Engineer’s Report and adopted the Resolution of Intention for the annual levy and collection of assessments for Fiscal Year 2020-21 to provide for the costs and expenses necessary for continued maintenance of improvements within said District, and set a time and place for a Public Hearing on June 3, 2020; and

WHEREAS, the proposed assessment rates for Fiscal Year 2020-21 shall not increase over the assessments levied in Fiscal Year 2019-20; and

WHEREAS, the City Clerk did proceed to give notice of the time and place for the Public Hearing on all matters relating to said annual levy of the proposed assessment; and

WHEREAS, at this time, this City Council has heard all testimony and evidence and is desirous of proceeding with said annual levy of assessments.

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

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That upon the conclusion of the Public Hearing, written protest filed, and not withdrawn, are overruled and denied.

SECTION 3. That the estimates of costs, the assessment diagram, the assessments, and all other matters, as set forth in the Engineer’s Report, pursuant to said

“Landscaping and Lighting Act of 1972,” as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 4. That the maintenance work of improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the Assessment and said Assessment shall then be collected at the same time and in the same manner as the County taxes are collected.

SECTION 5. That the City has previously established a special fund known as:

CITY OF SOUTH PASADENA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

into which the City shall place all monies collected by the Tax Collector pursuant to the provisions of the resolution and the law and said transfer shall be made and accomplished as soon as said monies have been made available to the City.

SECTION 6. That the City Clerk is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this resolution upon its adoption.

SECTION 7. That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

SECTION 8. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 3rd day of June, 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 3rd day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
LLMD Engineer's Report for FY 2020-21



FINAL ENGINEER'S REPORT

**CITY OF SOUTH PASADENA
STREET LIGHTING AND
LANDSCAPING MAINTENANCE
DISTRICT**

Fiscal Year 2020-21

1. CERTIFICATIONS

ENGINEER'S REPORT

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

The undersigned acting on behalf of Harris & Associates, respectfully submits the enclosed Engineer's Report as directed by City Council pursuant to the provisions of Section 4 of Article XIIIID of the California Constitution, and provisions of the Landscaping and Lighting Act of 1972, Section 22500 et seq. of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

DATED: June 3, 2020



BY: K. Dennis Klingelhofer, P.E.
R.C.E. No. 50255



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2020.

Evelyn G. Zneimer, City Clerk
City of South Pasadena
Los Angeles County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the ___ day of _____, 2020.

Evelyn G. Zneimer, City Clerk
City of South Pasadena
Los Angeles County, California

By _____

2. REPORT

CITY OF SOUTH PASADENA

FISCAL YEAR 2020-21

ENGINEER'S REPORT

PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE,
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION, AND
THE PROPOSITION 218 OMNIBUS IMPLEMENTATION ACT
(GOVERNMENT CODE SECTION 53750 ET SEQ.)

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, Article XIID of the California Constitution (Proposition 218), and the Proposition 218 Omnibus Implementation Act and in accordance with the Resolution of Initiation, adopted by the City Council of the City of South Pasadena, State of California, in connection with the proceedings for:

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Hereinafter referred to as the "Assessment District" " or "District", I, K. Dennis Klingelhofer, P.E., the authorized representative of Harris & Associates, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five (5) parts as follows:

PART A

PLANS AND SPECIFICATIONS

Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Engineer and are incorporated herein by reference.

PART B

ESTIMATE OF COST

An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk and incorporated herein by reference.

PART C

METHOD OF APPORTIONMENT

The method of apportionment of assessments, indicating the proposed assessment of the net amount of the costs and expenses of the improvements to be assessed upon the several lots and parcels of land within the District, in proportion to the estimated benefits to be received by such lots and parcels.

PART D

ASSESSMENT DIAGRAM

The Diagram of the District Boundaries showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the fiscal year to which this Report applies. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART E

ASSESSMENT ROLL

An assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the District.

3. PART A - PLANS AND SPECIFICATIONS

The facilities, which have been constructed within the City of South Pasadena, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
FISCAL YEAR 2020-21

The proposed improvements for Fiscal Year 2020-21 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

- Landscaping and Appurtenant Facilities. Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and sidewalk rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.
- Lighting and Appurtenant Facilities. Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public street and sidewalk rights-of-way and easements within the boundaries of said Assessment District. Servicing of the Southern California Edison Company-owned lights shall be furnished by Southern California Edison Company or its successors or assignees and shall be adequate for the intended purpose. Rates for power and maintenance shall be authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Clerk and are incorporated herein by reference.

4. PART B – ESTIMATE OF COST

Estimate of Cost

Estimated costs for Fiscal Year 2020-21 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

ESTIMATE OF COST

<i>Land Use Category</i>	<i>Local</i>	<i>Citywide</i>	<i>District Total</i>
<i>I. Landscape Maintenance</i>			
<i>Street Tree Maintenance</i> ¹	\$0	\$431,800	\$431,800
<i>Street Tree Removal and Replacement</i>	\$0	\$50,000	\$50,000
<i>Median Landscape Maintenance</i>	<u>\$0</u>	<u>\$64,000</u>	<u>\$64,000</u>
<i>Landscape Maintenance Totals:</i>	\$0	\$545,800	\$545,800
<i>II. Street Lighting and Traffic Signals</i> ²			
<i>Major Thoroughfare Street Lighting</i> ³	\$49,515	\$148,545	\$198,060
<i>City-Owned Street Lighting</i>	\$82,525	\$0	\$82,525
<i>Edison-Owned Street Lighting</i>	\$49,515	\$0	\$49,515
<i>Traffic Signals</i>	<u>\$0</u>	<u>\$186,900</u>	<u>\$186,900</u>
<i>Street Lighting and Traffic Signal Totals:</i>	\$181,555	\$335,445	\$517,000
<i>III. Other Costs</i>			
<i>Capital Improvements</i>	\$0	\$0	\$0
<i>Damage to City Property</i>	\$0	\$0	\$0
<i>Administrative Costs</i> ⁴	<u>\$0</u>	<u>\$20,000</u>	<u>\$20,000</u>
<i>Other Costs Totals:</i>	\$0	\$20,000	\$20,000
<i>TOTAL COSTS:</i>	<u>\$181,555</u>	<u>\$901,245</u>	<u>\$1,082,800</u>
<i>Revenue</i>			
<i>Assessment Revenue FY 2020-21</i>	\$161,664	\$733,226	\$894,890
<i>Non-Assessed Benefit Assessment</i>	\$19,891	\$168,019	\$187,910
<i>TOTAL REVENUE:</i>	<u>\$181,555</u>	<u>\$901,245</u>	<u>\$1,082,800</u>

1 Street tree maintenance costs include city staff costs and contracted costs for street tree maintenance and street tree related sidewalk repair.

2 Street lighting costs include city staff costs and electricity. The street lighting total (330,100) is allocated 60% to Major Thoroughfare (\$198,060), 25% to City-Owned (\$82,585) and 15% to Edison-Owned (\$49,515).

3 Major Thoroughfare street lighting costs (\$198,060) are allocated 25% to Local Zone 1 (\$49,515) and 75% to Citywide (\$148,545).

4 Administrative costs include city staff costs and contracted costs to manage the District and process the annual assessment levy.

Fund Balance

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments or to fund costs which are greater than revenue from the assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year. Estimated beginning and ending fund balances for Fiscal Year 2020-21 are shown in the following table.

FUND BALANCE

<i>Description</i>	<i>Amount</i>
<i>Fiscal Year 2019-20</i>	
<i>Beginning Balance (July 1, 2019)</i>	\$0
<i>FY 2019-20 Budget Surplus/(Deficit)</i>	(\$270,320)
<i>Contribution from Other Sources</i>	<u>\$270,320</u>
<i>Estimated Ending Balance (June 30, 2020):</i>	\$0
<i>Fiscal Year 2020-21</i>	
<i>Estimated Beginning Balance (July 1, 2020)</i>	\$0
<i>Estimated FY 2020-21 Budget Surplus/(Deficit)</i>	(\$270,010)
<i>Estimated Contribution from Other Sources</i>	<u>\$270,010</u>
<i>Estimated Ending Balance (June 30, 2021):</i>	\$0

5. PART C – METHOD OF APPORTIONMENT

General

Street and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:



The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

— Streets and Highways Code Section 22573

The 1972 Act permits the designation of areas of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will received different degrees of benefit from the improvements." (Sec. 22574). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

Impact of Proposition 218

In November 1996, the voters of California adopted Proposition 218, which has been codified as Articles XIIC and XIID of the California Constitution. Proposition 218 imposed a number of substantive and procedural requirements on taxes, assessments, and property-related fees imposed by local governments in California.

“Grandfathered” Assessments. Since the District Assessments were imposed prior to November 5, 1996, they are “grandfathered” under Article XIID, Section 5(a) of the Constitution, which permits the continuation of assessments existing prior to the effective date of Proposition 218 so long as the assessments are imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Since 1997, the City elected to proceed with the “grandfathering” of the District which has allowed the annual renewal of the District Assessments at the rates that existed when Proposition 218 went into effect. Any increase above such rates must be in compliance with Proposition 218 and requires property-owner approval.

Maintenance Cost Inflation. There has been an increase of cost to provide services over the years which have increased the District expenditures however, the revenues have stayed the same due to the Proposition 218 limitations. As a result, the street light, traffic signal, and tree maintenance have been deferred. In addition, due to combined drought and aging forestry, staff has observed a substantial number of dead and diseased trees along with an increase in the number of claims due to fallen tree branches. As District operations and maintenance costs have increased, either maintenance has been deferred or the City's General Fund has been used to subsidize a portion of the costs. For Fiscal Year 2020-21, it is estimated that the revenue shortfall for the District will be approximately \$270,000.

Fiscal Year 2017/18 Proposed Assessment Rate Increase. In an attempt to generate additional revenues to and eliminate the General Fund subsidy, the City proposed to form a new assessment District that would

replace the existing assessment District if approved by property owners within the District by way of an assessment balloting procedure in compliance with Proposition 218. In January 2017, property owners were asking to vote in favor of, or against, the new District with increased rates that would be sufficient to cover District costs, as well as a built-in annual inflation factor to allow rate escalation to match up with cost inflation. The property owners did not vote in favor of the new District and the existing District remains in place.

Equivalent Dwelling Unit Assessment Methodology

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land. Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-use code are assessed 1 EDU.

Multi-Family Residential. Multiple family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multiple residential factor of 80 percent is determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.452) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property. Vacant property is described as parcels with no improved structures. Property values in a community increase when public infrastructure is in place, improved, operable, safe, clean and maintained, all properties, including vacant parcels, receive benefits as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in South Pasadena, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, we recommend that vacant property be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels will be assessed at the rate of 25% of the developed non-residential properties, or 1.4520 EDU per acre or any portion thereof, with a minimum of .25 EDU per parcel.

Landlocked parcels and small parcels are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels.

EDU Rates by Land Use

The land-use category for each parcel has been based on the Los Angeles County Assessor's Roll. A summary of EDU Rates by Land Use is shown in the table on the next page.

EDU RATES BY LAND USE

<i>Land Use Category</i>	<i>Basic Unit x EDU Factor</i>	<i>EDU Rates</i>
0 Exempt	1 Dwelling Unit x 0.0	0.00 EDU per Dwelling Unit
1 Single Family Residential (SFR)	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
2 Multi-Family Residential / Condominiums	1 Dwelling Unit x 0.8	0.80 EDU per Dwelling Unit
3 Commercial / Industrial <i>Based on the average size for SFR lots in the City of 7,500 SF which equals 5.805 Dwelling Units / Acre</i>	1 Acre x 5.808 1 Acre x 1.452	5.808 EDU per Acre <i>(first acre, minimum 1.00 EDU per Parcel)</i> 1.452 EDU per Acre <i>(after first acre)</i>
4 Vacant – Residential	1 Parcel x 0.25	0.25 EDU per Parcel
5 Vacant – Non-Residential	1 Acre x 1.452	1.452 EDU per Acre <i>(minimum 0.25 EDU per Parcel)</i>

Inventory of Parcels

Information from the Los Angeles County Assessor's Roll, Assessor's Parcel Maps, and the City of South Pasadena's Planning Department was utilized to create the inventory of parcels in the District. The total number of parcels; residential units; commercial, industrial and vacant acreage and calculated EDUs for each land use category are shown in the following table.

INVENTORY OF PARCELS

<i>Land Use Category</i>	<i>No. of Parcels</i>	<i>Dwelling Units</i>	<i>Acres</i>	<i>EDUs</i>
1 Single Family Residential (SFR)	4,375	4,375	N/A	4,375.00
2 Multi-Family Residential / Condominiums	2,018	6,511	N/A	5,208.80
3 Commercial / Industrial	322	N/A	121.93	650.74
4 Vacant – Residential	193	N/A	N/A	48.25
5 Vacant – Non-Residential	20	N/A	3.51	6.66
District Totals:	6,928	10,886	124.44	10,289.45

District Benefits

Parcels within the District receive benefit from the maintenance and operation of District improvements. Benefits received by parcels within the District are described below:

Landscaping. All parcels in the City receive benefit from the landscaping maintenance funded by the District. The City maintains trees and miscellaneous shrubbery throughout the City. The trees and shrubbery are located within the public street and sidewalk rights-of-way, including in medians and parkways.

The trees and shrubbery provide an aesthetically pleasing environment, shade, beautification, air purification and sound attenuation. These positive attributes increase the desirability of, and are special and direct benefits to, all properties throughout the City. Furthermore, trees and landscaping, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings.

Lighting. The proper functioning of street lighting is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Proper operation of the street light system is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety.

Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are directly related to public safety and property protection and therefore increase desirability.

The City costs to administer the maintenance and operations of the improvements, including administration of the District, also provide benefit to all properties in the District.

Types of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Citywide Benefits. Benefits which are received by all parcels in the City are considered to be Citywide Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to all parcels within the District.

The maintenance of street trees and leaf debris removal, sidewalk, curb and gutter repair adjacent to trees throughout the City, medians on Huntington Drive, Monterey Avenue and Fair Oaks are Citywide Benefits. All of the landscaping maintenance budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Street lighting on the major thoroughfares provide Citywide Benefits, as all property in the City derive benefit from the convenience, safety and protection of people and property they provide. 75% of the Major Thoroughfare Street Lighting budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Local Benefits. Benefits which are not received by all parcels in the City are considered to be Local Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to only those parcels within the District receiving such benefits.

Parcels that receive their local street lighting from the Edison owned street lights within the City receive the same amount of Local Benefit and the budget for the Edison street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Similarly, parcels that receive their local street lighting from the City owned street lights within the City receive the same amount of Local Benefit and the budget for the City street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Parcels that receive their local street lighting from the major thoroughfare street lights receive the same amount of Local Benefit and 25% of the budget for the major thoroughfare street light system allocated to such benefit, the amount of which is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Zones of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Zone 1. This zone consists of all property which is adjacent to the major thoroughfares in the District. Local Benefit received from the major thoroughfare street lights, equal to 25% of the major thoroughfare street lighting budget is allocated to Zone 1 parcels.

Zone 2. This zone consists primarily of residential property which is served by the City street lighting system. Local Benefit received from the City street lights, equal to 100% of the City street lighting budget is allocated to Zone 2 parcels.

Zone 3. This zone consists primarily of residential property which is served by the Edison street lighting system. Local Benefit received from the Edison street lights, equal to 100% of the Edison street lighting budget, is allocated to Zone 3 parcels.

Zone 4. This zone consists of parcels which do not have Local Benefits from street lighting and, therefore, receive only the Citywide Benefits.

EDUs Per Zone

Citywide Benefits are allocated to all assessable parcels in the City pro rata based on the total number of Citywide EDUs. Local Benefits are allocated to parcels in their respective Zones pro rata based on the total number of Zone EDUs. The distribution of EDUs per Zone is shown below.

EDUS PER ZONE

<i>Benefit Zone</i>	EDUs
<i>Zone 1 (Major Thoroughfare Parcels)</i>	1,883.35
<i>Zone 2 (Residential Property – City Owned Lights)</i>	2,051.16
<i>Zone 3 (Residential Property – Edison Lights)</i>	5,955.59
<i>Zone 2 (No Local Benefits – Citywide Benefits Only)</i>	399.35
Total EDUs:	10,289.45

Citywide Benefit

All parcels within the City receive Citywide Benefits. The total amount of Citywide Benefits is shown in the following table:

CITYWIDE BENEFIT

<i>Budget Item</i>	EDUs
<i>Street Tree Maintenance</i>	\$431,800
<i>Street Tree Removal and Replacement</i>	\$50,000
<i>Median Landscape Maintenance</i>	\$64,000
<i>Major Thoroughfare Street Lighting</i>	\$148,545
<i>Traffic Signals</i>	\$186,900
<i>Capital Improvements</i>	\$0
<i>Damage to City Property</i>	\$0
<i>Administrative Costs</i>	\$20,000
Total Citywide Benefit:	\$901,245

Citywide Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Citywide Benefits are shown below.

CITYWIDE BENEFIT PER EDU

<i>Budget Item</i>	EDUs
<i>Total Citywide Benefit</i>	\$901,245.00
<i>Divided by Total Citywide EDUs</i>	\div 10,289.45
<i>Calculated Citywide Benefit Per EDU</i>	\$87.59
Maximum Citywide Benefit Per EDU:	\$71.26

Local Benefit

Parcels located within each Zone receive Local Benefits for their specific Zone. The total amount of Local Benefits for each Zone are shown table on the following page.

LOCAL BENEFIT

<i>Budget Item</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Major Thoroughfare</i>	\$49,515	\$0	\$0	\$0	\$49,515
<i>City Owned Street Lights</i>	\$0	\$82,525	\$0	\$0	\$82,525
<i>Edison Street Lights</i>	\$0	\$0	\$49,515	\$0	\$49,515
Total Local Benefit:	\$49,515	\$82,525	\$49,515	\$0	\$181,555

Local Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Local Benefits for each Zone are shown in the following table.

LOCAL BENEFIT PER EDU

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4
<i>Total Local Benefit</i>	\$49,515.00	\$82,525.00	\$49,515.00	\$0.00
<i>Divided by Total Zone EDUs</i>	÷ 1,883.35	÷ 2,051.16	÷ 5,955.59	÷ 399.35
<i>Calculated Local Benefit Per EDU</i>	\$26.29	\$40.23	\$8.31	\$0.00
Maximum Local Benefit Per EDU:	\$25.85	\$32.83	\$7.66	\$0.00

Assessment Summary

The calculated assessment amount and the maximum assessment amount for each Zone, including both Citywide Benefits and Local Benefits are shown in the following table.

ASSESSMENT SUMMARY

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Calculated Citywide Benefit Assessment</i>	\$164,961	\$179,659	\$521,646	\$34,979	\$901,245
<i>Calculated Local Benefit Assessment</i>	<u>\$49,515</u>	<u>\$82,525</u>	<u>\$49,515</u>	<u>\$0</u>	<u>\$181,555</u>
Total Calculated Benefit Assessment:	\$214,476	\$262,184	\$571,161	\$34,979	\$1,082,800
<i>Maximum Citywide Benefit Assessment</i>	\$134,208	\$146,165	\$424,395	\$28,458	\$733,226
<i>Maximum Local Benefit Assessment</i>	<u>\$48,685</u>	<u>\$67,339</u>	<u>\$45,620</u>	<u>\$0</u>	<u>\$161,644</u>
Total Maximum Benefit Assessment:	\$182,892	\$213,505	\$470,015	\$28,458	\$894,870
Non-Assessed Benefit Assessment:	\$31,584	\$48,679	\$101,145	\$6,521	\$187,930

Assessment Rates

The calculated assessment rates and the maximum assessment rate for each Zone, including both Citywide Benefits and Local Benefits, are shown in the following table.

ASSESSMENT RATES

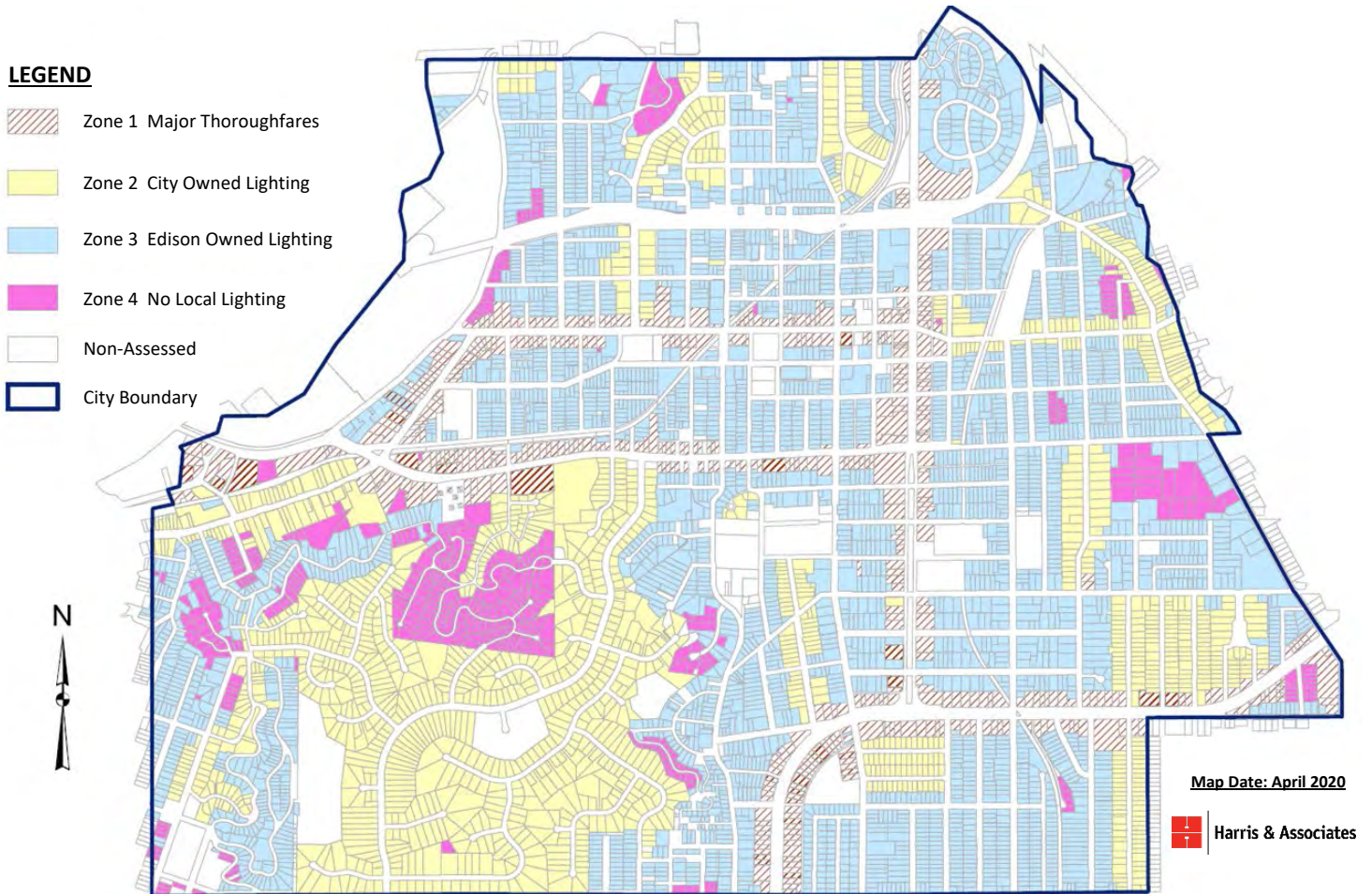
<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4
<i>Calculated Citywide Rate Per EDU</i>	\$87.59	\$87.59	\$87.59	\$87.59
<i>Calculated Local Rate Per EDU</i>	<u>\$26.29</u>	<u>\$40.23</u>	<u>\$8.31</u>	<u>\$0.00</u>
<i>Total Calculated Rate Per EDU:</i>	\$113.88	\$127.82	\$95.90	\$87.59
<i>Maximum Citywide Rate Per EDU</i>	\$71.26	\$71.26	\$71.26	\$71.26
<i>Maximum Local Rate Per EDU</i>	<u>\$25.85</u>	<u>\$32.83</u>	<u>\$7.66</u>	<u>\$0.00</u>
<i>Total Maximum Rate Per EDU:</i>	\$97.11	\$104.09	\$78.92	\$71.26
<i>Non-Assessed Rate Per EDU:</i>	\$16.77	\$23.73	\$16.98	\$16.33

6. PART D – ASSESSMENT DIAGRAM

The boundaries of the District are coterminous with the boundaries of the City of South Pasadena. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of South Pasadena, and is hereby made a part hereof by reference.

A copy of the assessment diagram for the District is shown below.

CITY OF SOUTH PASADENA STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT ASSESSMENT DISTRICT DIAGRAM



7. PART E – ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2020-21", which exhibit is incorporated by reference herein as Appendix B under separate cover, and is on file in the Office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part D herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of South Pasadena.



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City Council Agenda Report

ITEM NO. 13

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development
Kanika Kith, Planning Manager

SUBJECT: **Designation of Rollin Craftsman Cluster Historic District (Project No. 2114-LHD)**

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the properties in the Rollin Craftsman Cluster, including 1500, 1506, 1507, 1510, and 1512 Rollin Street, qualify under criteria (1), (4), (7), and (11) of the South Pasadena Municipal Code Section 2.63(b), for designation of a historic district; and
2. Designate the Rollin Craftsman Cluster Historic District

Cultural Heritage Commission Review

On April 30, 2020, the Cultural Heritage Commission (CHC) reviewed the proposed designation and determined that the proposed historic district qualifies under criteria (1), (4), (7), and (11) of the South Pasadena Municipal Code (SPMC) Section 2.63(b), for designation of a historic district¹ as listed below.

- (1) *Its character, interest or value as a part of the heritage of the community;*
- (2) *Its location as a site of a significant historic event;*
- (3) *Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;*
- (4) *Its exemplification of a particular architectural style of an era of history of the city;*
- (5) *Its exemplification of the best remaining architectural type in a neighborhood;*
- (6) *Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;*

¹ Only one significant criterion along with documentation of support by property owners in the proposed district are required for recommending designation to the City Council

- (7) *Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;*
- (8) *It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;*
- (9) *Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;*
- (10) *Its potential for yielding information of archaeological interest; or*
- (11) *In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction.*

Therefore, the CHC voted 4-0 recommending designation of the Rollin Craftsman Cluster as a local Historic District and recommended the City Council make the findings pursuant to SPMC Section 2.63(a)(2) as provided in the Resolution, included as Attachment 1.

Executive Summary

The proposed Rollin Craftsman Cluster Historic District was identified in the City’s 2002 Historic Survey as an eligible historic district consisting of five homes located at 1500, 1506, 1507, 1510, and 1512 Rollin Street. In August 2017, the City received a request for designation of the Rollin Craftsman Cluster. In March 2018, an application formally requesting the designation of the Rollin Craftsman Cluster historic district was received, with four property owners signing the application, and the fifth property owner providing signature on February 13, 2020. On April 30, 2020, the CHC reviewed the designated request and voted 4-0 recommending designation of the historic district to City Council.

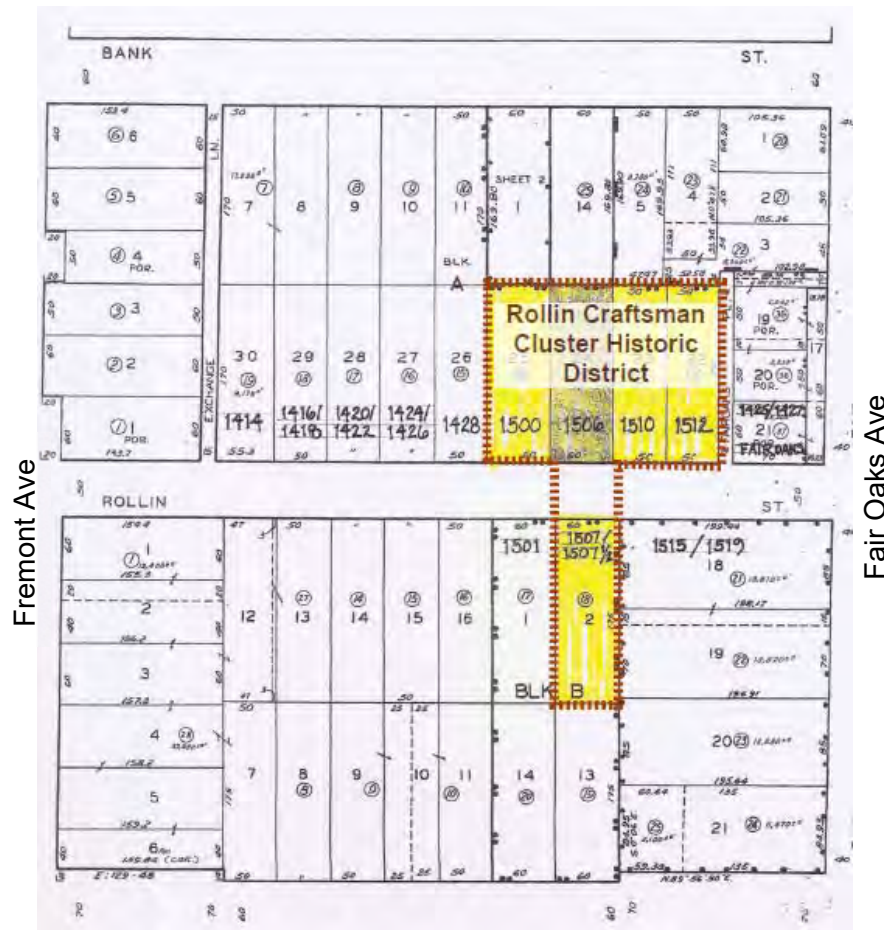
Discussion/Analysis

The proposed district consists of five houses built between 1890 and 1914 along the eastern end of the 1500 block of Rollin Street between Fremont Avenue and Fair Oaks Avenue. Four contiguous properties were identified as contributors on the northern side of Rollin Street, and one contributing property across the street on the south side, for a total of five contributing properties. The front of these homes are shown in **Figure 1** and a map of the proposed district is shown in **Figure 2** below.

Figure 1: Contributors to the District



Figure 2: Proposed Historic District



Statement of Significant

The proposed historic district's boundary is consistent with the City's 2002 Historic Survey which identified this potential historic district as eligible for listing under local ordinance but not eligible for listing in the National Register (5S1).

The five homes in the proposed district were built before World War I with a significant gap of over 10 years before adjacent houses were built. The immediate neighbors to the west and to the east were built starting from the mid-1920s. There are other Craftsman structures to the west, adjacent to Fremont Avenue (house at 1417 Rollin Street and Woman's Club at 1424 Fremont Ave.). However, the 2002 Historic Survey suggested allocating them to the larger potential High School Neighborhood.

Because of this timeframe, this little cluster falls under the Early 20th Century Residential Development context theme covering 1900-1919 (per 2014 Citywide Historic Context Statement). The period of 1920-1929 is covered under another context theme, 1920s Growth. If the district were to include more properties into the cluster, the district would need to represent two different context themes; therefore, the proposed smaller boundary is appropriate for designation.

The homes in the proposed district represent an important period in South Pasadena's history when its architectural character began to develop in the early 20th century. These homes reflect the early development and settlement patterns in the City and represent some of the earliest building stock in South Pasadena. These homes characterize Craftsman style architecture that arose from the late 19th century English Arts and Crafts movement that promote "simplicity of design, hand craftsmanship, and relationship of the building to the climate and landscape" (Historic Context Statement Report).

All five homes are contributors to the significance of the proposed historic district. The homes are modestly sized, one-story structures built in the late 19th and early 20th century. These homes have minor alterations but are acceptable because the district as a whole continues to convey its integrity and significance of the early 20th Century residential development theme.

More detailed analysis of the historic significant of the proposed district is provided in the CHC staff report dated April 30, 2020, included as **Attachment 2**.

Environmental Analysis

In accordance with the California Environmental Quality Act (CEQA), the proposed designation of a historic district is exempt from CEQA under the "common sense exemption," Section 15016(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be understood with certainty that there is no possibility that the designation of a historic district could have a significant effect on the environment, and therefore, is not subject to CEQA.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Designation of historic district allow the properties in the district to qualify for a Mills Act contract. The Mills Act allows a tax reduction for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue (between approximately 40% - 60% per Mills Act contracted property), the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Public Notification of Agenda Item

The public was made aware that this item by virtue of a public notice published in the *South Pasadena Review* on May 22, 2020, its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City's website. Individual property mailings to those within the proposed district and within a 300-foot radius of the proposed district.

Attachments:

1. Resolution & District Map
2. CHC staff report and attachments

ATTACHMENT 1
City Council Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DESIGNATING A HISTORIC DISTRICT THAT INCLUDES
FIVE CONTRIBUTING PROPERTIES LOCATED AT
1500, 1506, 1507, 1510, AND 1512 ROLLIN STREET**

WHEREAS, on August 22, 2017, the City received a request from a representative of the property owners in the eligible Rollin Craftsman Cluster for designating the historic district, consisting of five contributing properties located at 1500, 1506, 1507, 1510, and 1512 Rollin Street (Assessor’s Parcel Numbers 5319-004-014, -013, -012, and -011, and 5319-005-018); and

WHEREAS, on March 5, 2018, an application formally requesting the designation of the Rollin Craftsman Cluster historic district was received, with four property owners signing the application with the fifth property owner providing signature on February 13, 2020; and

WHEREAS, Section 2.62 of the South Pasadena Municipal Code (SPMC) Ordinance No. 2004 (“Cultural Heritage Ordinance”) authorized the Cultural Heritage Commission (“the Commission”) to recommend to the City Council the designation of appropriate properties as historic districts; and

WHEREAS, the Commission has complied with the applicable provisions of Subsection (a) (3) “Designation Procedure” of the above Ordinance Section in that it formed a subcommittee to review the merits of the requested designation, visited the site, attempted diligently and in good faith to meet with the property owners; and

WHEREAS, on April 17, 2020, City of South Pasadena Planning and Building Department published a legal notice in compliance with state law concerning the designation of the Rollin Craftsman Cluster in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena Cultural Heritage Commission public hearing of April 30, 2020. In addition, on April 16, 2020, a public hearing notice was mailed to property owners within the proposed district and within a 300-foot radius of the proposed district, indicating the date and time of the public hearing at the Cultural Heritage Commission meeting for designation of the historic district; and

WHEREAS, on April 30, 2020, the Cultural Heritage Commission conducted a duly noticed public hearing, at which time public testimony was taken concerning the proposed designation of the Rollin Craftsman Cluster and voted 4-0 recommending designation to the City Council.

WHEREAS, on May 22, 2020, City of South Pasadena Planning and Building Department published a legal notice in compliance with state law concerning the designation of the Rollin Craftsman Cluster in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena City Council on public hearing of June 3, 2020. In addition, on May 21, 2020, a public hearing notice was mailed to property owners within the

proposed district and within a 300-foot radius of the proposed district, indicating the date and time of the public hearing at the City Council meeting for designation of the historic district; and

WHEREAS, on June 3, 2020, the City Council conducted a duly noticed public hearing, at which time public testimony was taken concerning the proposed designation of the Rollin Craftsman Cluster, and considered the designation of the Rollin Craftsman Cluster Historic District.

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

SECTION 1. ENVIRONMENTAL REVIEW FINDINGS

The City Council has determined that the proposed project is Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA), under the “common sense exemption,” Section 15016(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be understood with certainty that there is no possibility that the designation of a historic district could have a significant effect on the environment, and therefore, is not subject to CEQA.

SECTION 2. DESIGNATION OF HISTORIC DISTRICT FINDINGS

Based on the evidence presented at the public hearing, on the evidence contained in the City Council Staff Report, the Cultural Heritage Commission Staff Report and associated attachments, and other records of proceedings, the City Council considered the applicable designation criteria contained in the Cultural Heritage Ordinance and makes the following findings, pursuant to SPMC Section 2.63(a)(2) for designation of the Rollin Craftsman Cluster Historic District:

- (A) *That the designation of landmark or historic district is consistent with one or more of the purposes set forth in SPMC 2.58B; and*

The designation of the proposed Rollin Craftsman Cluster Historic District is consistent with the purpose of the Cultural Heritage Ordinance for identification, protection, enhancement, and preservation of structures, sites, and areas that represent the City’s heritage and character. The proposed district represents the early 20th Century residential development theme. The homes constructed from the late 19th to the early 20th century represent some of the earliest building stock, and development and settlement patterns of the City. Thus, the designation of the proposed historic district will help promote the City’s sense of place as it will preserve, maintain, and safeguard the City’s heritage and character, will reflect the phases of the City’s history, and will foster pride in the ownership of the City’s historic resources.

(B) That the landmark or historic district meets one or more of the criteria for designation listed in subsection (b) of this section; and

The proposed historic district qualifies for designation under Criteria (1), (4), (7), and (11). The homes in the proposed district represent an important period in South Pasadena's history when its architectural character began to develop in the early 20th century, and reflect the early development and settlement patterns in the City. As described in the Context Statement Report, homes constructed from the late 19th to the early 20th century represent some of the earliest building stock in South Pasadena. These homes characterize Craftsman style architecture that arose from the late 19th century English Arts and Crafts movement. Character-defining features of Craftsman style architecture homes includes "stained wood, wide overhanging eaves, balconies, terraces extending the living space outdoors" that represent the goals of the Arts and Crafts movement for "simplicity of design, hand craftsmanship, and relationship of the building to the climate and landscape." The homes in the proposed historic district have minor alterations but are acceptable as the district as a whole continues to convey its integrity and significance of the early 20th Century residential development theme.

(C) That the landmark or historic district possesses historic integrity of location, design, setting, materials, workmanship, feeling, or association.

The proposed historic district possesses historic integrity of location, design, setting, materials, workmanship, and feeling as all five homes within the proposed district are contributors to the significance of the historic district. The homes are modestly sized, one-story containing character-defining features typical of Craftsman architecture such as front porches with brick, stone, or wood piers and walls, wood shingle siding, extended overhang eaves, and projecting rafters. Thus, the district is an excellent representative of Craftsman architectural style homes, and reflects the design principles of the early 20th century Arts and Crafts movement.

SECTION 3. ADDITIONAL FINDINGS FOR HISTORIC DISTRICT

In addition to the findings in Section 2 above, the City Council also make the following findings as required for designation of historic district pursuant to SPMC Section 2.63(a)(4).

(A) The proposed district boundaries are appropriate because a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development are present within the district. A district derives its importance from being a unified entity or a theme, even though it may be composed of a wide variety of resources (organized around a theme). Thematic districts are not required to have physical or contiguous boundaries.

The proposed district boundaries are appropriate because it is reflective of a particular period of growth and development in the City. As described in the City's 2002 Historic Survey report, the proposed district is "small cluster of 5 contributing properties" along the 1500 block of Rollin Street, between Fremont Avenue and Fair Oaks Avenue. The homes

are single-story single-family residences with Craftsman architectural style that share common setbacks, lot sizes, architectural styles, and period of development.

- (B) The identity of the district results from the interrelationship of its resources which conveys a visual sense of the overall historic environment or is an arrangement of historically or functionally related properties.***

The City's 2002 Historic Survey identified the proposed district as a potential historic district for the City as 5S1 (not eligible for National Register, but of local interest because the resource is listed or eligible for listing under local ordinance). The 2002 Historic Survey described this district as "[T]his small cluster of 5 contributing properties is located along the 1500 block of Rollin street, between busy Fremont Avenue to the west and Fair Oaks Avenue to the east. The single-family dwellings are one story in height, Craftsman in design and were built between 1890 and 1914. They share common setbacks, lot sizes, architectural styles, and period of development. This small grouping is reflective of a particular period of growth and development within the community."

The five homes in the proposed district were built before World War I with a significant gap of over 10 years before adjacent houses were built. The immediate neighbors to the west and to the east were built starting from the mid-1920s. There are other Craftsman structures to the west, adjacent to Fremont Avenue (house at 1417 Rollin Street and Woman's Club at 1424 Fremont Ave.). However, the 2002 Historic Survey suggested allocating them to the larger potential High School Neighborhood.

Because of this timeframe, this little cluster falls under the Early 20th Century Residential Development context theme covering 1900-1919 (per 2014 Citywide Historic Context Statement). The period of 1920-1929 is covered under another context theme, 1920s Growth. Including more properties into the cluster would require the district to represent two different context themes.

- (C) The district contains a number of contributing resources that add to the historic architectural qualities or historic associations for which a district is significant because they existed during the period of significance and possess historic integrity reflecting the district's character at that time.***

The proposed district contains five modestly sized, one-story Craftsman architectural style homes with a high degree of integrity that represent the height of the Arts and Crafts movement. All five homes are contributors to the historic district. These homes were built between 1890 and 1914 and have minor alterations, but are acceptable as the district because the whole continues to convey its integrity and significance of the early 20th Century residential development theme. Overall, the district's character is an excellent representative of an important period in South Pasadena's history and reflect the early development and settlement patterns in the City.

- (D) With respect to the designation of a local district that is not listed on the California Register of Historical Resources, but was identified in a local survey, not less than 60 percent of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed historic district were composed of 20 parcels, then the owners of 12 parcels would be required to consent to the designation.***

As described in the City’s 2002 Historic Survey report, the proposed district is “small cluster of 5 contributing properties” along the 1500 block of Rollin Street, between Fremont Avenue and Fair Oaks Avenue. On March 5, 2018, all five-property owners in the district signed an application requesting the City to designate the potential Rollin Craftsman Cluster district identified in the 2002 Historic Survey as a local historic district. Therefore, the signed application was considered as 100% consent to designation of the proposed historic district.

- (E) With respect to the designation of a historic district that is listed on the California Register of Historical Resources, not less than 50 percent plus one of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed historic district were composed of 20 parcels, then 11 property owners would be required to consent to the designation.***

As stated in the City’s 2002 Historic Survey report, the proposed district was identified as 5S1 (not eligible for National Register, but of local interest because the resource is listed or eligible for listing under local ordinance).

SECTION 4. RECORD OF PROCEEDING

The documents and other materials that constitute the record of the proceedings upon which the Planning Commission’s decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as all materials that support the staff reports for the proposed project, and are located in the Planning and Building Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

SECTION 5. DETERMINATION

Based on the aforementioned findings, the City Council hereby approves the designation of the Rollin Craftsman Cluster Historic District, along with the map as set forth in Exhibit “A” attached hereto and made a part thereof, as the official boundaries of the Oaklawn Historic District.

SECTION 6. CERTIFICATION OF THE RESOLUTION

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

SECTION 7. FILING WITH THE COUNTY CLERK

The City Council directs the City Clerk to file the appropriate designation with the office of the Los Angeles Registrar-Recorder/County Clerk.

PASSED, APPROVED AND ADOPTED ON this 3rd day of June, 2020.

Robert 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 5th day of June, 2020 by the following vote:

AYES:

NOES:

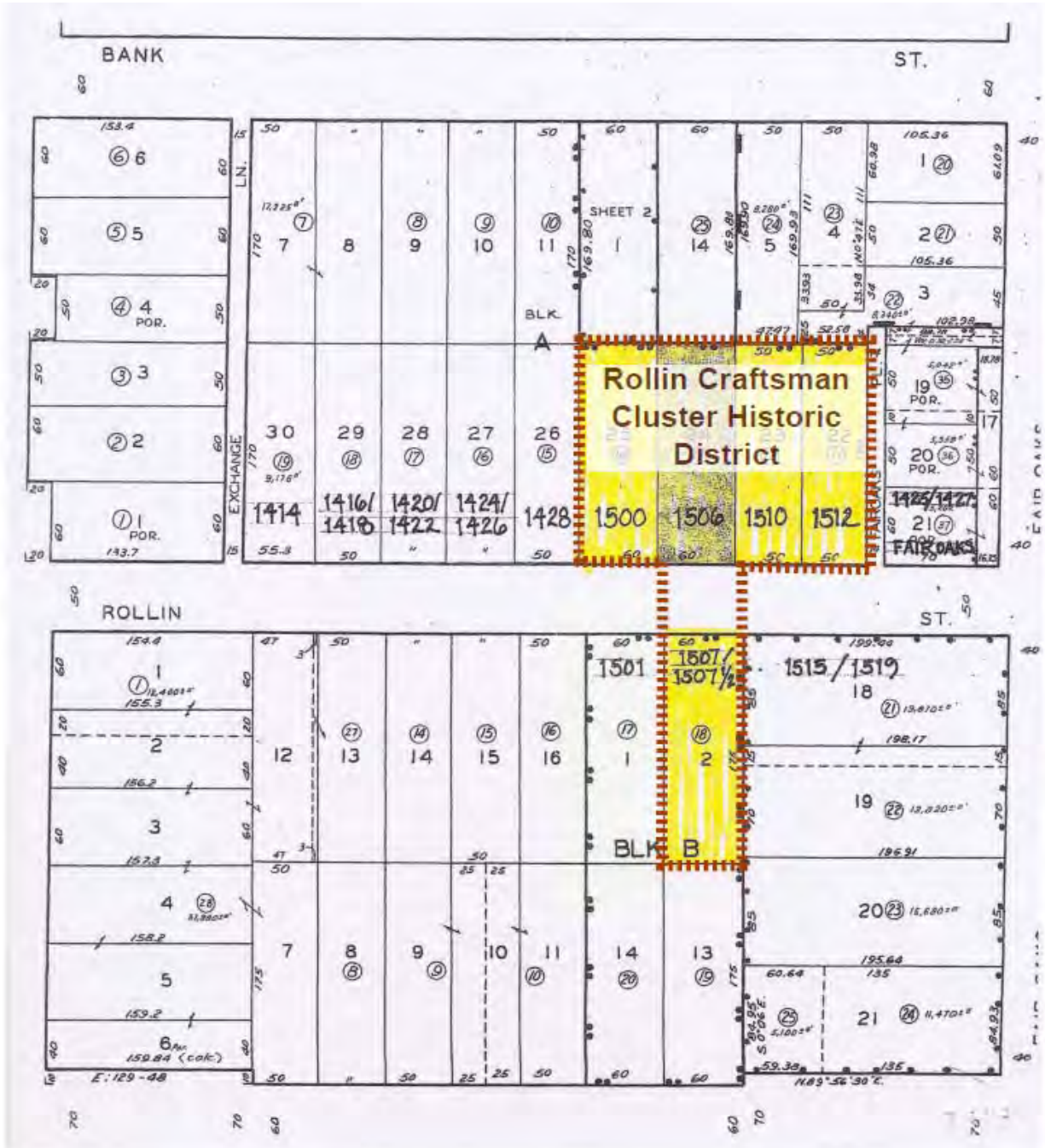
ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

Exhibit "A"

Rollin Craftsman Cluster Historic District Map



ATTACHMENT 2
CHC Staff Report & Attachments



DATE: April 30, 2020
TO: Chair and Members of the Cultural Heritage Commission
FROM: Joanna Hankamer, Director of Planning and Community Development
PREPARED BY: Kanika Kith, Planning Manager
SUBJECT: Rollin Craftsman Cluster District Nomination (Project No. 2114-LHD)

Recommendation

Cultural Heritage Commission to review and recommend designation of the Rollin Craftsman Cluster Historic District to the City Council.

Background

On August 22, 2017, the City received a request from a representative of the property owners in the eligible Rollin Craftsman Cluster historic district for designating the historic district. The Rollin Craft Cluster was identified in the City's 2002 Historic Survey as a potential historic district consisting of five contributing properties located at 1500, 1506, 1507, 1510, 1512 Rollin Street.

On March 5, 2018, an application formally requesting a designation of the Rollin Craftsman Cluster historic district was received. Four property owners within the district signed the application.

On March 15, 2018, the application was presented to the Cultural Heritage Commission and a subcommittee was created to review the merits of the requested designation. The subcommittee consisted of Commissioners Thompson and Friedman.

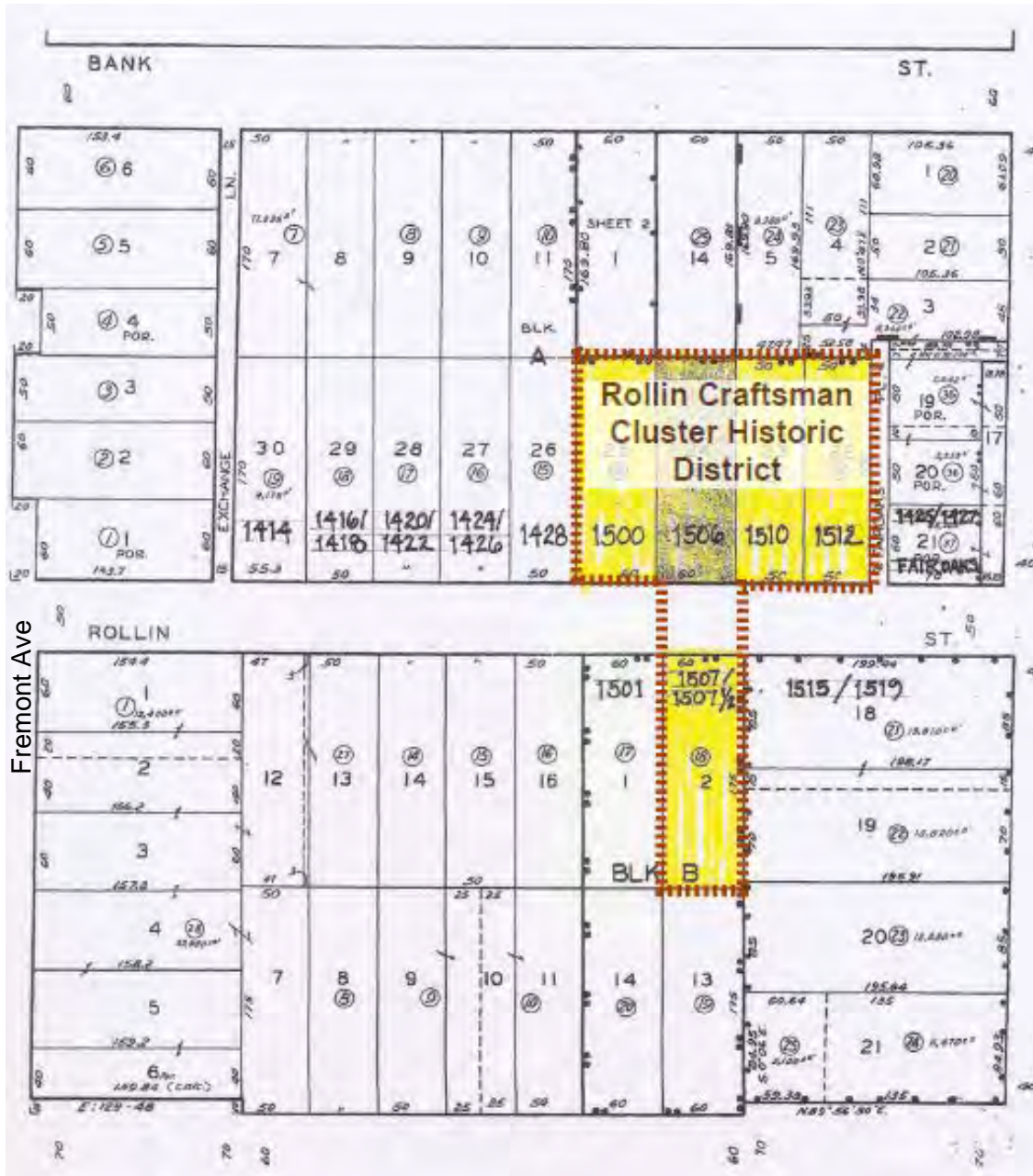
On March 21, 2019, the Commission created a subcommittee, consisting of Vice Chair Rebecca Thompson and Commissioner William Cross, as required by South Pasadena Municipal Code Section 2.63(c)(2) of the South Pasadena Municipal Code. The subcommittee reviewed the application materials, visited the homes and neighborhood, and provided a recommendation of approval for the Rollin Craftsman Cluster historic district as proposed.

On February 13, 2020, the fifth property owner provided a signed application for the designation of the historic district. This result in full consent from all property owners in the proposed district.

Project Description

The proposed district consists of five houses built between 1890¹ and 1914 along the eastern end of the 1500 block of Rollin Street between Fremont Avenue and Fair Oaks Avenue. Four contiguous properties were identified as contributors on the northern side of Rollin Street, and one contributing property across the street on the south side, for a total of five contributing properties. A map of the proposed district is shown in **Figure 1** below.

Figure 1: Proposed Historic District



¹ According to the County Assessor, the earliest home built in this district is 1890, not 1908 as described in the City's 2002 Historic Survey report.

Statement of Significant

The proposed historic district's boundary is consistent with the City's 2002 Historic Survey which identified this potential historic district as eligible for listing under local ordinance but not eligible for listing in the National Register (5S1). The district was not re-evaluated in the 2015-2016 survey update, but the previous evaluation and listing status was carried forward. A description of the potential district from the 2002 Historic Survey is shown in **Figure 2**.

Figure 2: Rollin Craftsman Cluster – 2002 Historic Survey

Rollin Craftsman Cluster (5S1)

This small cluster of 5 contributing properties is located along the 1500 block of Rollin Street, between busy Fremont Avenue to the west and Fair Oaks Avenue to the east. The single-family dwellings are one story in height, Craftsman in design and were built between 1908 and 1914. They share common setbacks, lot sizes, architectural styles, and period of development. This small grouping is reflective of a particular period of growth and development within the community. Landscaping along the street and in the front yards is minimal and inconsistent.

*Note: The date for the earliest home built in this district is 1890 instead of 1908.

The five homes in the proposed district were built before World War I with a significant gap of over 10 years before adjacent houses were built. The immediate neighbors to the west and to the east were built starting from the mid-1920s. There are other Craftsman structures to the west, adjacent to Fremont Avenue (house at 1417 Rollin Street and Woman's Club at 1424 Fremont Ave.). However, the 2002 Historic Survey suggested allocating them to the larger potential High School Neighborhood.

Because of this timeframe, this little cluster falls under the Early 20th Century Residential Development context theme covering 1900-1919 (per 2014 Citywide Historic Context Statement). The period of 1920-1929 is covered under another context theme, 1920s Growth. If the district were to include more properties into the cluster, the district would need to represent two different context themes; therefore, the proposed smaller boundary is appropriate for designation.

In addition to the information in the 2002 Historic Survey, a Context Statement Report and DPR 523 form for each home have been prepared for the proposed designation by an Architectural Historian, Marina Khrustaleva, to demonstrate the significance of the proposed historic district. The DPR 523 forms show that the earliest house (1512 Rollin) was built in 1890. Therefore, the timeframe for this district is consider to be 1890 to 1914. Both the Context Statement Report and DPR forms were included in the staff report provided to the Commission in March 2019, which is included as **Attachment 2**.

As described in the Context Statement, the homes in the proposed district represent an important period in South Pasadena's history when its architectural character began to develop in the early 20th century, and reflect the early development and settlement patterns in the City. Homes constructed from the late 19th to the early 20th century represent some of the earliest building stock in South Pasadena. These homes characterize Craftsman style architecture that arose from the late 19th century English Arts and Crafts movement. Character-defining features of Craftsman

style architecture homes includes “stained wood, wide overhanging eaves, balconies, terraces extending the living space outdoors.” These design features promote the goals of the Arts and Crafts movement for “simplicity of design, hand craftsmanship, and relationship of the building to the climate and landscape.”

All five homes are contributors to the significance of the proposed historic district. The homes are modestly sized, one-story structures built in the late 19th and early 20th century. These homes contain character-defining features of Craftsman architecture style such as front porches with brick, stone, or wood piers and walls, wood shingle siding, extended overhang eaves, and projecting rafters. These homes have minor alterations but are acceptable because the district as a whole continues to convey its integrity and significance of the early 20th Century residential development theme. T district is an excellent representative of Craftsman architectural style homes, and reflects the design principles of the early 20th century Arts and Crafts movement.

Figure 3: Contributors to the District



4 Homes on the North side of Rollin Street



One Home on the South side of Rollin Street

The designation of the proposed historic district will help promote the purpose of the Cultural Heritage Ordinance as it will preserve, maintain, and safeguard the City's heritage and character, will reflect the phases of the City's history, and will foster pride in the ownership of the City's historic resources.

Criteria for Historic Designation

Pursuant to the South Pasadena Municipal Code (SPMC) Section 2.63(b), the Commission shall use any or all of the following criteria in making a recommendation to the City Council for designation of a historic district. Only significant criterion along with documentation of support by property owners in the proposed district are required for recommending designation to the City Council.

- (1) Its character, interest or value as a part of the heritage of the community;*
- (2) Its location as a site of a significant historic event;*
- (3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;*
- (4) Its exemplification of a particular architectural style of an era of history of the city;*
- (5) Its exemplification of the best remaining architectural type in a neighborhood;*
- (6) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;*
- (7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;*
- (8) It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;*
- (9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;*
- (10) Its potential for yielding information of archaeological interest; or*
- (11) In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction.*

The Context Statement Report states that the proposed Rolling Craftsman Cluster historic district qualifies for designation under Criteria 11. Staff finds that the proposed historic district also also qualifies under criteria (1), (4), and (7). The homes in the proposed district represent an important period in South Pasadena's history when its architectural character began to develop in the early 20th century. As described in the Context Statement Report, homes constructed from the late 19th

to the early 20th century represent some of the earliest building stock in South Pasadena, and reflect early development and settlement patterns. These homes represent character-defining features typical of the Craftsman style architecture that arose from the late 19th century English Arts and Crafts movement. Character-defining features of Craftsman style architecture homes includes “stained wood, wide overhanging eaves, balconies, terraces extending the living space outdoors” that represent the goals of the Arts and Crafts movement for “simplicity of design, hand craftsmanship, and relationship of the building to the climate and landscape.” The homes in the proposed historic district have minor alterations but are acceptable because the district as a whole continues to convey its integrity and significance of the early 20th Century residential development theme.

Findings for Designation of a Historic District

Staff recommends that the Cultural Heritage Commission recommends that the City Council make the following findings pursuant to SPMC Section 2.63(a)(2) for designation of the Rollin Craftsman Cluster Historic District.

- (A) *That the designation of landmark or historic district is consistent with one or more of the purposes set forth in SPMC 2.58B; and*

The designation of the proposed Rollin Craftsman Cluster Historic District is consistent with the purpose of the Cultural Heritage Ordinance for identification, protection, enhancement, and preservation of structures, sites, and areas that represent the City’s heritage and character. The proposed district represents the early 20th Century residential development theme. The homes constructed from the late 19th to the early 20th century represent some of the earliest building stock, and development and settlement patterns of the City. Thus, the designation of the proposed historic district will help promote the City’s sense of place as it will preserve, maintain, and safeguard the City’s heritage and character, will reflect the phases of the City’s history, and will foster pride in the ownership of the City’s historic resources.

- (B) *That the landmark or historic district meets one or more of the criteria for designation listed in subsection (b) of this section; and*

The proposed historic district qualifies for designation under Criteria (1), (4), (7), and (11). The homes in the proposed district represent an important period in South Pasadena’s history when its architectural character began to develop in the early 20th century, and reflect the early development and settlement patterns in the City. As described in the Context Statement Report, homes constructed from the late 19th to the early 20th century represent some of the earliest building stock in South Pasadena. These homes characterize Craftsman style architecture that arose from the late 19th century English Arts and Crafts movement. Character-defining features of Craftsman style architecture homes includes “stained wood, wide overhanging eaves, balconies, terraces extending the living space outdoors” that represent the goals of the Arts and Crafts movement for “simplicity of design, hand craftsmanship, and relationship of the building to the climate and landscape.” The homes in the proposed historic district have minor alterations but are acceptable as the

district as a whole continues to convey its integrity and significance of the early 20th Century residential development theme.

- (C) *That the landmark or historic district possesses historic integrity of location, design, setting, materials, workmanship, feeling, or association.*

The proposed historic district possesses historic integrity of location, design, setting, materials, workmanship, and feeling as all five homes within the proposed district are contributors to the significance of the historic district. The homes are modestly sized, one-story containing character-defining features typical of Craftsman architecture such as front porches with brick, stone, or wood piers and walls, wood shingle siding, extended overhang eaves, and projecting rafters. Thus, the district is an excellent representative of Craftsman architectural style homes, and reflects the design principles of the early 20th century Arts and Crafts movement.

In addition to the findings listed above, the following findings are also required for designation of historic district pursuant to SPMC Section 2.63(a)(4).

- (A) *The proposed district boundaries are appropriate because a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development are present within the district. A district derives its importance from being a unified entity or a theme, even though it may be composed of a wide variety of resources (organized around a theme). Thematic districts are not required to have physical or contiguous boundaries.*

The proposed district boundaries are appropriate because it is reflective of a particular period of growth and development in the City. As described in the City's 2002 Historic Survey report, the proposed district is "small cluster of 5 contributing properties" along the 1500 block of Rollin Street, between Fremont Avenue and Fair Oaks Avenue. The homes are single-story single-family residences with Craftsman architectural style that share common setbacks, lot sizes, architectural styles, and period of development.

- (B) *The identity of the district results from the interrelationship of its resources which conveys a visual sense of the overall historic environment or is an arrangement of historically or functionally related properties.*

The City's 2002 Historic Survey identified the proposed district as a potential historic district for the City as 5S1 (not eligible for National Register, but of local interest because the resource is listed or eligible for listing under local ordinance). The 2002 Historic Survey described this district as "[T]his small cluster of 5 contributing properties is located along the 1500 block of Rollin street, between busy Fremont Avenue to the west and Fair Oaks Avenue to the east. The single-family dwellings are one story in height, Craftsman in design and were built between 1890 and 1914. They share common setbacks, lot sizes, architectural styles, and period of development. This small grouping is reflective of a particular period of growth and development within the community."

The five homes in the proposed district were built before World War I with a significant gap of over 10 years before adjacent houses were built. The immediate neighbors to the west and to the east were built starting from the mid-1920s. There are other Craftsman structures to the west, adjacent to Fremont Avenue (house at 1417 Rollin Street and Woman's Club at 1424 Fremont Ave.). However, the 2002 Historic Survey suggested allocating them to the larger potential High School Neighborhood.

Because of this timeframe, this little cluster falls under the Early 20th Century Residential Development context theme covering 1900-1919 (per 2014 Citywide Historic Context Statement). The period of 1920-1929 is covered under another context theme, 1920s Growth. Including more properties into the cluster would require the district to represent two different context themes.

- (C) *The district contains a number of contributing resources that add to the historic architectural qualities or historic associations for which a district is significant because they existed during the period of significance and possess historic integrity reflecting the district's character at that time.*

The proposed district contains five modestly sized, one-story Craftsman architectural style homes with a high degree of integrity that represent the height of the Arts and Crafts movement. All five homes are contributors to the historic district. These homes were built between 1890 and 1914 and have minor alterations, but are acceptable as the district because the whole continues to convey its integrity and significance of the early 20th Century residential development theme. Overall, the district's character is an excellent representative of an important period in South Pasadena's history and reflect the early development and settlement patterns in the City.

- (D) *With respect to the designation of a local district that is not listed on the California Register of Historical Resources, but was identified in a local survey, not less than 60 percent of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed historic district were composed of 20 parcels, then the owners of 12 parcels would be required to consent to the designation.*

As described in the City's 2002 Historic Survey report, the proposed district is "small cluster of 5 contributing properties" along the 1500 block of Rollin Street, between Fremont Avenue and Fair Oaks Avenue. On March 5, 2018, all five-property owners in the district signed an application requesting the City to designate the potential Rollin Craftsman Cluster district identified in the 2002 Historic Survey as a local historic district. Therefore, the signed application was considered as 100% consent to designation of the proposed historic district.

- (E) *With respect to the designation of a historic district that is listed on the California Register of Historical Resources, not less than 50 percent plus one of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed historic district*

were composed of 20 parcels, then 11 property owners would be required to consent to the designation.

As stated in the City's 2002 Historic Survey report, the proposed district was identified as 5S1 (not eligible for National Register, but of local interest because the resource is listed or eligible for listing under local ordinance).

Next Steps

The recommendation of the Commission will be presented to the City Council.

Fiscal Impact

Designation of historic district allow the properties in the district to qualify for a Mills Act contract. The Mills Act allows a tax reduction for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue (between approximately 40% - 60% per Mills Act contracted property), the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Environmental Analysis

In accordance with the California Environmental Quality Act (CEQA), the proposed designation of a historic district is exempt from CEQA under the "common sense exemption," Section 15016(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be understood with certainty that there is no possibility that the designation of a historic district could have a significant effect on the environment, and therefore, is not subject to CEQA.

Public Notification of Agenda Item

The public was made aware that this item by virtue of a public notice published in the South Pasadena Review on April 17, 2020, its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website, and individual property mailings to those within a 300-foot radius of the proposed district and within the district.

Attachments:

1. CHC Minutes for March 21, 2019
2. Staff Report & Attachments for March 21, 2019

ATTACHMENT 1
CHC Minutes
March 21, 2019



ROLL CALL

The meeting convened at: 8:03 pm

Commissioners Present: Mark Gallatin (Chair), Rebecca Thompson (Vice Chair), Steve Friedman, William Cross, Kristin Morrish

Commissioners Absent:

Council Liaison: Robert Joe, Councilmember (absent)

Staff Present: Teresa Highsmith, City Attorney
Edwar Sissi, Associate Planner

*Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record.
An audio recording of the meeting can be made available upon request with the City Clerk's Office.*

PUBLIC COMMENT PERIOD

1. NONE

CONSENT CALENDAR

2. NONE

CONTINUED ITEMS

3. NONE

NEW ITEMS

4. **1036 Adelaine Avenue**
Applicant: Jim Fenske
Project No: 1986-COA
Year Built: 1889
Architectural Style: Craftsman
Historic Status Code: 5D1.

Historic District: El Centro/Indiana/Palm Addition

Project Description:

Previously the CHC, at the March 16, 2017 meeting, approved the rehabilitation of the existing historic house (constructed in 1898), 14’x20’ detached garage (constructed in 1921) and 182 sq. ft. single story addition with a 292 sq. ft. second story addition. During construction the existing garage was demolished without City approvals. Now, the property owner is seeking CHC approval to rebuild the existing garage with the same design, dimensions (14’x20’) with similar materials. The approved square footage for the addition is less than 50% of the existing house, therefore a single vehicle garage is permitted.

Applicant Jim Fenske (Architect): noted the unfortunate nature of construction and having contractors understand the importance of saving historic structures. He noted that the plans noted the garage was to be salvaged and not demolished. The contractors however demolished the garage without permits and the owner is asking to obtain a CofA to rebuild the garage like for like.

Public Comment:

None

Commission Comment and Discussion:

Commissioner Thompson: inquired what materials will be used and if he would consider carriage style doors.

Fenske: noted it will have TM Cobb wood windows and doors, wood siding, and same scale. The only noticeable new construction will be the framing, but open to provide carriage style doors.

Commissioner Gallatin: inquired with Staff for clarity on the project staff report that references the Secretary of the Interior Standards which stipulate recreation of the historic fabric, but the standards for rehabilitation call for differentiation.

Sissi: noted that there are conflicting dualities of the standards, however the Commission can condition the exact replication, or allow for consistency with the original, and allow for differentiation.

Highsmith: noted that the Secretary of Interior Standards for reconstruction are typically applied to Landmarks, not general historic fabric.

Commissioner Cross: noted that the proportions of the original massing are there, and expressed his approval of the garage reconstruction.

Decision:

Commissioner Morrish: Made a motion to APPROVE the project with Conditions:

- To change the garage doors to a carriage-type door.

The project meets Specific Findings #2, #7, and #8

Commissioner Friedman: Seconded the motion.

APPROVED

(Ayes: 5; No: 0), 0 Absent.

5. **1959 Marengo Avenue**

Applicant: Denise C. Tomlan

Project No.: 1903-COA

Year Built: 1912

Architectural Style: Craftsman

Historic Status Code: 5D1

Historic District: La France Craftsman District (Potential)

Project Description:

The Cultural Heritage Commission will review the proposal for a 299 sq. ft. single story addition with a 231 sq. ft. second story addition to an existing 2,112 sq. ft. two story Craftsman house on a 7,500 sq. ft. lot. The single story addition will consist of adding a new breakfast nook, a new family room, and a bathroom with a new mudroom. The second story addition will consist of a new master bathroom and a new master bedroom with a new 84 sq. ft. second story deck. The exterior materials for the additions will match the existing house. The materials will consist of: Kiln-Dried cedar corbels, Kiln-Dried cedar siding shingles, and wood windows. A new asphalt solar reflective shingle roof is proposed for the entire house. An existing 312 sq. ft. accessory structure will be converted to a 312 sq. ft. patio cover.

Applicant Denise Tomlan (Architect): noted the proposed additions and reconfiguration of the interior layout of the existing house to accommodate the growing family's needs. The existing second story addition is inconsistent with the historic fabric, and the new proposed second story addition will be compatible and provide better interior flow and architectural detailing.

Public Comment:

None

Commission Comment and Discussion:

Commissioner Morrish: inquired if the roof was being replaced with solar shingles, if the front is being touched, and for clarity on the kiln-dried shingles

Tomlan: the roof will be cool-roof, not solar shingles; kiln-dried is industry standard to ensure the shingles do not have excess moisture, and no changes will be made to the front.

Commissioner Thompson: asked for clarity on the color of the windows, and if proposing different windows.

Tomlan: noted that the colors represent a new color palette per the owner's request, but the windows are not being changed in style, all windows will match existing.

Commissioner Gallatin: noted discrepancies on the drawings.

Tomlan: the railing will be wood, the garage door will not be replaced. The wood grids on the new windows will match the existing as close as possible.

Decision:

Commissioner Friedman: Made a motion to APPROVE the project with Conditions:

- To provide cut sheets on the exterior light fixtures for chair review.

The project meets Specific Findings #2, #3, and #5

Commissioner Thompson: Seconded the motion.

APPROVED

(Ayes: 5; No: 0), 0 Absent.

Discussion Items

6. 320 Grand Avenue – Mills Act Application Letter of Intent

Applicant: Odom Stamps for the owner Dr. Sherman

Year Built: 1928

Architectural Style: Tudor

Historic Status Code: 2B2

Historic District/Landmark No.: Landmark No. 54

Project Description:

The Commission will consider a Letter of Intent to enter into a Mills Act Contract for Landmark No. 54 (the Koebig House). The Commission may appoint a subcommittee to review this request and set up an on-site meeting to inspect the condition of the property and discuss any potential items for restoration that may be needed.

Commission Comment and Discussion:

Commissioner Gallatin: inquired on the scope of work and noted that the roof repair was not included in the list of repairs, and knows that that is a recurring issue for this property.

Commissioner Thompson: noted the repair or replace notation of the exterior wood doors, and if they could be restored.

Stamps: noted the exterior wood doors are severely aged, and dried, but we included repair in the notation if they can be salvaged.

Decision:

Formation of the Subcommittee: Mark Gallatin and Rebecca Thompson.

7. Rollin Street Craftsman Cluster – District Nomination

Project No.: 2114-LHD

Applicant: Odom Stamps

Project Description:

The Commission will receive and file the Historic Assessment Report for the Rollin Craftsman Cluster district nomination. The established subcommittee will review the information and conduct their analysis to report back to the Commission.

Odom Stamps: noted the architectural historian has sourced the original permit records of the houses included in the proposed district and the records are available in the South Pasadena Library.

Commission Comment and Discussion:

Commissioner Thompson: noted some confusion of the proposed district, and 1501 Rollin.

Stamps: noted that 1501, and the proposed district boundary is based on the DPR form from 2002, but 1501 is the only non-contributor.

Commissioner Friedman: inquired why this district does not include additional properties, and if the five or six properties are the only properties listed in the original DPR form, and if there was a continuation sheet.

He inquired if the applicants can provide additional information on the district contributors, and if there are any others along Rollin, particularly 1425 Rollin Street.

Commissioner Cross: believes research needs to be done to see how the block was developed.

Commissioner Gallatin: noted the Commission's next steps as outlined in the Staff Report. The subcommittee is Cross and Thompson, as Cross was appointed during Friedman's time off from the Commission.

COMMUNICATIONS

8. COMMENTS FROM COUNCIL LIASON:

No comments.

9. COMMENTS FROM COMMISSION:

No comments

10. COMMENTS FROM SOUTH PASADENA PRESERVATION FOUNDATION (SPPF):

Commissioner Gallatin: The SPPF would like to reinstate the Preservation Awards Program in conjunction with the CHC. Request to Staff: Place on next month's agenda, a discussion item to reinstate the Preservation Awards Program in conjunction with the SPPF.

11. COMMENTS FROM STAFF:

No comments.

APPROVAL OF MINUTES

12. Minutes of the Regular Meeting for **February 21, 2019**.

Decision:

Commissioner Thompson: Made a motion to APPROVE with corrections:

- edit on page 5, change terminology to PUNCHED windows
- edits on additional pages (Gallatin).

Commissioner Morrish: Seconded the motion.

APPROVED

(Ayes: 5; No: 0), 0 Absent.

ADJOURNMENT

13. The meeting adjourned at 8:55 pm to the next regularly scheduled meeting on April 18, 2019.

APPROVED,



Mark Gallatin
Chair, Cultural Heritage Commission

April 18, 2019
Date

ATTACHMENT 2
Staff Report & Attachment
March 21, 2019



Cultural Heritage Commission Agenda Report

ITEM NO. 7

DATE: March 21, 2019

FROM: David Bergman, AICP, Interim Director Planning & Building
VIA: Edwar Sissi, Associate Planner

SUBJECT: Rollin Craftsman Cluster District Nomination
Historic Assessment Report
(Project No. 2114-LHD)

Recommendation

It is recommended that the Cultural Heritage Commission (CHC) receive and file the Historic Assessment Report for the Rollin Craftsman Cluster District Nomination. The established subcommittee will review the information and conduct their analysis to report back to the Commission.

Discussion/Analysis

Project Description:

The Rollin Craftsman Cluster was identified as an eligible District (District) in the City's 2002-2003 Historic Survey. The District consists of five properties built between 1890 and 1914. The District is situated along the eastern end of the 1500 block of Rollin Street between Fremont Avenue and Fair Oaks Avenue. Four contiguous properties are identified as contributors on the northern side of Rollin Street, while one contributing property is located across the street on the south side of Rollin for a total of 5 contributing properties, and zero non-contributors.

The prevailing architectural pattern of the five properties are modestly-sized single-story single-family Craftsman residences. The earliest house, built in 1890 and located at 1512 Rollin Street, is identified as a "fine example of Vernacular Gabled Cottage." The prevailing material palette and character-defining features of the District consist of front porches with brick, stone, or wood piers, wood shingles, wood siding, overhanging eaves, projecting rafters, tripartite windows, and transom lights.

Background

Formation of Subcommittee:

The initial application for the designation of the District was submitted to the Commission at their March 2018 meeting. At that meeting, the CHC established a subcommittee consisting of Commissioner Thompson and Commissioner Friedman.

In accordance to the City's Cultural Heritage Ordinance (Ordinance), Section 2.63(C) Designation Procedures, the subcommittee shall review the application materials and make a preliminary written recommendation, based on such documentation as it may require, as to whether the Commission shall consider the Improvement, Site, or natural feature for appropriate designation. Further, the subcommittee shall:

- a. With respect to the proposed designation of a Landmark, exercise its best efforts to meet with the owner to obtain such owner's written consent of the proposed designation; and
Not Applicable. This provision is for the designation of individual Landmarks.

- b. With respect to the proposed designation of a Historic District, shall have obtained the consent of affected owners in accordance with Section 2.63(A)(4)(d) or (e). The aforementioned consent shall be obtained by sending a ballot and an impartial opinion of the City Attorney to every parcel owner in said district, as to the effect of the designation on the parcels located in the proposed district. The ballot shall provide the owner with the option to consent to or to oppose the proposed Historic District designation.
Applicable. The applicant has provided signatures of approval from the property owners with the original application. The ballot mailing and impartial opinion of the City Attorney will be administered by Staff upon the subcommittee's request.
 - Section 2.63(A)(4)(d) – for local districts not listed on the California Register of Historical Resources states: Not less than sixty percent of all affected owners of the proposed Historic District must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed Historic District were composed of twenty parcels, then the owners of twelve parcels would be required to consent to the designation.
Official ballots will be sent to the individual property owners upon the request of the subcommittee. The proposed District consists of five (5) properties and a minimum of three (3) property owners must vote to approve the designation in accordance to this requirement.

Next Steps

1. After receiving and filing of the Historic Assessment, the subcommittee shall review and analyze all evidence.
2. The subcommittee shall notify Staff when to send the ballot vote to the property owners within the District.
3. Upon tally of the ballot votes, the subcommittee shall determine if the required threshold of consent has been satisfied.
4. If the threshold of consent has been satisfied, the subcommittee shall present their recommendation to the Commission.
5. The Commission shall vote on a recommendation to the City Council for the designation of the District.

Fiscal Impact

There is no direct fiscal impact to the City with the designation of a Historic District.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Public Notification of Agenda Item

The public is made aware of this item by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Historic Assessment Report
2. Proposed District Boundaries
3. Building Permit Records
4. Original Rollin Street Craftsman Cluster DPR Form
5. Individual DPR Forms for each Contributing Property
6. Application Photographs
7. CHC Meeting Minutes, Dated March 15, 2018

ATTACHMENT - 1
Historic Assessment Report

Rollin Street Craftsman potential Historic District Context Statement Report¹

NARRATIVE DESCRIPTION

Rollin Street Craftsman Grouping consists of five properties built between 1890 and 1914. It was originally identified as a potential historic district in the 2002 survey of the City of South Pasadena when 69 potential historic districts were documented through a reconnaissance-level survey. At that time, the Rollin Street Craftsman Grouping received 5S1 (5S3) NRHP Status Code. The district was not re-evaluated in the 2015-2016 Citywide Survey Update, and the previous evaluation, including the Status Code, has been carried forward. Three of the five properties were determined individually eligible for local listing.

The district, situated on Tract 4524 (Smith and Jacob's subdivision), consists of the 1500 block of Rollin Street between Fremont Avenue and Fair Oaks Avenue. Four of the properties (1500 1506, 1510, and 1512 Rollin Street) are located on the northern side of Rollin Street, and the fifth property (1507 Rollin Street) is located on the southern side of Rollin Street.

All five properties proposed for the Historic District are contributors. They are modestly sized, one-story single-family residences, set on rectangular lots. Craftsman style architecture, more than any other characteristic of the district, is its unifying feature. The earliest house (1512 Rollin Street) is a fine example of the Vernacular Gabled Cottage. Most contributors have front porches with brick, stone, or wood piers and walls. Other character-defining features include wood shingles and wood siding exterior cladding, solid front doors with decorative lights, overhang eaves, projecting rafters, large tripartite windows with transom lights.

Contributors share a common setback from the street and from their neighbors. Paved paths (usually concrete) lead from the sidewalk to front porches. Garages are

¹ This report is supplemental to the Historic District Nomination Form submitted in March 2018.

detached and located at the rear of the parcel, accessed via driveways extending along the side of each parcel from the street. Landscaping consists of lush lawns and mature, low growing shrubs and flowers. District features include concrete curbs, gutters, and sidewalks.

The Rollin Street Craftsman Grouping is a good example of a neighborhood of modestly-sized Craftsman single-family residences, with a high degree of integrity, in South Pasadena. Its period of significance is from 1890 to 1914 which encompasses the earliest residence to the latest.

The historical significance of the Rollin Street Craftsman potential Historic District relates the Early 20th Century Residential Development theme. The area to the north of Monterey road was subdivided in the mid-1900s. As building permits reveal², the houses were mainly built by developers for the future sale: a rear unit at 1507 Rollin Street was built by a local real estate dealer John H. Jacobs, 1510 Rollin Street was built by local contractor Ellis A. Wood, and 1500 Rollin Street was built by a Pasadena architect and builder Joseph F. Rhodes. The first inhabitants of this area were middle-class professionals. The residences of the Rollin Street Craftsman demonstrate an interesting range of their early owners' occupations: John W. Monahan (1500 Rollin Street) was a travel agent; John Diephaus (1507 Rollin Street) was a railway clerk; George Wilcox (1512 Rollin Street) was an elevator operator and his son Ralph was a plumbing supplies salesman.

An oral memoir in the Bennett family suggests that Rollin Street was named after their ancestor, prominent Pasadena pioneer and landowner, Charles Rollin Foote (1838-1924)³. He was active in developing his land on Orange Grove and Columbia Street in Pasadena in the 1890s. However, there is no documentary evidence of his involvement in the South Pasadena subdivisions, and this version requires further research.

² The 1904-1922 South Pasadena Building Permit Records were thoroughly researched and systematized by local historian John G. Ripley. His comprehensive database along with the digitized Permit Records is available at the South Pasadena Public Library.

³ Telephone interviews with Jamie Bennett, director of the Ohaj Music Festival, January 2018.

ADDITIONS / MODIFICATIONS

All five residencies preserve a high level of integrity and authenticity and have undergone only minor alterations: replaced windows (1507 Rollin Street) or replaced front door (1512 Rollin Street) within the original openings. These alterations are considered to be reversible.

PRESENT CONDITION

All five residencies are in good exterior condition and may need minor restoration efforts. The sites are developed with lush lawns and mature, low growing shrubs and flowers not obscuring the residencies.

NEIGHBORHOOD CONTEXT

The neighborhood is primarily residential and consists of one-to-three stories single-family residences and multi-family apartment buildings built later than the proposed District period of significance. The west portion of the block includes two significant non-residential buildings: a Craftsman-style headquarters for the Women's Club designed by Norman Foote Marsh (1914) and a Telephone Co building (1913), a rare example of early brick architecture in South Pasadena, later converted into a residence. The wider context includes two schools (South Pasadena Middle School and South Pasadena High School), and the Holy Family Catholic Church.

DESIGNATION CRITERIA

The proposed Rollin Street Craftsman Historic District meets designation criterion 11 – it is significant as a distinguishable historic neighborhood related to the Early 20th Century Residential Development theme. Residences constructed from the late 19th through the early 20th century represent some of the earliest building stock in South Pasadena, and reflect early development and settlement patterns. The contributing

properties, three of which are individually eligible for local listing for their architectural merit, represent a range of character-defining features typical for the Craftsman Style. The minor alterations are considered acceptable as the district as a whole continues to convey its integrity and significance. Overall, the proposed historic district retains a majority of the contributors dating from the period of significance and reflect planning and design principles from the period, including the original layout, street plan, setbacks, and sidewalks.

The designation of or Historic District is consistent with the purposes set forth in Section 2.58B of the City of South Pasadena Cultural Resources Ordinance: it will preserve, maintain, and safeguard the City's heritage and character as embodied and reflected in the neighborhoods that serve as significant reminders of the city's social, educational, cultural and architectural history.

The proposed Rollin Street Craftsman Historic District possesses historic Integrity of location, design, setting, materials, workmanship, and feeling. 100% of the buildings within the district boundary are contributing; therefore, the district is eligible for designation as a local historic district.

HISTORIC CONTEXT⁴

- Context: Early 20th Century Development (1900-1919)
- Theme: Early Residential Development (1900-1919)

Residential development during this period was a major catalyst of growth in the City. During this period, neighborhoods of bungalows and two-story residences were constructed to accommodate the growing population. Tract maps illustrate that the vast majority of residential tracts in the City were subdivided between 1900 and 1909. Residential and commercial development during this period was influenced by the popularity of South Pasadena as a tourist destination during Southern California's "grand resort era" of the late 19th and early 20th centuries.

⁴ City of South Pasadena. Citywide Historic Context Statement. Historic Resources Group. December 16, 2014.

By 1900, the population of South Pasadena had grown to include 1,001 residents, up from 500 when the City incorporated in 1888. By 1910 that number had grown to 4,600. This population growth corresponded with the burgeoning Arts and Crafts movement, and as a result, South Pasadena's residential development during this period is marked by the construction of neighborhoods of bungalows and Craftsman-style residences.

In 1910, Sanborn Fire Insurance maps showed a total of 935 dwellings in the City. Construction methods recorded indicate that 929 were constructed with wood frame, while four were of brick construction. Residential development throughout the City extended outward from the city center, with construction concentrated along the east-west thoroughfares of Mission Street and Monterey Road, and along the north-south thoroughfares of Meridian and Fair Oaks Avenues. Significantly, these streets were major thoroughfares on, or close to, the newly-developed railroad lines. Many individual landowners began to subdivide smaller parcels of land between Mission Street and Monterey Road, west of the city center.

Residential growth continued into the second decade of the 20th century, primarily in the early 1910s, before the onset of World War I. Between 1910 and 1919, 54 tracts were subdivided in the City; this number represented a decrease compared to the previous decade, but the large-scale subdivisions of the early 1900s had occupied much of the undeveloped land in South Pasadena. The largest developments represented two additions to the existing Oneonta Park tract, which was subdivided in 1910. On the whole, however, tracts developed in the 1910s were significantly smaller in scale than previous subdivisions.

- Theme: Craftsman Architecture

Craftsman architecture grew out of the late-19th century English Arts and Crafts movement. A reaction against industrialization and the excesses of the Victorian era, the movement stressed simplicity of design, hand-craftsmanship, and the relationship of the building to the climate and landscape. Craftsman architecture developed in the first decade of the 20th century as an indigenous California version

of the American Arts and Crafts movement, incorporating Southern California's unique qualities. Constructed primarily of stained wood, with wide overhanging eaves, balconies, and terraces extending the living space outdoors, the style embodied the goals of the Arts and Crafts movement.

The Craftsman bungalow dates from the early 1900s through the 1920s. The bungalow's simplicity of form, informal character, direct response to site, and extensive use of natural materials, particularly wood and stone, was a regional interpretation of the reforms espoused by the Arts and Crafts movement's founder, William Morris. Craftsman bungalows generally have rectangular or irregular plans, and are one to one-and-a-half stories tall. They have wood clapboard or shingle exteriors and a pronounced horizontal emphasis, with broad front porches, often composed with stone, clinker brick, or plastered porch piers. Other character-defining features include low-pitched front-facing gable roofs, and overhanging eaves with exposed rafter tails.

By World War I, the Craftsman style declined in popularity and was replaced by Period Revival styles. The Craftsman bungalow continued to be built into the 1920s, but was often painted in lighter colors, stripped of its dark wood interiors, or blended with characteristics of various Revival styles.

Character-defining features include:

- Horizontal massing
- Low-pitched gable roof with rolled or composition shingle roofing
- Wide overhanging eaves with exposed rafter tails, outriggers, or knee braces
- Exterior walls clad in wood shingle, shake, or clapboard siding
- Projecting partial- or full-width, or wrap-around front porch
- Heavy porch piers, often of river stone or masonry
- Wood sash casement or double-hung windows, often grouped in multiples
- Wide front doors, often with a beveled light
- Wide, plain window and door surrounds, often with extended lintels
- Extensive use of natural materials (wood, brick or river stone)
- Detached garage at rear of property

SOURCES OF INFORMATION

South Pasadena Local Library, Local History Collection

Pasadena Public Library, Centennial Room

1904-1922 South Pasadena Building Permit Records

South Pasadena City Directories

David Allen Ward. A Historic Analysis of South Pasadena's Commercial and Residential Development from 1877 through 1977. California State University, 1978.

City of South Pasadena. Historic Resources Survey Report. PCR Services Corporation. December, 2002

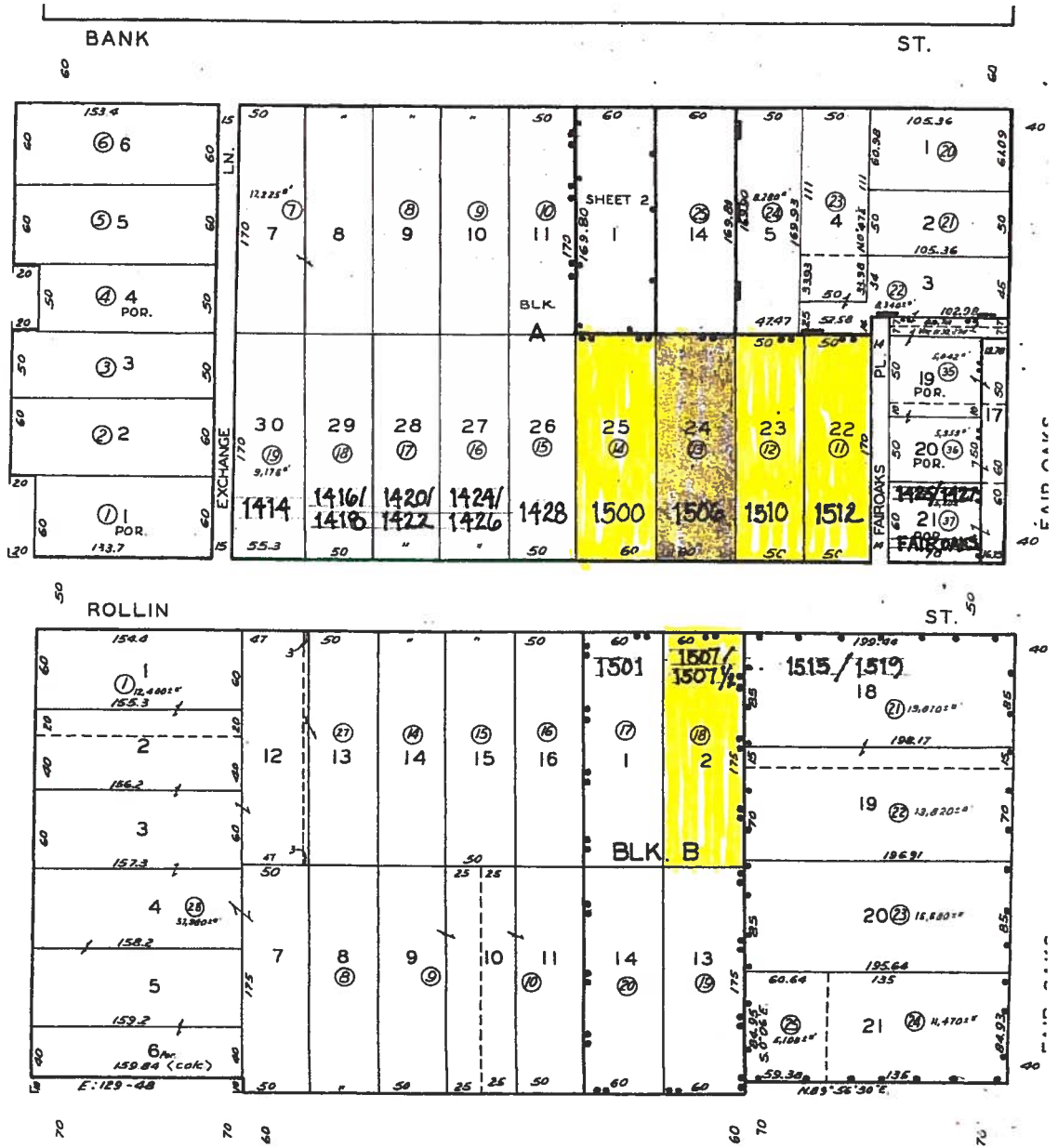
City of South Pasadena. Citywide Historic Context Statement. Historic Resources Group. December 16, 2014

City of South Pasadena. Citywide Historic Context Statement. Historic Resources Group. June 20, 2017

City of South Pasadena Cultural Resources Ordinance, 2017

ATTACHMENT - 2
Proposed District Boundaries

Rollin Street Craftsman potential Historic District Proposed Boundaries



ATTACHMENT - 3
Building Permit Records

Rollin Street Craftsman potential Historic District

Building Permit Records

(as identified by John G. Ripley)

1909				1909			
Building Permits Month of May				Building Permits Month June			
Permit	Est Cost	City	City	Permit	Est Cost	City	City
5	50	200	25	3	200	2500	25
"	250	3500	25	"	200	2175	25
6	150	2000	25	"	50	275	25
"	50	100	25	"	150	1800	25
10	250	3500	25	"	200	2500	25
"	150	1500	25	"	150	1500	25
"	50	0375	25	"	50	300	25
11	200	2500	25	"	50	125	25
12	200	2500	25	"	250	3200	25
12	200	2500	25	"	150	1500	25
14	100	4600	25	"	250	4000	25
15	50	50	25	"	100	600	25
15	50	500	25	"	650	12100	25
17	150	1800	25	"	200	3000	25
17	200	3200	25	"	200	2500	25
19	250	3500	25	"	150	2000	25
19	200	3000	25	"	50	100	25
20	50	100	25	"	200	2500	25
22	250	8100	25	"	50	300	25
22	50	100	25	"	200	2300	25
24	50	180	25	"	200	2300	25
25	200	2300	25	"	250	3500	25
26	250	4000	25	"	200	2500	25
26	250	3000	25	"	200	3300	25
26	250	3500	25	"	200	2500	25
26	50	400	25	"	150	1200	25
27	350	3600	25	"	50	400	25
27	50	40	25	"	50	175	25
29	150	2000	25	"	200	2300	25
	4550	53400	725	29	200	3267	25
					5500	69367	775

1500 Rollin Street
 Building Permit # 1100, 5/12/1909

150		July 1914				151				
Date	Permit	Owner	Contractor	Est Cost	Fee	Lot BIK	Tract	Street	#	
1	1321	R A Moore	Gas Nelson	2700 ✓	200	2	2-452	Melann	809	
6	1321	Gas Rinkham	Gas Rinkham	800	100	5-80		Hoppe	1414	
	1322	Wm K Atkinson	L P Pomroy	4200 ✓	300	7	A O Porten	Fair View	215	
7	1323	G W Brown	E B Shuler	2800 ✓	200	12-3	Carroll #2	Pasadena 202	341	
	1324	D J Johnston	Day work	150	50			Formont	1418	
	1325	J C Burt	Day work	1000	100			Orange Grove	533	
9	1326	Mrs T Waly	A H Huff	450	50	7	5 Oak Hill Park	Pasadena Monterey	81	
10	1327	M Florence	F J Newman	200	50			Formont	925	
	1328	R Emerson	R Emerson	100	50			Magnolia	1058	
14	1329	W H M Bernitt	A B Fisser	800 ✓	100	200	16 E Hunt	Rollins	815	
	1330	W R Schaff	John Nugge	2400 ✓	200	24	a South Jacobs	Rollins	1506	
17	1331	H E Cordery	Day work	400	50			Stratford	1111	
23	1332	B R Magoffin	Day work	60	50			Mill Road	1912	
	1333	Wm McCay	Day work	200	50			So Orange Grove	1277	
	1334	Ada Hill Davis	Eruffitt London	3575 ✓	250	5	a Ardfast	Bushnell	1625	
	1335	Chas C Brown	Day work	125	50			Diamond	1227	
	1336	Mrs R C Rogers	Day work	250	50			Alphie	2040	
28	1337	O A Blacker	G H Stanford	175	50			Quinn Court	1407	
	1338	R J Linn	Day work	100	50			Formont	611	
	1339	Mabel Packard	Day work	100	50			Berkshire	2001	
29	1340	John D Churchill	Day work	550	100			Burnt	829	
31	1341	Alvin E Smith	Day work	300	50			Fletcher	2044	
	<u>22</u>			<u>21435</u>	<u>2200</u>					

1506 Rollin Street
 Building Permit # 1330, 7/14/1914

154					September 1914					155				
Permit #	Permit	Owner	Contractor	Est. Cost	Fee	Lot	Blk	Tract	Street	#				
1	1361	O.H. Brogdon	Ellis & Wood	2500	✓	200	460		Stottford	1319				
2	1362	W.C. Preston	Fred Biran	1750	✓	150	42	Valley View Heights	Chickadee Place	2006				
	1363	Dwight Morgan	Chas Swombly	1300	✓	150	42	Gymnasium Court	Gymnasium Court	1401				
8	1364	Mr Jay Chas Kingsbarn	A. S. Miller	6000	✓	350	13	362	Highwood Drive	2005				
	1365	H. Eastman	J. P. Kuyper	100		50			Highwood Drive	1041				
10	1366	George Howson	Day work	100		50			Lyndon	1425				
	1367	L. Simpson & Bester	Day work	200		50			Academy Ave	309				
	1368	Allan J. Lewis	Day work	1500	✓	150	J.	Marquart Graham	Meridian	1131				
12	1369	Myers Laid Co	Day work	500		100			Resden Mountain	123				
14	1370	H. E. Cooper	Brabb & Austin	11000	✓	600	2	362	Oak	1950				
	1371	Chas J. Howland	D. H. Nichols	600		100			Oak Lawn	431				
15	1372	Oliver A. Holmberg	Oliver A. Holmberg	3000	✓	250	39	add 4.5 to on beta P	De Frances	2061				
	1373	John Buchanan	Rosellie Arch. & Bldg Co	2950	✓	200	2	Smith & Jacobs	Rollins	1507				
21	1374	H. Miller	E. A. Wood	1200		150			Bromwich	1300				
24	1375	J. W. Cecil	Day work	500		50			Foot Hill	1117				
28	1376	H. B. Allen	Day work	400		50			Ironout	2005				
	1377	L. Krock	Day work	200		50			Garfield	741				
29	1378	Manning	Paul Mahoney	75		50			Ramona	1575				
	18			\$34,190						\$2,750				

1507 Rollin Street (main house)
 Building Permit # 1373, 9/15/1914

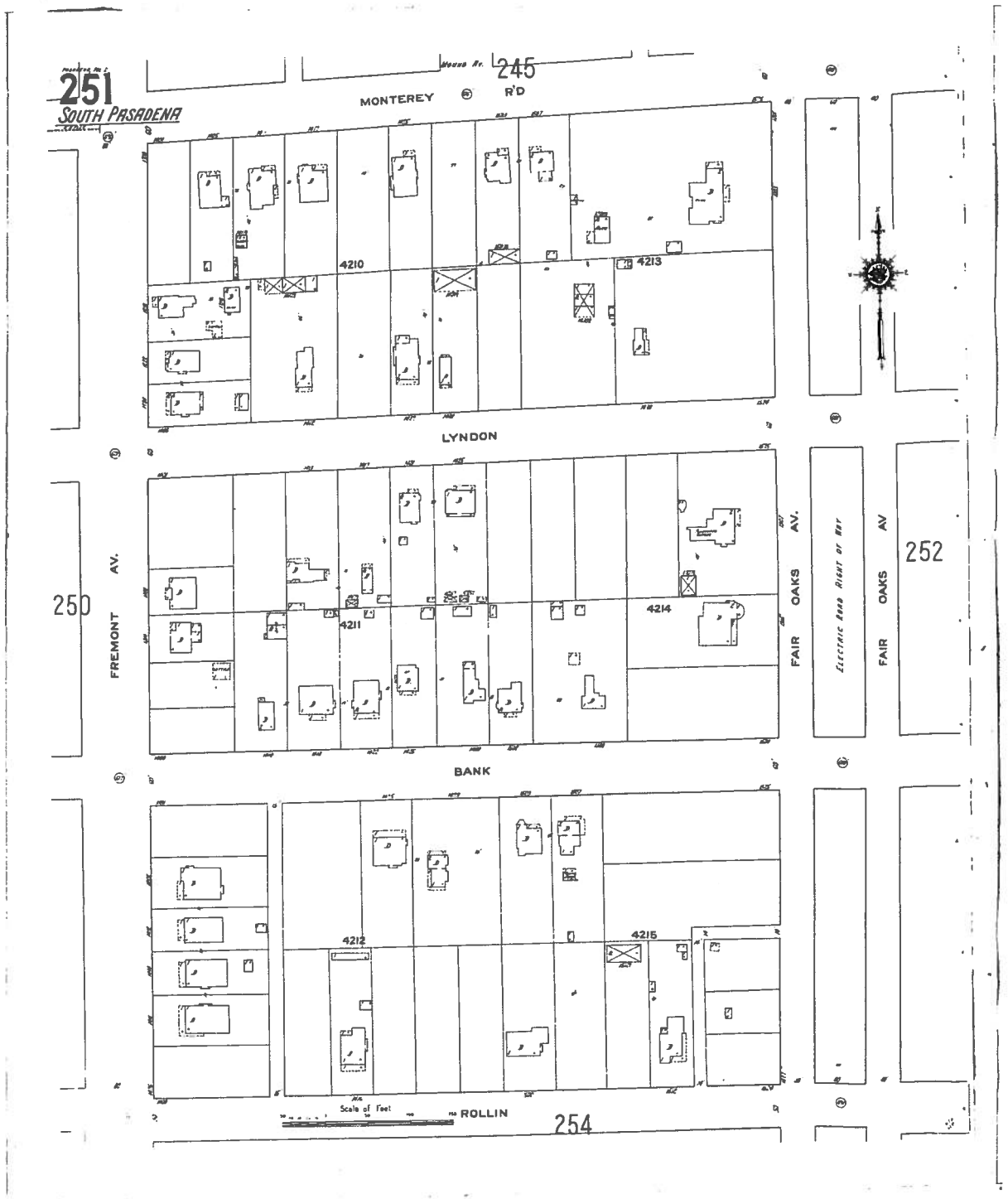
4 54		Building Permits Mar 1909				55		Building Permits Month April 1909					
Mar		Brought Forward			79200	25	Apr						
"	"	30	G. A. Patterson	54	50	25	"	1	J. M. M. Laidoh	450	40	25	
"	"	"	G. W. & C. Bell	55	250	4000	25	"	2	Miss L. E. Madax	200	2250	25
"	"	"	R. W. Reynolds	36	200	3000	25	"	3	E. C. Kellogg	50	100	25
"	"	"	G. Lauralee Stinson	37	800	5000	25	"	3	Fagg & Klobber	50	50	25
"	"	"	Klaus Hirschler	31	50	100	25	"	5	P. H. Spidike	300	9500	25
"	"	31	E. & Gardner	39	200	800	25	"	6	Edmund L. Moody	200	2700	25
"	"	"	Max Richards	40	100	800	25	"	7	H. W. Huff	50	300	25
"	"	"	L. L. Washburn	41	250	3500	25	"	8	Miss Bettina Brown	150	1200	25
"	"	"	Lawson Astor Farm	42	100	1000	25	"	9	J. Lee	150	1500	25
					174.4	9895	1000	"	10	Miss Armstrong	200	2500	25
								"	"	Hester Atkinson	200	2700	25
								"	"	S. M. Baker	50	1000	25
								"	14	Janus & Ramage	50	200	25
								"	"	J. B. S. Horton	200	2200	25
								"	"	Munson J. Hare	300	4800	25
								"	16	G. W. Bell	50	1000	25
								"	17	Monte Begge	50	500	25
								"	20	E. L. Wobbe	200	2500	25
								"	20	Wendell B. B. Taylor	150	1500	25
								"	"	W. L. Kinnman	150	2000	25
								"	"	"	50	5000	25
								"	"	"	50	1500	25
								"	21	Max Richards	50	200	25
								"	22	P. & Klotau	150	1500	25
								"	"	Ed & Hele	100	400	25
								"	23	W. R. Knap	100	1000	25
								"	24	John H. Jacobs	100	700	25
								"	27	W. C. Blakner	200	8000	25
								"	27	Sophia Jackson	50	200	25
								"	28	Richard Hopwood	50	200	25
								"	30	Mr. Grand	50	150	25
								"	"	Lda M. Brittan	50	150	25
											3950	41070	400
											31		

1507 Rollin Street (rear structure)
 Building Permit # 1086, 4/29/1909

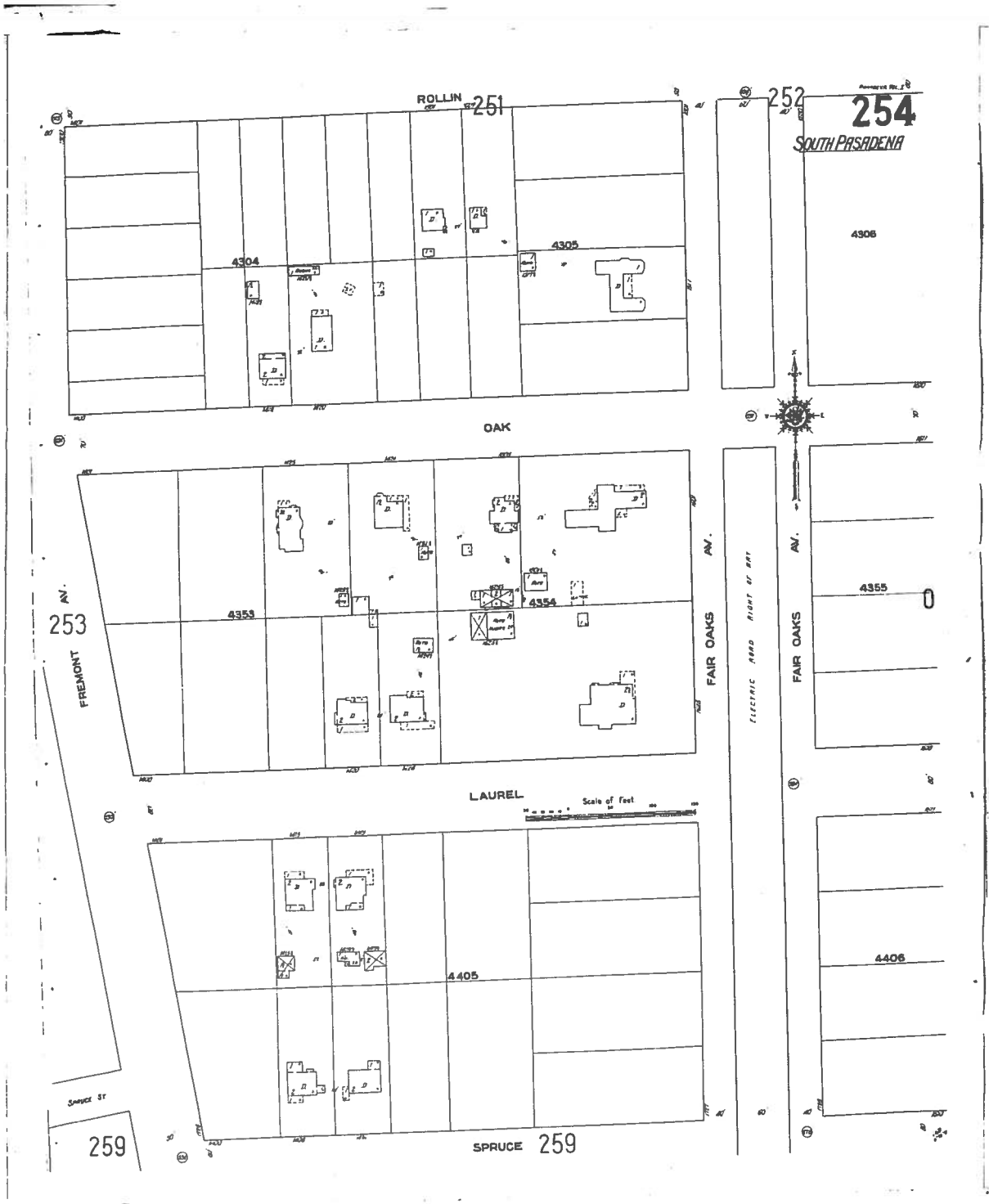
78			79				
78 - 1910			December 1910				
223	J. E. Ward 78 3 rd Raymond St. 6 th Ward	75	0.50	2-250	Marline Ave. 14 th Raymond St. 1015 th Park	75	0.50
224	W. E. Johnson 8 th Adams St. 5 th Ward	50.00	2.00	2-251	J. H. Fisher 5 th Grand St. 1615 th Grand St	50.00	4.50
225	W. E. Johnson 13-139 - 5 th Ward	20.00	1.50	2-252	Do Do " " "	4.50	0.50
226	W. E. Johnson 122 nd St. 4 th Ward	25.00	3.00	5-253	J. B. Post 7 th N. Raymond St. 1317 th Hope	20.00	1.50
227	J. E. Ward 4 th 5 th Raymond St.	75	0.50	5-254	Geo. B. ... R. America Ave 1509	75	0.50
228	W. E. Johnson 801 Grand St.	1.00	0.50	7-255	W. H. Johnson - 1 st B. G. M. 326 th St. 5 th Ward, B. D.	2.50	0.50
229	W. E. Johnson 1213 Grand St. 5 th Ward	12.00	1.50	17-256	W. E. Johnson Co. - 5 th Grand St. 1026 th Union	3.00	1.50
230	Do Do " " " "	1.50	0.50	20-257	F. B. Miller - 12 th O. B. Porter - 933 Columbia	1.50	1.50
231	W. E. Johnson 1006 3 rd St. 5 th Ward	6.00	1.00	21-258	W. E. Johnson - 8 th St. 1120 th Union	4.00	1.50
232	W. E. Johnson 4 th Grand St. 4 th Ward	7.50	1.00	21-259	" " " " " " " " " " " "	4.00	1.50
233	W. E. Johnson 2 nd B. G. M. 171 st St. 6 th Ward	10.00	3.50	21-260	Yord		
234	W. E. Johnson 1421 st St. 4 th Ward	7.50	1.00	21-261	J. S. Casel - 5 th St. 1026 th St. 2 nd Ward	4.00	2.00
235	W. E. Johnson 1225 th St. 4 th Ward	12.00	1.00	21-262	W. E. Johnson - 13 th St. 1914 th Union	2.70	2.00
236	Do Do " " " "	4.25	0.50	22-263	Chas. H. Walker - 30 th St. 1211 th Union	1.00	0.50
237	W. E. Johnson 1745 th St. 4 th Ward	4.00	0.50	23-264	A. Spurling - 1 st B. G. M. 1146 th Union	1.00	1.00
238	Do Do " " " "	2.00	0.50	23-265	J. B. Johnson - 11 th St. 1121 st Hope	2.00	2.00
239	W. E. Johnson 1312 nd St. 4 th Ward	2.00	1.50	23-266	W. E. Johnson 3 rd B. G. M. 1150 th Grand	4.00	0.50
240	W. E. Johnson 1103 rd St. 6 th Ward	1.00	1.00	29-267	M. E. ... 4.404 839 th Grand	7.0	0.50
241	W. E. Johnson 294 th St. 7 th Ward	2.50	2.00	29-268	W. E. Johnson 14 th St. 2020 th Union	2.50	2.00
242	W. E. Johnson 13 th St. 13 th Ward	3.0	1.00	29-269	W. E. Johnson 16 th St. 1931 st Union	3.00	2.50
243	W. E. Johnson 1750 th St. 5 th Ward	1.75	1.50	30-270	W. E. Johnson 6 th St. 1026 th Union	9.25	5.50
244	W. E. Johnson 1500 th St. 4 th Ward	1.50	1.50				
245	W. E. Johnson 1500 th St. 4 th Ward	2.00	0.50				
246	W. E. Johnson 25 th St. 4 th Ward	2.50	0.50				
247	W. E. Johnson 94 th St. 4 th Ward	4.50	0.50				
248	W. E. Johnson 21-268 - Fletcher 18 th St	4.50	3.50				
249	W. E. Johnson 25 th St. 725 th St. 4 th Ward	2.50	0.50				
99 ✓		31.012	42.50	12 mo - 1910		\$ 515.25	

1510 Rollin Street
 Building Permit # 246, 11/30/1910

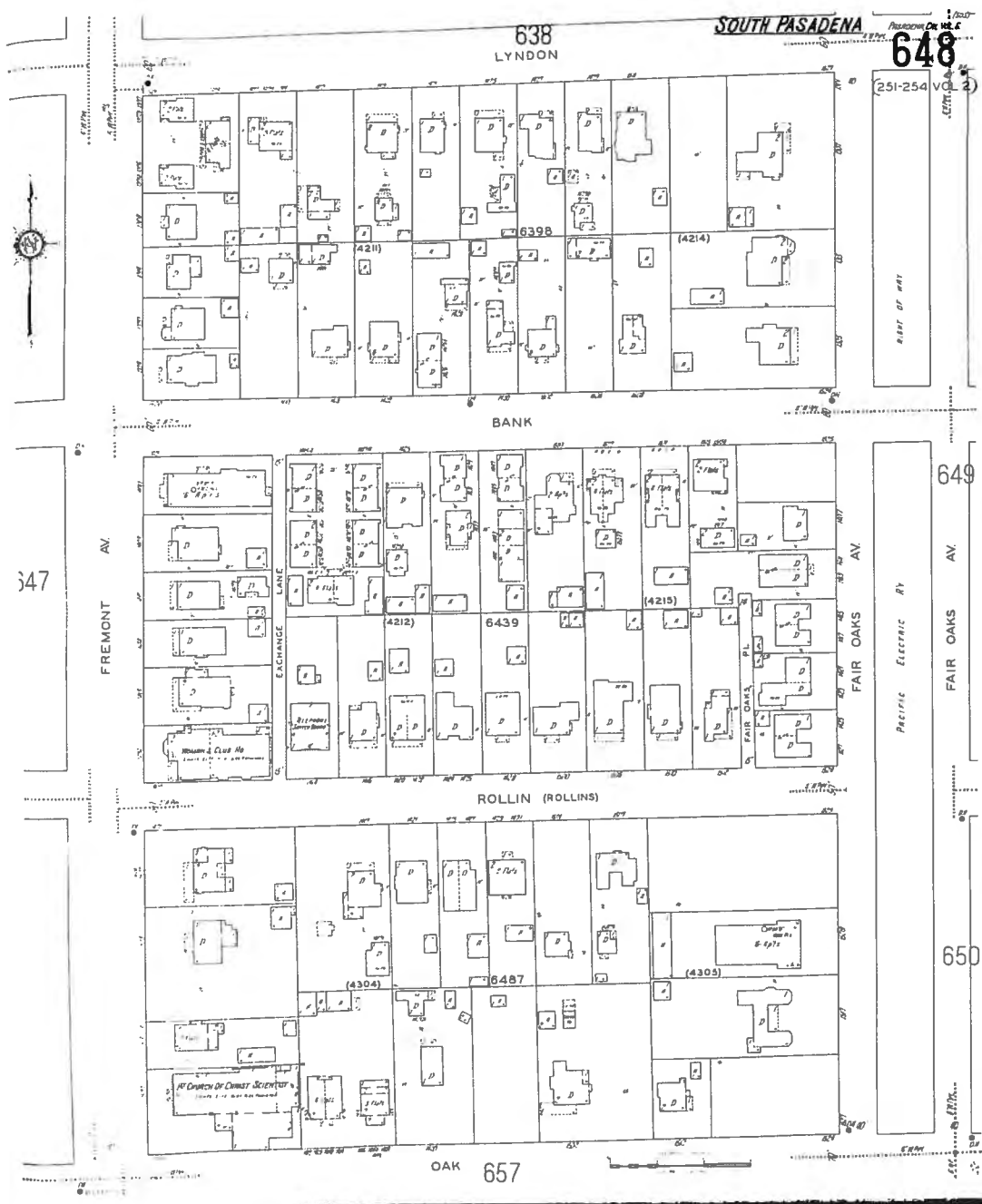
Rollin Street Craftsman potential Historic District
Sanborn Maps



Pasadena Sanborn Map, 1910, Vol. 2, Sheet 251



Pasadena Sanborn Map, 1910, Vol. 2, Sheet 254



Pasadena Sanborn Map, 1930, Vol.6, Sheet 648

Proposed Rollin Craftsman Cluster Historic District

1500 Rollin Street

Accessors Records show 1910 as year built, which is also listed in the “South Pasadena Historic Survey”. The City of South Pasadena has no record of a new house construction Permit. The first Permit Listed by the City of South Pasadena is 1927.

Proposed Rollin Street Craftsman Cluster Historic District

1506 Rollin Street

Accessors Records show 1914 as year built, which is also listed in the “South Pasadena Historic Survey”. The City of South Pasadena has no record of a new house construction Permit. The first Permit Listed by the City of South Pasadena is 1938.

Proposed Rollin Street Craftsman Cluster Historic District

1507 Rollin Street

Accessors Records show 1908 as year built, which is also listed in the “South Pasadena Historic Survey”. The City of South Pasadena has no record of a new house construction Permit. The first Permit Listed by the City of South Pasadena is 1914.

Proposed Rollin Street Craftsman Cluster Historic District

1510 Rollin Street

Accessors Records show 1910 as year built, which is also listed in the "South Pasadena Historic Survey". The City of South Pasadena has no record of a new house construction Permit. The first Permit Listed by the City of South Pasadena is 1933.

Proposed Rollin Street Craftsman Cluster Historic District

1512 Rollin Street

Accessors Records show 1890 as year built, which is also listed in the "South Pasadena Historic Survey". The City of South Pasadena has no record of a new house construction Permit. The first Permit Listed by the City of South Pasadena is .

ATTACHMENT - 4
Original Rollin Street Craftsman Cluster DPR Form

PRIMARY RECORD

Other Listings
Review Code Reviewer Date

Page 1 of 0 Resource Name or #: (Assigned by recorder) *Rollin Craftsman Cluster*

P1. Other Identifier: *Rollin Craftsman Cluster*

P2. Location: Not for Publication Unrestricted a. County *Los Angeles*
 and (P2b and P2c or P2d. Attach a Location Map as necessary.)
 b. USGS 7.5' Quad Date T ; R ; 1/4 of 1/4 of Sec ; B.M.
 c. Address: *1500* Block *Rollin Street* City *South Pasadena* Zip *91030*
 d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN
 e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

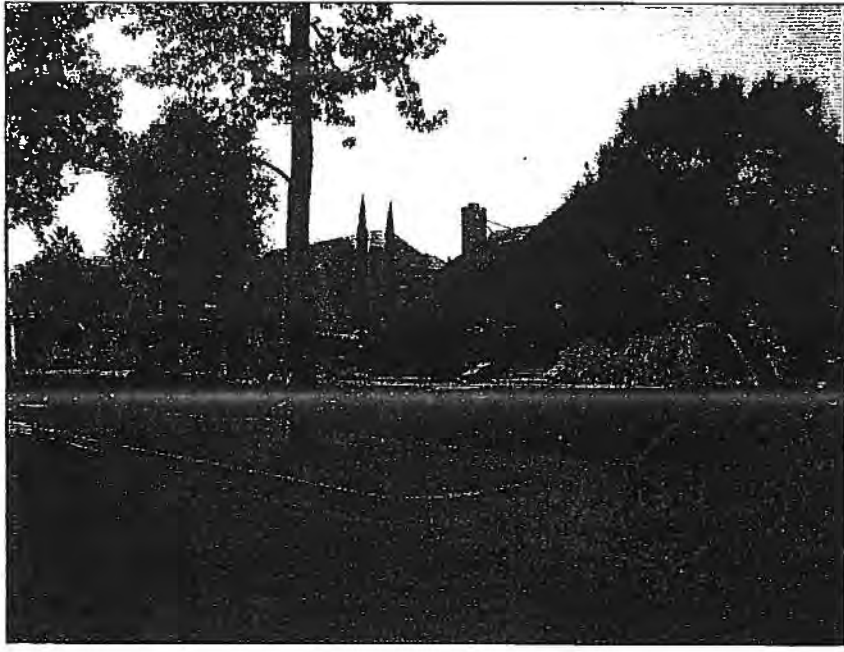
Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This small cluster of 5 contributing properties is located along the 1500 block of Rollin Street, between busy Fremont Avenue to the west and Fair Oaks Avenue to the east. The single-family dwellings are one story in height, Craftsman in design and were built between 1908 and 1914. They share common setbacks, lot sizes, architectural styles, and period of development. This small grouping is reflective of a particular period of growth and development within the community. Landscaping along the street and in the front yards is minimal and inconsistent.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: Building Structure Object Site District Element of District Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
 Prehistoric Historic Both
1908-1914

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
*Jan Ostashay
 PCR Services Corporation
 233 Wilshire Boulevard, Suite 130
 Santa Monica, CA 90401*

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments: NONE Continuation Sheet District Record Rock Art Record
 Location Map Building, Structure, and Object Record Linear Feature Record Artifact Record
 Sketch Map Archaeological Record Milling Station Record Photograph Record
 Other: (List)

ATTACHMENT - 5
Individual DPR Forms for each Contributing
Property

State of California  The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
 HRI #
 Trinomial
 NRHP Status Code 5B1 (5B)/5S3

Other
 Review Code

Reviewer

Date

Listings

Page 1 of 1 *Resource Name or #: (Assigned by recorder) 1500 Rollin Street

P1. Other Identifier: _____

*P2. Location: Not for Publication Unrestricted

*a. County Los Angeles and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad Los Angeles Date _____ T ____; R ____; ____ of ____ of Sec ____; ____ B.M.

c. Address 1500 Rollin Street City South Pasadena Zip 91030

d. UTM: (Give more than one for large and/or linear resources) Zone __, ____ mE/ ____ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate
 APN 5319-004-014

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

- Irregular plan, one-story Craftsman Bungalow
- Cross-gabled roof with overhanging eaves and latticed gable-end vents
- Symmetrical front elevation
- Open porch with brick posts and projecting rafters
- Solid front door with a diamond-shaped light
- Large horizontal windows with transom divided diamond lights
- Wood lap siding on the main volume, wood shingles on the gable end
- Brick side chimney

This property was determined individually eligible for local listing in the 2017 Citywide Historic Context Statement.

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)



*P3b. Resource Attributes: (List attributes and codes) HP2 - single family property

*P4. Resources Present: Building
 Structure Object Site District
 Element of District Other (Isolates, etc.)

P5b. Description of Photo: (view, date, accession #) View North, 2/2018

*P6. Date Constructed/Age and Source: Historic Prehistoric
 Both

1909, Building Permit

*P7. Owner and Address:

*P8. Recorded by: (Name, affiliation, and address) Marina Khrustaleva
1422 Bank Street, Unit 6,
South Pasadena, CA 91030

*P9. Date Recorded: 02/15/2019

*P10. Survey Type: (Describe)

*P11. Report Citation: (Cite survey

report and other sources, or enter "none.")

City of South Pasadena. Citywide Historic Context Statement. 2017

*Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List): _____

State of California  The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
 HRI #
 Trinomial
 NRHP Status Code 5S3

Other
 Review Code

Reviewer

Date

Listings

Page 1 of 1 *Resource Name or #: (Assigned by recorder) 1506 Rollin Street

P1. Other Identifier: _____

*P2. Location: Not for Publication Unrestricted

*a. County Los Angeles and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad Los Angeles Date _____ T ___; R ___; ___ of ___ of Sec ___; ___ B.M.

c. Address 1506 Rollin Street City South Pasadena Zip 91030

d. UTM: (Give more than one for large and/or linear resources) Zone __, ___ mE/ ___ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate
 APN 5319-004-013

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

- Irregular plan, one-story Craftsman Bungalow
- Front-gabled roof with boxed eaves, projecting rafters, and a latticed gable-end vent
- Symmetrical front elevation
- Full-width porch with Arroyo stone posts and a wall wrapping the corner
- Large horizontal front windows, a pair of small decorative attic windows
- Entrance door on the east side, a pair of French doors to the rear of the house
- Wood lap siding on the main volume, wood fish-tail shingles on the gable end
- Stuccoed side chimney

This property was determined individually eligible for local listing in the 2017 Citywide Historic Context Statement.

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)



*P3b. Resource Attributes: (List attributes and codes) HP2 - single family property

*P4. Resources Present: Building
 Structure Object Site District
 Element of District Other (Isolates, etc.)

P5b. Description of Photo: (view, date, accession #) View North, 2/2018

*P6. Date Constructed/Age and Source: Historic Prehistoric
 Both

1914, Building Permit

*P7. Owner and Address: _____

*P8. Recorded by: (Name, affiliation, and address) Marina Khrustaleva
1422 Bank Street, Unit 6,
South Pasadena, CA 91030

*P9. Date Recorded: 02/15/2019

*P10. Survey Type: (Describe)

*P11. Report Citation: (Cite survey report and other sources, or enter "none.")

City of South Pasadena. Citywide Historic Context Statement. 2017

*Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List): _____

State of California  The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
 HRI #
 Trinomial
 NRHP Status Code 5D1 (5D3)

Other
 Review Code

Reviewer

Date

Listings

Page 1 of 1 *Resource Name or #: (Assigned by recorder) 1507 Rollin Street
 P1. Other Identifier: _____

*P2. Location: Not for Publication Unrestricted

*a. County Los Angeles and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad Los Angeles Date _____ T ___; R ___; ___ of ___ of Sec ___; ___ B.M.

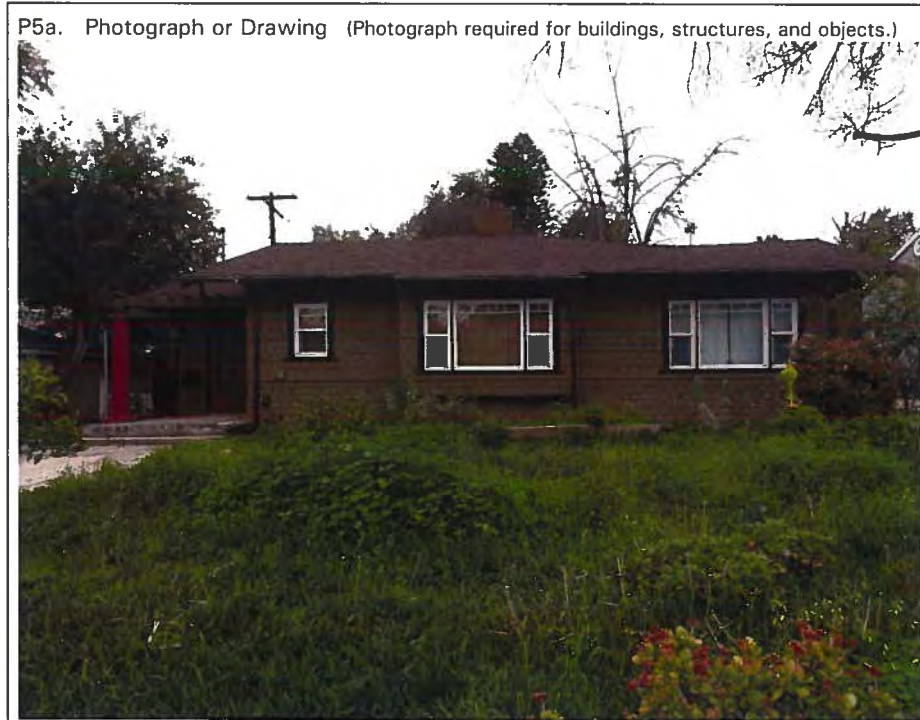
c. Address 1507 Rollin Street City South Pasadena Zip 91030

d. UTM: (Give more than one for large and/or linear resources) Zone __, ___ mE/ ___ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate
 APN 5319-005-018

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

- Irregular plan, one-story Craftsman Bungalow
- Side-gabled roof
- Asymmetrical front elevation
- Corner porch with a stuccoed post and projecting rafters
- Projecting central window bay
- Wood shingles exterior cladding
- Central chimney
- Windows are replaced within original openings and trim
- Rear unit, minimally visible from the street, built in 1909 (according to the Building Permit)



*P3b. Resource Attributes: (List attributes and codes) HP2 - single family property

*P4. Resources Present: Building
 Structure Object Site District
 Element of District Other (Isolates, etc.)

P5b. Description of Photo: (view, date, accession #) View South, 2/2018

*P6. Date Constructed/Age and Source: Historic Prehistoric
 Both

1914, Building Permit

*P7. Owner and Address: _____

*P8. Recorded by: (Name, affiliation, and address) Marina Khrustaleva
1422 Bank Street, Unit 6,
South Pasadena, CA 91030

*P9. Date Recorded: 02/15/2019

*P10. Survey Type: (Describe) _____

*P11. Report Citation: (Cite survey report and other sources, or enter "none.") _____

City of South Pasadena. Citywide Historic Context Statement. 2017

*Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List): _____

State of California  The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
 HRI #
 Trinomial
 NRHP Status Code 5D1 (5D3)/5S3

Other
 Review Code

Reviewer

Date

Listings

Page 1 of 1 *Resource Name or #: (Assigned by recorder) 1510 Rollin Street
 P1. Other Identifier: _____

*P2. Location: Not for Publication Unrestricted

- *a. County Los Angeles and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)
- *b. USGS 7.5' Quad Los Angeles Date _____ T ___; R ___; ___ of ___ of Sec ___; ___ B.M.
- c. Address 1510 Rollin Street City South Pasadena Zip 91030
- d. UTM: (Give more than one for large and/or linear resources) Zone __, ___ mE/ ___ mN
- e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate
 APN 5319-004-012

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

- Regular plan, one-story Craftsman Bungalow
- Front-gabled roof with overhanging eaves
- Symmetrical front elevation
- Full-width projecting front gabled porch with wood trusses, projecting rafters, and brick battered porch piers
- A solid wood entry door pierced by four vertical glass channels
- Wood shingles exterior cladding
- Two stuccoed side chimneys

This property was determined individually eligible for local listing in the 2017 Citywide Historic Context Statement.

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)



*P3b. Resource Attributes: (List attributes and codes) HP2 - single family property

*P4. Resources Present: Building
 Structure Object Site District
 Element of District Other (Isolates, etc.)

P5b. Description of Photo: (view, date, accession #) View North, 2/2018

*P6. Date Constructed/Age and Source: Historic Prehistoric
 Both
1910, Building Permit

*P7. Owner and Address:

*P8. Recorded by: (Name, affiliation, and address) Marina Khrustaleva
1422 Bank Street, Unit 6,
South Pasadena, CA 91030

*P9. Date Recorded: 02/15/2019

*P10. Survey Type: (Describe)

*P11. Report Citation: (Cite survey report and other sources, or enter "none.")

City of South Pasadena. Citywide Historic Context Statement. 2017

- *Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List): _____

State of California & The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
 HRI #
 Trinomial
 NRHP Status Code 5D1 (5D3)

Other
 Review Code

Reviewer

Date

Listings

Page 1 of 1 *Resource Name or #: (Assigned by recorder) 1512 Rollin Street
 P1. Other Identifier: _____

*P2. Location: Not for Publication Unrestricted

- *a. County Los Angeles and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)
- *b. USGS 7.5' Quad Los Angeles Date _____ T ___; R ___; ___ of ___ of Sec ___; ___ B.M.
- c. Address 1512 Rollin Street City South Pasadena Zip 91030
- d. UTM: (Give more than one for large and/or linear resources) Zone __, _____ mE/ _____ mN
- e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate)
 APN 5319-004-011

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

- Irregular plan, one-story Vernacular Gabled Cottage
- Front-gabled steep roof with a horizontal louvered vent at the gable end
- Asymmetrical front elevation
- Wrapping-the-corner porch with beveled wood posts and simple railing
- Narrow vertical double-hung windows
- Wood siding exterior cladding
- Stuccoed stair side walls
- Replaced front door

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)



*P3b. Resource Attributes: (List attributes and codes) HP2 - single family property

*P4. Resources Present: Building
 Structure Object Site District
 Element of District Other (Isolates, etc.)

P5b. Description of Photo: (view, date, accession #) View North, 2/2018

*P6. Date Constructed/Age and Source: Historic Prehistoric
 Both

1890, County Assessor

*P7. Owner and Address:

*P8. Recorded by: (Name, affiliation, and address) Marina Khurstaleva
1422 Bank Street, Unit 6,
South Pasadena, CA 91030

*P9. Date Recorded: 02/15/2019

*P10. Survey Type: (Describe)

*P11. Report Citation: (Cite survey report and other sources, or enter "none.")

City of South Pasadena. Citywide Historic Context Statement. 2017

*Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List): _____

ATTACHMENT - 6
Application Photographs



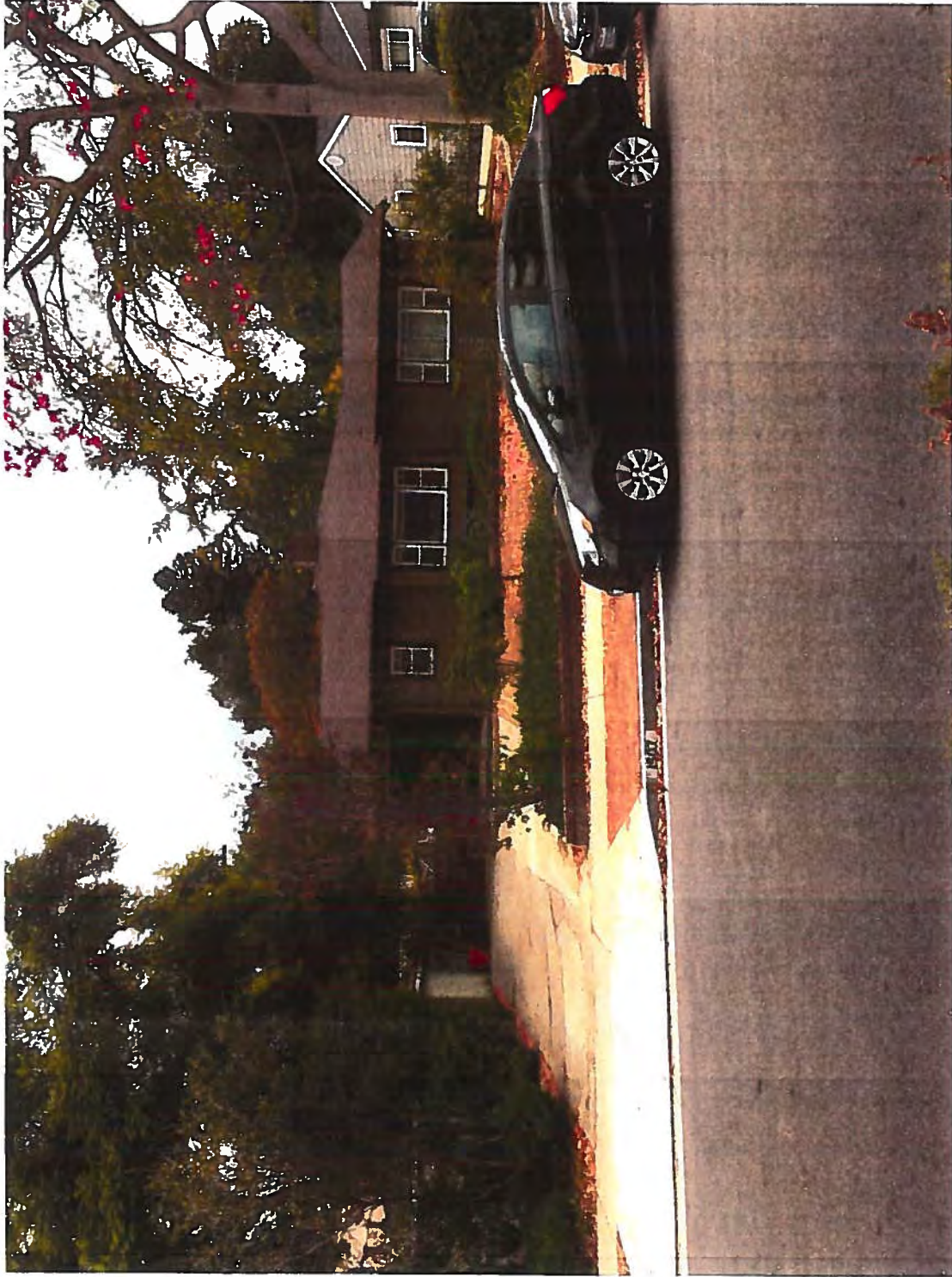
1500 Rollin Street



1501 Rollin Street



**1506 Rollin Street
Front/South Elevation**



1507 & 1507 ½ Rollin Street



1510 Rollin Street



1512 Rollin Street

ATTACHMENT - 7
CHC Meeting Minutes,
Dated March 15, 2018

MINUTES OF THE REGULAR MEETING OF THE
CULTURAL HERITAGE COMMISSION

CITY OF SOUTH PASADENA

CONVENED THIS 15TH DAY OF MARCH, 2018

AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS
1424 MISSION STREET

ROLL CALL

The meeting convened at: 6:45 pm

Commissioners Present: Mark Gallatin (Chair), Steve Friedman (Vice-Chair), Rebecca Thompson, Victor Holz

Commissioners Absent: 1 Vacancy

Council Liaison: Michael A. Cacclotti, Councilmember (absent)

Staff Liaison Present: Edwar Sissi, Assistant Planner; Knarik Vizcarra, Interim Senior Planner

Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record. An audio recording of the meeting can be made available upon request with the City Clerk's Office.

NON-AGENDA PUBLIC COMMENT PERIOD

1. No public comment. Commissioner Gallatin noted the recent resignation of former Commissioner and Vice-Chair John Lesak and his appointment to serve on the Planning Commission. Commissioner Gallatin publicly expressed gratitude to Mr. Lesak and his service to the Cultural Heritage Commission.

CONSENT CALENDAR

2. **2060 Meridian Avenue (Notice of Intent to Demolish)**
Applicant: Ni Kongfu, Property Owner
Project No: 2079-DRX
Year Built: 1924

Project Description:

The Cultural Heritage Commission will consider a request for a CHC consent approval for a proposal to demolish the existing 252 sq. ft. detached garage that was built in 1924. The existing house is a 1,413 sq. ft. house on a 8,638 sq. ft. lot. The existing structures are not listed on the Inventory of Historic Resource; however, the structures are older than 45 years.

Note: Item was continued from last month's meeting.

Presentation:

No presentation was requested.

Public Comment:

No public comment.

10. Election of Subcommittee Members

Description:

The Commission will elect a member to serve on the two sub-committees whose seat has been vacated by the recent resignation of John Lesak. The subcommittees needing to be filled are for the following:

- The Rialto Subcommittee
- The Subcommittee pertaining to developing policy and guidelines for the administration of review for the proposed demolition of accessory/appurtenant structures over 45 years old.

Commission Questions & Discussion:

The Commission voted on whom to fill the recent vacancies of the above subcommittees due to John Lesak's resignation.

Commissioner Friedman: Volunteered to be on the Rialto Subcommittee

Commissioner Thompson: Volunteered to be on the Demolition Subcommittee

Reorganization Results:

Rialto Subcommittee: Commissioner Gallatin (unchanged), and Commissioner Friedman (Ayes, 4-0).

Demolition Subcommittee: Commissioner Holz (unchanged), and Commissioner Thompson (Ayes, 4-0).

11. Formation of a Subcommittee RE: Rollin Street Craftsman Cluster

***Note: This Item was reordered on the Agenda by the Commission to Item 9.*

Description:

The Commission will elect two members to serve on the Sub-Committee to review the proposed designation of the Rollin Street Craftsman Cluster into a Historic District in accordance to the designation procedures set forth in the City's Historic Preservation Ordinance.

Presentation:

Mr. Odom Stamps: Presented the project and presented residents of the historic neighborhood and their interest in establishing as an Official Historic District. Mr. Stamps noted that he came upon the eligible District as a uniquely distinctive cluster of small Craftsman style homes.

Commission Questions and Discussion:

Commissioner Fieldman: Noted that there was a property that was stricken on the application (1501 Rollin) and inquired why.

Mr. Stamps: noted that the last permit in the file was 1947, but it is not the original permit application and some permit records are missing and in fact no original building permit for any of the houses is on record with the City. 1501 Rollin is a question mark that will need further evaluation.

Commissioner Thompson: Asked Mr. Stamps if he had looked at the Sanborn Maps.

Mr. Stamps: Mentioned that he had not.

Commissioner Gallatin opened up the vote to form a subcommittee.

Commissioners Friedman and Thompson: voted to volunteer.

Decision:

Rollin Street Craftsman Cluster Historic District Subcommittee: Commissioner Friedman and Commissioner Thompson
(Ayes, 4-0).

COMMUNICATIONS

12. COMMENTS FROM COUNCIL LIASON:

No comments.

13. COMMENTS FROM COMMISSION:

The Commission discussed some potential volunteers to serve on the Commission to fill the current vacancy.

Commission Thompson: Noted that the open position should be posted on the City webpage for advertisement.

Commissioner Gallatin: Noted that some members of the public had contacted him to designate the Moreton Bay Fig Tree as a City Landmark. He noted the fig tree is in good shape and the first step for landmark designation is to form a subcommittee and if there were any volunteers.

Thompson: volunteered and asked how information can be obtained on it.

Commissioner Gallatin: Noted that the Librarian discovered that the tree was planted in the 1930s and is about 75 years old.

Commissioner Holz: Inquired what is involved with a subcommittee for designation of Landmarks.

Commissioner Gallatin: Explained the process as outlined in the Code.

Commissioner Holz: Noted that he is willing to volunteer for the subcommittee role for the fig tree Landmark.

Commissioner Gallatin: Also noted that the Julia Child family home is for sale and it is located on Pasadena Avenue in Pasadena which is in the Pasadena Avenue Historic District which also includes a few houses in South Pasadena on Columbia Street. The SPPF would like to work with the City of Pasadena, Pasadena Heritage, the City of South Pasadena, and maybe Caltrans, to work on a collaborative effort to nominate the district for National Register status. He asked staff to coordinate a meeting with him and SPPF and the City Manager to begin discussion on this.

Commissioner Holz: Inquired about drafting the report for the Library Landmark tree and if any examples exist.

Commissioner Thompson: Requested Staff to provide any example to herself and Commissioner Gallatin too.

Commissioner Friedman: Expressed concern over the proposed Rollin Craftsman Cluster District and that there was not enough information to make a determination. He inquired why the District only includes 5 houses and not the entire block. He expressed restraint over requesting an Architectural Assessment, and if Staff can source any additional information from the original writer of the DPR form it may be of help.



City Council Agenda Report

ITEM NO. 14

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development
Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Approval of the First Amendment to the Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute the first amendment to the Professional Services Agreement (PSA) with True North Research, Inc. (True North) to expand the scope of services and modify the timeline to conduct a professional poll for a total not-to-exceed amount of \$24,950.

Discussion/Analysis

The City Council approved the contract with True North on May 6, 2020. The first amendment to the contract will expand the scope of work to allow for polling on additional ballot measures and readjust the schedule for conducting the poll.

Since the initial contract was approved, additional questions have been raised by Council members and the public regarding testing community interest in for a Transient Occupancy Tax and amendment to the City's height limits to accommodate State housing mandates. In addition, adjustments to schedule are proposed in response to ongoing changes in County health orders and appropriate timing for community engagement.

Creating ballot measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. A professional poll will produce an unbiased, statistically reliable evaluation of voters' interest in extending the existing UUT, approving a TOT, or amending height limits, as well as identify how best to align the measures with community priorities.

Transient Occupancy Tax

Commonly known as a "bed tax" or "hotel tax," a Transient Occupancy Tax (TOT) is a tax of 12-14% of the rent charged to transient guests (staying less than 30 days), including properties

rented through home sharing services like Airbnb. A TOT would need to be placed on the ballot for approval by residents. TOTs are levied by most cities including Pasadena and Los Angeles.

Last year, in anticipation of community conversation regarding potential revenue enhancement measures, staff assembled a list of frequently discussed options. During the months of March and April 2019, seven meetings were held with residents and three with staff to present the budget forecast and obtain feedback on potential solutions. The options presented to residents included land use considerations and potential new taxes.

The survey queried response to a sales tax measure (Measure A), which was later polled and ultimately placed on the November 2019 ballot. Among the other options presented to the community, development of a small hotel and implementation of a TOT scored the highest, with over 83% support. The revenue to the City from a hotel would include sales tax on restaurant and bar services, plus the revenue from the hotel tax (or bed tax). Although it is unclear how the economy will recover after the crisis and what the market will look like to attract interested development, establishing a hotel tax would better prepare the city should these opportunities arise.

Furthermore, the bed tax could also be applied to short-term rentals of housing units for durations less than 30-days. The legalization and taxation of short-term rentals was another popular new revenue option in the 2019 budget survey, with 71% support. Short-term rentals are currently prohibited in South Pasadena, however as with most cities who chose to prohibit them, they proliferate anyway. It is extremely difficult and expensive to enforce against them and most cities do not have the resources to do so. Many cities have chosen instead to regulate and tax them, allowing potential negative impacts to be mitigated through Zoning Code requirements, as well as generating revenue to the city. Staff has estimated there may be more than 50 sites in South Pasadena based on a search of sites like AirBnB. Although due to the immediate crisis these activities have decreased, the ability to legally rent rooms or second units on a short-term basis is desirable for many property owners who could benefit from the additional income during difficult economic times.

It is difficult to estimate annual revenue from the TOT without knowing how the hospitality industry will recover. However, prior analysis show potential revenue of \$50,000 annually from the legalization and regulation of short-term rentals. If a hotel were to be developed in the future, the hotel tax could generate close to an additional \$1 million, depending on the room rate and number of rooms, once rates and occupancy reach peak.

Building Height Limits

In 1983, a voter initiative established that no commercial, office, manufacturing, or residential building in South Pasadena shall exceed a height of 45 feet, and no Conditional Use Permit or Variance shall be granted to exceed 45 feet. The current Zoning Code states that Residential Estates, Residential Single Family, and Residential Medium Density properties cannot exceed 35 feet. Residential High Density and Commercial properties cannot exceed 45 feet. Currently, the only way to exceed the local height limits is through the California State Density Bonus Law

which allows up to a 35 percent increase in density, including the height to accommodate such density, depending on the amount of affordable housing that is provided.

The California State Density Bonus Law has been effective in incentivizing the production of more affordable units within the state, but the law limits a local jurisdiction's ability to regulate the design of such projects. Alternatively, South Pasadena may want to incentivize housing development through strategically located and modest height limit increases, possibly associated with an Inclusionary Housing Policy, to compete with the use of a State Density Bonus and therefore maintain local control over the design of larger housing projects. However, in order to change the height restriction established by the 1983 voter initiative, even if for a minimal height increase in a limited area of the City, the City would need to place a measure on the ballot, and the measure would need to pass with a majority of votes.

In accordance with State law, the City is required to update its Housing Element of the General Plan every eight years with new housing units that must be planned for within the city. For the 6th Cycle of the Regional Housing Needs Assessment (RHNA), the State and Southern California Association of Governments allocated 2,061 housing units to the City of South Pasadena; and while the number of required units may still be revised downward due to budgetary and political pressures from cities like South Pasadena, the decrease is not anticipated to be much. The new RHNA allocation is significantly higher than previous years (over 3,000 percent increase from the previous RHNA allocation) and accommodating over 2,000 units will be the greatest challenge for the Housing Element Update planning effort. The current 6th cycle of the Housing Element Update is due by October 15, 2021.

As the City kicks off the Housing Element Update with two public workshops (May 30 and June 2), and engages the community in discussions of how to accommodate over 2,000 state-mandated housing units, numerous strategies will need to be evaluated including concentrating new housing units in limited areas, and/or spreading the units across the city. It is unknown at this time if the community will need to consider a minimal height increase in certain areas of the city. If so, the height increases could be limited to certain areas, restricted to residential uses only, and could result in buildings only one or two stories higher than what is currently allowed. Proposed new height limits and locations would be specified in the ballot language.

A housing sites analysis that will be conducted this summer as part of the Housing Element Update will determine how many of the ~2,061 units can be accommodated within existing zoning (density and height), or if strategic changes to zoning will be required to meet the state mandate. To keep all options on the table until the analysis is complete, staff recommends polling a potential November 2020 ballot measure to increase the building heights in order to meet state housing requirements. If the results of the forthcoming housing sites analysis shows that increasing the height limit is not necessary, or if the polling suggests the measure would not be supported, the City can either remove the item from the ballot, develop alternative strategies for meeting the state mandate, or both.

Background

With the economic uncertainties resulting from the COVID-19 pandemic, the City will face significant financial challenges in the coming years. Additionally, the City's UUT is set to expire on June 30, 2022 furthering the impacts to the City's budget. As the City explores ways to manage its resources in the midst of a pandemic, this revenue source continues to be critical to delivery of core city services, including police fire and maintenance of streets and parks. A professional poll will query the residents on expenditure priorities and potential revenue measures to inform upcoming budgets and make every attempt to preserve critical core services.

Utility Users Tax

The City's UUT is the second largest revenue source (\$3.4 million) or 12% of the General Fund. The UUT will sunset in 2022 unless renewed by voters on the ballot in 2020. The loss of these dollars, on top of the cuts already necessary, would disable the City, eliminating more than 23% of the City's operating budget in total. With more than 50% of the annual budget allocated to public safety, the remaining budget would not be sufficient for the City to comply with State mandates for core operations such as finance, planning, and public works.

Residents of South Pasadena currently pay a Utility Users Tax (UUT) for water, gas, electricity, telephone and cable television service. The current rate is 7.5%. The UUT is a general tax, where revenues are paid into the City's General Fund. General Fund revenues are budgeted by the City Council annually for general City services, such as police and fire protection, 9-1-1 emergency response, paramedics, parks, libraries, youth and senior programs and street maintenance and repairs.

UUT is a locally controlled tax, with 100% of the tax revenue retained by the City. Property taxes, in comparison, are controlled by the County and only 24% of what is collected from South Pasadena is received by the City. UUT tax revenue can also be used to support all government programs, it is not restricted to particular uses.

The City of South Pasadena is one of fewer than 25% of California cities that provide a full range of municipal services within their boundaries, including police, fire, library, streets, and parks and recreation. UUT revenue helps the City pay for local services rather than rely on other agencies to provide these services.

Next Steps

True North Research will design, conduct, and analyze the poll. The professional poll includes both a web programmed survey and computer assisted telephone interviews. The project schedule as detailed in the new scope of work aims to conduct field work from end of June through mid-July, 2020, in order to meet the LA County Registrar/County Clerk's deadline for adding a measure to the ballot (August 7).

The full report will include a detailed question-by-question analysis of results, an executive summary of the key findings and conclusions/recommendations, as well as a comprehensive set of cross tabulations showing how the answers varied by subgroups of voters.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The not-to-exceed amount of \$24,950 to design and conduct the survey will remain the same with the amendment of the scope. \$8,000 have been dedicated to this contract through city council discretionary funds (separate item on the agenda). There are sufficient finds in account 101-2010-2013-8170 to cover the balance. No formal bidding was required pursuant to SPMC Sections 2.99-29 as the consultant is a sole source, uniquely qualified to conduct the professional poll and analysis.

Public Notification of Agenda Item

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

Attachments:

1. Amendment No. 1 to True North Research PSA
2. True North Research PSA
3. Revised Proposal from True North Research

ATTACHMENT 1
Amendment No. 1
To True North PSA

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“First Amendment”) is made and entered into on the 3rd^h day of June 2020, by and between the CITY OF SOUTH PASADENA (“City”) and TRUE NORTH RESEARCH INC. (“Consultant”).

RECITALS

WHEREAS, on May 6, 2020, the City and Consultant entered into an Agreement to design and conduct a community survey for performance measurement, planning and budgeting purposes; and

WHEREAS, the Maximum Amount Payment for Services in the Agreement shall not exceed the authorized amount of \$24,950 unless the City has given specific advance approval in writing; and

WHEREAS, due to expanded needs of the City during the COVID-19 emergency, additional survey information is necessary to guide the City in understanding community support for various revenue raising measures, which requires expanded the Scope of Services, without increased the Maximum Amount Payment for Services.

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

1. Paragraph 3.1 “Scope of Services” is amended by substituting the attached Exhibit A-1 in place of Exhibit A to the original Agreement. Exhibit A-1 attached to this First Amendment shall supersede Exhibit A in the original Agreement.
2. Paragraph 3.3 “Approved Fee Schedule” is amended by substituting the attached Exhibit B-1 in place of Exhibit B to the original Agreement. Exhibit B-1, which accelerates the schedule of performance at no additional cost, shall supersede Exhibit B in the original Agreement.
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.

“CITY”
City of South Pasadena

“CONSULTANT”
True North Research, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: ___ President _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

Exhibit A-1

Scope of Work

Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. The overriding objective of the survey is thus to produce an unbiased, statistically reliable evaluation of voters' interest in various ballot measures, including

1. extending the existing UUT (with a potential rate increase), as well as identify how best to align the measure with community priorities and prepare it for voter approval,
2. adopting a transient occupancy tax (TOT) applicable to hotels, motels and other short term rental opportunities, and
3. increasing or eliminating the building height restriction, in order to facilitate development of housing, including affordable housing.

The scope of services that we propose to perform for the City includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results. Briefly, the scope of services includes:

- Meet with the City to thoroughly discuss the research objectives and methodology for the study, as well as discuss potential challenges, concerns, and issues that may surround the study.
- Develop a stratified and clustered sample of voters who—based on their voting history and registration status—are likely to participate in the November 2020 election on the natural or through targeted outreach efforts.
- Produce a draft questionnaire for the City's review and make revisions as needed until all parties approve of the instrument.
- Pre-test the survey instrument to ensure its integrity.
- CATI (Computer Assisted Telephone Interviewing) program the finalized survey instrument to ensure accurate and reliable data collection using professional, high quality interviewers.
- Web program the same survey instrument to allow for email-based recruiting and secure, password-protected online data collection to compliment the telephone recruitment and data collection.
- Complete at least 400 quality surveys according to the sampling plan and strict recruiting and interviewing protocol. It is expected that the average interview will last up to 17 minutes.
- Process the data, which includes conducting validity checks, cleaning, recoding, coding open-end responses, and adjusting for strategic oversampling (if used) through a statistical procedure known as 'weighting'.
- Prepare an initial topline report which presents the overall findings of the survey.
- Prepare a thorough report on the findings, including a detailed question-by-question analysis, description of the methodology, an executive summary of the key findings and conclusions/recommendations, as well as a comprehensive set of crosstabulations showing how the answers varied by subgroups of voters. The report will include extensive full-color Research Proposal graphics displaying the findings, as well as insightful narrative discussion of the results and their implications.

- Prepare an electronic copy of the final report to allow the City to reproduce the report as needed.
- Prepare a PowerPoint presentation of the results and present the results to the City.
- Be available to assist and provide advice to the City after the survey is complete.

EXHIBIT B-1
Fee Schedule

COSTS

True North's fixed-fee cost estimate to design and conduct the survey as described in this proposal is \$24,950. This cost is inclusive—there will be no additional charges associated with the study.

PROJECT TIME LINE

True North will work with the City of South Pasadena to establish a project schedule that meets the City's needs.

Design/Revise/Finalize questionnaire: Early June

Field: Late June/ Early July

Results/Report: Late July

ATTACHMENT 2
True North Research PSA

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / True North Research, Inc.)

1. IDENTIFICATION

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

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: design and conduct a community survey for performance measurement, planning, and budgeting purposes.
- 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 January 27, 2020 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 Tamara Binns, Executive Assistant to the 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 twenty-four thousand nine hundred fifty dollars (\$24,950).
- 3.5. “Commencement Date”: upon execution of contract
- 3.6. “Termination Date”: December 31, 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. Lucy Demirjian 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: Community Survey on Budget Priorities
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.

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

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

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

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

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

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

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

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

- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Management Services Department, 1414 Mission Street, South Pasadena, CA 91030.
- 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

Stephanie DeWolfe
City of South Pasadena
Management Services Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7210
Facsimile: (626) 403-7241

If to Consultant

Timothy McLarney, Ph.D.
True North Research
1592 N Coast Highway 101
Encinitas, CA 92024
Telephone: (760) 632- 9900
www.tn-research.com

15. SURVIVING COVENANTS

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

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days’ written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

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

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

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

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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

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

“City”

City of South Pasadena

By: 
Signature

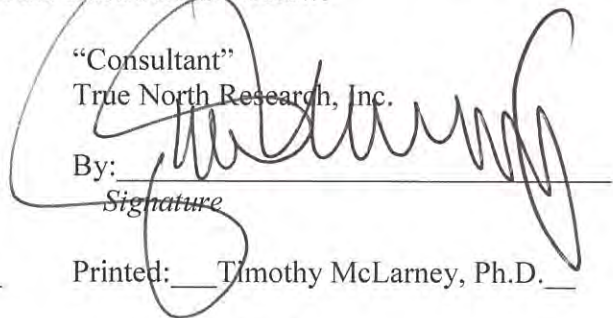
Printed: Stephanie DeWolfe

Title: City Manager

Date: May 7, 2020

“Consultant”

True North Research, Inc.

By: 
Signature

Printed: Timothy McLarney, Ph.D.

Title: President

Date: 2/4/2020

Approved as to form:

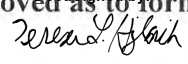
By: 
3657EFA936854DF...
Teresa L. Highsmith, City Attorney

Exhibit A Scope of Work

SCOPE OF WORK

Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. The overriding objective of the survey is thus to produce an unbiased, statistically reliable evaluation of voters' interest in extending the existing UUT (with a potential rate increase), as well as identify how best to align the measure with community priorities and prepare it for voter approval.

The scope of services that we propose to perform for the City includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results. Briefly, the scope of services includes:

- Meet with the City to thoroughly discuss the research objectives and methodology for the study, as well as discuss potential challenges, concerns, and issues that may surround the study.
- Develop a stratified and clustered sample of voters who—based on their voting history and registration status—are likely to participate in the November 2020 election on the natural or through targeted outreach efforts.
- Produce a draft questionnaire for the City's review and make revisions as needed until all parties approve of the instrument.
- Pre-test the survey instrument to ensure its integrity.
- CATI (Computer Assisted Telephone Interviewing) program the finalized survey instrument to ensure accurate and reliable data collection using professional, high quality interviewers.
- Web program the same survey instrument to allow for email-based recruiting and secure, password-protected online data collection to compliment the telephone recruitment and data collection.
- Complete at least 400 quality surveys according to the sampling plan and strict recruiting and interviewing protocol. It is expected that the average interview will last up to 17 minutes.
- Process the data, which includes conducting validity checks, cleaning, recoding, coding open-end responses, and adjusting for strategic oversampling (if used) through a statistical procedure known as 'weighting'.

- Prepare an initial topline report which presents the overall findings of the survey.
- Prepare a thorough report on the findings, including a detailed question-by-question analysis, description of the methodology, an executive summary of the key findings and conclusions/recommendations, as well as a comprehensive set of crosstabulations showing how the answers varied by subgroups of voters. The report will include extensive full-color Research Proposal graphics displaying the findings, as well as insightful narrative discussion of the results and their implications.
- Prepare an electronic copy of the final report to allow the City to reproduce the report as needed.
- Prepare a PowerPoint presentation of the results and present the results to the City.
- Be available to assist and provide advice to the City after the survey is complete.

Exhibit B
Fee Schedule

COSTS

True North's fixed-fee cost estimate to design and conduct the survey as described in this proposal is \$24,950. This cost is inclusive—there will be no additional charges associated with the study.

PROJECT TIME LINE

True North will work with the City of South Pasadena to establish a project schedule that meets the City's needs.

Kickoff Call: May 8

Design/Revise/Finalize questionnaire: May 8- May 14

Program & Test: May 15-20

Field: May 21-31

Data Processing: June 1-3

Topline Summary: June 4

Full Report: June 15

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

02/04/2020

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 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 Tague Insurance Agency 1365 W. Vista Way Suite 200 Vista, CA 92083 Steven Tague	CONTACT NAME: Mariellen High	
	PHONE (A/C, No, Ext): 760-729-1143	FAX (A/C, No): 760-729-1143
	E-MAIL ADDRESS: mhigh@tagueins.com	
	PRODUCER CUSTOMER ID #: TRUEN-1	
	INSURER(S) AFFORDING COVERAGE	
INSURED True North Research, Inc. 1592 N Coast Highway 101 Encinitas, CA 92024	INSURER A : Sentinal Ins Co LTD	NAIC # 11000
	INSURER B : Hartford Accident and	22357
	INSURER C : Hartford Underwriters Ins Co	30104
	INSURER D : Landmark American Insurance Co	33138
	INSURER E : Hiscox Ins Co	
	INSURER F : ACE American Insurance Co	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X	X	72SBAAC6928	08/05/2019	08/05/2020	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
F	<input checked="" type="checkbox"/> Foreign Liability			PHFD42274574001	06/07/2019	06/07/2020	MED EXP (Any one person) \$ 10,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO	X	X	72UECUM1800	04/17/2020	04/17/2021	GENERAL AGGREGATE \$ 4,000,000
B	<input type="checkbox"/> ALL OWNED AUTOS						PRODUCTS - COMPI/OP AGG \$ 4,000,000
B	<input checked="" type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
B	<input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
F	<input type="checkbox"/> Foreign Liability			PHFD42274574001	06/07/2019	06/07/2020	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> EXCESS LIAB						Foreign \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE						
	<input type="checkbox"/> RETENTION \$						
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			72WECGD7152	03/04/2020	03/04/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	<input type="checkbox"/> Y / N <input checked="" type="checkbox"/> Y		N/A				OTHER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<input type="checkbox"/> Cyber Liability			8259-7195	06/12/2019	06/12/2020	Cyber \$ 1,000,000
D	<input type="checkbox"/> E&O/claims made			LHR837766	07/02/2019	07/02/2020	E&O \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City, its City Council, Commissions, officers, and employees of South Pasadena are named as additional insured with a waiver of subrogation, primary and noncontributory per attached endorsements. 30 day notice of cancellation applies

CERTIFICATE HOLDER**CANCELLATION**

CITY079 City of South Pasadena Management Services Department 1414 Mission Street South Pasadena, CA 91030	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Steven Tague</i>
--	--

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POLICY NUMBER: 72 SBA AC6928
CHANGE NUMBER: 007



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

CITY OF SOUTH PASADENAATTN MANAGEMENT SERVICES DEPT

Location(s) Of Covered Operations:

1414 MISSION ST SOUTH PASADENA, CA 91030

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section C. – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

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 service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location 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.

BUSINESS LIABILITY COVERAGE FORM

**QUICK REFERENCE
BUSINESS LIABILITY COVERAGE FORM
READ YOUR POLICY CAREFULLY**

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BUSINESS LIABILITY COVERAGE FORM

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the stock insurance company member of The Hartford providing this insurance.

The word "insured" means any person or organization qualifying as such under Section **C.** - Who Is An Insured.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section **G.** - Liability And Medical Expenses Definitions.

A. COVERAGES

1. BUSINESS LIABILITY COVERAGE (BODILY INJURY, PROPERTY DAMAGE, PERSONAL AND ADVERTISING INJURY)

Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance does not apply.

We may, at our discretion, investigate any "occurrence" or offense and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance; and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments, settlements or medical expenses to which this insurance applies.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Coverage Extension - Supplementary Payments.

- b. This insurance applies:

- (1) To "bodily injury" and "property damage" only if:

- (a) The "bodily injury" or "property damage" is caused by an "occurrence" that takes place in the "coverage territory";

- (b) The "bodily injury" or "property damage" occurs during the policy period; and

- (c) Prior to the policy period, no insured listed under Paragraph 1. of Section **C.** - Who Is An Insured and no "employee" authorized by you to give or receive notice of an "occurrence" or claim, knew that the "bodily injury" or "property damage" had occurred, in whole or in part. If such a listed insured or authorized "employee" knew, prior to the policy period, that the "bodily injury" or "property damage" occurred, then any continuation, change or resumption of such "bodily injury" or "property damage" during or after the policy period will be deemed to have been known prior to the policy period.

- (2) To "personal and advertising injury" caused by an offense arising out of your business, but only if the offense was committed in the "coverage territory" during the policy period.

- c. "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any insured listed under Paragraph 1. of Section **C.** - Who Is An Insured or any "employee" authorized by you to give or receive notice of an "occurrence" or claim:

- (1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;

BUSINESS LIABILITY COVERAGE FORM

- (2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage"; or
 - (3) Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.
- d. Damages because of "bodily injury" include damages claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury".

e. Incidental Medical Malpractice

- (1) "Bodily injury" arising out of the rendering of or failure to render professional health care services as a physician, dentist, nurse, emergency medical technician or paramedic shall be deemed to be caused by an "occurrence", but only if:
 - (a) The physician, dentist, nurse, emergency medical technician or paramedic is employed by you to provide such services; and
 - (b) You are not engaged in the business or occupation of providing such services.
- (2) For the purpose of determining the limits of insurance for incidental medical malpractice, any act or omission together with all related acts or omissions in the furnishing of these services to any one person will be considered one "occurrence".

2. MEDICAL EXPENSES**Insuring Agreement**

- a. We will pay medical expenses as described below for "bodily injury" caused by an accident:
 - (1) On premises you own or rent;
 - (2) On ways next to premises you own or rent; or
 - (3) Because of your operations;
 provided that:
 - (1) The accident takes place in the "coverage territory" and during the policy period;
 - (2) The expenses are incurred and reported to us within three years of the date of the accident; and
 - (3) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

- b. We will make these payments regardless of fault. These payments will not exceed the applicable limit of insurance. We will pay reasonable expenses for:
 - (1) First aid administered at the time of an accident;
 - (2) Necessary medical, surgical, x-ray and dental services, including prosthetic devices; and
 - (3) Necessary ambulance, hospital, professional nursing and funeral services.

3. COVERAGE EXTENSION - SUPPLEMENTARY PAYMENTS

- a. We will pay, with respect to any claim or "suit" we investigate or settle, or any "suit" against an insured we defend:
 - (1) All expenses we incur.
 - (2) Up to \$1,000 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Business Liability Coverage for "bodily injury" applies. We do not have to furnish these bonds.
 - (3) The cost of appeal bonds or bonds to release attachments, but only for bond amounts within the applicable limit of insurance. We do not have to furnish these bonds.
 - (4) All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.
 - (5) All costs taxed against the insured in the "suit".
 - (6) Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.
 - (7) All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within the applicable limit of insurance.

Any amounts paid under (1) through (7) above will not reduce the limits of insurance.

b. If we defend an insured against a "suit" and an indemnitee of the insured is also named as a party to the "suit", we will defend that indemnitee if all of the following conditions are met:

- (1) The "suit" against the indemnitee seeks damages for which the insured has assumed the liability of the indemnitee in a contract or agreement that is an "insured contract";
- (2) This insurance applies to such liability assumed by the insured;
- (3) The obligation to defend, or the cost of the defense of, that indemnitee, has also been assumed by the insured in the same "insured contract";
- (4) The allegations in the "suit" and the information we know about the "occurrence" are such that no conflict appears to exist between the interests of the insured and the interest of the indemnitee;
- (5) The indemnitee and the insured ask us to conduct and control the defense of that indemnitee against such "suit" and agree that we can assign the same counsel to defend the insured and the indemnitee; and
- (6) The indemnitee:
 - (a) Agrees in writing to:
 - (i) Cooperate with us in the investigation, settlement or defense of the "suit";
 - (ii) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "suit";
 - (iii) Notify any other insurer whose coverage is available to the indemnitee; and
 - (iv) Cooperate with us with respect to coordinating other applicable insurance available to the indemnitee; and
 - (b) Provides us with written authorization to:
 - (i) Obtain records and other information related to the "suit"; and
 - (ii) Conduct and control the defense of the indemnitee in such "suit".

So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as Supplementary Payments.

Notwithstanding the provisions of Paragraph **1.b.(b)** of Section **B.** – Exclusions, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the Limits of Insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as Supplementary Payments ends when:

- (1) We have used up the applicable limit of insurance in the payment of judgments or settlements; or
- (2) The conditions set forth above, or the terms of the agreement described in Paragraph **(6)** above, are no longer met.

B. EXCLUSIONS

1. Applicable To Business Liability Coverage

This insurance does not apply to:

a. Expected Or Intended Injury

- (1) "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property; or
- (2) "Personal and advertising injury" arising out of an offense committed by, at the direction of or with the consent or acquiescence of the insured with the expectation of inflicting "personal and advertising injury".

b. Contractual Liability

- (1) "Bodily injury" or "property damage"; or
- (2) "Personal and advertising injury"

for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement.

This exclusion does not apply to liability for damages because of:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" that the insured would have in the absence of the contract or agreement; or

BUSINESS LIABILITY COVERAGE FORM

(b) "Bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. Solely for the purpose of liability assumed in an "insured contract", reasonable attorneys' fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "bodily injury" or "property damage" provided:

- (i)** Liability to such party for, or for the cost of, that party's defense has also been assumed in the same "insured contract", and
- (ii)** Such attorneys' fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

c. Liquor Liability

"Bodily injury" or "property damage" for which any insured may be held liable by reason of:

- (1)** Causing or contributing to the intoxication of any person;
- (2)** The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or
- (3)** Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

d. Workers' Compensation And Similar Laws

Any obligation of the insured under a workers' compensation, disability benefits or unemployment compensation law or any similar law.

e. Employer's Liability

"Bodily injury" to:

- (1)** An "employee" of the insured arising out of and in the course of:
 - (a)** Employment by the insured; or

(b) Performing duties related to the conduct of the insured's business, or

- (2)** The spouse, child, parent, brother or sister of that "employee" as a consequence of **(1)** above.

This exclusion applies:

- (1)** Whether the insured may be liable as an employer or in any other capacity; and
- (2)** To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply to liability assumed by the insured under an "insured contract".

f. Pollution

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

(a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to any insured. However, this subparagraph does not apply to:

(i) "Bodily injury" if sustained within a building and caused by smoke, fumes, vapor or soot produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests;

(ii) "Bodily injury" or "property damage" for which you may be held liable, if you are a contractor and the owner or lessee of such premises, site or location has been added to your policy as an additional insured with respect to your ongoing operations performed for that additional insured at that premises, site or location and such premises, site or location is not and never was owned or occupied by, or rented or loaned to, any insured, other than that additional insured; or

BUSINESS LIABILITY COVERAGE FORM

- (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire";
- (b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;
- (c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for:
- (i) Any insured; or
- (ii) Any person or organization for whom you may be legally responsible;
- (d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor. However, this subparagraph does not apply to:
- (i) "Bodily injury" or "property damage" arising out of the escape of fuels, lubricants or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor;
- (ii) "Bodily injury" or "property damage" sustained within a building and caused by the release of gases, fumes or vapors from materials brought into that building in connection with operations being performed by you or on your behalf by a contractor or subcontractor; or
- (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire"; or
- (e) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants".
- (2) Any loss, cost or expense arising out of any:
- (a) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or
- (b) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".
- However, this paragraph does not apply to liability for damages because of "property damage" that the insured would have in the absence of such request, demand, order or statutory or regulatory requirement, or such claim or "suit" by or on behalf of a governmental authority.

BUSINESS LIABILITY COVERAGE FORM**g. Aircraft, Auto Or Watercraft**

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and
 - (b) Not being used to carry persons for a charge;
- (3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;
- (4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft;
- (5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment"; or
- (6) An aircraft that is not owned by any insured and is hired, chartered or loaned with a paid crew. However, this exception does not apply if the insured has any other insurance for such "bodily injury" or "property damage", whether the other insurance is primary, excess, contingent or on any other basis.

h. Mobile Equipment

"Bodily injury" or "property damage" arising out of:

- (1) The transportation of "mobile equipment" by an "auto" owned or operated by or rented or loaned to any insured; or

- (2) The use of "mobile equipment" in, or while in practice or preparation for, a prearranged racing, speed or demolition contest or in any stunting activity.

i. War

"Bodily injury", "property damage" or "personal and advertising injury", however caused, arising, directly or indirectly, out of:

- (1) War, including undeclared or civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

j. Professional Services

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional service. This includes but is not limited to:

- (1) Legal, accounting or advertising services;
- (2) Preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications;
- (3) Supervisory, inspection, architectural or engineering activities;
- (4) Medical, surgical, dental, x-ray or nursing services treatment, advice or instruction;
- (5) Any health or therapeutic service treatment, advice or instruction;
- (6) Any service, treatment, advice or instruction for the purpose of appearance or skin enhancement, hair removal or replacement or personal grooming;
- (7) Optical or hearing aid services including the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products or hearing aid devices;

- (8) Optometry or optometric services including but not limited to examination of the eyes and the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products;
- (9) Any:
 - (a) Body piercing (not including ear piercing);
 - (b) Tattooing, including but not limited to the insertion of pigments into or under the skin; and
 - (c) Similar services;
- (10) Services in the practice of pharmacy; and
- (11) Computer consulting, design or programming services, including web site design.

Paragraphs (4) and (5) of this exclusion do not apply to the Incidental Medical Malpractice coverage afforded under Paragraph 1.e. in Section A. - Coverages.

k. Damage To Property

"Property damage" to:

- (1) Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
- (2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;
- (3) Property loaned to you;
- (4) Personal property in the care, custody or control of the insured;
- (5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or
- (6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days. A separate Limit of Insurance applies to Damage To Premises Rented To You as described in Section D. - Limits Of Insurance.

Paragraph (2) of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs (3) and (4) of this exclusion do not apply to the use of elevators.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraphs (3) and (4) of this exclusion do not apply to "property damage" to borrowed equipment while not being used to perform operations at a job site.

Paragraph (6) of this exclusion does not apply to "property damage" included in the "products-completed operations hazard".

l. Damage To Your Product

"Property damage" to "your product" arising out of it or any part of it.

m. Damage To Your Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard".

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

n. Damage To Impaired Property Or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

- (1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or
- (2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

BUSINESS LIABILITY COVERAGE FORM**o. Recall Of Products, Work Or Impaired Property**

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

- (1) "Your product";
- (2) "Your work"; or
- (3) "Impaired property";

if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

p. Personal And Advertising Injury

"Personal and advertising injury":

- (1) Arising out of oral, written or electronic publication of material, if done by or at the direction of the insured with knowledge of its falsity;
- (2) Arising out of oral, written or electronic publication of material whose first publication took place before the beginning of the policy period;
- (3) Arising out of a criminal act committed by or at the direction of the insured;
- (4) Arising out of any breach of contract, except an implied contract to use another's "advertising idea" in your "advertisement";
- (5) Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";
- (6) Arising out of the wrong description of the price of goods, products or services;
- (7) Arising out of any violation of any intellectual property rights such as copyright, patent, trademark, trade name, trade secret, service mark or other designation of origin or authenticity.

However, this exclusion does not apply to infringement, in your "advertisement", of

- (a) Copyright;
- (b) Slogan, unless the slogan is also a trademark, trade name, service mark or other designation of origin or authenticity; or

(c) Title of any literary or artistic work;

- (8) Arising out of an offense committed by an insured whose business is:
 - (a) Advertising, broadcasting, publishing or telecasting;
 - (b) Designing or determining content of web sites for others; or
 - (c) An Internet search, access, content or service provider.

However, this exclusion does not apply to Paragraphs **a.**, **b.** and **c.** under the definition of "personal and advertising injury" in Section **G.** – Liability And Medical Expenses Definitions.

For the purposes of this exclusion, placing an "advertisement" for or linking to others on your web site, by itself, is not considered the business of advertising, broadcasting, publishing or telecasting;

- (9) Arising out of an electronic chat room or bulletin board the insured hosts, owns, or over which the insured exercises control;
- (10) Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatags, or any other similar tactics to mislead another's potential customers;
- (11) Arising out of the violation of a person's right of privacy created by any state or federal act.

However, this exclusion does not apply to liability for damages that the insured would have in the absence of such state or federal act;

- (12) Arising out of:
 - (a) An "advertisement" for others on your web site;
 - (b) Placing a link to a web site of others on your web site;
 - (c) Content from a web site of others displayed within a frame or border on your web site. Content includes information, code, sounds, text, graphics or images; or
 - (d) Computer code, software or programming used to enable:
 - (i) Your web site; or
 - (ii) The presentation or functionality of an "advertisement" or other content on your web site;

- (13) Arising out of a violation of any anti-trust law;
- (14) Arising out of the fluctuation in price or value of any stocks, bonds or other securities; or
- (15) Arising out of discrimination or humiliation committed by or at the direction of any "executive officer", director, stockholder, partner or member of the insured.

q. Electronic Data

Damages arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data".

r. Employment-Related Practices

"Bodily injury" or "personal and advertising injury" to:

- (1) A person arising out of any:
 - (a) Refusal to employ that person;
 - (b) Termination of that person's employment; or
 - (c) Employment-related practices, policies, acts or omissions, such as coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation or discrimination directed at that person; or
- (2) The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" or "personal and advertising injury" to the person at whom any of the employment-related practices described in Paragraphs (a), (b), or (c) above is directed.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

s. Asbestos

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the "asbestos hazard".
- (2) Any damages, judgments, settlements, loss, costs or expenses that:

- (a) May be awarded or incurred by reason of any claim or suit alleging actual or threatened injury or damage of any nature or kind to persons or property which would not have occurred in whole or in part but for the "asbestos hazard";
- (b) Arise out of any request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, encapsulate, contain, treat, detoxify or neutralize or in any way respond to or assess the effects of an "asbestos hazard"; or
- (c) Arise out of any claim or suit for damages because of testing for, monitoring, cleaning up, removing, encapsulating, containing, treating, detoxifying or neutralizing or in any way responding to or assessing the effects of an "asbestos hazard".

t. Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information

"Bodily injury", "property damage", or "personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

- (1) The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law;
- (2) The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or
- (3) Any statute, ordinance or regulation, other than the TCPA or CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

Damage To Premises Rented To You – Exception For Damage By Fire, Lightning or Explosion

Exclusions **c.** through **h.** and **k.** through **o.** do not apply to damage by fire, lightning or explosion to premises rented to you or temporarily occupied by you with permission of the owner. A separate Limit of Insurance applies to this coverage as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance.

BUSINESS LIABILITY COVERAGE FORM**2. Applicable To Medical Expenses Coverage**

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.

c. Injury On Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation And Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletics Activities

To a person injured while practicing, instructing or participating in any physical exercises or games, sports or athletic contests.

f. Products-Completed Operations Hazard

Included with the "products-completed operations hazard".

g. Business Liability Exclusions

Excluded under Business Liability Coverage.

C. WHO IS AN INSURED**1. If you are designated in the Declarations as:**

- a.** An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
- b.** A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
- c.** A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
- d.** An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

- e.** A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:**a. Employees And Volunteer Workers**

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

- (a)** To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b)** To the spouse, child, parent, brother or sister of that co-"employee" or that "volunteer worker" as a consequence of Paragraph **(1)(a)** above;
- (c)** For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a)** or **(b)** above; or
- (d)** Arising out of his or her providing or failing to provide professional health care services.

If you are not in the business of providing professional health care services, Paragraph **(d)** does not apply to any nurse, emergency medical technician or paramedic employed by you to provide such services.

(2) "Property damage" to property:

- (a)** Owned, occupied or used by,

BUSINESS LIABILITY COVERAGE FORM

(b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written

BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
- (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In connection with your premises; or
- (b) In the performance of your ongoing operations performed by you or on your behalf.
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
- This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

- (1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not an insured under Paragraphs **a.** through **e.** above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products-completed operations hazard", but only if
- (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
- (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
- "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

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- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section **D. – Limits Of Insurance**.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. – Liability And Medical Expenses General Conditions**.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b.** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs **a.** and **b.** apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

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This Paragraph **f.** applies separately to you and any additional insured.

3. Financial Responsibility Laws

- a.** When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b.** With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a.** To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b.** To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a.** As if each Named Insured were the only Named Insured; and
- b.** Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations**a. When You Accept This Policy**

By accepting this policy, you agree:

- (1)** The statements in the Declarations are accurate and complete;
- (2)** Those statements are based upon representations you made to us; and

- (3)** We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** – Coverages.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1)** The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2)** The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

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

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

8. Transfer Of Rights Of Recovery Against Others To Us**a. Transfer Of Rights Of Recovery**

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

BUSINESS LIABILITY COVERAGE FORM**F. OPTIONAL ADDITIONAL INSURED COVERAGES**

If listed or shown as applicable in the Declarations, one or more of the following Optional Additional Insured Coverages also apply. When any of these Optional Additional Insured Coverages apply, Paragraph 6. (Additional Insureds When Required by Written Contract, Written Agreement or Permit) of Section C., Who Is An Insured, does not apply to the person or organization shown in the Declarations. These coverages are subject to the terms and conditions applicable to Business Liability Coverage in this policy, except as provided below:

1. Additional Insured - Designated Person Or Organization

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations; or
- b. In connection with your premises owned by or rented to you.

2. Additional Insured - Managers Or Lessors Of Premises

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Designated Person Or Organization; but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Declarations.
- b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

3. Additional Insured - Grantor Of Franchise

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Grantor Of Franchise, but only with respect to their liability as grantor of franchise to you.

4. Additional Insured - Lessor Of Leased Equipment

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).
- b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

5. Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and shown in the Declarations.
- b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" that takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

6. Additional Insured - State Or Political Subdivision – Permits

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the state or political subdivision shown in the Declarations as an Additional

Insured – State Or Political Subdivision - Permits, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

- b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (2) "Bodily injury" or "property damage" included in the "product-completed operations" hazard.

7. Additional Insured – Vendors

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) (referred to below as vendor) shown in the Declarations as an Additional Insured - Vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- b. The insurance afforded to the vendor is subject to the following additional exclusions:

- (1) This insurance does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (i) The exceptions contained in Subparagraphs (d) or (f); or

- (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

8. Additional Insured – Controlling Interest

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Controlling Interest, but only with respect to their liability arising out of:

- a. Their financial control of you; or
- b. Premises they own, maintain or control while you lease or occupy these premises.

BUSINESS LIABILITY COVERAGE FORM

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

9. Additional Insured – Owners, Lessees Or Contractors – Scheduled Person Or Organization

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owner, Lessees Or Contractors, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (1) In the performance of your ongoing operations for the additional insured(s); or
- (2) In connection with "your work" performed for that additional insured and included within the "products-completed operations hazard", but only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to "bodily injury", "property damage" or "personal an advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (1) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

10. Additional Insured – Co-Owner Of Insured Premises

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or Organization(s) shown in the Declarations as an Additional Insured – Co-Owner Of Insured Premises, but only with respect to their liability as co-owner of the premises shown in the Declarations.

The limits of insurance that apply to additional insureds are described in Section D. – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. – Liability And Medical Expenses General Conditions.

G. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means the widespread public dissemination of information or images that has the purpose of inducing the sale of goods, products or services through:

- a. (1) Radio;
- (2) Television;
- (3) Billboard;
- (4) Magazine;
- (5) Newspaper;

b. The Internet, but only that part of a web site that is about goods, products or services for the purposes of inducing the sale of goods, products or services; or

c. Any other publication that is given widespread public distribution.

However, "advertisement" does not include:

a. The design, printed material, information or images contained in, on or upon the packaging or labeling of any goods or products; or

b. An interactive conversation between or among persons through a computer network.

2. "Advertising idea" means any idea for an "advertisement".

3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.

4. "Auto" means a land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment. But "auto" does not include "mobile equipment".

5. "Bodily injury" means physical:

- a. Injury;
- b. Sickness; or
- c. Disease

sustained by a person and, if arising out of the above, mental anguish or death at any time.

6. "Coverage territory" means:

BUSINESS LIABILITY COVERAGE FORM

- a. The United States of America (including its territories and possessions), Puerto Rico and Canada;
- b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above;
- c. All other parts of the world if the injury or damage arises out of:
 - (1) Goods or products made or sold by you in the territory described in **a.** above;
 - (2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or
 - (3) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication

provided the insured's responsibility to pay damages is determined in the United States of America (including its territories and possessions), Puerto Rico or Canada, in a "suit" on the merits according to the substantive law in such territory, or in a settlement we agree to.

- 7. "Electronic data" means information, facts or programs:
 - a. Stored as or on;
 - b. Created or used on; or
 - c. Transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.
- 8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".
- 9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.
- 10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.
- 11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:
 - a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

- b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

- a. The repair, replacement, adjustment or removal of "your product" or "your work"; or
- b. Your fulfilling the terms of the contract or agreement.

12. "Insured contract" means:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is subject to the Damage To Premises Rented To You limit described in Section **D. – Liability and Medical Expenses Limits of Insurance.**
- b. A sidetrack agreement;
- c. Any easement or license agreement, including an easement or license agreement in connection with construction or demolition operations on or within 50 feet of a railroad;
- d. Any obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement; or
- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** includes that part of any contract or agreement that indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.

However, Paragraph **f.** does not include that part of any contract or agreement:

BUSINESS LIABILITY COVERAGE FORM

- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
- (a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or
- (2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (1) above and supervisory, inspection, architectural or engineering activities.
13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".
14. "Loading or unloading" means the handling of property:
- a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";
 - b. While it is in or on an aircraft, watercraft or "auto"; or
 - c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;
- but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".
15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:
- a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
 - b. Vehicles maintained for use solely on or next to premises you own or rent;
 - c. Vehicles that travel on crawler treads;
 - d. Vehicles, whether self-propelled or not, on which are permanently mounted:
- (1) Power cranes, shovels, loaders, diggers or drills; or
 - (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;
- e. Vehicles not described in a., b., c., or d. above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:
- (1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
 - (2) Cherry pickers and similar devices used to raise or lower workers;
- f. Vehicles not described in a., b., c., or d. above maintained primarily for purposes other than the transportation of persons or cargo.
- However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":
- (1) Equipment, of at least 1,000 pounds gross vehicle weight, designed primarily for:
 - (a) Snow removal;
 - (b) Road maintenance, but not construction or resurfacing; or
 - (c) Street cleaning;
 - (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
 - (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.
16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.
17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:
- a. False arrest, detention or imprisonment;
 - b. Malicious prosecution;

BUSINESS LIABILITY COVERAGE FORM

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that the person occupies, committed by or on behalf of its owner, landlord or lessor;
 - d. Oral, written or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
 - e. Oral, written or electronic publication of material that violates a person's right of privacy;
 - f. Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement";
 - g. Infringement of copyright, slogan, or title of any literary or artistic work, in your "advertisement"; or
 - h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person.
- 18.** "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.
- 19.** "Products-completed operations hazard";
- a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:
 - (1) Products that are still in your physical possession; or
 - (2) Work that has not yet been completed or abandoned. However, "your work" will be deemed to be completed at the earliest of the following times:
 - (a) When all of the work called for in your contract has been completed.
 - (b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.
 - (c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.
- Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.
- The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.
- b. Does not include "bodily injury" or "property damage" arising out of:
 - (1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or
 - (2) The existence of tools, uninstalled equipment or abandoned or unused materials.
- 20.** "Property damage" means:
- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or
 - b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of "occurrence" that caused it.
- As used in this definition, "electronic data" is not tangible property.
- 21.** "Suit" means a civil proceeding in which damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:
- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or
 - b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.
- 22.** "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.
- 23.** "Volunteer worker" means a person who:
- a. Is not your "employee";

BUSINESS LIABILITY COVERAGE FORM

- b. Donates his or her work;
- c. Acts at the direction of and within the scope of duties determined by you; and
- d. Is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

24. "Your product":

a. Means:

- (1)** Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

- (a)** You;
- (b)** Others trading under your name; or
- (c)** A person or organization whose business or assets you have acquired; and

- (2)** Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

b. Includes:

- (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and

- (2)** The providing of or failure to provide warnings or instructions.

- c. Does not include vending machines or other property rented to or located for the use of others but not sold.

25. "Your work":

a. Means:

- (1)** Work or operations performed by you or on your behalf; and
- (2)** Materials, parts or equipment furnished in connection with such work or operations.

b. Includes:

- (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and
- (2)** The providing of or failure to provide warnings or instructions.

POLICY NUMBER: 72 UEC UM1800
CHANGE NUMBER: 007A

**COMMERCIAL AUTO
CA 20 48 10 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to 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" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured:</p> <p>Endorsement Effective Date:</p>
--

SCHEDULE

<p>Name Of Person(s) Or Organization(s):</p> <p>CITY OF SOUTH PASADENA 1414 MISSION STREET SOUTH PASADENA, CA 91030 RE: JTEBU5JR5J5492497</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL AUTOMOBILE BROAD FORM ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

To the extent that the provisions of this endorsement provide broader benefits to the "insured" than other provisions of the Coverage Form, the provisions of this endorsement apply.

1. BROAD FORM INSURED

A. Subsidiaries and Newly Acquired or Formed Organizations

The Named Insured shown in the Declarations is amended to include:

- (1) Any legal business entity other than a partnership or joint venture, formed as a subsidiary in which you have an ownership interest of more than 50% on the effective date of the Coverage Form. However, the Named Insured does not include any subsidiary that is an "insured" under any other automobile policy or would be an "insured" under such a policy but for its termination or the exhaustion of its Limit of Insurance.
- (2) Any organization that is acquired or formed by you and over which you maintain majority ownership. However, the Named Insured does not include any newly formed or acquired organization:
 - (a) That is a partnership or joint venture,
 - (b) That is an "insured" under any other policy,
 - (c) That has exhausted its Limit of Insurance under any other policy, or
 - (d) 180 days or more after its acquisition or formation by you, unless you have given us notice of the acquisition or formation.

Coverage does not apply to "bodily injury" or "property damage" that results from an "accident" that occurred before you formed or acquired the organization.

B. Employees as Insureds

Paragraph A.1. - WHO IS AN INSURED - of SECTION II - LIABILITY COVERAGE is amended to add:

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

C. Lessors as Insureds

Paragraph A.1. - WHO IS AN INSURED - of Section II - Liability Coverage is amended to add:

- e. The lessor of a covered "auto" while the "auto" is leased to you under a written agreement if:
 - (1) The agreement requires you to provide direct primary insurance for the lessor and
 - (2) The "auto" is leased without a driver.

Such a leased "auto" will be considered a covered "auto" you own and not a covered "auto" you hire.

D. Additional Insured if Required by Contract

- (1) Paragraph A.1. - WHO IS AN INSURED - of Section II - Liability Coverage is amended to add:
 - f. When you have agreed, in a written contract or written agreement, that a person or organization be added as an additional insured on your business auto policy, such person or organization is an "insured", but only to the extent such person or organization is liable for "bodily injury" or "property damage" caused by the conduct of an "insured" under paragraphs a. or b. of Who Is An Insured with regard to the ownership, maintenance or use of a covered "auto."

The insurance afforded to any such additional insured applies only if the "bodily injury" or "property damage" occurs:

- (1) During the policy period, and
- (2) Subsequent to the execution of such written contract, and
- (3) Prior to the expiration of the period of time that the written contract requires such insurance be provided to the additional insured.

(2) How Limits Apply

If you have agreed in a written contract or written agreement that another person or organization be added as an additional insured on your policy, the most we will pay on behalf of such additional insured is the lesser of:

- (a) The limits of insurance specified in the written contract or written agreement; or
- (b) The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to Limits of Insurance shown in the Declarations and described in this Section.

(3) Additional Insureds Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance.

(4) Duties in The Event Of Accident, Claim, Suit or Loss

If you have agreed in a written contract or written agreement that another person or organization be added as an additional insured on your policy, the additional insured shall be required to comply with the provisions in LOSS CONDITIONS 2. - DUTIES IN THE EVENT OF ACCIDENT, CLAIM , SUIT OR LOSS – OF SECTION IV – BUSINESS AUTO CONDITIONS, in the same manner as the Named Insured.

E. Primary and Non-Contributory if Required by Contract

Only with respect to insurance provided to an additional insured in 1.D. - Additional Insured If Required by Contract, the following provisions apply:

(3) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract or written agreement that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in Other Insurance 5.d.

(4) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (3) and (4) do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, by the method described in Other Insurance 5.d.

2. AUTOS RENTED BY EMPLOYEES

Any "auto" hired or rented by your "employee" on your behalf and at your direction will be considered an "auto" you hire.

The OTHER INSURANCE Condition is amended by adding the following:

14-61

If an "employee's" personal insurance also applies on an excess basis to a covered "auto" hired or rented by your "employee" on your behalf and at your direction, this insurance will be primary to the "employee's" personal insurance.

3. AMENDED FELLOW EMPLOYEE EXCLUSION

EXCLUSION 5. - FELLOW EMPLOYEE - of SECTION II - LIABILITY COVERAGE does not apply if you have workers' compensation insurance in-force covering all of your "employees".

Coverage is excess over any other collectible insurance.

4. HIRED AUTO PHYSICAL DAMAGE COVERAGE

If hired "autos" are covered "autos" for Liability Coverage and if Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form for any "auto" you own, then the Physical Damage Coverages provided are extended to "autos" you hire or borrow, subject to the following limit.

The most we will pay for "loss" to any hired "auto" is:

- (1) \$100,000;
- (2) The actual cash value of the damaged or stolen property at the time of the "loss"; or
- (3) The cost of repairing or replacing the damaged or stolen property,

whichever is smallest, minus a deductible. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. No deductible applies to "loss" caused by fire or lightning. Hired Auto Physical Damage coverage is excess over any other collectible insurance. Subject to the above limit, deductible and excess provisions, we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own.

We will also cover loss of use of the hired "auto" if it results from an "accident", you are legally liable and the lessor incurs an actual financial loss, subject to a maximum of \$1000 per "accident".

This extension of coverage does not apply to any "auto" you hire or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company), or members of their households.

5. PHYSICAL DAMAGE - ADDITIONAL TEMPORARY TRANSPORTATION EXPENSE COVERAGE

Paragraph A.4.a. of SECTION III - PHYSICAL DAMAGE COVERAGE is amended to provide a limit of \$50 per day and a maximum limit of \$1,000.

6. LOAN/LEASE GAP COVERAGE

Under SECTION III - PHYSICAL DAMAGE COVERAGE, in the event of a total "loss" to a covered "auto", we will pay your additional legal obligation for any difference between the actual cash value of the "auto" at the time of the "loss" and the "outstanding balance" of the loan/lease.

"Outstanding balance" means the amount you owe on the loan/lease at the time of "loss" less any amounts representing taxes; overdue payments; penalties, interest or charges resulting from overdue payments; additional mileage charges; excess wear and tear charges; lease termination fees; security deposits not returned by the lessor; costs for extended warranties, credit life Insurance, health, accident or disability insurance purchased with the loan or lease; and carry-over balances from previous loans or leases.

7. AIRBAG COVERAGE

Under Paragraph B. EXCLUSIONS - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

The exclusion relating to mechanical breakdown does not apply to the accidental discharge of an airbag.

8. ELECTRONIC EQUIPMENT - BROADENED COVERAGE

a. The exceptions to Paragraphs B.4 - EXCLUSIONS - of SECTION III - PHYSICAL DAMAGE COVERAGE are replaced by the following:

Exclusions 4.c. and 4.d. do not apply to equipment designed to be operated solely by use of the power from the "auto's" electrical system that, at the time of "loss", is:

- (1) Permanently installed in or upon the covered "auto";
- (2) Removable from a housing unit which is permanently installed in or upon the covered "auto";
- (3) An integral part of the same unit housing any electronic equipment described in Paragraphs (1) and (2) above; or

- (4) Necessary for the normal operation of the covered "auto" or the monitoring of the covered "auto's" operating system.

b. Section III – Version CA 00 01 03 10 of the Business Auto Coverage Form, Physical Damage Coverage, Limit of Insurance, Paragraph C.2 and Version CA 00 01 10 01 of the Business Auto Coverage Form, Physical Damage Coverage, Limit of Insurance, Paragraph C are each amended to add the following:

\$1,500 is the most we will pay for "loss" in any one "accident" to all electronic equipment (other than equipment designed solely for the reproduction of sound, and accessories used with such equipment) that reproduces, receives or transmits audio, visual or data signals which, at the time of "loss", is:

- (1) Permanently installed in or upon the covered "auto" in a housing, opening or other location that is not normally used by the "auto" manufacturer for the installation of such equipment;
- (2) Removable from a permanently installed housing unit as described in Paragraph 2.a. above or is an integral part of that equipment; or
- (3) An integral part of such equipment.

c. For each covered "auto", should loss be limited to electronic equipment only, our obligation to pay for, repair, return or replace damaged or stolen electronic equipment will be reduced by the applicable deductible shown in the Declarations, or \$250, whichever deductible is less.

9. EXTRA EXPENSE - BROADENED COVERAGE

Under Paragraph A. - COVERAGE - of SECTION III - PHYSICAL DAMAGE COVERAGE, we will pay for the expense of returning a stolen covered "auto" to you.

10. GLASS REPAIR - WAIVER OF DEDUCTIBLE

Under Paragraph D. - DEDUCTIBLE - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

No deductible applies to glass damage if the glass is repaired rather than replaced.

11. TWO OR MORE DEDUCTIBLES

Under Paragraph D. - DEDUCTIBLE - of SECTION III - PHYSICAL DAMAGE COVERAGE, the following is added:

If another Hartford Financial Services Group, Inc. company policy or coverage form that is not an automobile policy or coverage form applies to the same "accident", the following applies:

- (1) If the deductible under this Business Auto Coverage Form is the smaller (or smallest) deductible, it will be waived;
- (2) If the deductible under this Business Auto Coverage Form is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

12. AMENDED DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS

The requirement in LOSS CONDITIONS 2.a. - DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT OR LOSS - of SECTION IV - BUSINESS AUTO CONDITIONS that you must notify us of an "accident" applies only when the "accident" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) A member, if you are a limited liability company; or
- (4) An executive officer or insurance manager, if you are a corporation.

13. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Form because of such failure.

14. HIRED AUTO - COVERAGE TERRITORY

Paragraph e. of GENERAL CONDITIONS 7. - POLICY PERIOD, COVERAGE TERRITORY - of SECTION IV - BUSINESS AUTO CONDITIONS is replaced by the following:

e. For short-term hired "autos", the coverage territory with respect to Liability Coverage is anywhere in the world provided that if the "insured's" responsibility to pay damages for "bodily injury" or "property damage" is determined in a "suit," the "suit" is brought in the United States of America, the territories and possessions of the United States of America, Puerto Rico or Canada or in a settlement we agree to.

15. WAIVER OF SUBROGATION

TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - of SECTION IV - BUSINESS AUTO CONDITIONS is amended by adding the following:

We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form.

16. RESULTANT MENTAL ANGUISH COVERAGE

The definition of "bodily injury" in SECTION V-DEFINITIONS is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by any person, including mental anguish or death resulting from any of these.

17. EXTENDED CANCELLATION CONDITION

Paragraph 2. of the COMMON POLICY CONDITIONS - CANCELLATION - applies except as follows:

If we cancel for any reason other than nonpayment of premium, we will mail or deliver to the first Named Insured written notice of cancellation at least 60 days before the effective date of cancellation.

18. HYBRID, ELECTRIC, OR NATURAL GAS VEHICLE PAYMENT COVERAGE

In the event of a total loss to a "non-hybrid" auto for which Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form, then such Physical Damage Coverages are amended as follows:

- a. If the auto is replaced with a "hybrid" auto or an auto powered solely by electricity or natural gas, we will pay an additional 10%, to a maximum of \$2,500, of the "non-hybrid" auto's actual cash value or replacement cost, whichever is less,
- b. The auto must be replaced and a copy of a bill of sale or new lease agreement received by us within 60 calendar days of the date of "loss,"

- c. Regardless of the number of autos deemed a total loss, the most we will pay under this Hybrid, Electric, or Natural Gas Vehicle Payment Coverage provision for any one "loss" is \$10,000.

For the purposes of the coverage provision,

- a. A "non-hybrid" auto is defined as an auto that uses only an internal combustion engine to move the auto but does not include autos powered solely by electricity or natural gas.
- b. A "hybrid" auto is defined as an auto with an internal combustion engine and one or more electric motors; and that uses the internal combustion engine and one or more electric motors to move the auto, or the internal combustion engine to charge one or more electric motors, which move the auto.

19. VEHICLE WRAP COVERAGE

In the event of a total loss to an "auto" for which Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this Coverage Form, then such Physical Damage Coverages are amended to add the following:

In addition to the actual cash value of the "auto", we will pay up to \$1,000 for vinyl vehicle wraps which are displayed on the covered "auto" at the time of total loss. Regardless of the number of autos deemed a total loss, the most we will pay under this Vehicle Wrap Coverage provision for any one "loss" is \$5,000. For purposes of this coverage provision, signs or other graphics painted or magnetically affixed to the vehicle are not considered vehicle wraps.



Request Details

Commercial Auto Policy

72UECUM1800

04/17/2019 - 04/17/2020

Insured:

TRUE NORTH RESEARCH
1592 N COAST HIGHWAY 101
ENCINITAS, CA - 92024

Producer:

72165144 - TAGUE INSURANCE
AGENCY/PHS

Billing Method:

Direct Bill

Total Premium:

\$4,951.00

Request Details

Policy Change

Add an Additional Interest

Effective: **02/10/2020**

Type of Policy

Auto



Print



Email

Additional Interest to Add

Additional Insured

City of South Pasadena

1414 Mission Street ,

South Pasadena, CA 91030

Associated Vehicle:

VIN: JTEBU5JR5J5492497

Certificate of Insurance

No



ATTACHMENT 3
True North Research
Revised Proposal

VOTER OPINION SURVEY
PROPOSAL FOR RESEARCH & CONSULTING

PREPARED FOR THE
CITY OF SOUTH PASADENA



JANUARY 14, 2020



1592 N COAST HIGHWAY 101
ENCINITAS CA 92024
760.632.9900 WWW.TRUESEARCH.COM

14-68



RESEARCH PROPOSAL

True North Research, Inc. (True North) is pleased to present the City of South Pasadena (City) with this proposal to design and conduct a statistically reliable survey of voters. Although the exact scope of the survey will be developed in coordination with City staff, we understand that the City is primarily interested in using the survey to assess the feasibility of one or more potential revenue measures (e.g., utility users tax and transient occupancy tax) and profile community opinions with respect to development standards/building heights.

Our recent conversations with City staff have been helpful to our understanding of the City's objectives and needs with respect to the proposed research, and we have crafted this summary description of the proposed work scope and associated costs accordingly. However, if we missed an important detail—or if other issues have arisen that should be factored into the study—please feel free to contact us (760.632.9900) and we'll be happy to revise this estimate.

SCOPE OF WORK The scope of services that we propose to perform for the City includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results. Briefly, the scope of services includes:

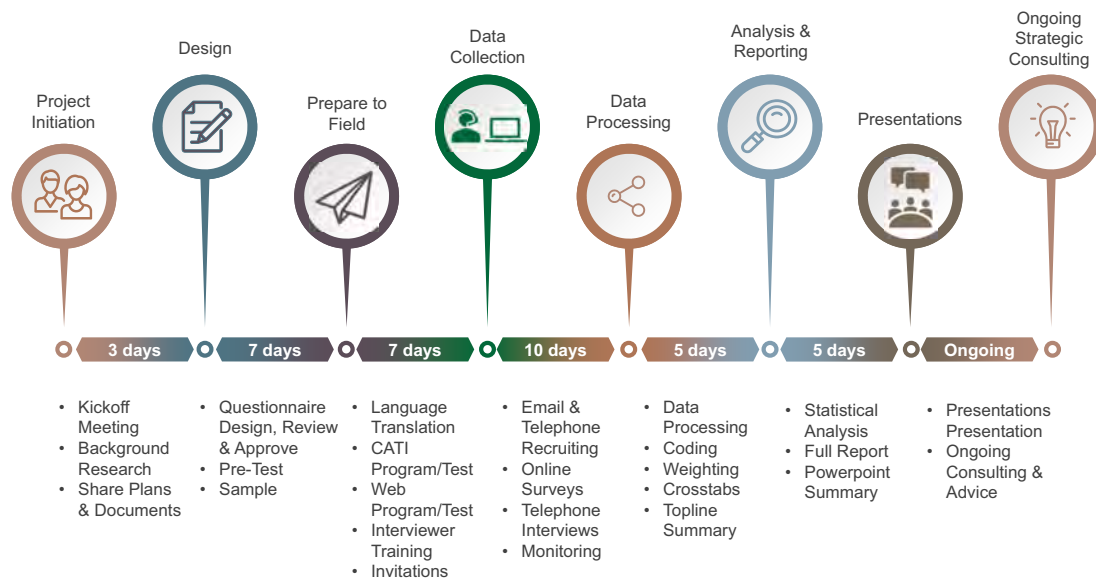
- Meet with the City to thoroughly discuss the research objectives and methodology for the study, as well as discuss potential challenges, concerns, and issues that may surround the study.
- Develop a stratified and clustered sample of voters who—based on their voting history and registration status—are likely to participate in the November 2020 election on the natural or through targeted outreach efforts.
- Produce a draft questionnaire for the City's review and make revisions as needed until all parties approve of the instrument.
- Pre-test the survey instrument to ensure its integrity.
- CATI (Computer Assisted Telephone Interviewing) program the finalized survey instrument to ensure accurate and reliable data collection using professional, high quality interviewers.
- Web program the same survey instrument to allow for email-based recruiting and secure, password-protected online data collection to compliment the telephone recruitment and data collection.
- Complete at least 400 quality surveys according to the sampling plan and strict recruiting and interviewing protocol. It is expected that the average interview will last up to 17 minutes.
- Process the data, which includes conducting validity checks, cleaning, recoding, coding open-end responses, and adjusting for strategic oversampling (if used) through a statistical procedure known as 'weighting'.
- Prepare an initial topline report which presents the overall findings of the survey.
- Prepare a thorough report on the findings, including a detailed question-by-question analysis, description of the methodology, an executive summary of the key findings and conclusions/recommendations, as well as a comprehensive set of crosstabulations showing how the answers varied by subgroups of voters. The report will include extensive full-color graphics displaying the findings, as well as insightful narrative discussion of the results and their implications.

- Prepare an electronic copy of the final report to allow the City to reproduce the report as needed.
- Prepare a PowerPoint presentation of the results and present the results to the City.
- Be available to assist and provide advice to the City after the survey is complete.

COSTS True North’s fixed-fee cost estimate to design and conduct the survey as described in this proposal is \$24,950. This cost is inclusive—there will be no additional charges associated with the study.

TIME LINE True North will work with the City of South Pasadena to establish a project schedule that meets the City’s needs. Figure 1 presents a time line for the project, showing the number of days we recommend devoting to each stage, as well as the key research tasks completed in each stage. Note that this time line is aggressive. With the County’s filing deadline for a November 2020 measure being August 7, we recommend designing the survey in early June, fielding the survey late June/early July, and presenting results back to Council mid-July. We have the availability and resources needed to meet this time line, as well as the flexibility to adjust the schedule as needed.

FIGURE 1 TYPICAL PROJECT TIME LINE & TASKS



ABOUT TRUE NORTH True North is a full-service research firm dedicated to providing cities, counties, and other public agencies with a clear understanding of the opinions, perceptions, priorities and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, passing revenue measures, and developing effective public information campaigns. To date, the Principals at True North have designed and conducted over 1,000 studies for public agencies, including more than 350 bond and tax measure feasibility surveys to gauge voter support for capital and service initiatives,

identify the factors that shape voters' opinions regarding a proposal, develop effective public education and outreach strategies, and help agencies position a measure for voter approval.

One testimony to the accuracy of our research and the reliability of our strategic advice is that we have the highest *verifiable* success rate in the State of California for revenue measures over the past decade (97%), and a 100% success rate over the past four years (76 wins/76 measures on the ballot since 2015). To date, we have helped our clients raise over \$32 billion in voter-approved revenue measures. Our experience includes all types of revenue measures including general and special sales taxes, parcel taxes, bonds, transient occupancy taxes, utility users taxes, benefit assessments, and property-related fees.

MUNICIPAL CLIENTS Below is a list of the California municipalities for which Dr. McLarney and Mr. Sarles have personally designed and conducted community surveys.

Agoura Hills	Eastvale	Lemon Grove	San Anselmo
Alhambra	El Cajon	Lompoc	San Carlos
Aliso Viejo	Encinitas	Long Beach	San Clemente
Anaheim	Escondido	Los Angeles	San Diego
Apple Valley	Folsom	Los Gatos	San Gabriel
Arroyo Grande	Fontana	Madera	San Jose
Atascadero	Fremont	Malibu	San Luis Obispo
Atherton	Gilroy	Manhattan Beach	San Marcos
Azusa	Glendale	Menifee	San Marino
Banning	Glendora	Mission Viejo	San Mateo
Barstow	Goleta	Moorpark	Santa Barbara
Beverly Hills	Grand Terrace	Murrieta	Santa Clarita
Brea	Half Moon Bay	Norwalk	Santa Monica
Burbank	Hesperia	Oceanside	Signal Hill
Campbell	Huntington Beach	Oxnard	South Lake Tahoe
Cerritos	Indian Wells	Palmdale	South Pasadena
Chino	Irvine	Petaluma	Temecula
Chula Vista	Kerman	Pico Rivera	Thousand Oaks
Claremont	La Canada-Flintridge	Placentia	Truckee
Clayton	La Palma	Port Hueneme	Upland
Costa Mesa	Laguna Beach	Rancho Cucamonga	Ventura
Cudahy	Laguna Niguel	Rancho Palos Verdes	Watsonville
Cypress	Lake Elsinore	Rancho Santa Margarita	West Hollywood
Dana Point	Lake Forest	Redlands	Westlake Village
Del Mar	La Mesa	Redondo Beach	Whittier
Diamond Bar	Lathrop	Riverside	Yorba Linda
East Palo Alto	La Verne	Rocklin	Yucca Valley

REFERENCES

City of Manhattan Beach True North has assisted the City of Manhattan Beach with more than 10 community and voter opinion surveys over the past two decades, including surveys that led to the successful passage of a TOT increase and the establishment of benefit assessment districts to fund utility undergrounding. We are currently working with the City to assess the feasibility of establishing a property-related fee for stormwater improvements and/or a general sales tax measure in 2020. Contact: Bruce Moe, City Manager. 1400 Highland Ave, Manhattan Beach, CA 90266; 310.802.5053.

City of Chula Vista True North assisted the City of Chula Vista with feasibility research and strategic advice that led to the successful passage of a tax to fund public facilities in 2016 and a second tax to fund public safety services in 2018. Contact: Gary Halbert, City Manager. 276 Fourth Avenue, Chula Vista CA, 91910: 619.691.5002.

City of Oceanside True North assisted the City of Oceanside with feasibility research and strategic advice that led to the successful passage of a tax to fund general city services in 2018, with an emphasis on public safety. Contact: Deanna Lorson, Assistant City Manager. 300 North Coast Highway, Oceanside CA 92054. 760.495.3055.

City of La Palma True North provided research and strategic advice to the City of La Palma that led to the successful passage of a tax measure in 2016 to fund general city services. Contact: Laurie Murray, City Manager. 7822 Walker St., La Palma CA 90623. 714.690.3338.

City of Murrieta In one of the most conservative communities in southern California, True North provided research and strategic advice that led to the successful passage of a permanent one percent sales tax to fund public safety, public works, and other general city services in 2018. Contact: Kim Summers, City Manager. 1 Town Square, Murrieta CA 92562. 951.304.2489; KSummers@MurrietaCA.gov.

City of South Pasadena True North provided survey research and strategic advice to the City of South Pasadena that led to the successful passage of a general sales tax increase on the November 2019 ballot. Contact: Stephanie DeWolfe, City Manager. 1414 Mission Street, South Pasadena CA 91030. 626.403.7210; sdewolfe@southpasadenaca.gov.

PROJECT MANAGER BIO Timothy McLarney, Ph.D., will serve as the Project Manager for this study. He will be the City's day-to-day contact for all matters related to the study and will lead all design, analysis, reporting, and presentation tasks. Approximately 75% of the research tasks will be performed by Dr. McLarney.

Dr. McLarney has more than 20 years of experience in survey methodology, statistics, public opinion analysis, and advising public agencies. His work to date has provided California cities, counties, school districts, colleges, universities, special jurisdictions, transportation planning agencies, councils of government, and political campaigns with research to address their often complex marketing, planning, performance measurement, and tax measure needs. During his career, Dr. McLarney has occupied a lead role in over 1,000 research studies, more than 350 of which had research objectives similar to those of the City of South Pasadena.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting, and the use of statistical methods to generalize survey results. His research has been published in academic journals and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases. Prior to co-founding True North Research in 2002, Dr. McLarney was the Director of Research at another west coast research firm. Dr. McLarney holds a Ph.D. and M.A. in Government from Cornell University with an emphasis in survey methodology, sampling theory and voter opinion, as well as a Bachelor's degree in Politics from the University of California, Santa Cruz.

NOTE ON LETTER OF AGREEMENT True North is prepared to sign the City’s standard Professional Services Agreement, if desired. Alternatively, if the City prefers, we have included a simple Letter of Agreement with this proposal to cover the identified scope of work.

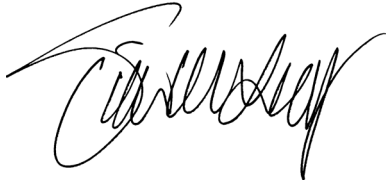


LETTER OF AGREEMENT

This proposal and the standard business terms (see below) will serve as a letter of agreement between True North Research and the City of South Pasadena for the services described previously. In fulfillment of this agreement, True North will perform the services described in the *Scope of Work* on page 1. True North will invoice the full amount of the contract upon delivery of the report, with full payment due within 30 days of receiving the invoice.

Sincerely,

Agreed to and accepted by:



Timothy McLarney, Ph.D.
President
True North Research
1592 N Coast Highway 101
Encinitas CA 92024

Stephanie DeWolfe
City Manager
City of South Pasadena
1414 Mission Street
South Pasadena CA 91030

BUSINESS TERMS Contracts and agreements between True North Research and its clients include the following general terms and conditions unless otherwise specified in a contract or agreement.

Flat Fees Unless otherwise specified, True North Research charges a flat fee for all or a portion of its services to a client in lieu of hourly charges.

Notices Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be documented in writing.

Confidentiality True North Research acknowledges that during the engagement it will have access to and possibly become acquainted with trade secrets, inventions, innovations, processes, information, records, and specifications owned or licensed by the Client in connection with the operation of its business including, business and product processes, methods, customer lists, accounts, and procedures. True North Research agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the client, or without written consent from the client.

Acting as Agent In compliance with California sales tax regulation, True North Research is designated as an Agent for the acquisition of tangible personal property and services as they apply to its clients' marketing activities.

<i>Merger</i>	The merger or consolidation of the client into or with any other entity shall not terminate or otherwise modify this Agreement.
<i>Ownership of Materials</i>	In producing finished products, it is expressly understood that ownership of all materials purchased by True North Research to complete the materials to be produced passes to its clients at the time of purchase and prior to any use by True North Research.
<i>Independent Contractor</i>	This Agreement shall not render True North Research an employee, partner, agent of, or joint venturer for the client for federal, state or local tax purposes, or for any other purpose.
<i>Amendment Provision</i>	This contract contains the entire agreement between the parties, and is subject to and will be construed under the laws of the State of California, and may be amended only in writing signed by both parties.
<i>Successors</i>	Any agreement between the agency and a client shall be binding upon, the heirs, successors and assignors of the parties.
<i>Termination</i>	The contract may be terminated by mutual consent of both parties, or by 10 days notice by either party. If the agreement is terminated, True North Research will bill the client for all work completed to date (including subcontractors' work).
<i>Attorneys' Fees</i>	Should any action be brought by one party against the other party to enforce any agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses.
<i>Governing Law</i>	Any agreement between True North and a client shall be governed by California law and any action arising out of it shall be instituted and prosecuted in the Municipal or Superior Court of the County of San Diego.



City Council Agenda Report

ITEM NO. 15

DATE: June 3, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Shahid Abbas, Public Works Director
Julian Lee, Deputy Public Works Director – Water & Sustainability
Arpy Kasparian, Water Conservation & Sustainability Analyst

SUBJECT: **Approval of the Fiscal Year 2020-21 Water Conservation Rebate Program in the Amount of \$115,000**

Recommendation

It is recommended that the City Council approve the Fiscal Year (FY) 2020-21 water conservation rebates and programs in the amount of \$115,000 funded from the existing Water Efficiency Fund.

Commission Review and Recommendation

This matter was reviewed by the Natural Resources and Environmental Commission (NREC) at their May 14, 2020 meeting. The Commission approved the proposed Water Conservation Rebates and Programs.

Executive Summary

Annually, the City Council adopts a water conservation program funded through a water efficiency fee billed to all City of South Pasadena (City) water customers. The program includes rebates, education/outreach, water conservation materials, and projects to promote water conservation throughout the City. From July 1, 2019 to March 31, 2020, the program paid out approximately \$14,899.00 in incentives to South Pasadena residents and businesses. These efforts helped the City reduce its water usage by 23% since 2013. The previous year's program focused on incentivizing and promoting outdoor water conservation efforts including upgrading irrigation systems, removing turf, and converting impervious surfaces.

However, this past year, participation in water conservation programs has significantly declined in the City, as well as throughout the region. This decline is likely caused by the perception of a lack of a drought condition and more relaxed views on water availability. In addition, promotion and outreach of the new rebates was paused for the most part of the fiscal year due to several factors including long processing times for MWD rebate updates, revisions to the outdated rebate applications, the reconstruction of the environmental programs website, and the Covid-19 pandemic.

The proposed water conservation program for the upcoming fiscal year will remain unchanged while staff conducts more in-depth research on local demand and new innovative water conservation methods. In addition, staff created a communications plan to improve outreach on the program. In order to continue the City's existing water conservation efforts and to further investigate the best available water conservation methods that would possibly lead to increased participation in the program, staff recommends that the City Council approve the proposed Water Conservation Program for FY 2020-21.

Background

Since the State of California declared a drought in January 2014, the City has made a concerted effort to increase water conservation and improve water efficiency. During the drought, the City met the State Water Resource Control Board (SWRCB) imposed water conservation requirements. Although the Governor rescinded the declared drought state of emergency in April 2017, provisions of Executive Order B-37-16, "Making Conservation a California Way of Life," were proclaimed to remain in full force and effect. In November 2019, the South Pasadena Green Action Plan (Green Plan) was adopted with a timeline of January 2020 to June 2021. "Enhance Water Conservation Projects and Programs" is one of the main goals of the plan and includes actions such as evaluating the feasibility of a greywater rebate program, promoting water conservation rebates offered by MWD, and providing educational materials and expert advice on water conservation practices. For the past year, the City's water use reduction was 23% in comparison to 2013. In order to improve the City's water conservation efforts, staff proposes no changes to the program while new programs and current demands are investigated to improve effectiveness of the program.

Community Outreach

When approved, the FY 2020-21 water rebate program information including guidelines and application forms will be included on the City's website, e-newsletter, and other social media channels. In addition, the budget includes sending out bill inserts and a newsletter which will incorporate information on water conservation rebates, education and programs. Lastly, staff created a communications plan for rebate program outreach. The plan identifies objectives and strategies for increasing awareness of current programs. Though staff resources are scarce, the Public Works department hopes to implement the plan as best as possible.

Discussion/Analysis

Annually, the City Council has adopted a water conservation program that includes rebates, education/outreach, water conservation material, and projects to promote water conservation throughout the City. For FY 2020-21, no changes will be made to the amounts offered for all rebate programs. However, after observing low demand for these types of programs, the overall budget has been reduced from \$150,000 to \$115,000. The remaining \$35,000 will be reallocated to an educational project aimed to increase awareness of water conservation and related programs. The table below is a comparison of the proposed FY 2020-21 water conservation funding to the existing FY 2019-20 funding and expenditures:

Proposed FY 2020-21 vs. Budgeted and Expended FY 2019-20 Water Conservation Rebate and Program Funding				
Water Conservation Rebate/Program	FY 2019-20 Budgeted	FY 2019-20 Expended (July 1 – March 31)	FY 2020-21 Proposed	Difference
MWD Additional Rebate Funding - Residential	\$20,000	\$7,205.04	\$25,000	\$5,000
MWD Additional Rebate Funding - Commercial	\$20,000	\$3,431.00	\$20,000	-
City Rebate Program - Residential	\$35,000	\$3,884.96	\$20,000	(\$15,000)
City Rebate Program - Commercial	\$30,000	\$378.00	\$20,000	(\$10,000)
Water-Use Surveys	\$20,000	\$0.00	\$5,000	(\$15,000)
Water Conservation Promotion	\$25,000	\$395.33	\$25,000	-
TOTAL:	\$150,000	\$15,294.33	\$115,000	(\$35,000)

The proposed water conservation program includes the following:

City Co-Funded Metropolitan Water District Rebates

The Metropolitan Water District (MWD) offers residential and commercial rebates on indoor and outdoor devices as well as turf removal through their SoCalWater\$mart Program. In addition, the City adds supplemental funds to these rebates. Residents and business owners can apply for these rebates directly through the SoCalWater\$mart website and receive rebate checks that include both the MWD and City contributions. The current FY 2019-20 budget includes \$20,000 for residential MWD rebates and \$20,000 for commercial MWD rebates.

The proposed FY 2020-21 budget includes \$25,000 for residential MWD rebates and \$20,000 for commercial MWD rebates. For FY 2020-21, MWD is offering the same rebates as the previous year; therefore, the proposed City incentives require the same funding amount as adopted in FY 2019-20. The overall residential MWD rebate budget for residential rebates is being increased by \$5,000. MWD offers a greater variety of rebates to residential customers; therefore, staff believe it would be best to reallocate some of the budget for City residential rebates to MWD-sponsored rebates and other programs. For a complete list of MWD rebates and City co-funding, see Tables 1 and 2 in the attachment.

City Rebate Program

In addition to the MWD rebates, the City has its own rebate program that offers rebates on water conservation devices and landscaping that are not offered through MWD. These City rebates address our local water conservation needs and further encourage South Pasadena residents and business owners to implement water saving practices and play an active role in conserving our water sources. The current FY 2019-20 budget includes \$35,000 for residential City rebates and \$30,000 for commercial City rebates.

The proposed FY 2020-21 budget includes \$20,000 for residential City rebates and \$20,000 for commercial City rebates. For a complete list of City rebates, see Table 3 in the attachment. The proposed City rebate program for FY 2020-21 will remain the same as the previous year. However, since the City offers only a few rebates, the overall budget for City residential and commercial rebates has decreased by \$15,000 and \$10,000 respectively. Reducing the budget allocated towards City rebates will allow staff to maximize resources for other water conservation programs.

Residential and Commercial Water-Use Assessments

The current FY 2019-20 program included Residential and Commercial Water Audit Surveys budgeted for \$20,000. Recently, the City partnered with San Gabriel Valley Energy Wise Partnership (SGVEWP) Program, which offers free energy and water assessments for homeowners as well as renters. City staff are working with SGVEWP to promote this program in conjunction with the rebate program. Therefore, the proposed budget for water-use assessments for FY 2020-21 has decreased to \$5,000.

Water Conservation Promotional Materials and Activities

The current budget for promoting water conservation for FY 2019-20 is \$25,000; the proposed FY 2020-21 budget is also \$25,000. Examples of items that are used to promote water conservation are buckets, low-flow aerators, tree water aids, water conservation brochures/pamphlets, newsletters, and other print media. Funds can also be used for events, programs, outreach, and community classes related to water conservation education.

Staff recognizes the decline in participation in current rebate programs and predict several factors led to it. To prevent confusion and misinformation, promotion of the new rebates was paused while MWD updated the co-fund amounts (6-8 week processing time) and staff revamped the rebate process with new and improved application forms, new rebate procedures, updated promotional flyers, and an enhanced environmental webpage. This, along with the delay in the adoption of the rebates, likely contributed to the low expenditures this fiscal year. In addition, after consulting with other local entities, staff found that the decline in participation was occurring regionally, not just in South Pasadena. The motivation behind the program in its early years was the devastating drought that had a tangible impact on all. As the state has moved out of this drought phase, consumers developed a more positive outlook on water availability. The “doom and gloom” of the drought is no longer a motivator. Moreover, the long standing of the program suggests that residents have already taken as much advantage of the available rebates as possible and the program is in need of more innovative solutions to water conservation.

With the completion of the program updates, the rebate communications plan, and the improved rebate process, staff is hopeful that an increased number of residents and businesses will take advantage of the program. Furthermore, staff will reevaluate the water conservation program throughout the 2020-21 fiscal year to determine if the current rebates and budget accommodate the demand and the needs of the City's customers. New rebate programs, such as a greywater systems rebate, is already being investigated by staff.

Next Steps

If approved, staff will continue to implement the communications plan as best as possible for the rebate program to promote greater participation. Staff will also use the next fiscal year to determine water conservation demands and explore new innovative water conservation programs including a greywater rebate program.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The FY 2020-21 Budget includes \$115,000 under the City's water conservation fund (Account No. 503-6010-6713-8032) which can only pay for water conservation projects. The revenue for water conservation programs is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers. Annually, the City collects approximately \$207,000 in revenue to fund the City's water conservation program, including rebates, projects, and staff oversight of the programs.

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: Summary of FY 2020-21 Water Conservation Rebates

ATTACHMENT
Summary of FY 2020-21 Water Conservation
Rebates

Water Conservation Program Rebates

Table 1 and Table 2: The tables below summarize the proposed MWD rebates which will have a total proposed budget of \$25,000 for residential and \$20,000 for commercial for FY 2020-21. There are no changes in the co-fund amounts from the previous fiscal year.

Table 1: MWD <u>Residential</u> Rebates – FY 2020-21			
Rebate	MWD Incentive	City's Incentive	Total Customer Incentive
High Efficiency Clothes Washer	\$85	\$165	\$250
Premium High-Efficiency Toilet (1.1 gallon per flush)	\$40	\$110	\$150
Rotating Sprinkler Nozzles	\$2	\$0	\$2
Weather Based Irrigation Controller (less than one acre)	\$80	\$100	\$180
Weather Based Irrigation Controller (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Soil Moisture Sensor System (less than one acre)	\$80	\$70	\$150
Soil Moisture Sensor System (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Rain Barrel	\$35	\$0	\$35
Cistern (200-500 gallons)	\$250	\$0	\$250
Cistern (501-999 gallons)	\$300	\$0	\$300
Cistern (1000+ gallons)	\$350	\$0	\$350
Turf Removal	\$2 per ft ² (up to 5,000ft ²)	\$1 per ft ² (up to 1,500ft ²)	\$3 per ft ²

Table 2: MWD Commercial Rebates – FY 2020-21

Rebate	MWD Incentive	City's Incentive	Total Customer Incentive
Plumbing Flow Control Valve	\$5	\$0	\$5
Laminar Flow Restrictors	\$10	\$0	\$10
Premium High-Efficiency Toilet (1.1 gallon per flush) - Commercial	\$40	\$110	\$150
Premium High-Efficiency Toilet (1.1 gallon per flush) - Multifamily	\$40	\$110	\$150
Zero Water Urinals	\$200	\$0	\$200
Ultra Low Water Urinal	\$200	\$0	\$200
Weather Based Irrigation Controller (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Central Computer Irrigation Controller	\$35 per station	\$0	\$35 per station
Soil Moisture Sensor System (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Large Rotary Nozzles	\$13 per set	\$0	\$13 per set
Rotating Sprinkler Nozzles	\$2	\$0	\$2
In-Stem Flow Regulator	\$1	\$0	\$1
pH-Cooling Tower Controller	\$1,750	\$0	\$1,750
Cooling Tower Conductivity Controller	\$625	\$0	\$625
Dry Vacuum Pump	\$125 per 0.5 HP	\$0	\$125 per 0.5 HP
Connectionless Food Steamers	\$485 per compartment	\$0	\$485 per compartment
Ice-Making Machines	\$1,000	\$0	\$1,000
Turf Removal	\$2 per ft ² (up to 50,000ft ²)	\$0.50 per ft ² (up to 1,500ft ²)	\$2.50 per ft ²

Table 3: The table below summarizes the proposed City Rebate Program which will have a total proposed budget of \$20,000 for residential and \$20,000 for commercial for FY 2020-21.

Table 3: City Rebate Program - FY 2020-21	
Commercial and Residential Rebate	Rebate Amount
Water Efficient (Drought Tolerant) Plants	\$600
Native Trees (10 trees maximum)	\$50 per tree
Drip Irrigation Conversion	\$150
Rotating Sprinkler Nozzles (10-29 nozzles)	\$2 per nozzle
Impervious Surface Conversion (minimum 200 ft ² , maximum 1,000ft ²)	\$2 per ft ²



City Council Agenda Report

ITEM NO. 17

DATE: June 3, 2020
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Karen Aceves, Finance Director
SUBJECT: Presentation of Draft Budget for Review Prior to Adoption on June 17

Recommendation

It is recommended that the City Council review the draft budget as presented, hear public comments, and provide direction to staff regarding the final budget to be presented to City Council for adoption on June 17.

Commission Review and Recommendation

The draft budget and results of community outreach were reviewed by the Finance Commission on May 26, 2020. The commission voted to unanimously recommend approval to the City Council.

Executive Summary

The City is facing a \$3.5 million shortfall in the next fiscal year due to loss of revenue from the pandemic shut down. Three of the city's top revenue sources are predicted to experience significant shortfalls in future years, including property tax, sales tax, and user fees. These losses are the result of businesses being closed for several months, anticipated slow recovery of shopping and dining patterns, mandated cancellation of programs and facility rentals, and State regulations allowing deferral of payment of property tax and sales taxes. With no immediate opportunities for new revenue, reduction in expenditures is the only available option to balance the budget at this time. This report proposes a draft balanced budget and discusses assumptions and strategies used to achieve that goal, as well as alternatives for consideration.

Reducing expenditures by \$3.5 million, or 12% of the General Fund, requires difficult trade-offs between programs that are all considered priorities for the community. Because of these challenges, the City sought maximum community input in determining the preferred solution. A fully digital community engagement program was created to present a variety of tools for the community to learn about the budget and provide direct feedback. At the time of writing, over 1,000 people had visited the site, more than three times the number of people who participated in town hall meetings or online surveys last year. More than 10% chose to participate in the two survey tools, revealing that 83% of those who responded had never engaged in a City budget process in prior years. The priorities selected by participants are outlined below and have been incorporated into the draft budget as proposed.

The draft budget is built on the fundamental premises of preserving core services and minimizing impacts to the workforce who perform those services. Strategic reductions begin with steps imposing the least impacts, such as reducing materials and training budgets, eliminating contracts and special projects, freezing vacant positions, reallocating reserve funds which no longer serve a purpose, and offering retirement incentives to reduce staffing where feasible. Second tier steps include renegotiating labor contracts, and diverting General Fund revenues from streets and capital projects to operations. As proposed, the budget does not require reductions to core public safety functions, does not reduce library hours, does not impact senior services, does not reduce tree planting or environmental programs, and does not require pay cuts or layoffs of city staff. It does however reduce positions through attrition and elimination of special projects, contract services, and support to core services, resulting in minimum staffing levels to maintain services.

Discussion/Analysis

Due to the sudden and unprecedented onset of the pandemic, and the uncertainty of the revenue projections, the goal of the City was to work toward closing the budget gap, while creating meaningful changes that would structurally serve the long-term financial sustainability of the organization. The solutions proposed are a combination of one-time and ongoing solutions to balance the budget. This approach will ensure that the City responds to what will likely be several years of budgetary constraints as the economy works its way out of a recession and returns to pre-crisis levels. It also ensures that the City is able to limit the reduction of service levels where possible until a more accurate economic picture is known.

More specifically, the considerations as the City moved forward toward budget adoption include:

- Budget outreach and community priorities;
- Length of time for recovery in a significantly weakened environment; and
- Minimal impacts to staffing

Total Proposed Budget

In the 2020-2021 Proposed Budget, the total general fund revenue is \$27.4 million, which is \$3.5 million less than the anticipated \$30.8 million the City would have received following passage of the tax revenue measure last November. The table below illustrates the general fund projected revenues prior to the pandemic, and the adjusted expected revenues, which are consistent with national, state, and county projections, respectively. Included in the chart are also the proposed Fiscal Year 2020/21 expenditures.

Presentation of Draft Budget for Review Prior to Adoption on June 17

June 3, 2020

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General Fund Analysis

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Pre Covid 19	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21	2020/21
Property Taxes	13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	15,722,316	14,825,553
Assessments & Special Taxes	309,886	317,141	326,038	326,729	337,490	333,264	350,008
Sales Taxes	2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	4,230,802	3,275,000
Utility Users Taxes	3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,308,327	3,217,105
Franchise Fees	1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,064,514	1,002,000
License & Permits	1,056,357	541,704	892,560	1,023,900	778,043	1,023,900	781,780
Fines & Forfeitures	397,738	388,061	339,636	382,700	263,976	382,700	265,000
Use of Money & Property	541,749	579,006	1,036,335	647,750	593,475	880,000	541,250
Other Agencies	93,130	6,993	845,361	58,100	36,211	58,100	33,500
Current Services	2,913,981	3,115,558	3,082,342	3,013,750	2,885,126	3,120,000	2,601,050
All Other Revenues	465,205	280,271	167,360	286,000	105,628	286,000	85,719
Reimbursement From Other Funds	483,384		483,384	483,384	483,384	483,384	483,384
Total GF Revenues	26,356,183	26,162,620	28,493,267	28,601,050	27,218,162	30,893,307	27,461,349

Department/Program Exp	Actual	Actual	Estimated	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
City Council	42,195	42,850	45,685	57,269	33,792	47,119
Management Services						
City Manager	918,114	845,476	1,026,042	1,677,069	1,453,257	1,274,702
City Clerk	444,655	431,612	343,530	110,800	85,323	103,503
Elections	19,457	63,733	58,280	65,500	209,082	65,500
Human Resources	247,127	408,161	360,950	343,600	289,176	254,850
Transportation Planning	54,926	70,535	106,635	-	-	-
Legal Services	257,586	292,772	290,000	280,000	280,000	280,000
Information Systems	487,296	458,391	511,178	514,900	482,321	517,200
Finance						
Finance	643,953	795,481	828,989	709,727	689,217	732,444
City Treasurer	9,380	9,250	9,250	9,250	9,250	9,250
Non-Dept./Overhead	947,865	961,054	912,727	944,111	1,122,072	1,178,861
Police	8,419,495	8,408,728	8,316,642	9,327,012	9,328,208	9,699,878
Fire						
Fire	5,031,694	4,720,830	4,756,672	5,139,650	4,807,956	5,261,347
Emergency Services	23,505	104,400	171,398	35,000	41,520	40,000
Public Works						
Administration & Engineering	372,784	419,153	676,789	613,565	584,807	634,550
Environmental Services	210,595	207,645	44,976	-	-	-
Park Maintenance	414,864	493,446	553,669	631,921	559,083	631,972
Facilities Maintenance	683,017	705,483	747,702	895,092	774,719	893,189
Planning & Building	1,158,096	1,033,506	958,291	2,195,278	2,113,034	1,773,869
Library	1,525,469	1,736,821	1,486,426	1,874,490	1,488,653	1,661,706
Community Services						
Senior Services	291,590	309,118	294,356	353,509	317,344	341,945
Community Services	285,448	192,458	181,852	220,112	174,503	192,925
Recreation and Youth Services	679,960	827,801	734,993	858,399	768,300	470,438
Capital Projects	483,614	1,307,345	542,631	-	-	-
Misc/Transfers Out	5,473,409	-	-	1,910,597	1,539,470	1,820,000
Total GF Expenditures	29,126,094	24,846,047	23,959,663	28,766,851	27,151,086	27,885,248

Overall the recommendations to achieve a balanced budget include a variety of options; some short term, and some long term; which will have several impacts and adjustments discussed below. The budget proposes reductions to operations, overtime, designated reserves, personnel and capital. Below is a summary chart of the various funding sources and the reasoning behind each reduction:

Category	Amount
Operations	\$350,000
Overtime	\$200,000
Designated Reserve	\$600,000
Personnel	\$1,350,000
Capital	\$1,000,000
Total	\$3,500,000

Operations: \$350,000

Staff recommends reducing operations by \$350,000. The City’s general fund operating account was approximately \$6.7 million. The approach to reduction in operations was to reduce operations in ways that would not affect the core functions of the City. Over the past several years the City has made significant steps toward reducing any non-necessary expenses and constraining budget spending as much as possible, which on the one hand has helped the budget in previous years, but on the other hand it makes reductions throughout the City very difficult without affecting core operations. Other considerations included programs that would continue to be affected by social distancing measures or other requirements to combat the pandemic that may impact community services.

With that, departments reduced travel, training, and supplies across the board. Some departments significantly reduced community programming and eliminated major contracts. Contracts that will be affected include the City’s contract for communication services and for State legislative relations. Programs that will be affected by reductions in supplies include the Fire Department’s CERT program, the Police Department’s community programming, as well as library and community services programming.

Overtime: \$200,000

Staff recommends reduction in overtime in the public safety departments by a total of \$200,000. As staffing levels have risen over the past year the Public Safety departments are able to reduce their overtime slightly over the previous years. Although staff discussed further reducing the overtime budgets it was not feasible for two reasons. First, the Memorandums of Understanding (MOU) allows for vacation time which then needs to be backfilled at an overtime rate. Second, public safety departments typically have a high rate of Injury on Duty (IOD), which can cause an employee to be out for a significant amount of time and require backfilling. Technically a department can be fully staff but overtime can still be incurred while employees are out on IOD. Finally, there are sometimes unexpected costs that can lead to overtime such as brushfires or larger scale investigation. The recommended reduction would be acceptable and would not leave the City unprepared if any of these scenarios were to occur.

Reserves \$600,000

Over the years Council has established designated reserve funds for a variety of special projects. These funds have served as a form of savings account to accrue dollars over time for anticipated future issues or projects. These funds are separate and apart from the City’s emergency reserve discussed further below.

The designated reserves include:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maintenance Yard/ Community Center; \$317, 130
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Community Garden/ Open Space Purchases; \$392,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876

Staff recommends the elimination of the stormwater fund (\$600,000) as it is the only designated reserve fund that now has a consistent source of funding, eliminating the need for this reserve. In the November 2018 election, Measure W was passed and introduced a parcel tax of 2.5 cents per square foot of impermeable areas (like concrete) within the County. This represents approximately \$300,000 annually toward stormwater projects as well as eligibility for competitive Measure W funds.

The City has an emergency reserve balance which represents 25% of the General Fund, plus a number of reserve funds dedicated to specific purposes. The purpose of the emergency reserve is to assist the City with cash flow needs, economic downturns, and rising costs of pension liabilities; while also providing an immediate resource for emergencies. While this certainly seems to be the rainy day that emergency reserves plan for, the sheer number of unknowns in the coming year make the immediate use of emergency funds, to balance the current year's budget questionable. When the economy does open up, economists predict it will be gradual, and there will be significant changes in human behavior. Restaurants will likely be required to reduce capacity to accommodate social distancing, sporting and entertainment events will likely not be permitted, retail stores may have to limit the number of customers at a time, stores may have to reduce hours to allow for cleaning and sanitizing, and productivity may be reduced as a result of personnel having to work staggered shifts to protect against full group exposure. Studies also show that people are not eager to return to their prior patterns of shopping, dining and entertainment outside the home. Many will continue modified lifestyles for an unpredictable length of time. And finally, public health experts are warning that we must be prepared for an unknown number of potential additional shutdowns of undetermined duration. All of these factors will create ongoing impacts to the economy and local revenue streams. The emergency reserves may be needed to maintain services in the coming year.

Personnel \$1,350,000

Staff is proposing the reduction of personnel expenses by \$1,350,000. Because 70% of the general fund is allocated to staffing, significant cuts are necessary in personnel to achieve the necessary cost reductions. Many part time staff have already been furloughed because their work

functions have been temporarily eliminated by the County order. It is anticipated those positions will remain furloughed until the order is amended to allow recreation and senior programs to resume. There are a variety of tools available however to reduce personnel costs without additional furloughs or layoffs of full-time staff whose job functions remain critical to community priorities. By continuing to freeze the five positions currently on hold, the City can expect approximately \$520,000 in budget savings. Further staff reductions may be achieved by offering targeted retirement incentives, although it is difficult to estimate how many employees would take advantage of such an offer. Finally, the City will explore potential elimination of cost of living increases currently contracted to employees in July at a cost of \$400,000. This change will require negotiations with labor groups, as would any additional furloughs or layoffs. Furloughs and layoffs may need to be considered if the economic picture does not rebound as predicted. Staff recommends reserving these more drastic tools as a last resort as they will reduce the ability of the City to meet service levels and could impact the City's ability to retain and attract quality staff. Based on a recent study, city employees are already paid below average of comparable small cities; reductions in pay will be difficult to recoup in future years and the City will risk losing staff in the meantime.

Capital \$1,000,000

Since 2012, the City Council made a strong commitment to funding allocation toward street maintenance and repairs. Prior to that, the total allocated from street repairs toward general funds was often under \$100,000 annually. As the City continues to evaluate street conditions and understand the magnitude associated maintenance and the cost to that people have come to see the importance of these funds. By reducing the general fund dollars by \$1,000,000 there are certain implications that need to be considered. The first is whether or not the City will continue to receive \$460,000 in Road Maintenance and Rehabilitation Act (RMRA) dollars without meeting the maintenance of effort (MOE), or minimum required of \$1.4 million to receive these funds. Currently, the City is pursuing legislative efforts to waive the MOE for the next two years so the City can continue moving forward on street projects funded with those dollars. Additional considerations include the current conditions of the streets. By deferring maintenance to future years, the cost of those projects increases significantly both because of the additional wear to the streets but also because the cost of material and overall projects continue to increase.

Community Outreach

Reducing expenditures by \$3.5 million, or 12% of the General Fund, requires difficult trade-offs between programs that are all considered priorities for the community. Because of these challenges, the City is seeking maximum community input in determining the preferred solution. This included the shift from traditional in-person budget engagement at town hall meetings to an entirely online platform focused on education and engagement. Though budget development is always a demanding task, in less than two months the City transformed its budget development process to resolve sudden and severe revenue shortfalls in both 2019-2020 and 2020-2021.

The City released a budget engagement platform on May 4- May 24, 2020 with the goal of educating the community on the City's economic picture in the current and future years. This

was coupled with a survey and budget challenge in which residents could indicate their priorities. The budget presentations garnered over 1000 viewers. Of those viewers, 130 or 13% responded to the budget survey, exceeding the typical 5-10% response rate. The budget presentation was also delivered live via Zoom to the more than 80 members of the City's advisory commissions. Commissioners asked great questions and enthusiastically agreed to help spread the word about the budget outreach webpage and the need for residents to get engaged and provide their thoughts now, before the budget must be adopted in June. This support may have contributed to a large number of people joining the conversation who had never participated in budget discussion before. More than 83% said they had not previously participated in traditionally held town hall meetings or surveys.

The Budget Survey asked residents to rate their community priorities in terms of importance, 1 indicating not important and 5 indicating very important. Things that were queried included items like the City's public safety open house, and bicycle amenities to determine where the City could most likely scale back if needed.

Survey results indicated the top four resident priorities in terms of services provided to the community include:

Environmental sustainability programs;
Children's reading programs;
Senior Nutrition; and
Crossing Guards

Based on these results the City moved toward no reductions in the City's tree program and sustainability initiatives, the senior nutrition program, and crossing guard services. The City also preserved the children's reading programs so long as the 'safer at home' order was lifted.

In addition to the survey, the budget challenge on the engagement page asked residents to divide \$100 dollars between all the departments according to their priorities. Over 100 people responded, which at three minutes per response equates to over five hours of public comment.

The summary of the budgets indicated the following by department:

- Police Department \$26
- Fire Department 19
- Public Works \$14
- Community Services \$11
- Planning and Building \$7
- Library \$6
- Management Services \$5
- Finance \$3
- Non-Departmental Expense: \$10

If this is equated to the current budget amounts it would reflect as follows:

Department	Community Allocation	Proposed 20/21
Police Department	\$ 6,866,739.10	\$ 9,494,546.00
Fire Department	\$ 5,018,001.65	\$ 5,371,938.00
Public Works	\$ 3,697,474.90	\$ 2,628,523.00
Community Svcs.	\$ 2,905,158.85	\$ 972,062.00
Planning & Building	\$ 1,848,737.45	\$ 1,814,065.00
Library	\$ 1,584,632.10	\$ 1,679,172.00
Management Services	\$ 1,056,421.40	\$ 2,149,690.00
Finance	\$ 792,316.05	\$ 791,608.00
Non-Departmental	\$ 2,641,053.50	\$ 1,508,931.00
Total:	\$ 26,410,535	\$ 26,410,535

This type of feedback allows the City to look at the budget and determine the inherent values that their community is placing on certain services and to take a deeper look at restructuring in a way which better aligns with those community priorities.

Budget Monitoring and Amendments

Moving forward, staff proposes to present quarterly budget updates to Council to provide review of actual revenues and changing forecasts. The budget has been structured to allow flexibility in responding to changing conditions and these updates will provide a basis for timely amendments as needed. adjustments when necessary. Staff would bring forth an update to council sooner than the quarterly update if the variance is greater than 30% of the projected revenues by category.

Staff's goal is to be as adaptable as possible and to respond to change as quickly as possible. With that in mind, a budget committee with representatives from every department will be formed to perform continual monitoring of Federal, State and County actions that may impact revenue or expenses at the department level, ensuring that those impacts are immediately factored into the City budget for review.

Next Steps

1. Present FY 2020/21 budget for adoption on June 17, 2020.
2. Present quarterly updates to City Council in FY 2021.

Background

The City has four main sources of revenue including:

Property Tax

The City's property tax is the largest revenue source, representing half of the City's entire General Fund Revenue (\$15.4 million). At this time, the City's property tax receipts through the Fiscal Year (FY) (June 30, 2020) are not in jeopardy of coming in lower than projected. The reason for this is because this receipt represents revenue that has already been collected for the property taxes due last fall. When comparing property taxes in terms of the 2008 recession, there was no substantial change in 2008, but there were significant drops in the three years following. This was largely due to market valuation changes. While there may be some reduction in property tax receipts due to deferment of payments as a result of unemployment, property tax is still projected to remain relatively stable at this point. It remains to be seen how the overall economic climate will impact market valuation in the coming years.

Utilities Users' Tax (UUT)

The City's UUT is the second largest revenue source (\$3.4 million) or 12% of the General Fund. UUT once constituted 15% of the General Fund, and is projected to continue to decline in the future. This decline is not related to the pandemic but rather to a reduction in the amount of utilities that are being consumed. For example, many households no longer subscribe to cable television, have reduced their water usage through conservation, and use only cell phones instead of landlines. All of these lifestyle changes result in less tax revenue to the City. In FY 20/21 the UUT is projected to continue to decrease approximately 2-3% annually.

The UUT will sunset in 2022 unless renewed by voters on the ballot in 2020. The loss of these dollars would require a significant reduction in staffing and elimination of services on top of the existing budget deficit. As the City explores ways to manage its resources in the midst of a pandemic, this revenue source continues to be critical to the provision of basic services.

Sales Tax

Sales tax brings in approximately \$2.4 million or 8% of the General Fund. Tax revenues have generally been flat in recent years with no new development or business expansion. In November, 2019, the City's residents approved a ¾ cent sales tax increase, known as a transaction use tax. This would effectively raise the City's tax rate from 9.5% to 10.25% consistent with neighboring cities. The entirety of the tax is retained by the City and, pre-pandemic, represented approximately \$1.5 million in anticipated new general fund revenue. This revenue began collecting in April 2020 and City receipts will begin in July 2020.

Since then, there have been several notable changes resulting from the pandemic, both on the legislative side and economically. All non-essential businesses were forced to close and food service establishments were limited to pick up and delivery only. The majority of the City's businesses closed and all local restaurants did not choose to maintain operations on such a small scale. Grocery stores, drug stores, and gas stations are the only significant remaining sales tax generators. Further, despite efforts by the State and Federal government to provide aid to small businesses, the City must anticipate that many will not return after the closure or will not survive a long, slow recovery period.

On April 6, 2020, the Governor took steps to help small businesses announcing the State would allow deferred payments of up to \$50,000 of state and local sales and use taxes for up to 12 months. The 12-month, interest free, deferral will allow businesses with less than \$5 million in taxable annual sales to keep the sales taxes collected from consumers in what is essentially a loan from the state, counties, and cities. From a cashflow perspective, the City's possible exposure to the governor's deferred payment plan through the end of the fiscal year is \$313,000 (13% reduction through June 30). This revenue source was expected to become the City's second highest revenue source, surpassing UUT, however that is now in dependent on the economic recovery rate. Losses associated with permanent business closures could be up to \$600,000 in the upcoming year if half of all small businesses closed.

User Fees

User fees, set forth in the City's Annual Fee Schedule bring in just over \$3 million, making up 10% of the City's general fund revenues. Examples of these fees include plan check and building fees, public works fees, police fees, passport fees, community programming, and fire fees. Some of these revenues are seeing the sharpest decline of up to 63% or \$500,000 (community services classes). With mass gatherings expected to be prohibited for another 6-12 months, revenues from recreation programs are anticipated to remain at zero well into the new FY. Below is a breakdown of the types of fees that are collected and the effect the pandemic may have on the City's ability to collect:

Community Services (Excluding Rentals)

Community Service Fees are fees collected from recreation classes, youth programs, and the Camp Med program. These fees bring in approximately \$800,000 annually and are down 63% in the current year (\$500,000). Staff anticipates that revenue will be frozen or very minimal as long as the "safer at home" order continues, and well into the recovery period as group gatherings such as camp are expected to remain prohibited.

Planning

The planning fees have already met 100% of their expected revenues in this fiscal year, and are projected to increase slightly in the coming months as ADU applications continue being submitted. However, this growth going into the new years will vary greatly on economic recovery. Typically, these fees see declines in years following recessions.

Public Works

Similar to planning fees, public works fees have already met their expected revenues for this fiscal year. Future years are uncertain as with any projects tied to construction.

Fire Fees

Fire fees include false alarm fees, annual inspection fees, and paramedic fees. Fire fees bring in approximately \$850,000 annually and are not expected to deviate significantly through the end of this year. Future years may be affected as business inspections reduce as a result of less building inspections tied to economic activity.

Other Fees

There are other fees that are collected and are separated into their own category because they are considered licenses, permits, fines, and forfeitures. This category is the one that will be most significantly impacted immediately by the closures simply because everything tied to this category is directly related to economic activity which has been halted. Overall “other fees” were projected to bring in just over \$ 2 million and are coming in 30% below projections. Below is a brief status on the major fees in this category:

Licenses and Permits

Licenses and permits include business licenses, parking permits, street permits, and filming permits are down about 40% or \$387,000 and are not expected to increase significantly.

Fines and Forfeitures

Fines and forfeitures due to vehicle code violations and parking citations are significantly down. They were expected to collect approximately \$382,000 and are down about 60%. The revenues under this category are expected to slow as people are driving less and economic activity continues to reduce in the City.

Facility Rentals

Facility rentals will be at severe risk as these types of gathering are currently prohibited and it will take a significant amount of time before people begin gathering in masses, as would be expected with a facility rental. Facility rentals bring in approximately \$650,000 and are currently down 35% (\$200,000) with no expected variation through the end of the FY.

Expenditures

Even under the most optimistic scenarios – which include the receipt of state/federal grants and emergency funding – the City will face significant fiscal challenges in the coming months. Current projections suggest that, if the City makes no adjustments at all, the general fund budget will be short \$1.6 million (down 6%) this year and \$3.5 million next year (down 12%) requiring matching reductions be made on the expense side.

Fiscal Year 20/21

The City has a long-range financial sustainability plan focused on generating new revenue however, the strategies in that plan are no longer feasible. Priority items in the plan included potential enhancement of recreational and banquet facilities in the Arroyo, a local boutique hotel, and redevelopment of city parking lots. With the recovery expected to globally restrict and reduce demand for restaurants, hotels, sports, and entertainment, none of these will be reasonable considerations in the near future. If the City cannot generate additional revenue to close the budget gap, the only alternative is to reduce expenditures. Each alternative represents a trade-off between critical priorities for the community. South Pasadena is a small city and has always had a conservative budget, with very few, if any, non-essential services. More than half of the budget is allocated to public safety which the community has reaffirmed many times over the years should not be considered for reduction. Most recently, in 2018 when the UUT was challenged,

the community requested among the budget cut scenarios a proposal that would not touch public safety at all.

A large portion of the remaining budget is allocated for mandated programs. The City must have a Zoning Code and must accept and process development applications in a timely manner. Cities must also have a General Plan and Housing Element that comply with State law before mandated deadlines. Similarly, the City must maintain roads, sidewalks, sewers and the water system. And must complete annual audits and adopt budgets in compliance with the law. When considering how much of the General Fund budget is not discretionary spending, there is a small portion from which cuts can reasonably be considered.

Future Years

It is critical to make immediate and substantive changes to continue the long-term financial sustainability of the City. The shortfall laid out in the report does not include the potential \$11 million in additional liability expected as a result of CalPERS investment losses (amortized over 20 years beginning in FY 2022), and the potential loss of Utility Users' Tax (UUT) revenue at an additional \$3.5 million, which may stretch the City's capacity beyond the ability to continue to provide even minimal service levels and meet State mandates.

Fiscal Impact

The draft budget proposes reductions in expenses to accommodate a loss of approximately \$ 3.5 million through June 30, 2021 as a result of the pandemic. Further, there will be future financial impacts, if the loss of UUT and the increased liability in state pensions materialize.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

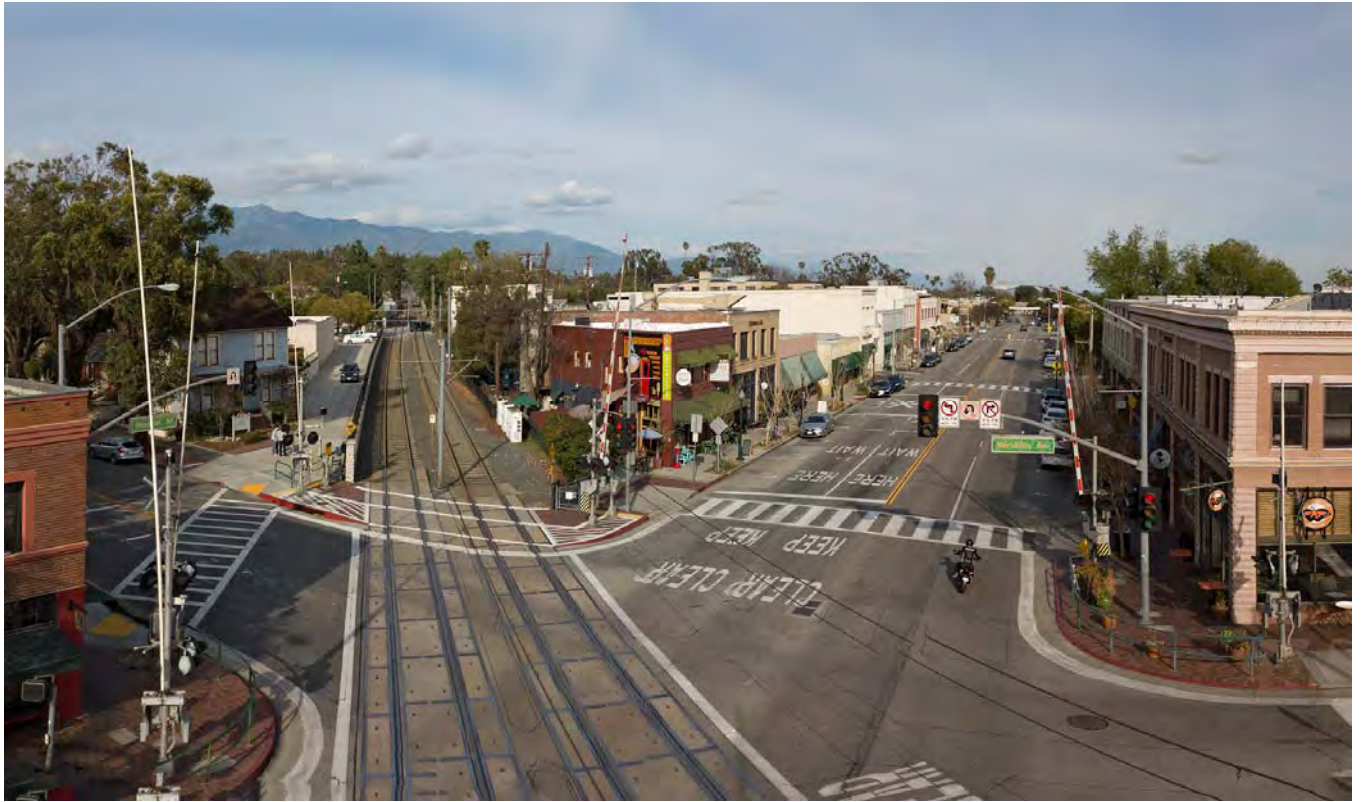
Attachments:

1. FY 2020/2021 Draft Budget
2. Position Control Worksheet
3. Budget Outreach Summary

ATTACHMENT 1
FY 2020/21 Draft Budget

FISCAL YEAR 2020-2021

DRAFT BUDGET



City of South Pasadena



City of South Pasadena
California



Proposed Budget
For the 2020-2021 Fiscal Year

Mayor
Robert Joe

Mayor Pro Tempore
Diana Mahmud

Councilmember
Michael A. Cacciotti

Councilmember
Richard D.
Schneider, M.D.

Councilmember
Marina Khubesrian, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Stephanie DeWolfe



MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our small-town character.

CORE VALUES

not in priority order

The City of South Pasadena values. . .

- ♦ *Honesty and Integrity*
 - ♦ *Teamwork*
- ♦ *Outstanding customer service*
 - ♦ *Responsiveness*
- ♦ *Open and accessible government*
 - ♦ *Community participation*
 - ♦ *Fiscal responsibility*

THREE-YEAR GOALS

not in priority order

- 1. Develop and Implement strong fiscal policies to ensure a resilient financial future.***
- 2. Create and Implement a Strong Economic Development Strategy to Strengthen the Local Business Districts.***
- 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.***
- 4. Enhance Community Stability through Investment in Infrastructure and Environmental Management Programs.***
- 5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.***
- 6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.***

FY 2020/2021 Financial Policies

1. BALANCED BUDGET

We will strive to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

The Adopted FY 2020/2021 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

- Fund 104 – Street Improvements Program Fund
- Fund 201 – MTA Pedestrian Improvements Fund
- Fund 215 – Street Light & Landscape District Fund
- Fund 226 – Mission Meridian Garage Fund
- Fund 232 – County Park Bond Fund
- Fund 248 – BTA Grants Fund
- Fund 249 – Golden Streets Grant Fund
- Fund 274 – Homeland Security Grant Fund

The Street Improvements Program Fund operational deficit is a result of transferring certain prior year capital projects originally budgeted in the General Fund. The MTA Pedestrian Improvements Fund deficit is due to expenses that remain unreimbursed pending the resolution of funding for the Hook Ramp Rogan project. The Street Light & Landscape District Fund deficit is a result of assessments remaining constant while costs continue to increase. The Mission Meridian Garage Fund does not have a significant revenue source at present, so it will continue to operate at a deficit. The operational deficits in the County Park Bond Fund, BTA Grants Fund, Golden Streets Grant Fund, and the Homeland Security Grant Fund result from expenses that will be reimbursed by grants.

2. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City’s annual budget and may modify appropriations with majority approval. Increases in appropriations at the fund level during the year must be submitted by the City’s departments for City Council review and approval. The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year unless encumbered for re-appropriation by the City Council in the following fiscal year. Department heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

This policy has been met.

3. ENTERPRISE FUND

We will require that our water, sewer, and golf course funds be self-supporting.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues.

4. GENERAL FUND RESERVE

We will strive to attain a General Fund undesignated fund balance equal to 30% of General Fund revenues at year end.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2020/2021 is as follows:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$317, 130
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Community Garden/ Open Space Purchases; \$392,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876

6. INFRASTRUCTURE

We will maintain a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees.

Beginning FY 2013/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements. This year the City is considering reducing that amount to have the most flexibility in maintaining a balanced budget throughout the year.

7. ACCOUNTING AND REPORTING STANDARDS

We will comply with all requirements of generally accepted accounting principles. We will prepare a Comprehensive Annual Financial Report (CAFR) to demonstrate that compliance.

The City is finalizing the FY 2018/2019 CAFR and will present at the July 1, 2020 City Council meeting.

8. RISK MANAGEMENT

We will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance, emergency response, and contract and employee obligations. We will work with our Retirement system and Insurance Pool to seek full coverage of actuarially projected needs.

Current insurance costs are fully funded with a retention of \$100,000 for general liability, and \$125,000 for workers' compensation. Funding on a pay-as-you-go basis for leave liabilities, claims and judgments, and retiree health insurance costs remains the City's practice. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. The City's benefit structure was modified, reducing the unfunded retiree medical liability from \$22 million as of the 1/1/11 valuation to \$12 million as of the 1/1/13 valuation. However, due to the now required inclusion of the cost of the implied subsidy that results from retirees participating at the same rates as active employees, the liability increased to \$16.7 million as of 1/1/15.

9. DEBT AND INVESTMENTS

We will consider the use of debt when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity.

In FY 2020/2021 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

10. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director.

This policy has been met.

11. FINANCIAL MANAGEMENT

We will seek to realize the maximum use of all tax dollars to public benefit.

This policy has been met.

FY 2020/21 Fund Balance

Fund	Description	06/30/20	Year-End	Year-End	Revenues Minus	06/30/21
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		27,461,349	25,480,248	1,981,100	
	Capital			-	-	
	Transfers/Interfund Loans		600,000	1,820,000	(1,220,000)	
	Reserves					
	Undesignated	6,673,794				6,833,976
	Arroyo Golf Course / Bike Trail	600,000				600,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	317,130				317,130
	Library Expansion	200,000				200,000
	Renewable Energy Sources Reserve	700,000				700,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Community Garden/Open Space Purchases	392,000				392,000
	Storm Water	600,000		600,000	(600,000)	-
	Financial Sustainability Reserve	900,000				900,000
	Slater Reimbursement Reserve	345,876				345,876
	Vehicle Replacement Reserve	100,000				100,000
101	General Fund Total	\$ 12,328,800	\$ 28,061,349	\$ 27,900,248	\$ 161,100	\$ 11,888,982
103	Insurance Fund	605,000	320,000	319,300	700	605,700
104	Street Improvements Program	711,441	500,000	500,000	-	711,441
105	Facilities & Equip. Replacement	1,693	501,000	500,000	1,000	2,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	462,664	566,185	490,908	75,277	537,941
207	Prop "C"	577,879	507,748	190,463	317,285	895,164
208	TEA/Metro	12,517	6,412	-	6,412	18,929
210	Sewer	4,632,411	1,865,000	1,167,217	697,783	5,330,194
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	-	889,837	1,067,041	(177,204)	(177,204)
217	Public, Educ. & Govt. Fund	178,273	19,825	-	19,825	198,098
218	Clean Air Act	161,522	34,939	52,600	(17,661)	143,861
220	Business Improvement Tax	186,130	72,500	109,500	(37,000)	149,130
226	Mission Meridian Public Garage	(429,913)	-	15,000	(15,000)	(444,913)
228	Housing Authority	84,847	22,676	10,000	12,676	97,523
230	State Gas Tax	139,637	669,062	925,122	(256,060)	(116,423)
232	County Park Bond	421,069	2,500	63,500	(61,000)	360,069
233	Measure R	1,006,060	354,175	300,000	54,175	1,060,235
236	Measure M	667,926	397,024	300,000	97,024	764,950
237	Road Maint. & Rehab. Acct.	(36,256)	502,685	-	502,685	466,429
239	Measure W	5,770	-	163,576	(163,576)	(157,806)
245	Bike & Pedestrian Paths	18,126	-	-	-	18,126
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	431,060	55,000	-	55,000	486,060
260	CDBG	121,246	261,565	261,565	-	121,246
272	Police Grants - State (COPS)	160,599	102,500	150,000	(47,500)	113,099
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	435,586	166,000	100,000	66,000	501,586
277	HSIP Grant	(927)	-	-	-	(927)
295	Arroyo Seco Golf Course	1,017,872	1,355,410	1,162,458	192,952	1,210,824
310	Sewer Capital Projects	154,500	428,308	-	428,308	582,808
327	2000 Tax Allocation Bonds	904,238	-	-	-	904,238
500	Water	1,381,725	10,026,000	7,683,680	2,342,320	3,724,045
503	Water Efficiency Fund	(239,935)	200,000	311,096	(111,096)	(351,031)
505	2016 Water Revenue Bonds	(2,500)	2,442,838	1,542,838	900,000	897,500
510	Water & Sewer Impact Fees	270,000	253,000	-	253,000	523,000
550	Public Financing Authority	3,653	556,188	151,188	405,000	408,653
927	Redev. Obligations Trust Fund	-	194,500	194,500	-	-
		25,938,414	51,334,974	45,631,799	5,703,176	31,040,672
227	Successor Agency to CRA	262,378	194,500	194,500	-	262,378
	Successor Agency Total	262,378	194,500	194,500	-	262,378
	TOTAL CITY & CRA	26,200,792	51,529,474	45,826,299	5,703,176	31,303,050

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4000-000	Property Tax - Current Secured	9,757,452	10,441,153	10,934,441	11,352,300	11,300,000	11,125,254
4010-000	Property Tax - Unsecured	375,920	391,659	409,408	426,891	400,000	320,000
4020-000	Property Tax - Prior Years	(14,953)	(18,677)	(43,733)	(34,265)	(25,395)	26,349
4030-000	Property Tax - Int & Pen	34,608	32,396	28,955	35,222	36,507	22,737
4040-000	Highway Rental	126,236	123,316	114,707	127,179	117,783	117,783
4050-000	Homeowners Exemption	63,495	63,087	62,175	63,628	60,796	60,000
4060-000	Supplemental - Sec/Unsec	269,974	308,827	282,904	335,776	335,776	153,430
5002-000	Motor Vehicle In Lieu Adj.	2,624,200	2,794,082	2,981,222	3,107,304	3,145,590	3,000,000
Property Tax		13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	14,825,553
4150-000	Library Special Tax	309,886	317,141	326,038	326,729	337,490	350,008
Assessments & Special Taxes		309,886	317,141	326,038	326,729	337,490	350,008
4200-000	Sales & Use Tax	2,173,347	2,175,728	1,868,563	2,130,802	1,830,802	3,000,000
4200-001	Sales Tax "In Lieu"	-	-	-	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	283,319	325,535	287,758	300,000	160,128	275,000
Sales Tax		2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	3,275,000
4230-001	Utility Tax - Water	609,009	669,561	663,349	650,000	687,254	650,000
4230-002	Utility Tax - Electric	1,244,417	1,283,120	1,179,074	1,315,000	1,381,772	1,315,000
4230-003	Utility Tax - Gas	401,278	351,564	496,814	385,000	428,562	452,105
4230-004	Utility Tax - Telephone	776,352	781,524	649,905	785,000	644,824	650,000
4230-006	Utility Tax - Cable	350,892	259,813	230,504	350,000	165,915	150,000
Utility Users Tax		3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,217,105
4210-001	Franchise - Refuse	420,498	443,975	514,724	450,000	532,228	450,000
4210-002	Franchise - Cable TV	259,910	194,311	290,940	250,000	249,445	250,000
4210-003	Franchise - Electric	90,840	97,964	150,085	100,000	80,734	100,000
4210-004	Franchise - Gas	47,476	48,486	46,659	50,000	53,149	52,000
4220-000	Real Property Transfer	200,483	166,460	171,797	198,900	148,958	150,000
Other Taxes		1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,002,000
4400-000	Business License	393,578	379,911	391,461	400,000	300,000	300,000
4405-000	Business License SB1186 Fee	1,894	6,262	10,112	8,000	9,820	7,500
4420-000	Bus Lic Penalties & Trans	19,016	9,816	8,192	15,000	19,291	15,000
4440-000	Tobacco Retail Permit	1,080	840	600	900	480	480
4460-000	Parking Permits	441,935	7	352,207	440,000	334,531	350,000
4445-000	Filming Permits	96,840	83,211	75,300	100,000	67,487	60,000
4465-001	Fire Permits	4,845	5,301	4,941	4,000	2,905	3,000
4470-001	Grading Permits	-	-	-	-	362	300
4470-002	Street / Curb Permits	87,160	45,560	33,190	45,000	30,360	35,000
4470-004	Street Closure Permits	2,164	5,226	4,271	3,000	5,476	3,000
4470-005	Newsrack Permits	-	125	836	-	573	500
4480-000	FOG Wastewater Permit	7,845	5,445	11,450	8,000	6,758	7,000
Licenses & Permits		1,056,357	541,704	892,560	1,023,900	778,043	781,780
4600-000	Vehicle Code Fines	70,174	80,785	66,759	70,000	59,829	55,000
4610-000	Parking Citations	309,492	291,191	262,525	300,000	194,600	200,000
4620-000	Other Court Fines	18,072	16,085	10,353	12,700	9,547	10,000
Fines & Forfeitures		397,738	388,061	339,636	382,700	263,976	265,000
4800-000	Interest Income	162,400	89,594	284,778	130,000	106,333	125,000
4802-000	Gain / Loss on Investments	3,216	(445)	10,702	-	-	-
4805-000	Unrealized Gain / Loss	(120,484)	(8,111)	202,872	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	4,184	-	3,646	3,800	2,250	3,000
4820-000	Rental - Stables	54,217	53,278	81,907	53,000	87,778	85,000
4825-000	Rental - Tennis	68,560	77,913	81,900	84,000	56,700	75,600

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4830-002	Rental - Cell Phone Site	41,404	53,658	34,665	44,000	44,536	37,400
4830-003	Rental - Cell Site - AT&T	30,830	30,240	23,038	36,000	35,405	30,600
4830-004	Cell Phone - CW/Bilicke	36,043	37,124	38,474	42,000	39,813	35,700
4830-005	Cell Phone - Verizon - San Pascual	26,976	27,785	28,619	29,000	29,042	24,650
4830-006	Cell Phone - Cingular OG	30,085	33,029	44,560	35,000	36,538	29,750
4830-009	Cell Phone - Cingular ASP	38,107	35,187	38,386	39,000	38,386	33,150
4830-010	Cell Phone - Verizon - MH	22,322	22,992	21,718	24,000	24,392	20,400
4840-000	Rental - War Memorial Building	55,270	46,527	50,765	45,000	23,446	10,000
4850-000	Rental - Eddie Park	4,347	2,811	4,676	3,600	1,751	1,500
4860-000	Rental - Library Comm Room	14,055	16,330	14,863	15,000	10,643	5,000
4870-000	Rental - Racquet Ball Ctr	-	585	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	1,635	2,665	1,900	4,000	2,616	2,000
4890-000	Rental - Farmer's Market	10,801	10,564	16,456	10,000	5,625	5,000
4891-000	Rental - Orange Grove	4,985	10,312	4,644	3,000	2,861	1,000
4892-000	Rental - Misc	31,290	23,765	30,516	30,000	36,454	10,000
4893-000	Rental - Batting Cages	15,488	8,382	13,061	12,000	7,326	5,000
4894-000	Rental - Youth House	6,018	4,823	4,190	5,350	1,580	1,500
Use of Money & Property		541,749	579,006	1,036,335	647,750	593,475	541,250
5000-000	Motor Vehicle In Lieu	11,660	13,682	-	12,000	-	-
5400-000	Sale of Property	16,745	5,481	856	6,000	-	-
5020-000	State Reimb - Police Training	4,631	12,673	8,570	8,000	15,882	13,000
5030-000	State Mandated Cost	80	115	62	100	-	-
5071-003	Miscellaneous Grants	60,014	-	263,258	-	500	500
5071-005	Non-Federal Grants - Pub. Works	-	(39,951)	548,876	-	-	-
5073-001	Grants-Police	-	11,982	23,739	32,000	19,829	20,000
5077-003	Metro Gold Line Authority	-	3,011	-	-	-	-
Revenue From Other Agencies		93,130	6,993	845,361	58,100	36,211	33,500
5150-001	Business License App Fee	18,393	28,015	17,783	15,000	28,577	15,000
5150-002	Non Sufficient Fund Chg	297	378	340	300	300	300
Current Services-Finance		18,690	28,393	18,123	15,300	28,877	15,300
5200-001	Community Development Misc Fee	305	3,160	7,647	5,000	21,082	20,000
5200-002	Planning Fees	93,555	165,516	126,542	150,000	212,993	150,000
5200-003	Plan Check	261,258	252,652	300,717	265,000	378,576	265,000
5200-004	Building Permits	407,549	461,992	420,639	420,000	494,940	425,000
5200-006	Code Reinspection Fee	-	-	-	-	-	-
5200-007	Administrative Citations	400	1,300	700	1,200	1,200	1,200
Current Services-Planning & Building		763,067	884,620	856,245	841,200	1,108,791	861,200
5220-001	Engineering Fees - Misc	101,789	107,456	81,445	90,000	123,368	120,000
5220-002	Engineering Plan Check	2,320	1,120	700	1,000	2,786	2,500
5223-000	NPDES	134,313	108,229	136,577	100,000	141,336	140,000
5224-000	Public Works - Filming	-	-	-	-	1,593	-
Current Services-Public Works		238,422	216,805	218,723	191,000	269,084	262,500
5230-001	Police Special Svcs	8,656	2,270	4,036	4,500	9,343	5,000
5230-004	Vehicle Impound Fees	23,210	25,055	34,428	25,000	26,747	25,000
5230-005	Police Svcs - Filming	229,127	242,810	190,960	210,000	141,820	150,000
5280-001	Animal Control Fees	1,043	749	893	800	907	800
Current Services-Police		262,036	270,883	230,317	240,300	178,816	180,800
5255-000	Passport Services	9,059	19,175	15,387	20,000	13,625	10,000
Current Services-Library		9,059	19,175	15,387	20,000	13,625	10,000
5260-002	Library Fines	58,700	54,258	48,868	45,000	26,137	15,000
5260-003	Library Replacements	4,046	4,321	3,609	4,000	2,667	2,000
Current Services-Library		62,746	58,579	52,477	49,000	28,804	17,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5265-002	Sr. Citizens Classes	23,964	21,392	20,483	28,000	16,655	15,000
5265-003	Sr. Citizens Membership	9,456	8,658	10,430	10,000	8,225	7,000
5265-004	Sr. Citizens Bus Trips	6,849	5,660	3,694	5,750	2,225	1,000
5265-005	Snr. Citizens Center Programs	2,438	3,680	2,150	3,700	1,104	1,000
5265-006	Bingo - Coffee - Med. I.D.	1,258	1,285	1,163	1,500	859	750
5270-001	Camp Med Fees	363,806	409,932	392,712	461,600	202,945	200,000
5270-002	Recreation Classes	165,901	197,722	168,097	200,000	93,183	90,000
5270-003	Special Events	11,067	12,417	10,435	13,900	10,312	10,000
5270-004	MTA Bus Pass - General	-	2,279	-	-	-	-
5270-005	Park/Field Reservations	63,128	64,778	60,680	65,000	19,087	20,000
5270-007	Adult Sports	150	-	-	-	-	-
5270-008	Concerts in the Park	10,301	14,550	8,000	14,000	-	-
5270-009	War Memorial Kitchen	2,400	3,300	3,075	3,500	2,200	2,000
Current Services-Community Services		660,718	745,653	680,920	806,950	356,796	346,750
5289-001	Fire Dept - Filming	154,683	160,645	111,685	140,000	81,200	80,000
5289-002	Fire Dept - Plan Check	14,898	18,192	55,018	35,000	41,765	40,000
5289-007	Fire Dept - Inspection	-	-	-	-	35,112	35,000
5290-001	Paramedic Fees	535,971	560,570	609,334	525,000	616,839	625,000
5300-000	Paramedic Subscriptions	19,100	19,595	18,770	20,000	27,400	27,500
5302-000	Fire Command Reimbursements	174,591	14,246	142,129	130,000	98,017	100,000
5305-001	Fire Miscellaneous	-	118,203	73,214	-	-	-
Current-Services-Fire		899,243	891,451	1,010,150	850,000	900,333	907,500
Current-Services-ALL		2,913,981	3,115,558	3,082,342	3,013,750	2,885,126	2,601,050
5420-000	Workers Comp Reimb	34,996	35,297	37,479	35,000	31,633	31,633
5425-000	Gen. Liability Insurance Reimb	278,824	12,892	40,695	20,000	20,000	-
5430-000	Damage to City Property	6,817	92,634	(18,123)	90,000	2,047	2,047
5440-000	Candidate Filing Fee	-	-	100	-	-	-
5460-000	Recycling Revenue	119,810	74,083	39,234	70,000	11,443	11,443
5460-001	Recycling Container	2,626	7,155	19,309	7,000	-	-
5490-000	Cash Over/Short Fin.	0	(1)	54	-	50	50
5490-001	Over/Short - Library	(0)	4	(2)	-	1	1
5490-002	Over/Short - Police	96	101	28	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	1	-	-	-	41	41
5490-004	Over Short - Senior Center	4	(8)	1	-	-	-
5490-007	Cash Over/Short - Fire	1	-	-	-	-	-
5501-001	Donations - Misc	51	76	66	-	-	-
5501-003	Donations - Senior Meals	2,962	14,368	20,895	10,000	2,173	2,173
5501-005	Donations - Library	-	7,746	-	-	-	-
5505-000	Miscellaneous	41,357	32,407	103,442	50,000	22,810	22,810
5505-001	Duplication Fees	4,182	3,825	4,979	4,000	6,728	6,728
5510-000	Credit Card Transaction Fee	-	-	-	-	1,410	1,500
5550-000	Prior Year Adjustment	(26,522)	(307)	(80,798)	-	7,292	7,292
Other Revenue		465,205	280,271	167,360	286,000	105,628	85,719
5610-000	Reimbursement-Sewer Fund	69,022	-	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	-	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		483,384	-	483,384	483,384	483,384	483,384
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
101 - GENERAL FUND TOTAL		26,356,183	26,162,620	28,493,267	28,601,050	27,218,162	27,461,349

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Pre Covid 19	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21	2020/21
Property Taxes	13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	15,722,316	14,825,553
Assessments & Special Taxes	309,886	317,141	326,038	326,729	337,490	333,264	350,008
Sales Taxes	2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	4,230,802	3,275,000
Utility Users Taxes	3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,308,327	3,217,105
Franchise Fees	1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,064,514	1,002,000
License & Permits	1,056,357	541,704	892,560	1,023,900	778,043	1,023,900	781,780
Fines & Forfeitures	397,738	388,061	339,636	382,700	263,976	382,700	265,000
Use of Money & Property	541,749	579,006	1,036,335	647,750	593,475	880,000	541,250
Other Agencies	93,130	6,993	845,361	58,100	36,211	58,100	33,500
Current Services	2,913,981	3,115,558	3,082,342	3,013,750	2,885,126	3,120,000	2,601,050
All Other Revenues	465,205	280,271	167,360	286,000	105,628	286,000	85,719
Reimbursement From Other Funds	483,384		483,384	483,384	483,384	483,384	483,384
Total GF Revenues	26,356,183	26,162,620	28,493,267	28,601,050	27,218,162	30,893,307	27,461,349

Department/Program Exp	Actual	Actual	Estimated	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
City Council	42,195	42,850	45,685	57,269	33,792	47,119
Management Services						
City Manager	918,114	845,476	1,026,042	1,677,069	1,453,257	1,274,702
City Clerk	444,655	431,612	343,530	110,800	85,323	103,503
Elections	19,457	63,733	58,280	65,500	209,082	65,500
Human Resources	247,127	408,161	360,950	343,600	289,176	254,850
Transportation Planning	54,926	70,535	106,635	-	-	-
Legal Services	257,586	292,772	290,000	280,000	280,000	280,000
Information Systems	487,296	458,391	511,178	514,900	482,321	517,200
Finance						
Finance	643,953	795,481	828,989	709,727	689,217	732,444
City Treasurer	9,380	9,250	9,250	9,250	9,250	9,250
Non-Dept./Overhead	947,865	961,054	912,727	944,111	1,122,072	1,178,861
Police	8,419,495	8,408,728	8,316,642	9,327,012	9,328,208	9,699,878
Fire						
Fire	5,031,694	4,720,830	4,756,672	5,139,650	4,807,956	5,261,347
Emergency Services	23,505	104,400	171,398	35,000	41,520	40,000
Public Works						
Administration & Engineering	372,784	419,153	676,789	613,565	584,807	634,550
Environmental Services	210,595	207,645	44,976	-	-	-
Park Maintenance	414,864	493,446	553,669	631,921	559,083	631,972
Facilities Maintenance	683,017	705,483	747,702	895,092	774,719	893,189
Planning & Building	1,158,096	1,033,506	958,291	2,195,278	2,113,034	1,773,869
Library	1,525,469	1,736,821	1,486,426	1,874,490	1,488,653	1,661,706
Community Services						
Senior Services	291,590	309,118	294,356	353,509	317,344	341,945
Community Services	285,448	192,458	181,852	220,112	174,503	192,925
Recreation and Youth Services	679,960	827,801	734,993	858,399	768,300	470,438
Capital Projects	483,614	1,307,345	542,631	-	-	-
Misc/Transfers Out	5,473,409	-	-	1,910,597	1,539,470	1,820,000
Total GF Expenditures	29,126,094	24,846,047	23,959,663	28,766,851	27,151,086	27,885,248

CITY COUNCIL

Department Summary

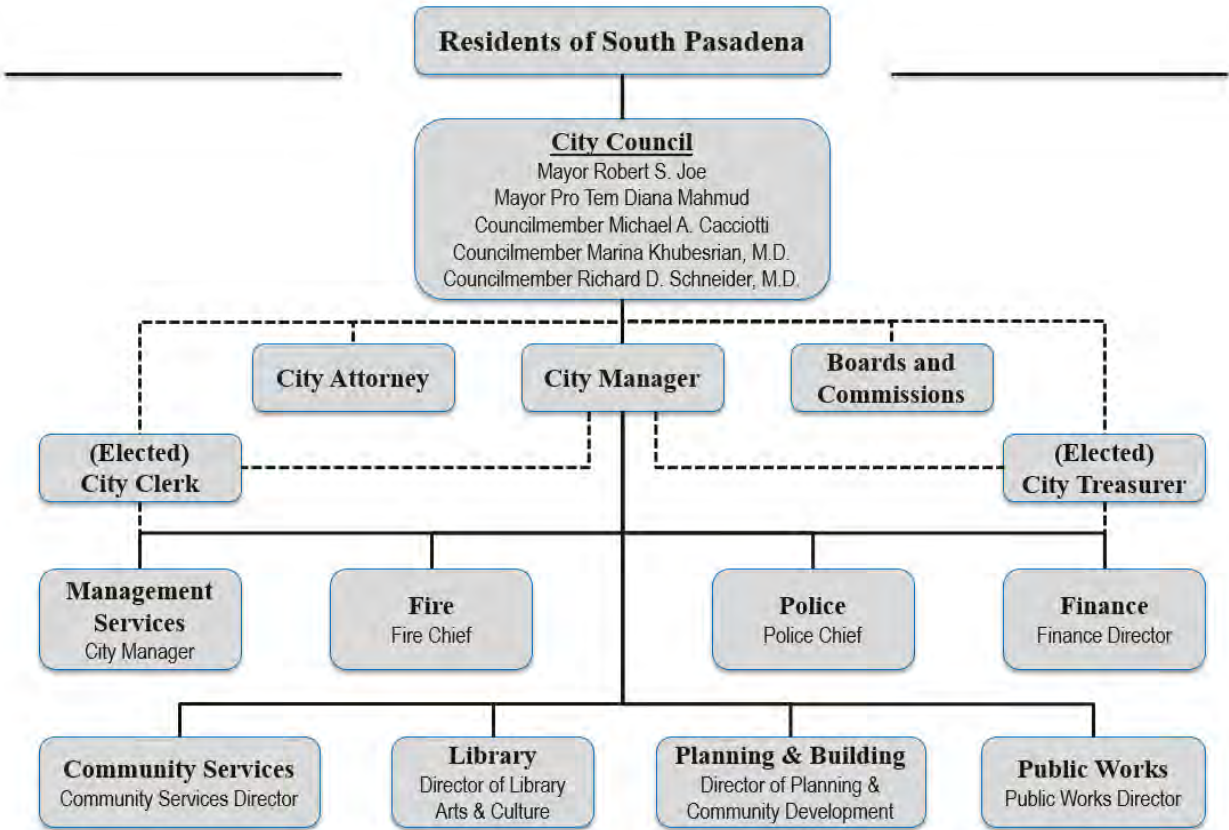
EXPENDITURE SUMMARY	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
Wages & Benefits	22,969	22,486	22,352	22,519	18,641	22,519
Operations & Maintenance	19,226	20,363	19,760	34,750	15,151	24,600
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	42,195	42,850	42,112	57,269	33,792	47,119
	-	-	-	-	-	-
[101-1011] City Council	42,195	42,850	42,112	57,269	33,792	47,119
Total Expenses by Program	42,195	42,850	42,112	57,269	33,792	47,119

CITY COUNCIL

Department Description and Authorized Positions

Robert S. Joe, Mayor
 Diana Mahmud, Mayor Pro Tem
 Michael A. Cacciotti, Councilmember
 Marina Khubesrian, M.D., Councilmember
 Richard D. Schneider M.D., Councilmember

The City Council is the elected legislative body of the City. The City Council consists of a Mayor and four Councilmembers, each elected at large for four overlapping terms. The City Council represents the City’s citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget.



CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	21,840	21,840	20,340	21,840	18,200	21,840
7010	Salaries - Temp / Part	-	-	1,500	-	-	-
7110	Workers Compensation	812	330	196	349	177	349
7170	FICA - Medicare	317	317	317	330	264	330
	<WAGES & BENEFITS>	22,969	22,486	22,352	22,519	18,641	22,519
8000	Office Supplies	(48)	70	-	-	-	-
8010	Postage	5	20	199	250	98	100
8020	Special Department Expense	2,831	1,036	9,003	4,000	300	2,000
8021	Discretionary Fund Program	7,699	4,416	5,231	20,000	9,354	20,000
8060	Dues & Memberships	2,231	7,784	-	500	-	500
8090	Conference & Meeting Expense	6,508	7,037	5,326	10,000	5,399	2,000
	<OPERATIONS & MAINTENANCE>	19,226	20,363	19,760	34,750	15,151	24,600
[101-1011] City Council Total		42,195	42,850	42,112	57,269	33,792	47,119

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

7000 Regular Salaries

Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail (\$100).

8020 Special Department Expense

Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). (2,000)

8021 Discretionary Fund Program (\$20,000)

No new allocations are being proposed.

8060 Dues/Memberships/Subscriptions

Provides funds for individual councilmember memberships in organizations (\$500)

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$2,000)

MANAGEMENT SERVICES

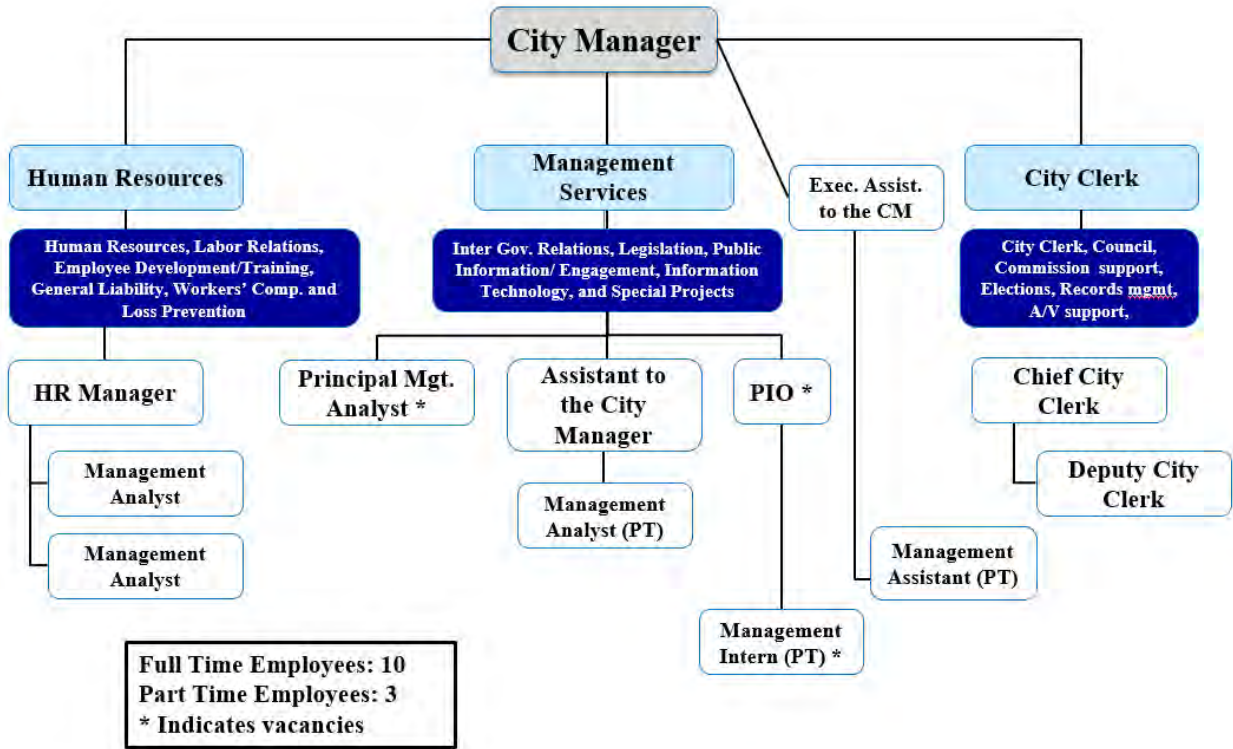
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,692,257	1,158,812	1,542,634	1,529,819	1,259,938	1,195,305
Operations & Maintenance	1,427,379	1,833,077	2,078,030	1,612,950	1,952,476	1,695,650
Capital Outlay	131,195	74,875	192,141	283,600	213,506	263,600
Total Expenses by Category	3,250,831	3,066,764	3,812,806	3,426,369	3,425,921	3,154,555
[101-2011] City Manager	918,114	845,476	1,149,308	1,677,069	1,453,257	1,274,702
[101-1021] City Clerk	444,655	431,612	283,155	110,800	85,323	103,503
[101-1022] Elections	19,457	63,733	58,244	65,500	209,082	65,500
[101-2013] Human Resources	247,127	408,161	453,421	343,600	289,176	254,850
[101-2021] Transportation Planning	54,926	70,535	86,257	-	-	-
[101-2032] Information Services	-	458,391	547,079	514,900	482,321	517,200
[101-3032] Information Services	487,296	-	-	-	-	-
[101-2501] Legal Services	257,586	292,772	331,356	280,000	280,000	280,000
[103-2501] Insurance Fund	82,305	229,942	306,906	95,000	309,980	319,300
[105-3032] Facilities & Equipment Replacement	-	-	102,265	200,000	200,000	200,000
[211-2011] CTC Traffic Improvement	270	164	-	-	-	-
[218-2270] Clean Air Act	41,982	48,977	22,856	15,000	17,279	52,600
[220-2301] Community Promotion	185,000	164,550	161,500	109,500	109,500	109,500
[226-2029] Mission Meridian Public Garage	15,432	11,321	13,053	15,000	7,281	15,000
[248-2011] BTA	55,639	-	-	-	-	-
[249-2011] Golden Street	441,042	41,131	299,800	-	-	-
Total Expenses by Program	3,250,831	3,066,764	3,815,201	3,426,369	3,443,199	3,192,155

City Manager	1	
Assistant to the City Manager	1	
Chief City Clerk	1	
Human Resources Manager	1	
Principal Management Analyst	2	Positions frozen
Executive Assistant to the City Manager	1	
Management Analyst	2	
Deputy City Clerk	1	
Total	10	

MANAGEMENT SERVICES

Department Description and Authorized Positions



The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of seven operating departments, public information and public engagement, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget. Functional areas within the Management Services Department are:

General Services:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects
Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
City Clerk:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	568,768	548,342	615,878	1,029,138	823,015	761,039
7010	Salaries - Temp / Part	40,549	45,976	154,249	115,000	128,947	115,000
7015	Salaries - Golden Streets	-	-	-	-	-	-
7020	Overtime	3,644	121	-	-	-	-
7040	Holiday	-	-	-	-	5,827	-
7055	IOD - Non Safety	-	271	-	-	-	-
7070	Leave Buyback	22,701	1,859	4,029	-	5,973	-
7100	Retirement	111,169	114,421	137,974	259,905	173,427	199,979
7108	Deferred Compensation	3,944	2,262	4,687	6,150	8,851	4,660
7110	Workers Compensation	20,780	9,173	10,326	19,371	12,380	14,557
7120	Disability Insurance	8,792	329	4,335	-	-	-
7130	Group Health Insurance	41,983	40,847	63,835	70,618	66,183	70,618
7140	Vision Insurance	1,284	1,091	1,461	2,153	1,636	2,153
7150	Dental Insurance	4,739	3,851	4,441	8,073	5,215	8,073
7160	Life Insurance	566	456	542	888	757	888
7170	FICA - Medicare	9,035	10,913	12,876	14,923	15,033	11,035
7180	Car/Uniform Allowance	5,081	4,020	5,300	-	4,950	-
<WAGES & BENEFITS>		843,035	783,932	1,019,935	1,529,819	1,252,195	1,191,602
8000	Office Supplies	4,603	5,231	9,093	10,000	5,516	6,000
8010	Postage	555	245	417	300	300	300
8020	Special Department Expense	6,062	3,374	5,003	6,000	4,358	6,000
8050	Printing/Duplicating	60	693	4,739	2,000	-	2,000
8060	Dues & Memberships	1,414	1,539	1,330	2,000	1,930	1,000
8090	Conference & Meeting Expense	7,824	1,869	5,582	8,000	4,175	3,200
8100	Vehicle Maintenance	1,639	1,742	2,094	2,000	720	1,500
8110	Equipment Maintenance	196	698	2,085	700	-	700
8170	Professional Services	16,160	42,059	78,970	70,000	70,000	40,000
8180	Contract Services	10,946	3,793	20,017	3,000	50,179	3,000
8200	Training Expense	2,184	300	-	-	-	-
8220	Communications Spec. Dept Expense	-	-	-	4,850	251	1,000
8230	Communications Prof Services	-	-	-	28,400	63,634	8,400
8272	CM Emergency	23,436	-	-	10,000	-	10,000
<OPERATIONS & MAINTENANCE>		75,079	61,544	129,373	147,250	201,062	83,100
[101-2011] City Manager Total		918,114	845,476	1,149,308	1,677,069	1,453,257	1,274,702

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Chief City Clerk, Principal Management Analyst, Public Information Officer, Executive Assistant to the City Manager, Deputy City Clerk, and 2 Management Analysts. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees (Management Analyst, Management Assistant, and Management Intern).
- 7011 Salaries – Part Time/Stipend
Provides compensation for elected City Clerk.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments. (\$6,000)
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices. (\$300)
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference . (\$3,200)

- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$1,500).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (-). (\$700)
(Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000), Funds for professional services related to City Manager's Office and citywide operations (\$20,000).
- 8180 Contract Services
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8220 Communications Special Department Expense
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000),
- 8230 Communications Professional Services
Provides funds for professional services Graphic design services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements.
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	259,306	231,233	130,962	-	-	-
7010	Salaries - Temp / Part	4,560	4,757	10,537	-	6,995	3,498
7020	Overtime	4,056	6,082	3,348	-	-	-
7070	Leave Buyback	1,156	15,755	18,652	-	-	-
7100	Retirement	42,895	44,151	45,732	-	324	162
7108	Deferred Compensation	1,192	532	1,074	-	-	-
7110	Workers Compensation	8,234	3,886	2,058	-	87	43
7130	Group Health Insurance	22,053	20,879	6,750	-	-	-
7140	Vision Insurance	569	496	217	-	-	-
7150	Dental Insurance	2,120	1,544	704	-	-	-
7160	Life Insurance	299	248	68	-	-	-
7170	FICA - Medicare	4,080	3,956	2,797	-	337	-
	<WAGES & BENEFITS>	350,520	333,517	222,899	-	7,743	3,703
8000	Office Supplies	981	251	10	-	-	-
8010	Postage	472	204	430	1,000	149	500
8020	Special Department Expense	1,393	2,377	2,162	1,500	1,335	1,500
8040	Advertising	3,176	2,472	3,034	4,000	465	2,000
8050	Printing/Duplicating	370	26	-	1,000	-	500
8060	Dues & Memberships	2,464	1,079	1,477	1,000	1,033	1,000
8070	Mileage/Auto Allowance	817	316	-	500	-	500
8090	Conference & Meeting Expense	6,131	4,527	3,326	3,000	1,300	3,000
8095	Commissioners Congress	-	-	-	5,000	4,836	-
8110	Equipment Maintenance	609	595	1,127	2,000	88	2,000
8170	Professional Services	17,691	6,400	-	-	-	-
8180	Contract Services	53,579	71,236	47,690	85,000	66,824	85,000
8200	Training Expense	5,625	6,971	1,000	3,200	1,550	200
8300	Lease Payment	397	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	93,705	96,454	60,256	107,200	77,580	96,200
8520	Machinery & Equipment	430	1,641	-	3,600	-	3,600
	<CAPITAL OUTLAY>	430	1,641	-	3,600	-	3,600
[101-1021] City Clerk Total		444,655	431,612	283,155	110,800	85,323	103,503

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (\$500).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).
- 8040 Advertising
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$1,200).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses, (\$1,000).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000). To include costs for virtual meeting subscription and e-signature licensing
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); Includes costs for web streaming of additional commission meetings in response to health crisis (\$17,500)
- 8200 Training Expense
Notary Public, Brown Act, or related seminars (\$200).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8010	Postage	-	-	-	500	-	500
8020	Special Department Expense	675	322	-	5,000	-	5,000
8040	Advertising	756	11,335	4,543	5,000	5,000	5,000
8170	Professional Services	18,026	52,076	53,702	55,000	204,082	55,000
	<OPERATIONS & MAINTENANCE>	19,457	63,733	58,244	65,500	209,082	65,500
[101-1022] Elections Total		19,457	63,733	58,244	65,500	209,082	65,500

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).
- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).
- 8040 Advertising
Provides for funding for the voter outreach program (\$5,000).
- 8170 Professional Services
Provides funding for translation of election notices and election consulting services from the firm MCA Direct (formerly Martin & Chapman) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	(48)	56	7	-		
8010	Postage	843	554	796	500	153	350
8020	Special Department Expense	12,827	8,144	12,510	12,000	11,339	6,000
8040	Advertising	6,789	4,321	4,609	7,000	3,080	7,000
8050	Printing/Duplicating	227	241	245	1,100	-	350
8060	Dues & Memberships	2,875	3,050	3,050	3,600	3,600	3,250
8090	Conference & Meeting Expense	6,530	4,569	2,905	8,000	92	4,000
8110	Equipment Maintenance	174	409	-	200	-	200
8160	Legal Service	157,892	246,635	244,953	200,000	200,000	180,000
8170	Professional Services	52,175	133,756	181,022	105,200	68,272	49,700
8200	Training Expense	6,843	6,425	3,324	6,000	2,640	4,000
	<OPERATIONS & MAINTENANCE>	247,127	408,161	453,421	343,600	289,176	254,850
[101-2013] Human Resources Total		247,127	408,161	453,421	343,600	289,176	254,850

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$3,250) and employee appreciation luncheon (\$1,000), city employee identification cards, recruitment expenses, and employee wellness program (\$1,750).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$350).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,250).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$4,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$180,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$3,500), Fitness for Duty medical examinations

(\$2,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Plan Consulting contract (\$11,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$14,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$1,000), ADA Sign Language & other ADA accommodation services (\$1,500)

8200 Employee Training

Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$4,000).

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8160	Legal Service	257,586	292,772	331,356	280,000	280,000	280,000
	<OPERATIONS & MAINTENANCE>	257,586	292,772	331,356	280,000	280,000	280,000
[101-2501] Legal Services Total		257,586	292,772	331,356	280,000	280,000	280,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (\$270,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	-	58	-	1,000	-	1,000
8060	Dues & Memberships	-	-	-	200	-	200
8110	Equipment Maintenance	-	211	7,206	2,000	-	1,500
8150	Telephone	-	136,086	194,507	185,000	180,287	185,000
8170	Professional Services	-	144,325	164,074	150,000	186,407	157,500
8180	Contract Services	-	99,290	52,742	61,400	61,400	73,000
8300	Lease Payment	-	42,913	24,606	22,600	22,600	24,000
8301	Copier Usage Charges	-	-	14,068	12,700	18,122	15,000
	<OPERATIONS & MAINTENANCE>	-	422,884	457,203	434,900	468,816	457,200
8530	Computer Equipment	-	35,507	89,876	80,000	13,506	60,000
	<CAPITAL OUTLAY>	-	35,507	89,876	80,000	13,506	60,000
[101-2032] Information Services Total		-	458,391	547,079	514,900	482,321	517,200

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to FirstNet for first responders, Mobile Device Management.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$157,500).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), SecureWorks (\$12,000), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$500), Vision Internet hosting/support services (\$8,300), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,000).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$24,000).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$15,000).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$17,000), mobile device replacements (\$5,000), and Network equipment upgrades (\$38,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	19,237	34,094	73,847	20,000	74,754	77,250
8161	Settlements	63,068	195,848	233,059	75,000	235,226	242,050
	<OPERATIONS & MAINTENANCE>	82,305	229,942	306,906	95,000	309,980	319,300
103 - INSURANCE FUND TOTAL		82,305	229,942	306,906	95,000	309,980	319,300

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$77,250).

8161 Settlements

General liability settlements based upon actuarial data as part of the City's insurance coverage through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) (\$242,050)

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail
105-3032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8530	Computer Equipment	-	-	2,265	-	-	
8500	Building & Improvements	-	-	100,000	200,000	200,000	200,000
105 - FACILITIES & EQUIP. REPLACEMENT		-	-	102,265	200,000	200,000	200,000

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

CAPITAL OUTLAY

8500 Building & Improvements

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7080	Rideshare	1,751	65	-	-	-	-
7110	Workers Compensation	-	1	-	-	-	-
7150	Dental Insurance	-	1	-	-	-	-
7170	FICA - Medicare	-	1	-	-	-	-
	<WAGES & BENEFITS>	1,751	68	-	-	-	-
8060	Dues & Memberships		-	9,992	-	-	-
8261	Rideshare	-	11,182	10,469	15,000	-	15,000
	<OPERATIONS & MAINTENANCE>	-	11,182	20,461	15,000	-	15,000
8540	Automotive Equipment	40,231	37,727	-	-	-	-
8530	Computer Equipment	-	-	2,395	-	17,279	37,600
	<CAPITAL OUTLAY>	40,231	37,727	2,395	-	17,279	37,600
[218-2270] Clean Air Act Total		41,982	48,977	22,856	15,000	17,279	52,600

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8540 Rideshare

Provides funds for Metro TAP card program for employees (\$15,000).

8530 Computer Equipment

Installation of Secureworks, security controls and considerations for teleworking (\$37,600).

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8060	Dues & Memberships	-	-	1,500	1,500	1,500	1,500
8185	Chamber of Commerce	135,500	162,050	157,500	105,500	105,500	105,500
8255	Public Events Promotion	49,500	2,500	2,500	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	185,000	164,550	161,500	109,500	109,500	109,500
	[220-2301] Community Promotion Total	185,000	164,550	161,500	109,500	109,500	109,500
	220 - BUSINESS IMPROVEMENT TAX TOT/	185,000	164,550	161,500	109,500	109,500	109,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).

8185 Chamber of Commerce

Funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$105,500).

8255 Public Events Promotion

Provides funds to support the Public Safety Open House in conjunction with South Pasadena Tournament of Roses' Cruz'n for Roses Classic Car Show (\$2,500).

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	4,432	875	2,599	5,000	848	5,000
8060	Dues & Memberships	9,650	8,845	10,454	10,000	6,433	10,000
8170	Professional Services	1,350	1,600	-		-	-
	<OPERATIONS & MAINTENANCE>	15,432	11,321	13,053	15,000	7,281	15,000
[226-2029]	Mission Meridian Public Garage 1	15,432	11,321	13,053	15,000	7,281	15,000
226 -	MISSION MERIDIAN PUBLIC GARAGE	15,432	11,321	13,053	15,000	7,281	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds for supplies and maintenance of the Mission Meridian Parking Garage (\$5,000).

- 8060 Property Owners' Association (POA) Dues
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000).

BTA GRANT

Budget Detail

248-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	60	-	-	-	-	-
8170	Professional Services	55,579	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	55,639	-	-	-	-	-
248 - BTA GRANTS TOTAL		55,639	106,590	111,666	-	-	-

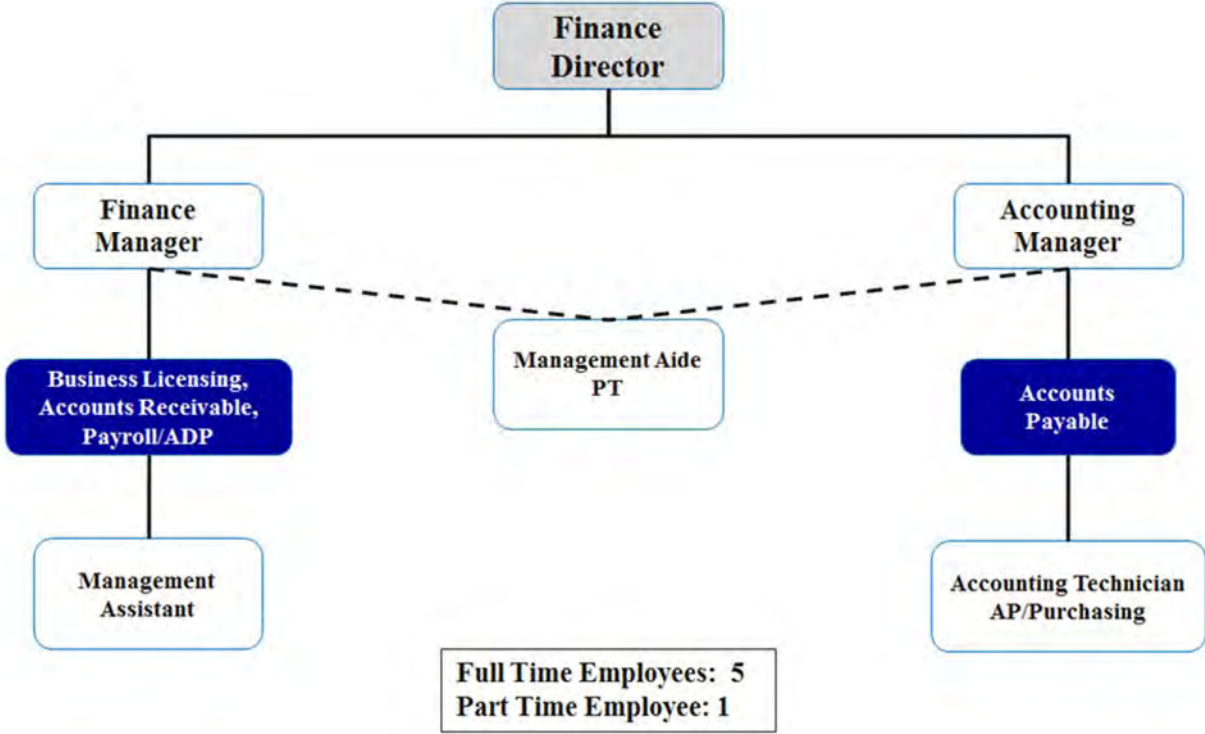
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,472,113	1,517,371	1,472,844	1,168,534	1,115,158	1,326,681
Operations & Maintenance	1,165,461	1,078,176	1,575,855	1,330,259	1,549,101	1,435,579
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	2,637,574	2,595,547	3,048,699	2,498,793	2,664,260	2,762,260
[101-3011] Finance	643,953	795,481	1,085,796	709,727	689,217	732,444
[101-3041] Non-Dept/Overhead	947,865	961,054	1,044,550	944,111	1,122,072	1,178,861
[500-3012] Utility Billing	1,045,756	839,013	918,353	844,955	852,971	850,955
Total Expenses by Program	2,637,574	2,595,547	3,048,699	2,498,793	2,664,260	2,762,260

Finance Director	1
Accounting Manager	1
Finance Manager	1
Accounting Technician	1
Management Assistant	1
Total	5

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	418,181	468,771	430,173	335,459	245,397	321,397
7010	Salaries - Temp / Part	-	2,658	11,228	11,856	11,856	30,000
7020	Overtime	2,516	6,387	2,397	1,200	681	340
7040	Holiday	-	45	-	-	3,625	1,812
7070	Leave Buyback	10,760	6,936	39,048	4,193	14,872	7,436
7100	Retirement	76,976	80,834	94,252	23,724	26,426	22,729
7108	Deferred Compensation	1,078	783	2,158	2,808	1,919	2,619
7110	Workers Compensation	13,276	7,459	5,974	6,024	3,413	5,771
7120	Disability Insurance	-	-	4,390	-	-	-
7130	Group Health Insurance	42,827	53,293	41,865	33,743	28,761	33,743
7140	Vision Insurance	1,345	1,472	1,170	842	599	842
7150	Dental Insurance	4,384	4,487	2,490	3,159	2,077	3,159
7160	Life Insurance	537	640	462	347	241	347
7170	FICA - Medicare	5,710	6,905	7,661	4,864	4,223	4,660
	<WAGES & BENEFITS>	577,590	640,670	643,269	428,219	344,089	480,316
8000	Office Supplies	5,132	5,052	5,635	4,500	3,400	1,000
8010	Postage	4,213	9,311	3,272	3,000	1,423	3,000
8020	Special Department Expense	14,660	14,800	14,651	20,260	20,260	20,260
8050	Printing/Duplicating	3,805	2,961	2,113	2,500	1,255	1,700
8060	Dues & Memberships	1,045	855	1,160	2,500	100	2,500
8070	Mileage/Auto Allowance	139	78	-	100	-	-
8090	Conference & Meeting Expense	2,264	555	311	2,480	-	1,000
8110	Equipment Maintenance	1,019	841	181	950	950	950
8170	Professional Services	22,451	87,597	150,718	174,218	199,031	174,218
8180	Contract Services	11,635	32,759	263,652	67,000	116,209	47,000
8200	Training Expense	-	-	835	4,000	2,500	500
	<OPERATIONS & MAINTENANCE>	66,363	154,810	442,527	281,508	345,128	252,128
	[101-3011] Finance Total	643,953	795,481	1,085,796	709,727	689,217	732,444

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Accounting Technician, Management Assistant, and Accounting Technician. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Aide (\$30,000).
- 7020 Overtime
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$1000).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$ 3,000).
- 8020 Special Department Expense
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarials (\$3,250).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1000) and other miscellaneous information intended for public distribution from the Finance Department (\$700).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$660), the Government Finance Officers Association (GFOA, \$675), and other financial associations (\$1,165).
- 8070 Mileage Reimbursement
- 8090 Conference and Meeting Expense
Provides funds for attendance to GFOA/CSMFO conferences (\$1,000).
- 8110 Equipment Maintenance

Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200).

8170 Professional Services

Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL sales tax, business license tax, and property tax audits (\$39,000), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (\$ 1,000).

8180 Contract Services

Provides funds for OpenGov contract (\$7,000), indirect cost allocation plan, actuarial study (\$40,000)

8200 Employee Training

Provides funds for department training opportunities (\$500).

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	220,115	203,127	163,182	181,011	141,929	166,509
7010	Salaries - Temp / Part	22,132	1,111	-	11,856	11,856	30,000
7020	Overtime	226	1,136	688	200	-	-
7040	Holiday	-	-	498	-	479	-
7070	Leave Buyback	5,297	3,531	12,483	3,000	5,464	-
7100	Retirement	38,637	74,733	52,429	27,993	21,328	24,758
7108	Deferred Compensation	1,223	578	1,052	1,530	1,016	1,390
7110	Workers Compensation	7,832	3,233	2,195	3,376	1,846	3,060
7120	Disability Insurance	567	2,301	638	-	-	-
7130	Group Health Insurance	14,858	17,803	17,066	16,494	13,583	16,065
7140	Vision Insurance	516	480	354	432	300	420
7150	Dental Insurance	1,489	1,654	1,075	1,620	966	1,575
7160	Life Insurance	182	218	140	178	122	173
7170	FICA - Medicare	3,560	3,046	2,504	2,625	2,179	2,414
<WAGES & BENEFITS>		316,634	312,950	254,301	250,315	201,069	246,365
8000	Office Supplies	(48)	-	-	-	-	-
8010	Postage	312	149	26	750	-	750
8020	Special Department Expense	158,776	166,483	136,544	160,000	160,000	160,000
8032	Water Efficiency Fee Projects	104,247	42,017	40,631	-	10,008	-
8060	Dues & Memberships	262	-	-	-	-	-
8070	Mileage/Auto Allowance	222	19	48	-	-	-
8090	Conference & Meeting Expense	2,753	1,425	20	1,000	(200)	100
8110	Equipment Maintenance	16,777	14,838	15,225	3,300	1,204	18,150
8170	Professional Services	337,899	291,276	368,707	328,610	379,910	328,610
8180	Contract Services	10,058	9,857	10,870	9,000	9,000	4,500
8200	Training Expense	-	-	-	-	-	500
8350	Bad Debt Expense	5,883	-	-	-	-	-
8400	Overhead Allocation	91,981	-	91,981	91,980	91,980	91,980
<OPERATIONS & MAINTENANCE>		729,122	526,063	664,052	594,640	651,902	604,590
[500-3012] Utility Billing Total		1,045,756	839,013	918,353	844,955	852,971	850,955

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Management Assistant, Accounting Technician, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provide partial compensation for a part-time Management Aide (\$11,856).

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000).(offset by credit card fees)
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$4500)
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7131	Retiree Health Insurance	577,889	563,751	575,274	490,000	570,000	600,000
	<WAGES & BENEFIT S>	577,889	563,751	575,274	490,000	570,000	600,000
8020	Special Department Expense	-	-	37			
8060	Dues & Memberships	24,311	24,787	41,683	27,821	39,563	27,821
8150	Telephone	-	-	-	-	-	
8170	Professional Services	56,401	56,436	73,362	84,040	-	84,040
8180	Contract Services	11,306	12,680	15,496	12,250	11,147	6,000
8191	Liability & Surety Bonds	144,772	157,811	179,308	180,000	180,000	300,000
8300	Lease Payment	-	-	-	-	-	
8335	Property Tax Admin. Fee	133,186	145,589	159,390	150,000	321,362	161,000
	<OPERATIONS & MAINTENANCE>	369,976	397,303	469,276	454,111	552,072	578,861
[101-3041] Non-Dept/Overhead Total		947,865	961,054	1,044,550	944,111	1,122,072	1,178,861

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$600,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$10,390), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments* (\$9,240), Contract Cities* (\$3,000) and the Southern CA Association of Governments* (\$2,810) **partially paid by other funds.*

8170 Professional Services

Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000).

8180 Contract Services

Provides funds for share of bank armored courier services (\$6000).

8191 Liability & Surety Bonds

General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$300,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$161,000).

POLICE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	7,425,871	7,381,070	7,500,612	8,401,378	8,491,804	8,677,944
Operations & Maintenance	1,011,418	1,027,347	1,007,223	1,030,428	836,404	1,081,361
Capital Outlay	280,190	195,161	242,518	50,630	42,614	50,000
Total Expenses by Category	8,717,479	8,603,578	8,750,353	9,482,436	9,370,822	9,809,305
[101-4011] Police	8,419,495	8,408,728	8,507,835	9,327,012	9,328,208	9,659,305
[105-4011] Facilities & Equipment Replacement	100,079	110,973	179,392	-	(5,586)	-
[270-4015] Police Asset Forfeiture	13,407	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	170,090	83,877	63,126	155,424	48,200	150,000
[273-4019] Police Grant	5,241	-	-	-	-	-
[274-4019] Police Grant	9,167	-	-	-	-	-
Total Expenses by Program	8,717,479	8,603,578	8,750,353	9,482,436	9,370,822	9,809,305

Police Chief	1
Police Captain	2
Police Sergeant	7
Corporal	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Police Assistant	8
Administrative Secretary	1
Parking Control Officer	3
Total	54

POLICE

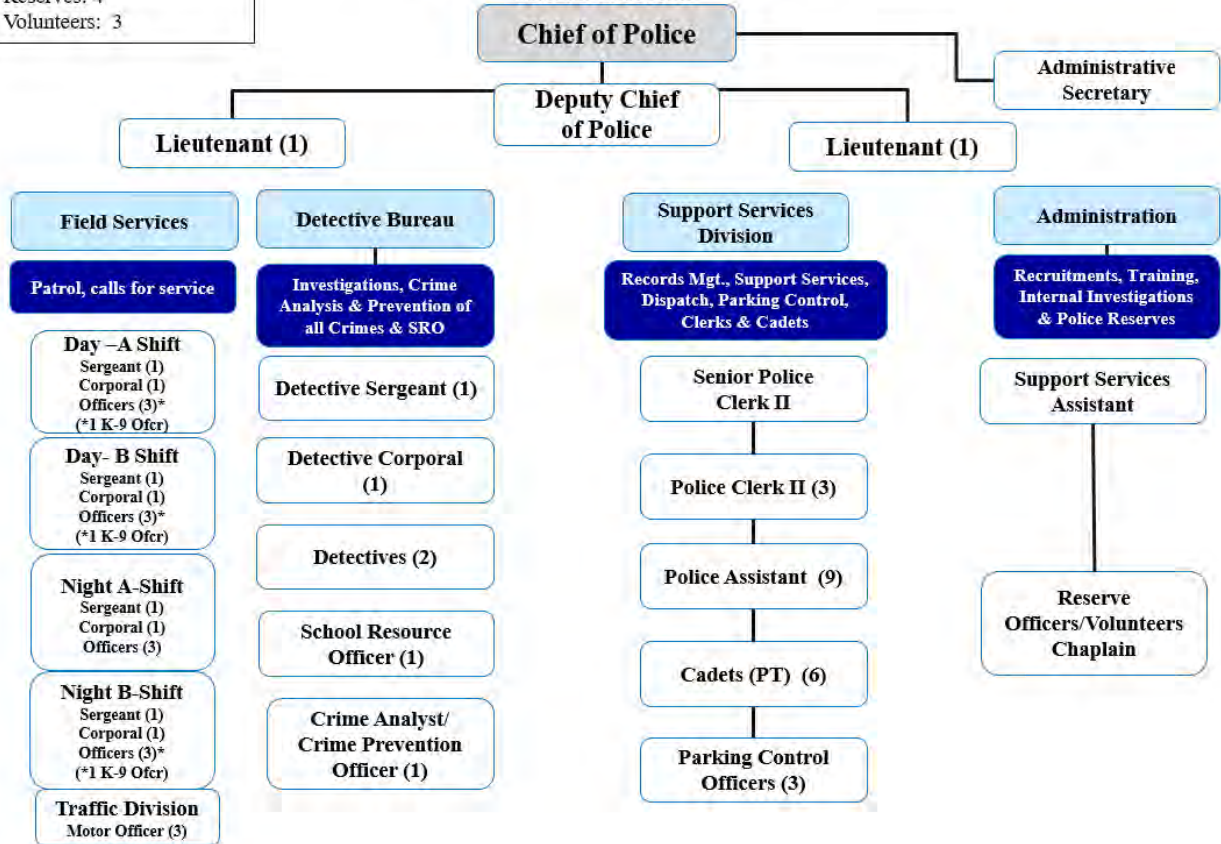
Department Description and Authorized Positions

The South Pasadena Police Department is comprised of 36 sworn officers, including captains, sergeants, corporals and chief of police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets. The department is augmented with an additional 4 reserve officers and a volunteer chaplain.

Full Time Employees: 54
Part Time Employees: 8
Reserves: 4
Volunteers: 3

Police Department

Fiscal Year 2020-21



Field Services	Detective Bureau	Administrative Support Unit
Internal Affairs Reserve Program Recruitment Backgrounds Projects Emergency Operations Area C Mutual Aid	Investigations Case filings with District Attorney Warrant Service Crime Analysis Crime Prevention School Programs Parolee/Probation Compliance Checks Sex/Arson/Narcotic/Gang Registrations Arson Investigations	Dispatch Center Records Parking Enforcement Contract Crossing Guard Contract Fleet Management Facilities Management Information Technology Projects Property/Evidence Court Liaison

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	4,015,167	3,917,833	3,908,896	4,581,992	4,581,992	4,787,818
7010	Salaries - Temp / Part	165,996	163,791	124,865	140,000	145,706	120,000
7020	Overtime	695,077	634,930	646,515	549,839	717,936	449,839
7040	Holiday	157,030	171,694	189,384	126,005	239,711	250,000
7045	Overtime - Special Detail	222,618	272,195	190,960	210,000	283,640	160,000
7050	Overtime - DUI Checkpoint	-	23,490	16,564	20,000	-	20,000
7060	IOD - Safety	26,012	15,840	1,702	10,000	11,914	10,000
7070	Leave Buyback	65,597	66,213	96,236	57,275	93,148	100,000
7100	Retirement	1,214,600	1,333,426	1,499,691	1,808,878	1,487,817	1,870,919
7108	Deferred Compensation	4,603	2,492	2,871	4,575	3,464	5,013
7110	Workers Compensation	359,614	190,851	189,333	199,909	217,269	208,466
7120	Disability Insurance	7,305	17,759	1,904	-	43,370	-
7122	Unemployment Insurance	5,066	18,409	8,938	-	-	-
7130	Group Health Insurance	320,796	382,396	457,601	514,560	444,688	514,560
7140	Vision Insurance	10,446	10,175	10,473	12,960	10,200	12,960
7150	Dental Insurance	33,423	31,639	31,089	48,600	33,386	48,600
7160	Life Insurance	4,569	4,331	4,394	5,346	4,679	5,346
7170	FICA - Medicare	74,250	69,596	73,181	66,439	85,485	69,423
7180	Car/Uniform Allowance	43,702	54,008	46,017	45,000	87,400	45,000
<WAGES & BENEFITS>		7,425,871	7,381,070	7,500,612	8,401,378	8,491,804	8,677,944
8000	Office Supplies	46,283	18,985	29,012	26,000	26,000	26,000
8010	Postage	4,064	4,408	5,878	5,000	2,568	5,000
8020	Special Department Expense	89,511	86,077	62,849	77,000	73,647	20,000
8022	Community Programming	-	-	-	-	-	-
8034	K9 Expenses	6,927	3,050	5,116	8,500	6,000	8,500
8035	Narco K9 Expenses	8,843	3,329	5,303	8,000	7,000	8,000
8050	Printing/Duplicating	6,416	8,918	12,373	16,500	13,469	20,000
8060	Dues & Memberships	2,685	5,092	4,918	3,700	500	3,700
8090	Conference & Meeting Expense	6,247	2,373	3,801	8,000	2,655	8,000
8100	Vehicle Maintenance	107,803	102,367	85,169	100,000	100,000	100,000
8105	Fuel	52,512	59,003	91,158	65,000	65,000	65,000
8109	Equipment	-	-	-	-	-	25,000
8110	Equipment Maintenance	15,368	28,310	13,830	20,000	20,000	20,000
8120	Building Maintenance	7,996	15	480	-	-	-
8134	Safety Clothing/Equipment	34,371	38,270	37,147	30,000	30,000	30,000
8150	Telephone	207	299	855	-	1,904	-
8170	Professional Services	145,392	142,588	49,302	131,816	110,204	131,816
8180	Contract Services	418,050	477,660	544,007	366,118	322,620	483,418
8200	Training Expense	15,695	24,271	30,725	30,000	30,000	30,000
8210	Training Expense - POST Reimb.	25,226	22,333	25,302	30,000	24,839	30,000
Reserves and Volunteers							7,500
<OPERATIONS & MAINTENANCE>		993,596	1,027,347	1,007,223	925,634	836,404	1,021,934
8520	Machinery & Equipment	-	311	-	-	-	-
8540	Automotive Equipment	28	-	-	-	-	-
<CAPITAL OUTLAY>		28	311	-	-	-	-
[101-4011] Police Total		8,419,495	8,408,728	8,507,835	9,327,012	9,328,208	9,699,878

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$120,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. ~~(\$449,839)~~. ~~(\$549,839)~~
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Covers overtime compensation for providing staffing for DUI checkpoints. (\$10,000). ~~(\$20,000)~~.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office and kitchen supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$5,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); and other miscellaneous expenditures (\$7,500). Total (\$20,000). ~~Total (\$77,000)~~.

XXXX Volunteer and Police Reserve Officer Program

Expenses for Volunteer Program and Police Reserve Officers to include: uniforms maintenance, and training (\$7,500).

8022 Community Programming

~~Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); include Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000.). Total (\$27,500).~~

8034 K-9

Provides for training, equipment, maintenance and veterinarian costs (\$8,500).

8035 Narcotics K9 Expenses

Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$8,000).

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits (\$16,500). Total (\$20,000).

8060 Dues, Memberships, Subscriptions and Books

Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).

8090 Conference and Meeting Expenses

Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$65,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). Total (\$100,000).

8105 Fuel

Provides funds for fueling of patrol vehicles (\$65,000).

- 8109 Equipment
Lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).
- 8134 Safety Clothing/Equipment
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$30,000).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$28,816). Total (\$131,816).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$170,893); All City Management Crossing Guards (\$165,245); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$29,842). ** Increase expected to PHS contract by \$48,000, and All City Management by (\$4,573); Lexipol moved from #8200 (\$8,000). Total (\$483,418).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).

FIRE

Department Summary

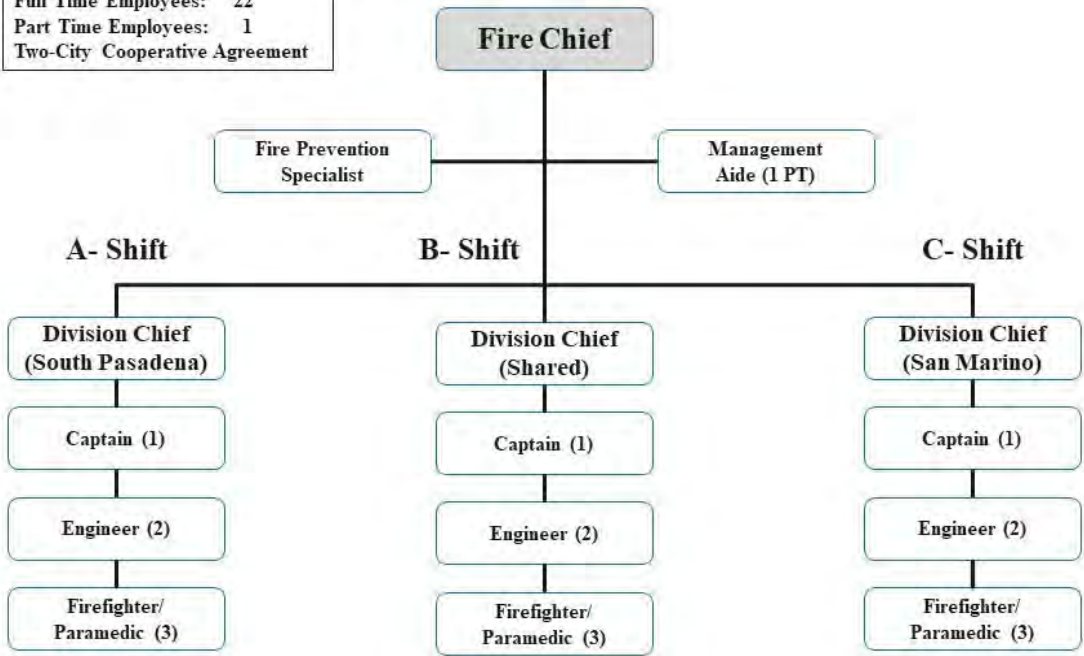
EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	4,153,646	4,329,665	4,406,273	4,620,466	4,291,603	4,806,847
Operations & Maintenance	863,595	485,294	593,964	539,184	531,722	489,500
Capital Outlay	981,038	10,271	263,113	15,000	26,152	5,000
Total Expenses by Category	5,998,279	4,825,230	5,263,349	5,174,650	4,849,476	5,301,347
[101-5011] Fire	5,031,694	4,720,830	4,841,282	5,139,650	4,807,956	5,261,347
[101-5012] Emergency Preparedness	23,505	104,400	386,516	35,000	41,520	55,000
[105-5011] Facilities & Equipment Replacement	943,080	-	35,551	-	-	-
Total Expenses by Program	5,998,279	4,825,230	5,263,349	5,174,650	4,849,476	5,316,347

Fire Chief	1
Fire Division Chief	2
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Fire Prevention Specialist	1
Total	22

FIRE
Department Description and Authorized Positions

Fire Department
 Fiscal Year 2020-21

Full Time Employees: 22
 Part Time Employees: 1
 Two-City Cooperative Agreement



FIRE

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	1,658,037	1,699,779	1,766,150	2,162,091	2,040,270	2,282,636
7010	Salaries - Temp / Part	42,559	47,596	40,813	60,000	31,082	60,000
7020	Overtime	763,523	995,727	950,379	432,418	950,000	420,000
7021	Fire Strike Team Reimbursement	-	-	-	-	-	-
7030	Overtime - FLSA	90,241	39,333	30,903	82,159	30,745	80,000
7040	Holiday	63,900	63,151	72,945	59,458	80,864	80,000
7045	Overtime - Special Detail	150,412	189,871	116,549	140,000	164,428	100,000
7060	IOD - Safety	22,880	46,421	34,812	-	-	-
7065	Fitness	5,700	3,100	5,700	9,000	10,400	9,000
7070	Leave Buyback	86,089	82,949	37,408	27,026	46,776	50,000
7100	Retirement	580,976	666,259	828,132	1,032,418	380,102	1,090,633
7108	Deferred Compensation	1,660	2,046	5,243	4,173	6,099	4,684
7110	Workers Compensation	498,017	253,118	234,309	294,564	260,653	310,987
7122	Unemployment Insurance	32	75	-	-	-	-
7130	Group Health Insurance	120,171	166,325	204,450	244,440	195,045	244,440
7140	Vision Insurance	3,685	3,941	4,041	5,040	3,826	5,040
7150	Dental Insurance	12,432	11,449	12,952	18,900	12,978	18,900
7160	Life Insurance	1,614	1,427	1,739	2,079	1,568	2,079
7170	FICA - Medicare	39,018	44,872	45,786	31,350	51,766	33,098
7180	Car/Uniform Allowance	12,700	12,226	13,962	15,350	25,000	15,350
	<WAGES & BENEFITS>	4,153,646	4,329,665	4,406,273	4,620,466	4,291,603	4,806,847
8000	Office Supplies	3,725	3,695	3,708	3,700	2,785	3,700
8010	Postage	965	911	975	1,000	160	1,000
8020	Special Department Expense	45,757	43,157	43,978	44,000	35,927	44,000
8025	Medical Supplies	27,304	25,784	47,350	33,000	27,416	34,000
8026	Hazardous Materials	1,327	-	695	500	-	-
8050	Printing/Duplicating	1,685	1,753	982	1,000	1,031	1,000
8060	Dues & Memberships	75	985	1,890	800	2,568	1,800
8080	Books & Periodicals	1,305	802	1,876	2,000	924	2,000
8090	Conference & Meeting Expense	79	1,500	482	1,500	1,500	2,000
8100	Vehicle Maintenance	52,789	39,019	44,694	37,500	31,943	37,500
8105	Fuel	-	18,302	20,898	16,000	11,040	17,000
8110	Equipment Maintenance	12,745	11,108	9,824	11,000	6,278	11,000
8120	Building Maintenance	10,523	10,000	17,131	70,684	85,302	10,000
8132	Uniform Expense/Cleaning	307	-	-	-	-	-
8134	Safety Clothing/Equipment	26,820	49,237	28,075	28,000	26,653	29,000
8150	Telephone	-	-	-	-	-	-
8170	Professional Services	33,546	36,505	25,667	38,500	28,019	38,500
8180	Contract Services	127,116	134,008	149,708	155,000	179,807	147,000
8183	Contract Services - Command Sharing	499,062	4,725	27,347	65,000	65,000	65,000
8200	Training Expense	9,195	9,249	9,727	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	854,325	390,739	435,009	519,184	516,354	454,500
8520	Machinery & Equipment	23,723	426	-	-	-	-
	<CAPITAL OUTLAY>	23,723	426	-	-	-	-
[101-5011] Fire Total		5,031,694	4,720,830	4,841,282	5,139,650	4,807,956	5,261,347

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Provides funds for one part-time Management Aide to perform secretarial duties.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes, (\$600).
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$3,200); station and apparatus cleaning supplies (\$4,500); linen services (\$6,800); department identification cards (\$500); expenses for the Public Safety Fair (\$1,000); unanticipated repairs to front-line and reserve firefighting apparatus (\$10,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500).
- 8025 Paramedic and Emergency Medical Services and Supplies

Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$19,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$5,000).

8050 Printing and Duplicating

Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).

8060 Dues and Membership

Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$1,800).

8080 Books and Training Materials

Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).

8090 Meeting and Conference Expense

Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).

8100 Vehicle Maintenance

Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).

8105 Fuel

Provides fuel for fire apparatus (\$10,000 Diesel fuel) and (\$7,000 unleaded gasoline).

8110 Equipment Maintenance

Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).

8120 Building Maintenance

Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000).

8134 Safety Clothing and Equipment

Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (17,000). Provides funds to purchase safety turn out gear (\$12,000).

8170 Professional Services

Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (\$31,350), employee medical monitoring including bi-annual physicals, new employee

physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$147,000).

8183 Contract Services – San Marino

Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief with the City of San Marino (\$65,000).

8200 Training Expense

Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	9,270	94,555	158,955	20,000	15,369	35,000
		<OPERATIONS & MAINTENANCE>	9,270	94,555	158,955	20,000	15,369	35,000
8520	000	Machinery & Equipment	14,235	9,845	14,459	15,000	1,280	5,000
8523	000	EOC Equipment	-	-	213,102	-	24,871	-
8180		Contract Services	-	-	-	-	-	15,000
		<CAPITAL OUTLAY>	14,235	9,845	227,561	15,000	26,152	5,000
[101-5012] Emergency Preparedness Total			23,505	104,400	386,516	35,000	41,520	40,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), EOC supplies and operations and disaster preparedness supplies (\$15,000), EOC training for Department Directors (5,000); Black Board Connect Mass Communication System (15,000).

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment including training materials for three CERT Basic Trainings annually. (\$5,000).

8180 Contract Services

Provides funds for managing hazardous vegetation on City owned vacant properties (\$15,000).

PUBLIC WORKS

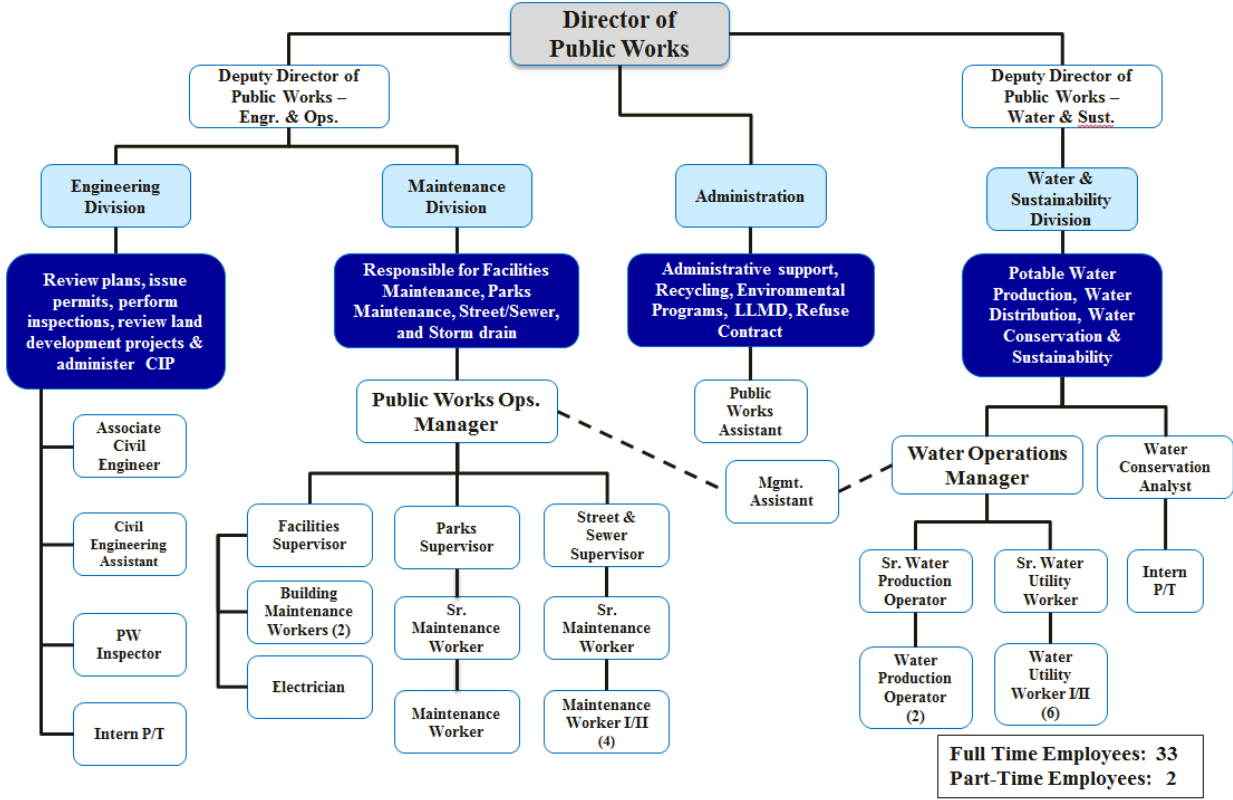
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	3,173,443	3,403,252	2,948,316	3,798,149	3,270,070	3,641,382
Operations & Maintenance	5,249,453	4,115,196	5,163,545	5,902,178	4,953,667	5,037,196
Capital Outlay	175,400	250,314	128,814	216,500	303,819	276,500
Other Expenses	-	-	-	-	-	-
Total Expenses by Category	8,598,296	7,768,762	8,240,675	9,916,827	8,527,555	8,955,079
[101-6015] Environmental Services	210,595	207,645	44,065	-	-	-
[101-6011] PW Admin & Engineering	372,784	419,153	617,664	613,565	584,807	634,550
[101-6410] Park Maintenance	414,864	493,446	470,343	631,921	559,083	631,972
[101-6601] Facilities Maintenance	683,017	705,483	647,267	895,092	774,719	893,189
[105-6116] Street Maintenance	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	103	3,246	-	-	-	-
[210-6501] Sewer Operations	524,547	463,217	510,417	753,275	786,871	741,409
[215-6115] Traffic Signals	152,864	128,544	157,247	186,900	166,900	186,900
[215-6118] Sidewalk Maintenance	3,909	2,717	-	-	-	-
[215-6201] Street Lighting	210,086	196,338	194,637	250,100	285,790	250,100
[215-6310] Street Trees	483,591	516,446	523,933	561,598	500,937	566,041
[215-6416] Median Strips	42,922	53,668	47,174	89,000	86,486	64,000
[230-6116] Street Maintenance	516,301	706,375	595,382	638,506	541,039	650,122
[232-6301] Street Trees	-	-	-	-	-	-
[232-6417] Prop "A" Park Maintenance	120,562	47,096	44,401	63,500	34,338	63,500
[238-6501] Sewer Operations	30,000	-	-	-	-	-
[277-6011] PW Admin & Engineering	5,045	19,520	5,528	-	-	-
[310-6501] Sewer Operations	335,655	87,580	26,556	-	-	-
[500-6710] Water Distribution	1,073,479	1,162,253	1,157,799	1,299,813	1,308,139	1,258,541
[500-6711] Water Production	3,417,972	2,556,035	3,197,273	3,502,967	2,760,965	2,575,158
Total Expenses by Program	8,598,296	7,768,762	8,239,686	9,486,237	8,390,073	8,515,483

Public Works Director	1
Deputy Public Works Director – Engineering & Operations	1
Deputy Public Works Director – Water & Sustainability	1
Public Works Operations Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Assistant	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	2
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	2
Water Production Operator	2
Maintenance Worker I/II	5
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Conservation & Sustainability Analyst	1
Water Utility Worker I/II	5
Total	33

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	246,619	277,776	235,619	285,609	285,609	280,009
7010	Salaries - Temp / Part	9,919	17,847	6,788	20,000	20,000	20,000
7020	Overtime	195	623	(701)	-	408	7,000
7040	Holiday	-	-	-	-	2,853	-
7070	Leave Buyback	2,787	10,505	9,105	-	2,774	-
7100	Retirement	45,404	52,355	63,709	74,579	46,422	73,116
7108	Deferred Compensation	488	419	477	825	636	809
7110	Workers Compensation	14,576	7,542	5,718	7,890	4,768	7,735
7120	Disability Insurance	-	-	2,014	-	-	-
7130	Group Health Insurance	18,847	24,107	26,643	26,373	28,309	26,373
7140	Vision Insurance	580	627	628	756	608	756
7150	Dental Insurance	1,969	2,208	2,153	2,835	2,183	2,835
7160	Life Insurance	243	261	258	312	268	312
7170	FICA - Medicare	4,178	5,465	3,727	4,141	3,877	4,060
	<WAGES & BENEFITS>	345,805	399,736	356,138	423,320	398,717	423,005
8000	Office Supplies	905	1,553	1,960	1,000	1,353	1,000
8010	Postage	1,223	1,265	1,016	2,000	591	2,000
8020	Special Department Expense	8,524	11,102	25,551	60,040	60,000	60,040
8040	Advertising	812	1,915	2,286	4,300	4,300	4,300
8050	Printing/Duplicating	5,090	1,182	2,356	7,500	7,500	7,500
8060	Dues & Memberships	408	463	483	1,915	3,521	1,915
8090	Conference & Meeting Expense	1,224	1,073	62	3,700	60	-
8100	Vehicle Maintenance	1,519	2,536	2,281	1,500	764	1,500
8110	Equipment Maintenance	261	409	-	290	-	290
8150	Telephone	-	-	-	-	-	-
8170	Professional Services	6,616	(2,357)	225,531	108,000	108,000	133,000
8180	Contract Services	-	276	-	-	-	-
8300	Lease Payment	397	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	26,979	19,417	261,526	190,245	186,090	211,545
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-6011] PW Admin & Engineering Total		372,784	419,153	617,664	613,565	584,807	634,550

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy Public Works Director – Engineering & Operations, Public Works Operations Mgr., Public Works Assistant, Associate Engineer, Public Works Inspector, Civil Engineering Assistant, Management Assistant, and Water Conservation & Sustainability Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Real quest Assessor Parcel Map software subscription (\$3,600); Annual AutoCAD Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Annual AQMD Generator permit fee (\$600); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).

- 8050 Printing and Duplication
 Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
 Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer’s license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense
- 8100 Vehicle Maintenance and Operations
 Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
 Public Works share of postage machine rental (\$290).
- 8170 Professional Services
 Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also, funds plan checking and general on-call engineering services (\$255,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Update the Pavement Management Program and Rehabilitation Program (PMP) which is valid through 2020 (\$45,000).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	71,521	94,330	81,902	138,739	138,739	136,018
7020	Overtime	1,218	430	1,938	2,000	833	2,000
7040	Holiday	108	-	785	-	1,353	1,400
7055	IOD - Non Safety	194	-	-	-	-	-
7070	Leave Buyback	4,618	588	2,324	-	75	2,000
7100	Retirement	15,520	18,121	16,168	25,141	15,132	24,648
7108	Deferred Compensation	213	142	233	519	238	509
7110	Workers Compensation	6,773	3,902	2,970	4,399	2,403	4,313
7120	Disability Insurance		-	1,029	-	-	-
7130	Group Health Insurance	6,834	12,230	11,434	19,767	10,636	19,767
7140	Vision Insurance	232	311	244	396	238	396
7150	Dental Insurance	800	829	885	1,485	891	1,485
7160	Life Insurance	93	92	108	163	98	163
7170	FICA - Medicare	1,096	1,322	1,110	2,012	1,101	1,972
	<WAGES & BENEFITS>	109,220	132,299	121,131	194,621	171,737	194,672
8000	Office Supplies	641	706	689	800	800	800
8020	Special Department Expense	29,050	26,590	15,852	25,500	25,500	25,500
8100	Vehicle Maintenance	1,032	919	56	1,500	688	1,500
8110	Equipment Maintenance	1,027	1,626	737	2,500	1,046	2,500
8140	Utilities	38,043	36,684	38,234	40,000	40,000	40,000
8170	Professional Services	9,115	7,777	3,740	15,000	15,000	15,000
8180	Contract Services	216,093	275,521	277,199	335,500	300,000	335,500
8200	Training Expense	-	456	345	1,500	196	1,500
8262	Graffiti Removal	10,643	10,868	12,359	15,000	4,116	15,000
	<OPERATIONS & MAINTENANCE>	305,644	361,148	349,212	437,300	387,346	437,300
[101-6410] Park Maintenance Total		414,864	493,446	470,343	631,921	559,083	631,972

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for a Sr. Maintenance Worker, Parks Supervisor, Management Assistant, Public Works Operations Manager and Deputy Public Works Director – Engineering & Operations. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$400) and miscellaneous expenses (\$400).
- 8020 Special Department Expense
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (\$5,500), and humane bee control service (\$2,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$1,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$2,500).
- 8140 Electricity
Provides funds for electrical service by Southern California Edison to City park facilities (\$40,000).
- 8170 Professional Services
Provides funds for the use of professionals such as landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$15,000), such as soil and tissue sampling services, arborists reports, and sports field consulting.

- 8180 Contract Services
Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$225,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$6,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000).
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).
- 8262 Graffiti Removal
Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$15,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	243,886	237,790	211,233	284,183	247,790	278,611
7020	Overtime	2,912	2,254	3,683	2,500	8,573	2,500
7040	Holiday		-	780	-	4,503	5,000
7070	Leave Buyback	3,555	8,897	3,781	1,500	7,254	1,500
7100	Retirement	40,753	43,707	46,919	72,886	45,979	71,457
7108	Deferred Compensation	213	141	233	519	238	509
7110	Workers Compensation	25,076	11,641	9,527	10,715	11,384	10,505
7130	Group Health Insurance	26,449	30,727	32,574	38,712	40,870	38,712
7140	Vision Insurance	769	698	650	960	801	960
7150	Dental Insurance	3,805	2,539	2,022	3,600	2,993	3,600
7160	Life Insurance	362	348	280	396	376	396
7170	FICA - Medicare	3,412	3,469	3,095	4,121	3,894	4,040
	<WAGES & BENEFITS>	351,192	342,212	315,807	420,092	374,654	417,789
8000	Office Supplies	820	841	893	1,200	825	1,200
8020	Special Department Expense	17,693	48,242	37,823	45,000	31,995	45,000
8060	Dues & Memberships	-	-	-	700	-	700
8100	Vehicle Maintenance	1,491	734	613	1,500	1,045	1,500
8110	Equipment Maintenance	810	248	34	1,500	859	1,500
8120	Building Maintenance	79,708	53,875	34,740	80,000	80,000	80,000
8130	Small Tools	370	1,239	285	3,000	1,013	3,000
8132	Uniform Expense/Cleaning	1,171	2,031	1,123	2,000	637	2,000
8134	Safety Clothing/Equipment	1,211	397	1,200	1,200	1,314	1,200
8140	Utilities	83,705	107,435	100,555	160,000	104,978	160,000
8180	Contract Services	141,363	148,229	154,193	177,400	177,400	177,800
8200	Training Expense	-	-	-	1,500	-	1,500
	<OPERATIONS & MAINTENANCE>	328,342	363,271	331,460	475,000	400,065	475,400
8520	Machinery & Equipment	3,483	-	-	-	-	-
	<CAPITAL OUTLAY>	3,483	-	-	-	-	-
[101-6601] Facilities Maintenance Total		683,017	705,483	647,267	895,092	774,719	893,189

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for two full time Building Maintenance Workers and partial compensation for the Electrician, Facility Maintenance Supervisor, Public Works Operations Manager, and Deputy Public Works Director – Engineering & Operations. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600) and miscellaneous expenses (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300).
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles (\$1,250) and smog certifications (\$250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$25,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700).
- 8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

8132 Uniform Expenses

Provides for the purchase and service of City supplied uniforms (\$2,000).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies (\$1,200).

8140 Utilities

Provides funds for electrical service by Southern California Edison to City facilities (\$160,000).

8180 Contract Services

Janitorial services for City buildings including twice a week day porter service (\$150,000). Annual fees for the Civic Center Facility access system (\$4,400). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000). Emergency Response Contractor (\$3400)

8200 Training Expenses

Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	280,881	255,030	240,936	330,842	290,589	320,651
7010	Salaries - Temp / Part	-	333	12,380	-	3,148	1,000
7020	Overtime	3,762	2,948	2,011	3,000	2,579	3,000
7040	Holiday	662	652	1,375	-	3,923	
7070	Leave Buyback	10,267	8,323	7,208	-	8,259	
7100	Retirement	50,199	97,938	62,570	75,477	51,027	73,285
7108	Deferred Compensation	962	421	540	1,167	904	1,104
7110	Workers Compensation	21,293	8,842	7,715	10,542	9,719	10,270
7120	Disability Insurance	397	-	961	-	-	
7130	Group Health Insurance	26,010	24,140	24,191	37,475	38,389	37,475
7140	Vision Insurance	734	645	620	1,037	785	1,037
7150	Dental Insurance	2,592	2,270	2,077	3,888	2,924	3,888
7160	Life Insurance	370	305	277	428	397	428
7170	FICA - Medicare	4,234	3,819	3,798	4,797	4,615	4,649
	<WAGES & BENEFITS>	402,363	405,667	366,659	468,653	417,257	456,787
8000	Office Supplies	338	564	249	600	374	600
8010	Postage	-	-	-	600	-	600
8020	Special Department Expense	12,541	10,021	20,604	27,000	27,000	24,800
8050	Printing/Duplicating	-	-	-	200	200	200
8060	Dues & Memberships	255	-	-	500	-	500
8090	Conference & Meeting Expense	220	-	-	800	-	800
8100	Vehicle Maintenance	6,090	1,304	8,538	15,000	15,000	15,000
8110	Equipment Maintenance	1,795	-	-	5,000	203	5,000
8120	Building Maintenance	-	-	-	1,200	-	1,200
8130	Small Tools	-	-	-	1,500	-	1,500
8132	Uniform Expense/Cleaning	570	909	890	1,200	495	1,200
8134	Safety Clothing/Equipment	644	448	1,063	1,000	466	1,000
8170	Professional Services	-	1,740	10,493	30,000	30,000	30,000
8180	Contract Services	18,112	16,302	15,958	100,000	100,000	102,200
8191	Liability & Surety Bonds	11,947	25,950	16,622	30,000	30,000	30,000
8200	Training Expense	-	312	320	1,000	656	1,000
8400	Overhead Allocation	69,022	-	69,022	69,022	-	69,022
	<OPERATIONS & MAINTENANCE>	121,534	57,549	143,758	284,622	204,394	284,622
8540	Automotive Equipment	650	-	-	-	165,221	
	<CAPITAL OUTLAY>	650	-	-	-	165,221	-
[210-6501] Sewer Operations Total		524,547	463,217	510,417	753,275	786,871	741,409

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Maintenance Worker II (2), Maintenance Worker I (3), Sr. Maintenance Worker, Management Assistant, Streets Supervisor, Deputy Public Works Director – Engineering & Operations, Assistant Finance Director, City Manager, Asst. to the City Manager, Public Works Operations Manager, Civil Engineering Assistant, Public Works Director, Public Works Inspector, Public Works Assistant, Director of Finance, Associate Engineer and partial compensation for Account Clerk, Accounting Technician. Refer to the Appendix for a detailed allocation list. Additional 2% incentive for obtaining California Water Environment Association certification.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to sewer main stoppages and repairs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartograph software annual subscription (\$2,100). and this City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).
- 8110 Equipment Maintenance

- Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000). Cellular phone monthly service charge (\$2,200)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	9,040	1,884	375	30,900	30,900	30,900
8140	Utilities	43,963	36,327	60,417	66,000	66,000	66,000
8180	Contract Services	87,966	58,151	96,455	70,000	70,000	70,000
	<OPERATIONS & MAINTENANCE>	140,969	96,362	157,247	166,900	166,900	166,900
8520	Machinery & Equipment	11,895	32,183	-	20,000	-	20,000
	<CAPITAL OUTLAY>	11,895	32,183	-	20,000	-	20,000
[215-6115] Traffic Signals Total		152,864	128,544	157,247	186,900	166,900	186,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$66,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

CAPITAL OUTLAY

8520 Machinery & Equipment

Provides funds for traffic cabinet replacements or upgrades (\$20,000).

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	380	403	275	600	243	600
8020	Special Department Expense	14,325	23,401	25,557	45,500	45,500	45,500
8100	Vehicle Maintenance	4,397	3,478	5,881	7,500	7,500	7,500
8110	Equipment Maintenance	1,050	-	910	3,000	859	3,000
8130	Small Tools	1,268	77	434	1,000	536	1,000
8132	Uniform Expense/Cleaning	921	1,384	1,003	1,500	501	1,500
8134	Safety Clothing/Equipment	336	224	635	800	-	800
8140	Utilities	140,334	154,366	128,450	182,000	182,000	182,000
8170	Professional Services	23,181	13,006	5,670	7,400	5,920	7,400
8191	Liability & Surety Bonds	23,894	-	25,823	-	42,731	-
8200	Training Expense	-	-	-	800	-	800
<OPERATIONS & MAINTENANCE>		210,086	196,338	194,637	250,100	285,790	250,100
[215-6201] Street Lighting Total		210,086	196,338	194,637	250,100	285,790	250,100

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600).

- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500).

- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).

- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$182,000).

- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	116,227	125,909	109,136	125,772	90,668	123,306
7020	Overtime	2,355	1,640	917	3,000	965	8,000
7040	Holiday	260	86	531	-	2,192	
7055	IOD - Non Safety	324	-	-	-	-	
7070	Leave Buyback	3,569	3,038	2,509	-	2,418	2,500
7100	Retirement	19,762	21,563	18,116	24,742	16,649	24,257
7108	Deferred Compensation	100	54	105	106	-	127
7110	Workers Compensation	10,517	5,487	4,427	4,616	3,917	4,526
7130	Group Health Insurance	11,218	14,326	14,398	17,508	10,081	17,508
7131	Retiree Health Insurance	-	-	-	-	-	
7140	Vision Insurance	377	413	351	432	291	432
7150	Dental Insurance	1,321	1,336	1,262	1,620	1,088	1,620
7160	Life Insurance	176	168	162	178	137	178
7170	FICA - Medicare	1,710	1,865	1,644	1,824	1,423	1,788
	<WAGES & BENEFITS>	167,916	175,886	154,073	179,798	129,829	184,241
8000	Office Supplies	115	240	63	500	247	500
8020	Special Department Expense	938	2,722	3,937	25,000	25,000	25,000
8040	Advertising	-	200	-	200	-	200
8060	Dues & Memberships	-	135	135	400	-	400
8090	Conference & Meeting Expense	-	-	200	200	-	200
8100	Vehicle Maintenance	1,458	3,409	965	11,000	11,000	11,000
8110	Equipment Maintenance	164	100	2,744	5,000	2,103	5,000
8130	Small Tools	591	1,785	1,158	5,000	274	5,000
8132	Uniform Expense/Cleaning	1,614	1,692	1,000	2,100	884	2,100
8134	Safety Clothing/Equipment	352	454	1,385	1,600	1,600	1,600
8170	Professional Services	4,365	220	14,500	15,000	15,000	15,000
8180	Contract Services	215,473	239,099	237,625	230,000	230,000	230,000
8181	In-Lieu Tree Planting	475	20,428	-	10,000	10,000	10,000
8184	Annual Tree Planting	-	-	59,572	25,000	25,000	25,000
8200	Training Expense	75	94	-	800	-	800
	<OPERATIONS & MAINTENANCE>	225,620	270,578	323,284	331,800	321,108	331,800
9181	Removal/Replacement Tree Program	90,055	69,982	46,576	50,000	50,000	50,000
	<CAPITAL OUTLAY>	90,055	69,982	46,576	50,000	50,000	50,000
[215-6310] Street Trees Total		483,591	516,446	523,933	561,598	500,937	566,041

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Sr. Maintenance Worker, Parks Supervisor, Maintenance Worker I, Public Works Operations Manager, Public Works Assistant, and Facilities Maintenance Supervisor. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$7,000), ropes, sling, and pulleys (\$3,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$11,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$5,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$5,000).
- 8132 Uniforms and Equipment

Provides for the purchase and service of City supplied uniforms (\$2,100).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).

8170 Professional Services

Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800).

8180 Contract Services

Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).

8181 In-Lieu Tree Planting

Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.

8184 Annual Tree Planting

Annual Citywide tree planting (\$25,000).

8200 Training

Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

CAPITAL OUTLAY

9181 Capital Outlay

Remove aged/distressed trees and plant replacement trees (\$50,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	542	204	2,203	3,500	986	3,500
8180	Contract Services	42,380	53,464	44,971	85,500	85,500	60,500
	<OPERATIONS & MAINTENANCE>	42,922	53,668	47,174	89,000	86,486	64,000
[215-6416] Median Strips Total		42,922	53,668	47,174	89,000	86,486	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for department supplies including sprinklers, valves, fittings and plumbing (\$3,500).

8180 Contract Services

Provides partial cost of services rendered by contract with LandCare for landscape maintenance of street medians (\$60,500). The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180).

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	276,843	296,963	316,013	317,921	267,286	319,557
7010	Salaries - Temp / Part				-	787	10,000
7020	Overtime	4,428	5,399	4,675	5,000	12,308	5,000
7040	Holiday	831	1,042	2,624	2,000	4,881	
7055	IOD - Non Safety	129	-	-	-	-	
7070	Leave Buyback	3,005	7,682	4,650	-	5,733	
7100	Retirement	48,731	53,529	57,277	65,071	45,554	66,496
7108	Deferred Compensation	312	196	338	454	132	524
7110	Workers Compensation	26,008	13,738	13,609	11,556	11,699	11,526
7130	Group Health Insurance	29,878	31,975	44,058	36,663	33,935	37,092
7140	Vision Insurance	1,030	1,059	1,244	1,236	1,000	1,248
7150	Dental Insurance	3,254	3,736	3,724	4,635	3,733	4,680
7160	Life Insurance	421	493	475	510	473	515
7170	FICA - Medicare	4,078	4,519	4,774	4,610	4,330	4,634
<WAGES & BENEFITS>		398,948	420,331	455,004	449,656	391,851	461,272
8000	Office Supplies	610	565	568	1,000	842	1,000
8020	Special Department Expense	66,004	66,329	106,827	72,000	67,838	80,000
8060	Dues & Memberships	419	-	-	300	-	300
8090	Conference & Meeting Expense		-	-	-	-	
8100	Vehicle Maintenance	13,157	9,237	15,585	20,000	20,000	20,000
8110	Equipment Maintenance	442	3,202	34	6,400	2,106	6,400
8130	Small Tools	260	3,000	-	3,000	-	3,000
8130	Small Tools		-	-	-	-	
8132	Uniform Expense/Cleaning	3,665	3,192	2,493	3,000	1,155	3,000
8134	Safety Clothing/Equipment	866	828	2,189	1,750	1,247	1,750
8170	Professional Services	2,100	-	500	10,000	10,000	2,000
8180	Contract Services	29,830	52,881	12,183	46,000	46,000	46,000
8200	Training Expense		172	-	400	-	400
<OPERATIONS & MAINTENANCE>		117,353	139,405	140,378	163,850	149,188	163,850
8540	Automotive Equipment		146,640	-	25,000	-	25,000
<CAPITAL OUTLAY>		-	146,640	-	25,000	-	25,000
[230-6116] Street Maintenance Total		516,301	706,375	595,382	638,506	541,039	650,122

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Management Assistant, Street Supervisor, Senior Maintenance Worker (2), Public Works Operations Manager, Public Works Inspector, Engineering Assistant, and a Deputy Public Works Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500).
- 8020 Special Department Expense
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), and concrete, base sand and backfill soil (\$40,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000).
- 8060 Dues, Memberships, Subscriptions, and Books
This account provides funding for construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas (\$13,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$6,400).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$3,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$3,000).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$11,000).
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Replace the compressor used for concrete repairs within the City (\$25,000).

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	94,042	10,537	11,875	25,000	15,530	25,000
8110	Equipment Maintenance	5,541	8,279	-	5,000	7,009	-
8140	Utilities	1,119	1,202	1,119	3,500	714	5,000
8170	Professional Services	-	-	-	-	-	3,500
8180	Contract Services	19,860	27,079	31,407	30,000	11,085	30,000
<OPERATIONS & MAINTENANCE>		120,562	47,096	44,401	63,500	34,338	63,500
[232-6417] Prop "A" Park Maintenance Total		120,562	47,096	44,401	63,500	34,338	63,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000).

8140 Equipment Maintenance

Garfield, Orange Grove and Eddie Park playground equipment maintenance (\$5,000).

8140 Utilities

Provides funds for utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$3,500).

8180 Contract Services

Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$20,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$10,000).

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	514	29,787	26,018	29,203
7100	Retirement	-	-	-	2,107	2,657	2,065
7108	Deferred Compensation	-	-	-	260	238	254
7110	Workers Compensation	-	-	-	743	667	729
7130	Group Health Insurance	-	-	-	2,091	3,442	2,091
7140	Vision Insurance	-	-	-	60	56	60
7150	Dental Insurance	-	-	-	225	209	225
7160	Life Insurance	-	-	-	25	25	25
7170	FICA - Medicare	-	-	-	432	381	423
	<WAGES & BENEFITS>	-	-	514	35,730	33,779	35,076
8020	Special Department Expense	-	-	-	73,500	13,066	73,500
8170	Professional Services	-	-	-	35,000	19,233	35,000
8180	Contract Services	-	-	-	10,000	3,259	20,000
	<CAPITAL OUTLAY>	-	-	-	118,500	35,558	128,500
[239-6011] Measure W Total		-	-	514	154,230	69,337	163,576

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial salary of Deputy Public Works Director – Engineering & Operations and Civil Engineering Assistant.

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance.
- 8170 Professional Services
Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000).
- 8180 Contract Services
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance. Catch Basin Protection and Repair (\$10,000)

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	519,985	530,157	492,902	503,764	533,208	494,886
7020	Overtime	24,624	31,544	15,624	30,000	22,505	
7040	Holiday	592	665	2,102	-	7,317	
7055	IOD - Non Safety	-	747	909	-	-	
7070	Leave Buyback	12,183	11,815	6,415	-	12,082	
7100	Retirement	94,024	197,835	101,764	143,689	97,188	141,215
7108	Deferred Compensation	1,911	865	1,218	2,014	1,978	1,985
7110	Workers Compensation	43,391	22,222	19,261	16,857	19,460	16,551
7120	Disability Insurance	851	-	956	-	-	
7130	Group Health Insurance	45,227	53,517	53,832	55,016	60,802	55,016
7131	Retiree Health Insurance	-	-	-	30,956	-	
7140	Vision Insurance	1,580	1,652	1,531	1,675	1,599	1,675
7150	Dental Insurance	4,971	4,429	5,195	6,282	4,884	6,282
7160	Life Insurance	725	651	735	691	692	691
7170	FICA - Medicare	7,986	8,278	8,074	7,305	8,638	7,176
	<WAGES & BENEFITS>	758,050	864,377	750,756	798,249	775,075	725,477
8000	Office Supplies	590	1,676	4,497	3,700	3,700	3,700
8010	Postage	-	88	115	200	200	200
8020	Special Department Expense	43,075	116,041	100,284	120,000	130,000	130,000
8050	Printing/Duplicating	540	1,103	670	2,500	2,000	2,000
8060	Dues & Memberships	-	-	-	700	700	700
8070	Mileage/Auto Allowance	1,446	1,321	815	1,500	-	-
8090	Conference & Meeting Expense	75	-	-	200	-	-
8100	Vehicle Maintenance	14,130	9,115	8,734	12,250	12,250	12,250
8110	Equipment Maintenance	4,166	5,966	9,770	10,000	10,000	10,000
8120	Building Maintenance	-	-	(15,614)	20,400	20,400	20,400
8130	Small Tools	4,128	956	1,316	10,000	10,000	10,000
8132	Uniform Expense/Cleaning	4,751	4,629	2,704	4,500	4,500	4,500
8134	Safety Clothing/Equipment	763	1,997	2,497	2,500	2,500	2,500
8140	Utilities	7,598	24,559	26,571	11,000	11,000	11,000
8150	Telephone	16,039	4,254	8,310	20,200	20,200	20,200
8170	Professional Services	-	22,562	10,656	20,000	20,000	20,000
8180	Contract Services	14,693	22,246	9,655	34,000	34,000	34,000
8191	Liability & Surety Bonds	59,735	77,851	75,688	103,800	78,000	78,000
8200	Training Expense	788	-	1,085	2,000	1,500	1,500
8229	Taxes	3,481	3,512	3,155	5,000	5,000	5,000
8400	Overhead Allocation	117,114	-	117,114	117,114	117,114	117,114
	<OPERATIONS & MAINTENANCE>	293,112	297,876	368,021	501,564	483,064	483,064
8530	Computer Equipment	8,164	-	-	-	-	-
8540	Automotive Equipment	-	-	-	-	50,000	50,000
8572	Meters	11,524	-	37,919	-	-	
8574	Valves	2,629	-	1,104	-	-	
	<CAPITAL OUTLAY>	22,317	-	39,022	-	50,000	50,000
[500-6710] Water Distribution Total		1,073,479	1,162,253	1,157,799	1,299,813	1,308,139	1,258,541

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for five full-time employees and partial salary of Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Inspector, Civil Engineering Associate, Public Works Assistant and Management Assistant.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including elevator maintenance at Garfield Reservoir (\$4,400) and Garfield Reservoir janitorial services (\$11,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

8229 Taxes
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (\$5,000).

8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$117,114).

CAPITAL OUTLAY

8540 Vehicles and Equipment
Purchase a Forklift for shipments of water supplies received at Garfield Reservoir (\$50,000)

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	360,519	313,593	257,396	426,072	340,129	417,718
7010	Salaries - Temp / Part				-	4,722	
7020	Overtime	31,602	31,227	30,943	25,000	19,976	
7040	Holiday	4,269	4,503	4,227	-	5,536	
7070	Leave Buyback	7,475	10,679	12,493	15,000	5,046	
7100	Retirement	67,512	135,954	70,595	132,694	76,375	130,092
7108	Deferred Compensation	1,049	373	550	1,504	1,417	1,475
7110	Workers Compensation	37,564	16,082	11,507	14,969	12,791	14,676
7130	Group Health Insurance	29,531	28,189	27,053	45,337	39,791	45,337
7131	Retiree Health Insurance	-	-	-	33,227	-	
7140	Vision Insurance	943	790	648	1,325	967	1,325
7150	Dental Insurance	3,777	3,238	2,704	4,968	3,906	4,968
7160	Life Insurance	485	395	318	546	430	546
7170	FICA - Medicare	5,767	5,055	4,301	6,178	5,491	6,057
	<WAGES & BENEFITS>	550,493	550,078	422,736	706,820	516,578	622,193
8000	Office Supplies	1,108	3,967	1,434	1,500	1,056	2,113
8010	Postage	-	126	-	200	-	-
8020	Special Department Expense	26,723	29,013	28,017	27,500	27,500	7,500
8040	Advertising		-	-	-	-	-
8050	Printing/Duplicating	1,182	517	1,458	2,000	898	1,796
8060	Dues & Memberships	2,118	2,108	2,213	2,600	-	-
8070	Mileage/Auto Allowance	116	176	217	200	217	434
8080	Books & Periodicals	234	448	-	500	-	-
8100	Vehicle Maintenance	7,323	4,870	1,136	6,000	2,274	4,548
8110	Equipment Maintenance	13,343	23,618	14,686	32,000	18,856	9,796
8120	Building Maintenance	-	12,848	15,463	9,000	9,000	5,040
8130	Small Tools	786	-	-	1,000	742	1,484
8132	Uniform Expense/Cleaning	2,194	2,061	1,866	2,000	1,200	2,400
8134	Safety Clothing/Equipment	450	423	1,233	800	-	-
8140	Utilities	2,985	5,643	8,065	7,000	3,036	6,071
8150	Telephone	2,416	826	2,123	1,200	-	-
8152	Pumping Power	544,220	449,722	409,495	935,000	489,020	560,486
8170	Professional Services	230,556	153,917	234,371	197,880	197,880	63,480
8180	Contract Services	154,460	9,403	7,886	110,000	44,129	53,539
8200	Training Expense	60	505	1,275	1,500	-	-
8231	Water Purchases - Resale	43,134	1,304,254	462,906	250,000	250,000	125,906
8233	Watermaster Charges	1,628,804	-	1,332,212	1,000,000	1,000,000	1,000,000
8400	Overhead Allocation	205,267	-	205,267	205,267	205,267	205,267
	<OPERATIONS & MAINTENANCE>	2,867,479	2,004,446	2,731,322	2,793,147	2,251,074	2,049,861
8520	Machinery & Equipment	-	1,510	-	-	-	
8530	Computer Equipment	-	-	3,897	3,000	3,040	3,000
8540	Automotive Equipment	-	-	39,319	-	-	
	<CAPITAL OUTLAY>	-	1,510	43,216	3,000	3,040	3,000
[500-6711] Water Production Total		3,417,972	2,556,035	3,197,273	3,502,967	2,770,692	2,675,054

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for four full time employees and partial salary for Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Assistant and Electrician.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Provides funds to employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves and Garfield Reservoir (\$15,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).
- 8100 Vehicle Maintenance and Operations

Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).

8110 Equipment Maintenance

Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).

8120 Building Maintenance

Replace cracked & falling block wall and gate at Kollie pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).

8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).

8132 Uniforms and Equipment

Provides for the purchase and service of City supplied uniforms (\$2,000).

8134 Safety Equipment & Supplies

Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).

8140 Utilities

Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).

8150 Telephone

Provides telephone service to water system facilities (\$1,200).

8152 Pumping Power

This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$935,000).

8170 Professional Services

Provides for professional services such as water quality testing including water quality monitoring of the Wilson Wellhead treatment system (\$33,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$46,380), consultant services for preparation of the annual Consumer Confidence Report (\$5,500), Consulting Water Project Manager (\$30,000), Rate analysis (\$10,000), SCADA system maintenance (\$10,000), 2020 Urban Water Management Plan (\$30,000), and as needed Water consulting services (\$20,000)

8180 Contract Services

Granular activated carbon media replacement for Wilson Wellhead Treatment system (\$110,000).

8200 Training Expense

Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (\$100,000).
- 8233 Watermaster Charges
This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$1,000,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

- 8530 Computer Equipment
Provide computer equipment for the water division (\$3,000)

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	989	90,835	64,383	82,899
7010	Salaries - Temp / Part	-	-	-	25,000	-	25,000
7020	Overtime	-	-	-	-	-	10,000
7040	Holiday	-	-	-	-	896	-
7100	Retirement	-	-	-	31,172	15,824	28,449
7108	Deferred Compensation	-	-	-	257	274	191
7110	Workers Compensation	-	-	-	2,222	884	2,068
7120	Disability Insurance	-	-	-	-	-	-
7130	Group Health Insurance	-	-	-	5,022	10,616	5,022
7140	Vision Insurance	-	-	-	216	152	216
7150	Dental Insurance	-	-	-	810	350	810
7160	Life Insurance	-	-	-	89	55	89
7170	FICA - Medicare	-	-	-	1,317	940	1,202
	<WAGES & BENEFITS>	-	-	989	156,940	94,373	155,946
8000	Office Supplies	-	-	-	500	-	500
8010	Postage	-	-	-	1,750	-	1,750
8020	Special Department Expense	-	-	-	25,000	791	25,000
8040	Advertising	-	-	-	-	-	-
8032	Water Efficiency Fee Projects	-	-	-	125,000	6,661	125,000
8050	Printing/Duplicating	-	-	-	-	-	-
8060	Dues & Memberships	-	-	-	700	-	700
8070	Mileage/Auto Allowance	-	-	-	200	-	200
8080	Books & Periodicals	-	-	-	-	-	-
8090	Conference & Meeting Expense	-	-	-	2,000	100	2,000
	<OPERATIONS & MAINTENANCE>	-	-	-	155,150	7,552	155,150
[503-6713] Water Efficiency Total		-	-	989	312,090	101,925	311,096

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial salary of Deputy Public Works Director – Sustainability & Water, Water Conservation & Sustainability Analyst, and Public Information Officer.
- 7010 Salaries – Part-Time
Provides compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8010 Postage
Provides funds for postal related expenses for environmental newsletters and documents (\$1,750).
- 8020 Special Department Expense
Provides funds for promoting water conservation and sustainability initiatives such as buckets, low flow nozzles, tree watering aids, water conservation brochures/pamphlets, newsletters, and other printed media (\$25,000). In addition, funds can also be used for events, programs, outreach, and community classes related to water conservation education.
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential and commercial water audits, contributing matching funds towards Metropolitan Water District rebate programs and establishing City water rebate programs (\$125,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provide funds for memberships in American Water Works Association, as well as other various water related associations (\$700).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement to water conservation, environmental and sustainability events (\$200).
- 8090 Conference and Meeting Expense
Provides funds for attending conferences and meetings related to water conservation, environmental and sustainability (\$2,000).

PLANNING & BUILDING

Department Summary

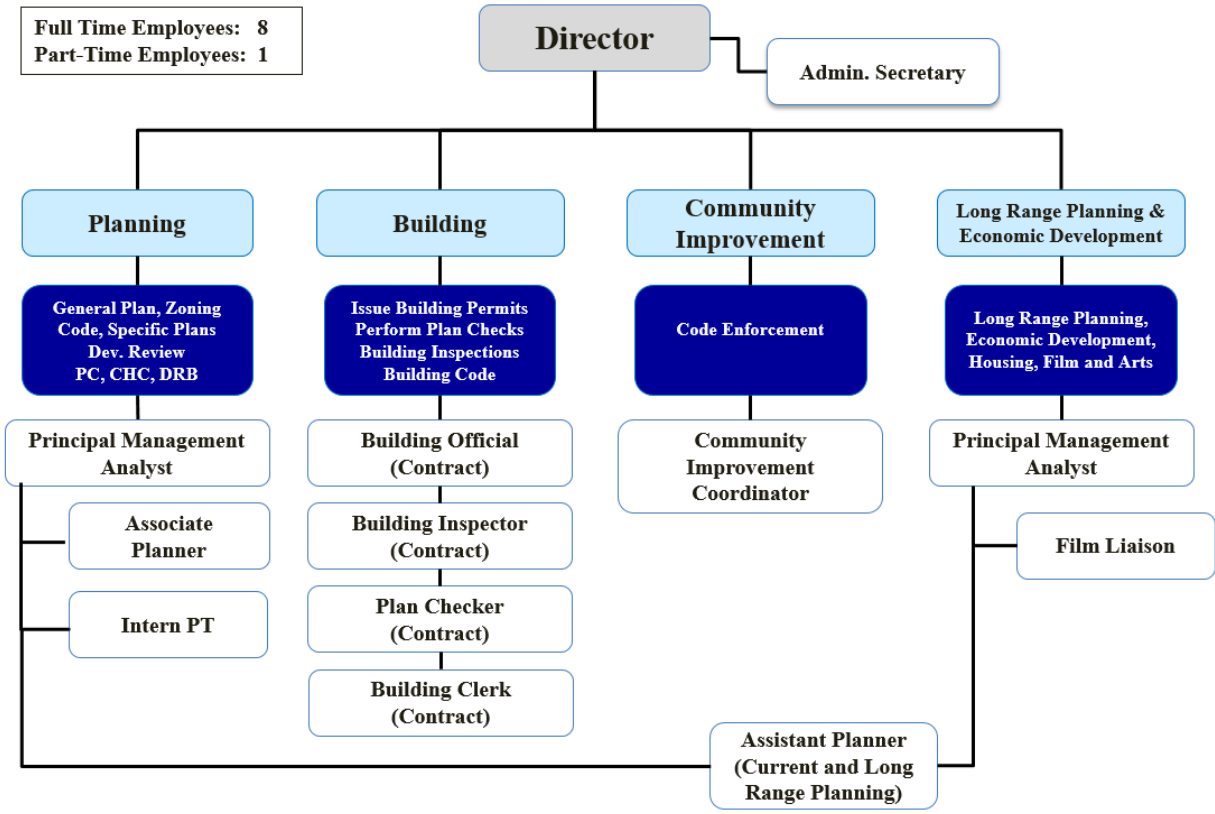
EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	612,523	587,716	591,175	1,003,115	944,126	1,056,119
Operations & Maintenance	545,573	567,751	534,973	1,192,163	1,154,609	717,750
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	1,158,096	1,155,467	1,126,148	2,195,278	2,098,735	1,773,869
[101-7011] Planning & Building	1,158,096	1,033,506	1,120,034	2,195,278	2,113,034	1,773,869
[105-7011] Facilities & Equipment Replacement	-	121,961	6,113	-	(14,299)	-
Total Expenses by Program	1,158,096	1,155,467	1,126,148	2,195,278	2,098,735	1,773,869

Planning & Community Development	1
Director	
Principal Management Analyst	2
Associate Planner	1
Assistant Planner	1
Film Liaison	1
Community Improvement Coordinator	1
Administrative Secretary	1
Total	8

PLANNING & BUILDING

Department Description and Authorized Positions

Full Time Employees: 8
Part-Time Employees: 1



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	417,552	353,018	329,386	631,644	631,644	673,867
7010	Salaries - Temp / Part	46,353	84,748	109,152	90,000	115,072	90,000
7020	Overtime	3,386	12,689	8,502	7,500	4,817	7,500
7040	Holiday		-	217	-	2,359	
7070	Leave Buyback	1,579	6,855	3,127	7,000	15,977	7,000
7100	Retirement	85,666	82,277	86,883	167,968	115,000	176,797
7108	Deferred Compensation	1,355	730	477	2,626	1,211	2,878
7110	Workers Compensation	16,855	7,155	5,812	13,985	6,895	15,073
7130	Group Health Insurance	27,766	28,516	37,979	64,560	34,956	64,560
7140	Vision Insurance	1,066	838	757	1,680	807	1,680
7150	Dental Insurance	2,781	2,898	1,927	6,300	2,715	6,300
7160	Life Insurance	449	412	317	693	372	693
7170	FICA - Medicare	7,715	7,581	6,639	9,159	12,301	9,771
	<WAGES & BENEFITS>	612,523	587,716	591,175	1,003,115	944,126	1,056,119
8000	Office Supplies	3,702	3,764	2,821	2,750	3,067	2,750
8010	Postage	5,519	7,265	6,313	6,000	3,088	6,000
8020	Special Department Expense	8,016	307	3,201	8,500	2,445	9,000
8040	Advertising	4,844	9,987	9,779	6,500	4,398	8,500
8050	Printing/Duplicating	4,415	3,080	7,338	3,000	4,180	4,000
8060	Dues & Memberships	1,593	373	425	5,000	600	500
8090	Conference & Meeting Expense	1,673	38	795	5,000	600	-
8100	Vehicle Maintenance	1,211	1,659	2,094	1,200	720	1,000
8110	Equipment Maintenance	2,015	753	183	1,500	2,598	1,500
8170	Professional Services	54,990	42,870	117,665	697,213	697,213	180,000
8180	Contract Services	456,595	375,119	377,467	425,000	425,000	475,000
8200	Training Expense	1,000	-	280	5,000	-	1,500
8257	Boards & Commissions	-	575	500	500	-	3,000
8260	Public Art	-	-	-	25,000	25,000	25,000
	<OPERATIONS & MAINTENANCE>	545,573	445,790	528,859	1,192,163	1,143,909	717,750
[101-7011] Planning & Building Total		1,158,096	1,033,506	1,120,034	2,195,278	2,113,034	1,773,869

PLANNING & COMMUNITY DEVELOPMENT

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Community Development Director, one Long Range Planning & Economic Development Manager, one Current Planning Manager, one Associate Planner, one Assistant Planner, one Film Liaison, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies, subscriptions and services. Includes additional staff laptops and technology for teleworking (\$4,500); and online community outreach (\$4,500).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan and Housing Element updates, and facilitating and encouraging public engagement in other planning projects and programs (\$4,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Code, specific plans, and other planning reports and materials (\$4,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Reduced from \$5,000 to \$500 in FY20/21, provides limited funds for some but not all of the following membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$500).
- 8090 Conference and Meeting Expense
Reduced from \$5,000 to \$0 in FY20/21, provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$0).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,000).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for consultant services and other services related to planning and building (including Strategic Plan priorities) such as: (SP1a) City Hall Opportunity Site Study; (SP2d) Parking Inventory for General Plan/DTSP Parking Policies; (SP5a-b) Inclusionary Housing, Occupancy Inspection, and other Housing Initiatives, including a potential Voter Initiative regarding height limits to address RHNA; Retail Market Study; and potential Zoning Code Amendments (unfunded) regarding ADUs, Sign Program, Climate Action Plan, etc. (\$180,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees; and GIS vendor (\$475,000).
- 8200 Employee Training
Reduced from \$5,000 to \$1,500 in FY20/21, provides limited funds for required CEQA and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$1,500).
- 8257 Board & Commissions
Provides funds for required training in historic preservation for the Cultural Heritage Commission (\$3,000).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

LIBRARY

Department Summary

EXPENDITURE SUMMARY	Actual 2016/17	Actual 2017/18	Actual 2018/19	Proposed 2019/20	Estimated 2019/20	Proposed 2020/21
Wages & Benefits	1,129,928	1,276,561	1,214,864	1,459,640	1,083,977	1,338,056
Operations & Maintenance	381,375	381,796	379,377	379,850	396,675	304,150
Capital Outlay	14,166	78,463	85,969	35,000	8,000	19,500
Total Expenses by Category	1,525,469	1,736,821	1,680,209	1,874,490	1,488,653	1,661,706
[101-8011] Library	1,525,469	1,736,821	1,680,209	1,874,490	1,488,653	1,661,706
Total Expenses by Program	1,525,469	1,736,821	1,680,209	1,874,490	1,488,653	1,661,706

Director of Library, Arts, and Culture	1
Assistant Library Director	1
Library Public Services Manager	1
Library Support Services Manager	1
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Clerk I	1
Total	10

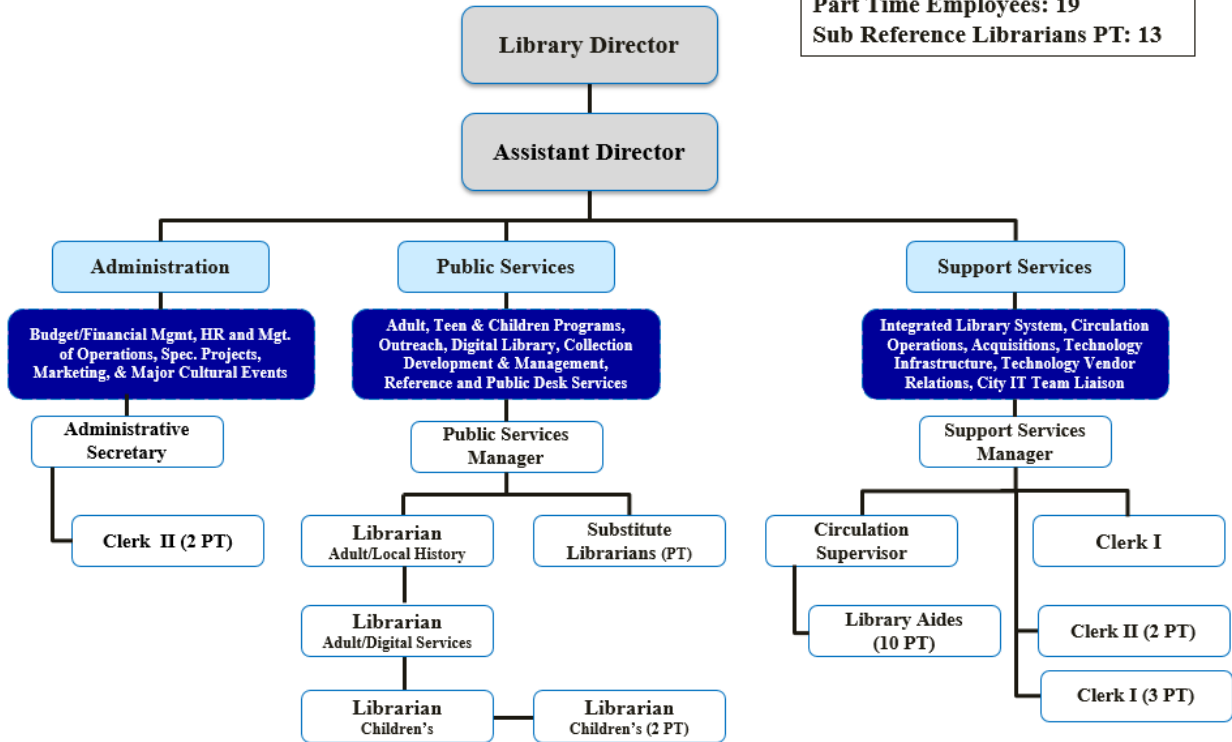
LIBRARY

Department Description and Authorized Positions

Our Purpose
To remember the past, equip the present, and envision the future.

Our Vision
A welcoming gathering place in our community to build connections,
support creativity, and encourage learning.

Full Time Employees: 10
Part Time Employees: 19
Sub Reference Librarians PT: 13



LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	585,331	662,096	610,377	787,939	518,717	700,138
7010	Salaries - Temp / Part	284,022	308,437	290,259	260,000	266,974	260,000
7020	Overtime	571	1,261	76	1,500	140	1,500
7040	Holiday	421	507	-	500	6,709	500
7070	Leave Buyback	3,350	8,581	7,491	10,000	34,031	10,000
7100	Retirement	139,245	154,902	179,768	253,918	138,457	224,111
7108	Deferred Compensation	1,282	1,199	2,401	2,459	1,578	1,333
7110	Workers Compensation	26,950	15,103	12,570	14,149	10,444	12,572
7120	Disability Insurance	-	11,242	-	-	-	-
7122	Unemployment Insurance	495	7	-	-	-	-
7130	Group Health Insurance	55,894	77,862	79,325	105,360	76,170	105,360
7140	Vision Insurance	1,769	1,854	1,619	2,400	1,454	2,400
7150	Dental Insurance	6,040	6,045	5,290	9,000	5,430	9,000
7160	Life Insurance	798	800	702	990	702	990
7170	FICA - Medicare	23,760	26,665	24,985	11,425	23,171	10,152
<WAGES & BENEFITS>		1,129,928	1,276,561	1,214,864	1,459,640	1,083,977	1,338,056
8000	Office Supplies	12,064	11,029	9,193	10,000	10,000	7,500
8010	Postage	4,905	3,544	2,446	3,000	2,304	2,000
8020	Special Department Expense	30,630	25,670	31,417	28,000	28,000	21,000
8030	Library Periodicals	14,449	14,874	12,318	12,500	12,500	6,000
8031	Digital Resources	32,796	39,852	30,993	30,000	31,000	22,000
8040	Advertising	3,556	2,981	3,380	4,000	3,278	1,200
8050	Printing/Duplicating	4,765	4,139	4,418	3,150	929	3,000
8060	Dues & Memberships	1,357	1,990	2,002	5,000	5,000	5,000
8070	Mileage/Auto Allowance	126	131	56	200	75	200
8080	Books/DVDs/CDs	133,429	133,491	110,564	105,000	105,000	82,000
8083	E-Books	-	-	9,988	41,000	41,000	30,000
8085	City-wide Reading Program	2,217	-	-	5,000	-	-
8090	Conference & Meeting Expense	398	913	1,911	2,000	-	-
8110	Equipment Maintenance	37,278	4,763	4,192	5,000	4,481	4,000
8120	Building Maintenance	21,536	15,669	12,979	15,000	15,000	11,500
8140	Utilities	34,755	34,479	33,541	-	29,953	-
8151	CENIC WiFi Expenses	-	16,333	11,258	16,500	16,500	18,000
8155	Rental/Lease	303	305	-	-	-	-
8170	Professional Services	11,718	7,640	10,622	8,000	7,000	6,500
8180	Contract Services	30,880	59,238	85,600	82,000	84,629	82,000
8200	Training Expense	2,125	1,825	-	2,000	-	1,500
8257	Boards & Commissions	2,088	2,933	2,500	2,500	-	750
<OPERATIONS & MAINTENANCE>		381,375	381,796	379,377	379,850	396,648	304,150
8500	Building & Improvements	-	-	-	-	-	10,000
8520	Machinery & Equipment	-	46,375	-	1,000	1,000	-
8521	Mach. & Equip. - Library Ops. Study	-	12,349	77,341	27,000	-	6,500
8530	Computer Equipment	14,166	19,740	8,628	7,000	7,000	3,000
<CAPITAL OUTLAY>		14,166	78,463	85,969	35,000	8,000	19,500
[101-8011] Library Total		1,525,469	1,736,821	1,680,209	1,874,490	1,488,625	1,661,706

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Director of Library, Arts, and Culture; 1 Assistant Library Director, 1 Public Services Manager, 1 Support Services Manager, 1 Digital Services Manager, 1 Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 2 Library Clerks.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,000)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision to services and resources to the public. (\$21,000)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (\$6,000)
- 8031 Digital Resources
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (\$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (\$1,200)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a host of other printed materials for the public. (\$3,000)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (\$5,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$200)
- 8080 Books/DVDs/CDs
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$82,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 with demand steadily increasing. (\$30,000)
- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (\$4,000)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial plumbing, electrical service, and other repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (\$11,500)
- 8151 CENIC Wi-Fi Expenses
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (\$18,000)
- 8170 Professional Services
Includes \$4,500 for auditors to prepare and process the tax roll for the Library Parcel

Tax, \$1,000 for graphic design services, and \$1,000 for livestreaming library programs. (\$6,500)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$990 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$6,000 for theft detection system and self-check kiosk maintenance, Includes \$21,650 for cataloging records subscription, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,000 for a public computer reservation system, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (\$82,000)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$1,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$750)

CAPITAL OUTLAY

8500 Building Improvements

\$10,000 for HVAC for library administration, as documented in the Capital Improvement Plan. (\$10,000)

8520 Machinery & Equipment

Includes \$3,000 for security alarm control system upgrade and \$3,500 for new shelving in the Children's Room. (\$6,500)

8530 Computer Equipment

Includes funds for equipment needed for creating digital content, and for replacements, upgrades or repairs for equipment used to provide services, training and programs for the public. (\$3,000)

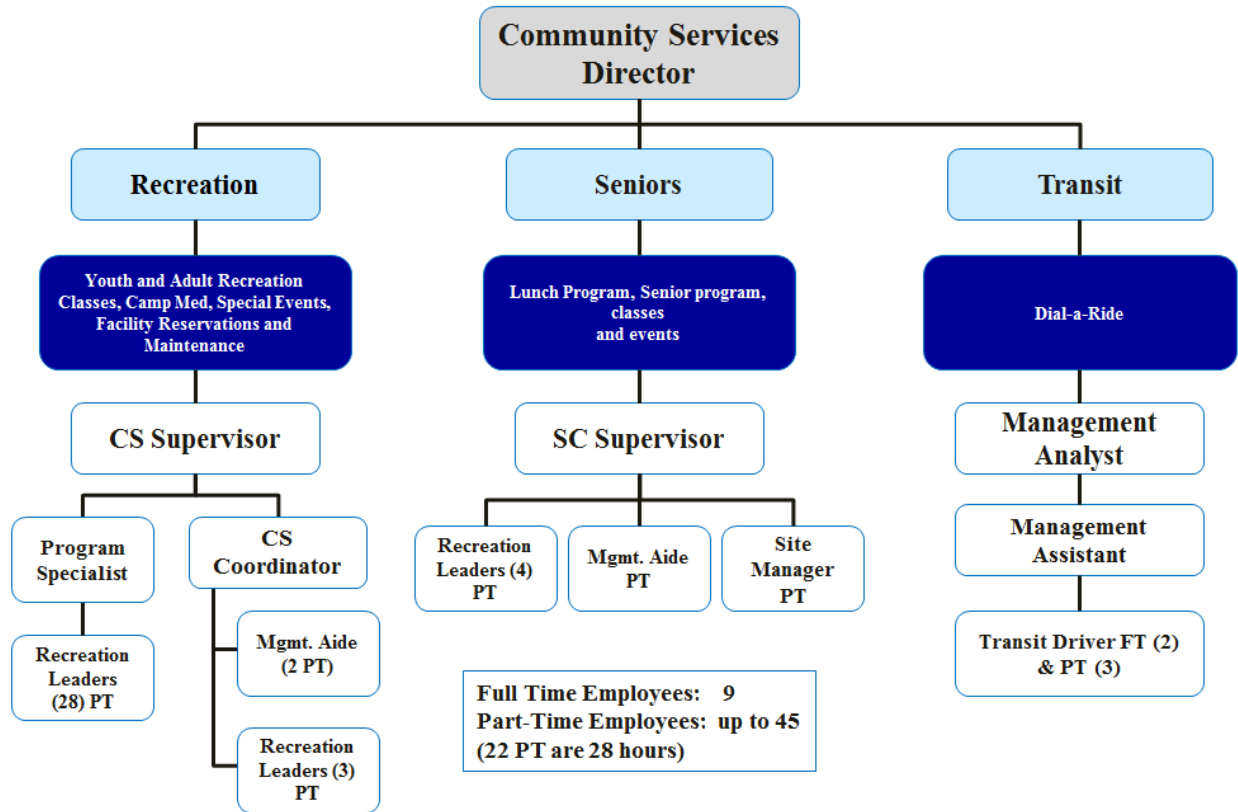
COMMUNITY SERVICES

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,258,294	1,342,599	1,317,716	1,473,582	1,301,637	1,263,480
Operations & Maintenance	1,658,367	1,723,620	1,659,879	1,958,663	1,704,236	1,728,239
Capital Outlay	175,067	12,997	61,535	100,000	78,416	-
Total Expenses by Category	3,091,728	3,079,215	3,039,130	3,532,245	3,084,289	2,991,719
[101-8021] Senior Services	291,590	309,118	306,568	353,509	317,344	341,945
[101-8031] Community Services	285,448	192,458	172,368	220,112	174,503	192,925
[101-8032] Recreation and Youth Services	679,960	827,801	799,343	858,399	768,300	470,438
[105-8031] Facilities & Equipment Replacement	26,018	72,710	-	-	-	-
[205-2210] Prop "A" Administration	16,224	14,492	6,059	14,909	3,533	14,830
[205-8024] Transit Planning	255,121	127,763	93,467	290,787	255,127	151,890
[205-8025] Dial-A-Ride	256,245	193,567	212,765	231,774	228,781	324,188
[207-2260] Prop "C" Administration	6,818	4,529	5,017	6,388	1,514	6,270
[207-8025] Dial-A-Ride	160,780	209,982	287,791	275,228	219,943	184,193
[260-8023] CDBG Senior Nutrition Prog	47,486	45,654	60,000	41,315	50,588	44,998
[275-6410] Park Maintenance	72,116	19,200	-	100,000	-	100,000
[295-8041] General Administration	309,244	369,851	395,733	382,652	355,098	389,076
[295-8042] Golf Course Maintenance	383,431	395,987	375,459	421,203	399,313	416,784
[295-8043] Range	57,188	40,636	30,085	37,783	71,238	53,460
[295-8044] Golf Shop	89,265	111,531	127,414	125,948	75,875	121,792
[295-8045] Food Service	154,794	143,937	167,060	172,238	163,131	181,930
Total Expenses by Program	3,091,728	3,079,215	3,039,130	3,532,245	3,084,289	2,994,719

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Management Analyst	1
Community Services Coordinator	1
Program Specialist	1
Management Assistant	1
Transit Driver	2
Total	9

COMMUNITY SERVICES
Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	79,199	79,593	77,670	77,842	81,059	76,316
7010	Salaries - Temp / Part	79,836	97,645	88,159	132,000	97,807	132,000
7070	Leave Buyback	-	-	-	2,100	-	2,100
7100	Retirement	18,997	25,644	28,831	26,713	19,380	26,190
7108	Deferred Compensation	766	413	767	778	816	763
7110	Workers Compensation	5,156	2,725	2,109	1,398	2,147	1,370
7122	Unemployment Insurance	2,223	-	-	-	-	-
7130	Group Health Insurance	8,580	11,180	13,380	13,380	13,380	13,380
7140	Vision Insurance	240	240	240	240	240	240
7150	Dental Insurance	900	900	900	900	900	900
7160	Life Insurance	100	99	99	99	99	99
7170	FICA - Medicare	6,095	4,023	3,746	1,129	4,357	1,107
<WAGES & BENEFITS>		202,092	222,463	215,901	256,579	220,186	254,465
8000	Office Supplies	3,584	2,388	2,637	3,000	3,000	3,000
8010	Postage	1,466	925	2,318	2,000	934	2,000
8020	Special Department Expense	14,978	13,861	12,019	15,000	15,000	10,300
8040	Advertising	-	252	-	400	-	400
8050	Printing/Duplicating	3,637	3,359	3,496	4,450	1,073	4,450
8060	Dues & Memberships	180	180	180	200	-	200
8090	Conference & Meeting Expense	38	455	-	-	-	-
8110	Equipment Maintenance	2,474	2,590	2,131	3,500	431	3,500
8120	Building Maintenance	1,682	2,270	3,134	3,200	1,359	3,200
8140	Utilities	13,778	0	-	-	-	-
8150	Telephone	-	-	550	-	-	-
8170	Professional Services	3,500	1,755	25	-	-	-
8180	Contract Services	18,977	36,280	45,040	39,650	53,345	40,150
8200	Training Expense	239	199	-	250	-	-
8264	Special Events	2,971	2,756	2,453	5,000	2,264	-
8267	Classes	21,802	19,193	16,363	19,500	19,500	19,500
8300	Lease Payment	192	192	321	780	253	780
<OPERATIONS & MAINTENANCE>		89,498	86,656	90,667	96,930	97,159	87,480
[101-8021] Senior Services Total		291,590	309,118	306,568	353,509	317,344	341,945

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff, Site Manager, and Recreation Leaders (4) (\$132,000).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,100).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, and miscellaneous supplies (\$3,000)
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200) (\$2,000)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$2,050), Home Delivery meal program supplies (\$2,550) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), and cleaning supplies (\$2,000). (\$10,300)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$850), printing events flyers (\$600). (\$4,450)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200)
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400) (\$3,500)
- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure washing of center entry (\$500), cleaning of stainless steel surfaces in kitchen 3 times a year (\$1,000) cleaning of drapes (\$500) and Fire Extinguishers (\$200). (\$3,200)

- 8180 Contract Services
Provide funds for fire and security system (\$1,150), Annual licensing for Sportsman Software (1,100) Computer lab bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$36,500). \$40,150
- 8267 Classes
Provides for payment to contract instructors for senior classes. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. (\$19,500)
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780)

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	171,747	121,349	119,595	109,411	131,300	107,266
7010	Salaries - Temp / Part	1,439	(177)	(1,695)	10,500	-	10,500
7020	Overtime	(1,013)	(2,322)	(2,012)	1,500	(1,607)	1,500
7040	Holiday	154	-	-	-	-	-
7070	Leave Buyback	847	-	-	2,000	-	2,000
7100	Retirement	32,868	23,745	27,849	37,547	26,485	36,811
7108	Deferred Compensation	1,086	648	1,158	1,094	1,350	1,073
7110	Workers Compensation	6,445	2,010	1,312	2,730	1,592	2,676
7130	Group Health Insurance	13,778	6,616	8,423	6,435	8,223	6,435
7140	Vision Insurance	288	131	166	180	158	180
7150	Dental Insurance	1,069	487	616	675	585	675
7160	Life Insurance	175	80	75	74	91	74
7170	FICA - Medicare	3,134	2,149	1,999	1,586	2,367	1,555
	<WAGES & BENEFITS>	232,017	154,717	157,485	173,732	170,544	170,745
8000	Office Supplies	1,433	494	915	1,000	497	500
8010	Postage	394	1,034	650	650	-	300
8020	Special Department Expense	8,127	12,655	9,874	13,830	2,743	4,530
8040	Advertising	500	96	100	150	-	150
8050	Printing/Duplicating	-	202	-	200	-	200
8060	Dues & Memberships	875	650	655	650	-	650
8090	Conference & Meeting Expense	2,726	373	1,223	800	-	800
8110	Equipment Maintenance	6,205	6,006	5,154	7,035	7,035	735
8120	Building Maintenance	11,608	11,269	7,968	14,450	14,450	6,700
8140	Utilities	1,238	(70)	-	-	-	-
8180	Contract Services	19,817	4,760	6,453	7,065	4,756	7,065
8200	Training Expense	261	79	165	250	-	250
8264	Special Events	-	-	-	-	-	-
8267	Classes	-	-	-	-	-	-
8300	Lease Payment	247	192	190	300	253	300
	<OPERATIONS & MAINTENANCE>	53,431	37,741	33,348	46,380	25,543	22,180
	[101-8031] Community Services Total	285,448	192,458	172,368	220,112	174,503	192,925

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations (\$10,500)
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,000)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies \$500
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$300)
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Community Garden Caltrans lease payment (\$100), department staff shirts (\$400), expense for key duplication (\$200), portion of City's Constant Contact (\$250), and licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355). (\$4,530)
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480)
- 8110 Equipment Maintenance
Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), furniture and table games for Recreation (\$2,000), War Memorial Building semi-annual range hood cleaning (\$735)
- 8120 Building Maintenance
Provides for War Memorial Building wood floor resurfacing (\$2,500) heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building,

Youth House and Eddie Park House (\$3,500), (\$6,700)

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170). (\$7,065)

8300 Lease Payment

Provides partial funds for annual postage meter (\$300)

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	134,906	200,654	161,865	196,334	110,784	141,108
7010	Salaries - Temp / Part	225,294	272,369	262,762	280,000	289,215	133,549
7020	Overtime	252	3,983	3,373	4,500	9,224	4,500
7040	Holiday				-	1,218	
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	-	964	18,282	1,500	3,008	1,500
7100	Retirement	28,099	49,676	54,896	53,099	29,850	48,424
7108	Deferred Compensation	822	442	888	800	333	785
7110	Workers Compensation	12,823	7,459	5,258	4,752	5,724	2,534
7122	Unemployment Insurance	2,383	(258)	-	-	-	-
7130	Group Health Insurance	10,336	18,362	16,594	18,600	12,528	18,600
7140	Vision Insurance	480	645	538	720	312	720
7150	Dental Insurance	1,800	2,410	1,960	2,700	1,017	2,700
7160	Life Insurance	200	297	257	297	138	297
7170	FICA - Medicare	16,079	18,696	19,112	2,847	26,884	2,046
<WAGES & BENEFITS>		433,474	575,699	545,786	566,149	490,235	356,763
8000	Office Supplies	3,090	2,955	2,596	2,500	1,724	1,000
8010	Postage	-	500	500	500	-	500
8020	Special Department Expense	9,587	7,884	2,491	5,050	1,666	1,300
8040	Advertising	561	725	492	1,150	-	
8050	Printing/Duplicating	57	-	-	250	-	250
8060	Dues & Memberships	315	480	480	555	500	555
8090	Conference & Meeting Expense	4,002	2,867	3,278	1,800	1,800	850
8110	Equipment Maintenance	248	-	362	850	-	850
8120	Building Maintenance	6,458	17,575	17,278	20,550	20,550	3,300
8180	Contract Services	19,983	13,037	18,595	20,180	20,180	8,055
8200	Training Expense	299	113	173	300	60	300
8264	Special Events	44,621	50,765	47,177	55,950	55,950	-
8267	Classes	112,905	114,658	111,506	130,000	126,381	81,250
8268	Camp Services	44,167	40,349	44,044	47,355	47,355	10,205
8269	Teen Center	-	-	4,395	5,000	1,645	5,000
8300	Lease Payment	193	192	190	260	253	260
<OPERATIONS & MAINTENANCE>		246,486	252,102	253,557	292,250	278,065	113,675
[101-8032] Recreation and Youth Services Tot		679,960	827,801	799,343	858,399	768,300	470,438

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and ~~Program Specialist~~. Frozen position
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Year-Round Camp Med and Special Events and Contract Classes Recreation Leaders and Management Aide (2)
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies \$1000
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250) (\$500)
- 8020 Special Department Expense
Cleaning supplies (\$400), mileage reimbursement (\$500), and replacement of basketball court nets \$50 staff shirts (\$250) and replenishment of first aid kits for special events (\$100), (\$1,300)
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555)
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Northern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$850)
- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including copy / fax machine and printer (\$850)
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication

(\$100), and Orange Grove Park bathroom maintenance (\$1,000), (\$3,300)

8180 Contract Service

Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), annual maintenance of Sportsman (\$1,200) (\$8,055)

8267 Classes

Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$125,000 next year. 65% of which is paid to the contracted instructors (\$81,250).

8268 Camp Med

Snacks \$2500 Program supplies (\$2,500 First aid supplies \$900 Internet (\$1,000), Annual licensing for MPLC & BMI (\$910), Carpet cleaning (\$1,200), Staff shirts for After-School \$250 Annual When2Work staff scheduling system (\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), (\$10,205)

8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)

8300 Lease Payment

Provides for a portion of postage machine (\$260)

PROP "A" – LOCAL TRANSIT ADMINISTRATION
Budget Detail 205-2210

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	12,626	8,295	3,430	10,212	1,942	10,212
7070	Leave Buyback	18	-	-	-	-	-
7100	Retirement	2,180	1,939	2,186	3,504	1,397	3,436
7108	Deferred Compensation	99	37	72	102	23	100
7110	Workers Compensation	454	130	77	255	25	250
7130	Group Health Insurance	597	478	168	601	100	601
7140	Vision Insurance	16	9	3	17	2	17
7150	Dental Insurance	44	35	12	63	7	63
7160	Life Insurance	7	7	8	7	2	7
7170	FICA - Medicare	183	120	102	148	35	145
<WAGES & BENEFITS>		16,224	11,051	6,059	14,909	3,533	14,830
8060	Dues & Memberships	-	1,550	-	-	-	-
8250	Bus Pass Subsidy	-	1,891	-	-	-	-
<OPERATIONS & MAINTENANCE>		-	3,441	-	-	-	-
[205-2210] Prop "A" Administration Total		16,224	14,492	6,059	14,909	3,533	14,830

<p style="text-align: center;">PROP “A” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 205-2210</p>
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PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	22,090	16,966	6,975	21,882	4,161	21,453
7100	Retirement	4,153	4,051	3,817	7,509	2,993	7,362
7108	Deferred Compensation	211	74	68	219	50	215
7110	Workers Compensation	808	267	74	546	54	535
7130	Group Health Insurance	1,222	1,018	364	1,287	215	1,287
7140	Vision Insurance	24	20	7	36	4	36
7150	Dental Insurance	90	75	26	135	15	135
7160	Life Insurance	15	12	5	15	5	15
7170	FICA - Medicare	315	246	98	317	74	311
<WAGES & BENEFITS>		28,928	22,728	11,434	31,946	7,571	31,349
8020	Misc. Supplies - Parking	3,377	1,089	1,815	11,200	2,915	7,500
8060	Dues & Memberships	4,550	3,000	-	8,500	8,500	8,500
8061	HOA Dues	20,762	19,032	20,762	32,041	32,041	32,041
8120	Building Maintenance	-	-	-	-	-	3,000
8140	Utilities	-	-	-	5,500	5,500	5,500
8170	Professional Services	-	-	-	10,000	10,000	10,000
8180	Contract Services	56,670	65,835	48,516	78,600	78,600	44,000
8250	Bus Pass Subsidy	6,910	3,081	10,940	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>		92,269	92,037	82,033	158,841	147,556	120,541
8520	Machinery & Equipment	-	12,997	-	-	-	-
8540	Automotive Equipment	133,924	-	-	100,000	100,000	-
<CAPITAL OUTLAY>		133,924	12,997	-	100,000	100,000	-
[205-8024] Transit Planning Total		255,121	127,763	93,467	290,787	255,127	151,890

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking permit machine (\$1,500) (additional funding is in the Mission Meridian Public Garage account) \$7,500
- 8061 Property Owners' Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041)
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000)
- 8140 Utilities
Electricity (\$5,500)
- 8170 Professional Services
Consultant Fees (\$10,000)
- 8180 Contract Services
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000). Provide funds for bus stops maintenance costs (\$35,000). \$44,000
- 8250 Bus Pass Subsidy
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000)

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	90,371	88,090	91,197	94,468	87,629	92,616
7010	Salaries - Temp / Part	45,924	56,194	69,560	90,000	95,771	102,430
7020	Overtime	187	367	-	2,000	234	5,000
7040	Holiday	117	100	356	-	1,425	
7055	IOD - Non Safety	179	-	-	-	-	
7070	Leave Buyback	267	-	-	-	-	
7100	Retirement	17,140	22,973	23,973	19,550	16,369	19,167
7108	Deferred Compensation	-	-	-	-	-	
7110	Workers Compensation	9,584	4,607	4,140	3,908	3,248	3,831
7120	Disability Insurance	-	3,562	-	-	-	
7130	Group Health Insurance	11,086	14,075	18,000	18,000	18,000	18,000
7131	Retiree Health Insurance		-	-	-	-	
7140	Vision Insurance	405	442	480	480	480	480
7150	Dental Insurance	610	755	900	1,800	900	1,800
7160	Life Insurance	199	198	198	198	198	198
7170	FICA - Medicare	2,016	2,740	3,489	1,370	4,529	1,343
	<WAGES & BENEFITS>	178,085	194,103	212,293	231,774	228,781	244,865
8000	Office Supplies	1,998	-	-	-	-	2,000
8010	Postage	110	-	-	-	-	650
8020	Special Department Expense	4,643	-	-	-	-	7,000
8040	Advertising	150	-	-	-	-	500
8050	Printing/Duplicating	582	-	-	-	-	1,000
8060	Dues & Memberships	625	-	-	-	-	1,000
8100	Vehicle Maintenance	23,670	(0)	-	-	-	41,000
8105	Fuel	2,198	-	-	-	-	3,000
8132	Uniform Expense/Cleaning	750	0	-	-	-	2,000
8140	Utilities						3,000
8180	Contract Services	7,030	(472)	472	-	-	16,275
8200	Training Expense	1,004	-	-	-	-	-
8300	Lease Payment	366	(64)	-	-	-	1,898
	<OPERATIONS & MAINTENANCE>	43,126	(536)	472	-	-	79,323
[205-8025] Dial-A-Ride Total		256,245	193,567	212,765	231,774	228,781	324,188

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7000 Full Time Salaries
Provide funds for two (2) full time Transit Drivers, one (1) Management Assistant, and one (1) Management Analyst.
- 7010 Part Time
Provides funds for four (4) part time Transit Drivers and Management Intern (\$185,000).
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$5,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200). (\$7,000)
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. (\$1,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300). (\$1,000)
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$4,000). (\$41,000)
- 8105 Fuel

Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

8132 Uniform Maintenance

Provides for the purchase and replacement of uniforms and jackets (\$2,000).

8140 Utilities

Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).

8180 Contract Services

Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon Wi-Fi Jetpack data plan (\$1,000). (\$16,275)

8200 Employee Training

Provides funds for training seminars, materials, and job-related training sessions (\$1,800).

8300 Lease Payment

Provides funds for postage machine lease (\$648) and Copier (\$1,250). (\$1,898)

PROP "C" – LOCAL TRANSIT ADMINISTRATION
Budget Detail **207-2260**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	5,147	3,393	2,235	4,376	832	4,291
7070	Leave Buyback	18	-	-	-	-	-
7100	Retirement	951	821	865	1,502	599	1,472
7108	Deferred Compensation	40	15	24	44	10	43
7110	Workers Compensation	185	52	26	109	11	107
7130	Group Health Insurance	248	179	92	257	43	257
7140	Vision Insurance	8	6	2	7	1	7
7150	Dental Insurance	19	13	7	27	3	27
7160	Life Insurance	3	2	2	3	1	3
7170	FICA - Medicare	75	48	34	63	15	62
	<WAGES & BENEFITS>	6,694	4,529	3,287	6,388	1,514	6,270
8020	Misc. Supplies - Parking	124	-	-	-	-	-
8061	HOA Dues	-	-	1,730	-	-	-
	<OPERATIONS & MAINTENANCE>	124	-	1,730	-	-	-
[207-2260] Prop "C" Administration Total		6,818	4,529	5,017	6,388	1,514	6,270

PROP “C” – LOCAL TRANSIT ADMINISTRATION
Budget Detail 207-2260

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	90,371	88,090	91,197	94,468	87,629	92,616
7000	Salaries - Permanent	118,439	123,557	129,986	139,322	128,175	136,590
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	3,756	2,360	1,443	3,000	10,180	
7040	Holiday	-	74	497	-	2,040	
7070	Leave Buyback	-	205	205	1,500	1,022	
7100	Retirement	19,052	14,248	16,356	26,922	20,420	26,394
7110	Workers Compensation	3,777	1,982	1,879	5,763	2,062	5,650
7130	Group Health Insurance	12,165	11,018	11,041	11,100	11,100	11,100
7140	Vision Insurance	405	405	405	480	405	480
7150	Dental Insurance	1,220	1,389	1,510	1,800	1,510	1,800
7160	Life Insurance	190	198	198	198	198	198
7170	FICA - Medicare	1,776	1,874	1,951	2,020	2,161	1,981
	<WAGES & BENEFITS>	160,780	157,309	165,472	192,105	179,273	184,193
8000	Office Supplies	-	1,848	1,236	2,000	103	
8010	Postage	-	323	-	650	-	
8020	Special Department Expense	-	2,871	1,351	7,000	7,000	
8040	Advertising	-	360	-	500	-	
8050	Printing/Duplicating	-	650	904	2,000	367	
8060	Dues & Memberships	-	625	625	1,000	-	
8090	Conference & Meeting Expense	-	-	200	1,000	-	
8100	Vehicle Maintenance	-	29,504	25,528	41,000	12,680	
8105	Fuel	-	1,327	2,078	3,000	1,105	
8132	Uniform Expense/Cleaning	-	1,374	825	2,000	-	
8140	Utilities	-	-	-	3,000	-	
8180	Contract Services	-	11,686	9,159	16,275	19,163	
8200	Training Expense	-	1,800	224	1,800	-	
8300	Lease Payment	-	306	190	1,898	253	
8301	Copier Usage Charges	-	-	-	-	-	
	<OPERATIONS & MAINTENANCE>	-	52,673	42,320	83,123	40,670	-
8520	Machinery & Equipment	-	-	80,000	-	-	
	<CAPITAL OUTLAY>	-	-	80,000	-	-	-
[207-8025] Dial-A-Ride Total		160,780	209,982	287,791	275,228	219,943	184,193

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

7000 Full time Salaries

7020 Overtime

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8180	Contract Services	47,486	45,654	60,000	41,315	50,588	41,315
	<OPERATIONS & MAINTENANCE>	47,486	45,654	60,000	41,315	50,588	41,315
[260-8023] CDBG Senior Nutrition Prog Tot:		47,486	45,654	60,000	41,315	50,588	41,315

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program (\$41,315)
Community Development Block Grant provides \$19,561.00 in grant funds while the General Fund provides \$36,500 through the Senior Center budget. Revenue estimate is just over \$40,000 from serving approximately 18,500 meals. Overall, City subsidizes \$36,500 for the nutrition program.

Park Impact Fees

Budget Detail

275-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8170	Professional Services	66,007	19,200	-	100,000	-	100,000
8180	Contract Services	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	66,007	19,200	-	100,000	-	100,000
8500	Building & Improvements	6,109	-	-	-	-	-
	<CAPITAL OUTLAY>	6,109	-	-	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail		21,465	70,500	-	-	-
9190	Dog Park	125,060	-	12,874	-	-	-
	<CAPITAL PROJECTS>	125,060	21,465	83,374	-	-	-
[275-6410] Park Impact Fees Total		197,176	40,665	83,374	100,000	-	100,000
275 - PARK IMPACT FEES TOTAL		197,176	40,665	83,374	100,000	-	100,000

OPERATIONS & MAINTENANCE

8170 Professional Services
Provide funds for design and construction document for the Berkshire and Grevelia
Pocket Parks (\$100,000)

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	3,268	3,711	5,546	3,800	6,139	4,400
8010	Postage	33	-	88	-	264	
8020	Special Department Expense	43,850	77,898	61,753	49,427	67,941	54,852
8040	Advertising	1,854	1,956	355	3,420	1,739	1,800
8120	Building Maintenance	4,690	8,808	16,678	27,304	11,507	23,150
8140	Utilities	9,856	8,002	8,845	9,150	9,477	9,150
8150	Telephone	9,752	10,702	12,225	11,700	9,420	10,752
8160	Legal Service	550	-	38,300	-	-	
8170	Professional Services	102,500	105,900	93,100	101,996	72,400	101,996
8180	Contract Services	119,761	116,870	115,692	127,842	120,970	132,067
8191	Liability & Surety Bonds	7,352	30,116	36,960	41,808	48,547	44,704
8229	Taxes	861	750	745	925	1,666	925
8300	Lease Payment	4,917	5,138	5,447	5,280	5,028	5,280
<OPERATIONS & MAINTENANCE>		309,244	369,851	395,733	382,652	355,098	389,076
[295-8041] General Administration Total		309,244	369,851	395,733	382,652	355,098	389,076

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$4,400)

- 8020 Special Department Expense
Credit card and bank fees & charges (\$33,750), computer services (\$15,672), membership dues (\$480) and licensing fee (\$650), donations (\$4,300) \$54,852

- 8040 Advertising
Promotions and ads for Golf Course (\$1,800).

- 8120 Building Maintenance
Maintenance (\$12,000) and Janitorial Supplies (\$9,650) Burglar alarm (\$1,500). \$23,150

- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$6,000) \$9,150

- 8150 Telephone
Telephone and Internet services (\$10,752)

- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year). \$101,996

- 8180 Contract Services
Personnel (\$132,067)

- 8191 Liabilities
Liability Insurances (\$44,704)

- 8229 Taxes
Property taxes (\$925).

- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Arroyo Seco Golf Course – Course Maintenance	295-8042
Budget Detail	

Acct	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
8020	Special Department Expense	21,762	31,478	47,356	6,300	36,101	6,300
8100	Vehicle Maintenance	8,293	5,916	7,311	15,600	8,882	14,100
8120	Building Maintenance	38,300	27,026	25,570	44,900	4,501	51,490
8130	Small Tools	5,634	2,441	169	2,400	-	1,200
8132	Uniform Expense/Cleaning	5,619	6,434	6,915	6,000	6,212	6,000
8140	Utilities	56,159	56,718	47,591	59,900	80,916	61,800
8150	Telephone	1,198	1,033	995	1,200	1,026	1,090
8180	Contract Services	246,466	264,940	239,552	284,903	261,676	274,804
	<OPERATIONS & MAINTENANCE>	383,431	395,987	375,459	421,203	399,313	416,784
[295-8042] Golf Course Maintenance Total		383,431	395,987	375,459	421,203	399,313	416,784

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500). \$6,300
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$6,200), oil and gas (\$7,900) \$14,100
- 8120 Building Maintenance
Maintenance (\$16,100), fertilizer seed and chemicals (\$32,550), sand, gravel and top soil (\$4,400) and course irrigation repairs (\$2,400). \$51,490
- 8130 Small Tools
Purchase for tools for repairs (\$1,200).
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000)
- 8140 Utilities
Funds for electricity (\$61,800)
- 8150 Telephone
Funds for telephone (\$1,090)
- 8180 Contract Services
Compensation for maintenance staff (\$274,804).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	6,448	14,546	16,524	16,200	23,682	20,600
8120	Building Maintenance	9,841	6,768	2,645	6,000	2,694	3,000
8180	Contract Services	40,899	19,322	10,916	15,583	44,862	29,860
	<OPERATIONS & MAINTENANCE>	57,188	40,636	30,085	37,783	71,238	53,460
[295-8043]	Range Total	57,188	40,636	30,085	37,783	71,238	53,460

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$20,000) and supplies (\$600). \$20,600
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$3,000).
- 8180 Contract Services
Compensation for maintenance staff and starter (\$29,860)

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	2,141	2,662	4,857	6,000	3,148	4,800
8132	Uniform Expense/Cleaning	-	75	272	-	1,030	-
8180	Contract Services	87,124	108,794	122,285	119,948	71,697	116,992
	<OPERATIONS & MAINTENANCE>	89,265	111,531	127,414	125,948	75,875	121,792
[295-8044]	Golf Shop Total	89,265	111,531	127,414	125,948	75,875	121,792

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Balls, gloves, and other supplies (\$4,800)

- 8180 Contract Services
Compensation for Starter (\$116,992)

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	24,006	17,340	25,887	25,091	25,524	25,745
8120	Building Maintenance	4,660	5,670	7,602	9,600	6,293	8,400
8130	Small Tools	398	4,265	600	2,100	625	600
8132	Uniform Expense/Cleaning	-	1	-	-	-	-
8180	Contract Services	125,730	116,661	132,971	135,447	130,688	146,601
	<OPERATIONS & MAINTENANCE>	154,794	143,937	167,060	172,238	163,131	181,346
[295-8045]	Food Service Total	154,794	143,937	167,060	172,238	163,131	181,346

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies such as china, silverware, glassware (\$450), paper products (\$2,320), linens (\$5,050), license and permits (\$1,625), and supplies (\$8,400) and Music and Entertainment (\$7,900) \$25,745
- 8120 Building Maintenance
Maintenance (\$8,400).
- 8130 Small Tools
Purchase of tools for repairs (\$600).
- 8180 Contract Services
Compensation for restaurant staff (\$146,601)

ATTACHMENT 2
Position Control Worksheet

Monthly Salary Schedule - CITY OF SOUTH PASADENA

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

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

Finance					
Position	A	B	C	D	E
Accountant	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Management Assistant	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Accounting Technician II	\$ 4,294	\$ 4,509	\$ 4,734	\$ 4,971	\$ 5,219
Accounting Technician I	\$ 3,867	\$ 4,061	\$ 4,264	\$ 4,477	\$ 4,701
Account Clerk	\$ 3,421	\$ 3,592	\$ 3,771	\$ 3,960	\$ 4,158

Planning					
Position	A	B	C	D	E
Associate Planner	\$ 5,714	\$ 6,000	\$ 6,300	\$ 6,615	\$ 6,945
Assistant Planner	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Film Liaison	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Community Improvement Coordinator	\$ 4,477	\$ 4,701	\$ 4,936	\$ 5,183	\$ 5,442
Building Maintenance Worker	\$ 4,374	\$ 4,593	\$ 4,822	\$ 5,063	\$ 5,317
Administrative Secretary	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080

Public Works					
Position	A	B	C	D	E
Senior Planner	\$ 6,650	\$ 6,982	\$ 7,332	\$ 7,698	\$ 8,083
Associate Civil Engineer	\$ 6,431	\$ 6,753	\$ 7,090	\$ 7,445	\$ 7,817
Water Operations Supervisor	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Senior Management Analyst	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,236	\$ 7,597
Facilities Maintenance Supervisor	\$ 5,898	\$ 6,193	\$ 6,502	\$ 6,828	\$ 7,169
Street Supervisor	\$ 5,611	\$ 5,891	\$ 6,186	\$ 6,495	\$ 6,714
Parks Supervisor	\$ 5,551	\$ 5,828	\$ 6,120	\$ 6,426	\$ 6,747
Civil Engineering Assistant	\$ 5,439	\$ 5,711	\$ 5,996	\$ 6,296	\$ 6,611
Water Conservation Analyst	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258	\$ 6,571
Public Works Assistant	\$ 5,364	\$ 5,633	\$ 5,914	\$ 6,210	\$ 6,521
Public Works Inspector	\$ 5,306	\$ 5,571	\$ 5,850	\$ 6,142	\$ 6,449
Senior Electrician	\$ 5,167	\$ 5,425	\$ 5,696	\$ 5,981	\$ 6,281
Electrician	\$ 4,829	\$ 5,070	\$ 5,324	\$ 5,590	\$ 5,870
Senior Water Production/Treatment Operator	\$ 4,617	\$ 4,848	\$ 5,090	\$ 5,345	\$ 5,612
Management Assistant	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573
Senior Water Utility Worker	\$ 4,560	\$ 4,788	\$ 5,028	\$ 5,279	\$ 5,543
Senior Maintenance Worker	\$ 4,554	\$ 4,782	\$ 5,021	\$ 5,272	\$ 5,535
Water Production/Treatment Operator	\$ 4,244	\$ 4,457	\$ 4,679	\$ 4,913	\$ 5,159
Program Specialist	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080
Administrative Secretary	\$ 4,179	\$ 4,388	\$ 4,608	\$ 4,838	\$ 5,080
Water Utility Worker II	\$ 4,111	\$ 4,317	\$ 4,532	\$ 4,759	\$ 4,997
Maintenance Worker II	\$ 3,822	\$ 4,013	\$ 4,213	\$ 4,424	\$ 4,646
Water Utility Worker I	\$ 3,712	\$ 3,898	\$ 4,093	\$ 4,297	\$ 4,512
Maintenance Worker I	\$ 3,509	\$ 3,685	\$ 3,869	\$ 4,062	\$ 4,265
Transportation Driver	\$ 3,175	\$ 3,333	\$ 3,500	\$ 3,675	\$ 3,859

Library					
Position	A	B	C	D	E
Library Public Services Manager	\$ 6,320	\$ 6,636	\$ 6,968	\$ 7,316	\$ 7,682
Library Support Services Manager	\$ 6,320	\$ 6,636	\$ 6,968	\$ 7,316	\$ 7,682
Library Digital Services Manager	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Librarian	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,191
Library Technical Assistant	\$ 4,149	\$ 4,356	\$ 4,574	\$ 4,803	\$ 5,043
Library Associate	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Library Clerk II	\$ 3,469	\$ 3,643	\$ 3,825	\$ 4,016	\$ 4,217
Library Clerk I	\$ 2,995	\$ 3,145	\$ 3,302	\$ 3,467	\$ 3,640

Community Services					
Position	A	B	C	D	E
Community Services Coordinator	\$ 4,585	\$ 4,814	\$ 5,055	\$ 5,308	\$ 5,573

Management							
Position	A	B	C	D	E	F	G
Police Chief	\$12,206	\$12,816	\$13,457	\$14,130	\$14,836	\$15,578	\$16,357
Fire Chief	\$11,248	\$11,810	\$12,401	\$13,021	\$13,672	\$14,355	\$15,073
Assistant City Manager	\$11,116	\$11,671	\$12,255	\$12,868	\$13,511	\$14,187	\$14,896
Public Works Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Finance Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Planning & Community Development Director	\$10,246	\$10,759	\$11,297	\$11,861	\$12,454	\$13,077	\$13,731
Deputy Police Chief	\$9,816	\$10,307	\$10,823	\$11,364	\$11,932	\$12,529	\$13,155
Deputy Fire Chief	\$9,816	\$10,307	\$10,823	\$11,364	\$11,932	\$12,529	\$13,155
Community Services Director	\$9,082	\$9,536	\$10,013	\$10,514	\$11,039	\$11,591	\$12,171
Fire Division Chief *	\$8,940	\$9,387	\$9,856	\$10,349	\$10,866	\$11,410	\$11,980
Human Resources Manager	\$8,295	\$8,710	\$9,145	\$9,602	\$10,083	\$10,587	\$11,116
Director of Library, Arts & Culture	\$8,287	\$8,702	\$9,137	\$9,594	\$10,073	\$10,577	\$11,106
Police Lieutenant**	\$8,181	\$8,590	\$9,019	\$9,470	\$9,944	\$10,441	\$10,963
Deputy Director of Public Works – Water Utility & Sustainability	\$8,121	\$8,527	\$8,953	\$9,401	\$9,871	\$10,365	\$10,883
Deputy Director of Public Works – Engineering & Operations	\$7,940	\$8,337	\$8,754	\$9,191	\$9,651	\$10,133	\$10,640
Assistant to the City Manager	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Chief City Clerk	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Principal Management Analyst	\$7,654	\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,258
Water Operations Manager	\$7,484	\$7,858	\$8,251	\$8,663	\$9,097	\$9,551	\$10,029
Assistant Library Director	\$7,075	\$7,429	\$7,800	\$8,190	\$8,600	\$9,029	\$9,481
Public Works Operations Manager	\$6,972	\$7,320	\$7,687	\$8,071	\$8,474	\$8,898	\$9,343
Accounting Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Finance Manager	\$6,612	\$6,942	\$7,289	\$7,654	\$8,036	\$8,438	\$8,860
Executive Assistant	\$5,319	\$5,585	\$5,864	\$6,157	\$6,465	\$6,789	\$7,128
Community Services Supervisor	\$4,911	\$5,156	\$5,414	\$5,685	\$5,969	\$6,268	\$6,581

ATTACHMENT 3
Budget Survey Summary

Budget Survey Summary – As of 5.22.20- 130 responses

Have you ever participated in the budget outreach through the City?

Yes	19.10%
No	80.90%

What are your preferred methods to receive communication from the City?

Facebook	16.20%
City Blog	18.50%
E- Newsletter	81.50%
Printed Newsletter	13.10%

How important are these services? 1=not important 5= very important)?

Crossing Guard Services

	Response Percent	Total 1-2	Total 4-5
1	16.80%	30.50%	51.10%
2	13.70%		
3	15.30%		
4	16.00%		
5	35.10%		

Police Cadet Program

	Response Percent	Total 1-2	Total 4-5
1	27.50%	46.60%	21.40%
2	19.10%		
3	29.00%		
4	9.90%		
5	11.50%		

CERT Programs

	Response Percent	Total 1-2	Total 4-5
1	19.10%	33.60%	32.80%
2	14.50%		
3	26.70%		
4	22.90%		
5	9.90%		

Self Defense Courses

	Response Percent	Total 1-2	Total 4-5
1	38.20%	58.80%	18.30%
2	20.60%		
3	21.40%		
4	13.70%		
5	4.60%		

Bicycle Amenities

	Response Percent	Total 1-2	Total 4-5
1	29.80%	45.80%	27.50%
2	16.00%		
3	23.70%		
4	17.60%		
5	9.90%		

Teen Center

	Response Percent	Total 1-2	Total 4-5
1	15.30%	29.00%	38.90%
2	13.70%		
3	29.80%		
4	25.20%		
5	13.70%		

After school and summer Camp Med programs

	Response Percent	Total 1-2	Total 4-5
1	13.70%	25.20%	51.90%
2	11.50%		
3	20.60%		
4	20.60%		
5	31.30%		

Senior Nutrition

	Response Percent	Total 1-2	Total 4-5
1	8.40%	14.50%	64.90%
2	6.10%		
3	19.80%		
4	30.50%		
5	34.40%		

Coordination of Commercial Filming

	Response Percent	Total 1-2	Total 4-5
1	22.90%	35.90%	29.70%
2	13.00%		
3	30.50%		
4	13.70%		
5	16.00%		

Public Arts Programs

	Response Percent	Total 1-2	Total 4-5
1	24.40%	35.90%	37.40%
2	11.50%		
3	24.40%		
4	24.40%		
5	13.00%		

Public Safety Open House

	Response Percent	Total 1-2	Total 4-5
1	32.10%	51.20%	23.70%
2	19.10%		
3	22.10%		
4	11.50%		
5	12.20%		

Children's Reading Programs

	Response Percent	Total 1-2	Total 4-5
1	8.40%	19.90%	55.80%
2	11.50%		
3	23.70%		
4	26.00%		
5	29.80%		

Online Reading Programs

	Response Percent	Total 1-2	Total 4-5
1	21.40%	39.00%	35.10%
2	17.60%		
3	24.40%		
4	18.30%		
5	16.80%		

Cultural Programming i.e. author night

	Response Percent	Total 1-2	Total 4-5
1	26.00%	45.80%	27.50%
2	19.80%		
3	25.20%		
4	16.00%		
5	11.50%		

Community Events i.e. concerts in the park & movies

	Response Percent	Total 1-2	Total 4-5
1	14.50%	25.20%	51.90%
2	10.70%		
3	21.40%		
4	18.30%		
5	33.60%		

Community Programming i.e. Breakfast with Santa

	Response Percent	Total 1-2	Total 4-5
1	35.90%		
2	17.60%	36.70%	16.80%
3	19.10%		
4	9.20%		
5	16.80%		

Environmental Sustainability Programs

	Response Percent	Total 1-2	Total 4-5
1	15.30%	25.20%	58.80%
2	9.90%		
3	13.70%		
4	21.40%		
5	37.40%		